

Work standard

Guidelines and texts

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Company Standard - Packaging

Titel: Company Standard - Packaging

Updated edition dated 26/06/2017

This guideline is a binding contract component of every order from our company.

Deviations require written consent from AL-KO GmbH.

All guidelines issued earlier are rendered invalid by this guideline.

We request appropriate compliance and thank you for your cooperative collaboration.

This guideline is valid for the Kötz plant and for deliveries starting A111/01/2005

Alois Kober GmbH
89359 Kötz
Purchasing Department

Change	Name:	Date:	Comp. stnd. checked	Date:
Company standard completely reworked	Sp/al	14.10.05	31.05.12	<i>Spiegler Alt</i>
Palette 1213544 is cancelled; only 209347 valid	St.W	27.03.08		
Measures changed by load carriers	Sp/vw	31.05.12		
4.3.3 Third countries and 4.3.4 Delivery receipts: added text	Sp/DH	26.06.17		

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Packaging guideline - new

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2. INTRODUCTION

Within the AL-KO Group AL-KO Fahrzeugtechnik is active around the world, our headquarters are in the Kötz plant in 89359 Kötz / Germany. We are one of the world's largest manufacturers of chassis's and chassis accessories for caravans and motor caravans. Quality and safety are the guiding principles of AL-KO Fahrzeugtechnik.

3. FUNDAMENTALS

In order to ensure optimal and problem-free material flow in the goods receiving process and for stocking in our DP-controlled warehouses, we request your compliance in the future with the following packaging guideline.

Supplier-specific load carriers should be avoided in order to prevent any unnecessary charges for return transport or handling. However the agreed circulations of AL-KO load carriers are excluded from this guideline.

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4. DELIVERY TO AL-KO

4.1. Packaging

- Packaging must provide sufficient protection for the quality of the parts, as well as transport and further handling that is damage-free.
- Only load carriers in proper, usable, and clean condition can be used. Avoid bent, or damaged load carriers! Bent or damaged load carriers will be unloaded, repacked, and not replaced, at your expense; for these load carriers there will be no payment of the invoice.
- We request that you ensure, prior to filling your load carriers, that all old (invalid) labels and lettering (material tags) are removed. Incorrect labeling results in uncertainty or confusion of items!
- No small parts should be protruding from the containers (e.g. in the case of Euro wire-mesh pallets). Such pallets cannot be transported by our conveyor technology.
- The packaging must be designed in such a manner that removal of a partial quantity from the packaging is possible without having to repack the goods.

Only the packaging containers listed below are permissible.

(See the following description and illustrations):

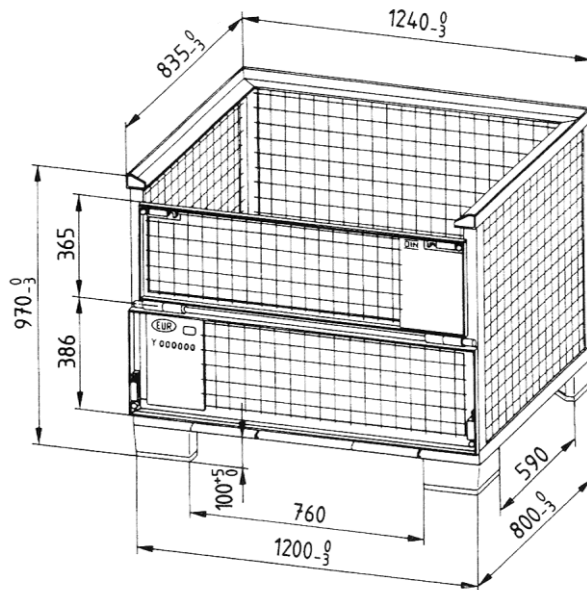
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4.1.1. Permissible load carriers

a) Standard load carriers

a1) Wire-mesh pallet (GB)

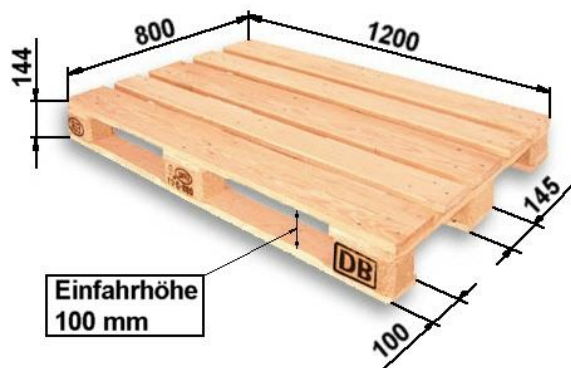


Dimensions in accordance with DIN 15155

AL-KO material no. 209.225
 Measure: Length 1200 mm
 Width 800 mm
 Height 970 mm
 Weight: ~ 85 kg (tare)
 Load area: ~ 0.75 m³

ATTENTION:
 Permissible max. Weight
 AL-KO: 950 kg

a2) Flat pallet (FP)



b ₁	b ₂	h ₁		l ₁		l ₂	
±3	min	Doppeldeck-Palette max.	Eindeck-Palette max.	±3	min		
600 ¹⁾	— ¹⁾	156	129	800 ¹⁾	590		
800	590	156	129	1200	760		
1000	710	156	129	1200	760		

¹⁾ Kein Maß b₂, weil die Flachpalette mit b₁ = 600 mm und l₁ = 800 mm nur der Form B mit Bodenausführung Form 2 und Form 7 zugeordnet ist.

Dimensions in accordance with DIN 15146

AL-KO material no. 209.542
 Measure: Length 1200 mm
 Width 800 mm
 Height = 970 mm
 incl. pallet

ATTENTION:
 Permissible max. weight
 AL-KO: 950 kg

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a3) Wire-mesh pallet ½ (GBHP)



AL-KO material no. 209.627

Measure: Length 1200mm
Width 800 mm
Height 500 mm

All dimensions corresponding to wire-mesh pallet in acc. with DIN 15155 (see a1) except height 500 mm instead of 970 mm

ATTENTION:

Permissible max. weight
AL-KO: 950 kg

b) AL-KO – specific load carriers

b1) Flat pallet with cardboard (FPC)



AL-KO material no. 209.542 + cardboard

Measure: Length 1200 mm
Width 800 mm
Height 970 mm incl. pallet

ATTENTION:

Permissible max. weight
AL-KO: 950 kg

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b2) Flat pallet (loss) with cardboard (FP-L-C)



AL-KO material no. 516.660
+ cardboard

Measure: Length 1200 mm
Width 800 mm
Height 970 mm
incl. pallet

ATTENTION:
Permissible max. weight
AL-KO: 950 kg

b3) Pallet frame with squared timber (FP)



AL-KO material no. 209.347

Measure: Length up to 6500 mm
Width 1050 mm
Height 1200 mm

ATTENTION:
Permissible max. weight
AL-KO: 2000 kg

b4) Axis pallet (AP)



AL-KO material no. 209.349

Measure: Length 2500 mm
Width 1400 mm
Height 1400 mm

ATTENTION:
Permissible max. weight
AL-KO:
for lengthwise stacking 2000 kg
for cross-stacking 3500 kg

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4.1.2. Permissible packaging

a) Sub-packaging for small parts (paperboard containers)

Goods that are delivered in cardboard boxes (of recyclable single corrugated or multi-corrugated cardboard) cannot exceed the gross weight of 20 kg, and must satisfy the requirements relative to handling and transport.

Various other types of packaging are only permitted after consultation with AL-KO

b) Packaging materials

- We request that you only use recyclable auxiliary transport packaging relative to the new packaging legislation.
- Only use pallet safeguards of (corrosion protected) steel strip, or PE/PP plastic strapping. *Shrink film covers* or stretch foils are *not permitted!*
- Intermediate layers for pallets and cardboard boxes must be of the same type and made of paper, corrugated cardboard from the roll or cardboard (e.g. Resysymbol).
- *Styrofoam chips* and *air bag foil* are *not permitted*, chips made of natural materials and compostable chips may be used.
- To seal cardboard boxes, crates, packages, etc. only use packaging tape of PE/PP or plant-based paper adhesive tape, to enable same type disposal at AL-KO.
- Packaging container materials that cannot be fed into an orderly disposal process will be disposed of at your expense!

c) Identification of dangerous goods / fragile goods

The guidelines for transport of dangerous goods must be strictly complied with.

The supplier is liable for all damages resulting from non-compliance with the legal guidelines. Only packaging approved in accordance with the regulations of the specific classes in the ADR can be used to transport dangerous goods.

The consignment note (waybill) or delivery receipt must carry the appropriate dangerous goods information (ID number, dangerous goods class, number, letter) in accordance with RN 2002 (3a) ADR. The prescribed dangerous goods note must be affixed to all shipping items containing dangerous goods and it must be easily visible (in accordance with Appendix A9 ADR).

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4.1.3. Dimensions, weights

Packaging containers must be placed together without projections on the pallet to form a compact, secured transport unit, so that no repacking measures on the part of AL-KO are necessary.

Palletized transport units cannot exceed (through the joining together of individual packaging containers) a load height incl. flat pallet, of 970 mm, and a total weight incl. flat pallet, of 950 kg.

These guidelines are not valid, if we have prescribed something different in the specific case.

The tara weight must be specified for each packaging container.

(Clearly marked on each packaging unit!)

Quantity differences that occur due to missing or incorrect tara weight will be billed to you.

4.1.4. Specification of the packaging unit

For all new items, the packaging size / quantity per load carrier must be defined prior to the first delivery.

For this, a load carrier in accordance with no. 4.1.1 or in the specific case, a load carrier expressly approved by our logistics department, must be used. The supplier will select the load carrier in accordance with his standard packaging units. After the first delivery, the logistics department reserves the right to change the load carrier, as well as the packaging quantity. The supplier cannot change the specific packaging quantity without consultation with AL-KO.

4.1.5. Selection criteria of the load carrier

Adequate, conveyance-safe, load carriers with packaging that is appropriate for the goods, must be selected. Transport damage that is not recognized by insurers due to inadequate load carriers or packaging will be billed to the supplier. All shipments must be loaded on undamaged, reliable load carriers.

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4.2. Labeling

4.2.1. Labels

Clear and rapid posting of the goods in the receiving department requires a transport label, (LAV with barcode "Code 128" if possible), to be affixed to the goods.

The transport label (LAV) must be affixed per packaging unit. Our LAV transport label is based on the label developed by CIVD, similar to that of VDA:

(1) Warenempfänger	(2) Abladestelle - Lagerort - Verwendungsschlüssel 2015		
(3) Lieferschein-Nr. (N) 502151	(4) Lieferantenanschrift (Kurzname, Werk, PLZ, Ort)		
	(5) Gewicht-Netto 33	(6) Gewicht-Brutto 136	(7) Anzahl Packst. 108
(8) Sach-Nr. Kunde (P) 881.051 996		A123	
(9) Füllmenge (Q) 118	(10) Bezeichnung Lieferung/Leistung Fluegelrad		
	(11) Sach-Nr. Lieferant (30S) GITTERBOX		
(12) Lieferanten-Nr. (V) 03264060	021005	10165-66	
	(13) Datum 02.08.2005	(14) Änderungsstand Konstruktion keiner	
(15) Packstück-Nr. (S) 110529	(16) Bestellnummer 4500487660		

The German Caravanning Industrie Verband e.V (The Caravanning Industry Association) recommends that its members use the LAV (Leisure Accommodation Vehicle) *transport label* that is based on Recommendation 4902/4 of the Automobile Industry Association: "ODETTE transport label material tag".

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Fields that are absolutely mandatory per packaging unit are:

- (1) Recipient of the goods
- (2) Unloading point/storage location
- (3) Shipping ticket no.
- (4) Supplier address
- (5) Net weight
- (6) Gross weight
- (7) Number of packaging containers
- (8) Customer reference number
- (9) Quantity per pack
- (10) Designation of the shipment/service
- (14) Change status construction
- (15) Packaging container no.
- (16) Order number

4.2.2. Label placement

The labels must be affixed on the LHM where they are easily visible.

a) Wire-mesh pallet (label on panel - upper right)



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b) Flat pallet with cardboard (label on the long side - upper right)



c) AL-KO axis pallet (label in transparent pouch - to the right on the LHM, or on the goods)



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d) AL-KO frame pallet (label in transparent pouch - to the right, or on the goods)



4.2.3. Mixed shipments

Packaging containers that include mixed goods must be identified with the note "*mixed shipment*". Items that are destined for different storage sites (e.g. 2015) must be packed separately and the sub-packaging must be identified with material tags. Only in this manner can fastest possible forwarding to the appropriate locations be ensured.

4.2.4. Forwarding platform goods

Items that are destined for AL-KO affiliated companies must be packaged and identified separately; the recipient of the goods must be clearly highlighted. The contents of each packaging container must be clearly and unmistakably identified.

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4.2.5. Only valid for materials in the open depot yard (after agreement)

The material tags for materials in the open depot yard must be weather resistant (legible) for 12 months and the fasteners (wire etc.) must be corrosion resistant.

4.2.6. Only valid for steel shipments (raw materials)

Fields that are absolutely mandatory per item and packaging unit are:

- (1) Recipient of the goods
- (2) Unloading point/storage location
- (3) Shipping ticket no.
- (4) Supplier address
- (5) Net weight
- (6) Gross weight
- (7) Number of packaging containers
- (8) Customer reference number
- (9) Quantity per pack
- (10) Designation of the shipment/service
(for steel shipments, also dimensions and material quality)
- (14) Change status construction
(for steel shipments, (lot number))
- (15) Packaging container no.
- (16) Order number

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4.3. Shipping documents

4.3.1. Domestic

- Delivery receipt - in triplicate
- Consignment note (waybill) or cartage note of the freight carrier

4.3.2. EU

- Delivery receipt - in triplicate
- Invoice - in triplicate
- International CMR - consignment note (waybill)

4.3.3. Third countries

- Delivery receipt - in triplicate
- Invoice - in triplicate
- International CMR - consignment note (waybill)
- T1 document (T1-NCTS process form A)
 - If applicable preference certificate or documentary evidence of origin (form A / UZ / EUR. 1 / A.TR. etc.)
 - Place well visible outside on the goods

4.3.4. Delivery receipts

An original delivery receipt must accompany every shipment. Delivery receipts must be included in triplicate. All shipping documents must be affixed in a delivery receipt pouch outside on the goods at the load carrier so that they are easily legible.

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The following order details must be available on the delivery receipt:

- (1) Recipient of the goods (in addition, for customer commission/// the purpose)
- (2) Unloading point/storage location (storage facility 2012, 2013, 2014, 2015, 2017)
- (3) Shipping ticket no.
- (4) Supplier address
- (5) Net weight
- (6) Gross weight
- (7) Number of packaging containers
- (8) Customer reference number
- (9) Quantity in pack (in addition designation as total delivery, partial delivery, or remainder of a delivery)
- (10) Designation of the shipment/service
- (12) Supplier number
- (13) Shipping date
- (14) Change status construction
- (15) Packaging container no.
- (16) Order number (complete supplier number, order number and item number)

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4.4. Handling empty containers for incoming goods deliveries

4.4.1. Exchanging empties

One-way load carriers (flat pallets and wire-mesh pallets) must always be exchanged with deliveries to AL-KO.

Only load carriers that are not damaged and that correspond to the DIN guidelines will be exchanged.

Exceptions must be confirmed in writing by AL-KO.

4.4.2. Offsetting empties

Offsetting for empties (flat pallets, wire-mesh pallets, and AL-KO specific load carriers) may only occur between AL-KO and affiliated companies.

Exceptions must be confirmed in writing by AL-KO.

4.4.3. Managing empties

Empties management with suppliers (flat pallets and wire-mesh pallets) is only possible in legitimate exceptional cases. There will be a monthly adjustment for monitoring empties.

Exceptions must be confirmed in writing by AL-KO.

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4.5. Supplementary sheet counter signature

Alois Kober GmbH:
Purchasing department
Ms. Dirr

Industriestr. 1

89359 Kötz

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Supplementary sheet for counter signature

We request a signature, i.e. confirmation.

Supplier address:

Date

Signature

Department

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5. "VIOLATION"

In the event of delivery in violation of the packaging guideline AL-KO reserves the right to take the following steps:

- The supplier will receive a discrepancy report. This report will include a detailed listing of the violations, and will specify an appropriate period for rectifying the discrepancies.
- For all shipments after the period has expired that still show discrepancies AL-KO reserves the right to charge the supplier for the expenses incurred (repacking, labeling, etc.) or to return the goods to the supplier at supplier's expense.

6. CONTACT

All deviations from the packaging guideline must be communicated in writing and must be approved by the logistics department.

Contact:

Alois Kober GmbH:
Logistics Department
Mr. Spiegler Walter
Industriestr. 1

89359 Kötz

E-mail: walter.spiegler@al-ko.de
Tel.: 08221/97-8361
Fax: 08221/97-8309

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7. SUMMARY

1. For all new items the packaging size / quantity per load carrier must be defined prior to the first delivery.
2. Only load carriers in proper, usable, and clean condition can be used. Avoid bent, or damaged containers!
3. A delivery can only be made in standardized flat pallets (1200x800 mm), as well as in standardized wire-mesh pallets (1200x800 mm), in each case without projections.
4. The maximum structure height of 950 mm including load carrier, and maximum weight of 950 kg cannot be exceeded.
5. Wire-mesh pallets and pallets may not be loaded over the external dimensions.
6. The commissioning/// ability of the packaging / pallet must be ensured.
 - a. The packaging must be designed in such a manner that removal of a partial quantity of the package is possible without having to repack the goods
 - b. The packaging must allow removal of any quantity from the long side (1200 mm) of the load carrier.
 - c. For mixed pallets, each individual item must be capable of removal directly without further repacking.
7. The max. gross weight of a sub-package (e.g. cardboard box) may not exceed 20 kg. If it weighs more, then the delivery must be executed on suitable load carriers (pallets/ wire-mesh pallets etc.)
8. Sub-packaging cannot be filled with Styrofoam or packaging chips.
9. Only one material number can be delivered in each sub-package (e.g. cardboard box).
10. Each sub-package must be labeled separately with the AL-KO material number, designation, quantity, and change status.
11. Wire-mesh boxes that only contain parts with the same material number must be labeled with LAV transport labels that are visible on the exterior. The individual layers in the wire-mesh pallet must be separated by appropriate intermediate layers depending on the respective item. Moreover the items must be protected in the wire mesh pallet all-round from direct contact with the wire-mesh (e.g. line the inside perimeter with corrugated cardboard).
12. Pallets / wire-mesh pallets must be shipped with a single type of item depending on volume. A shipment of different materials on one wire-mesh pallet or pallet is only permitted with clear visual separation of the different materials.

Packaging containers with mixed content must be identified with the words "*Mixed Shipment*".

Sub-packages that are delivered on pallets must be adequately anchored on the pallet.
13. The shipping documents must be affixed to the exterior of the packaging in a protective pouch where they are clearly visible.

Only those materials can be used that can be disposed of in publicly accessible recycling