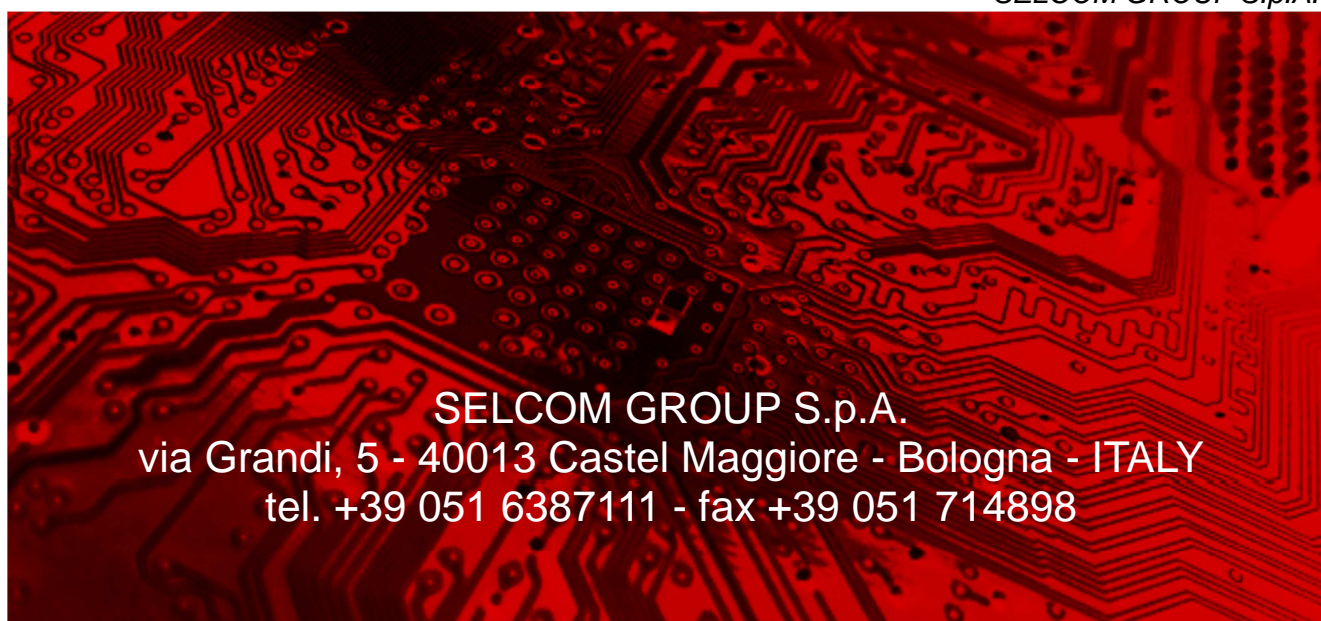# SELCOM GROUP

Packaging General Requirements

PGR-SEL-Rev04

*This document or part of it cannot be copied or shared with
third parties without an explicit written authorization from Selcom.
Any offenders are liable to pay all relevant damages.
If any discrepancy is found in the documentation the Supplier
must immediately contact Selcom to clarify the specification.
In any case Selcom reserves the right to
arbitrate among its documents regardless the
solution adopted by the Supplier.*

Rev	Description	Author	Date
01	Issue	Domenichini	27 Feb 2012
02	Split previous §3 in current §3, §4, §5 for better comprehension	Domenichini	27 Feb 2013
03	General revision	Domenichini	08 May 2014
04	Changed company details	Pelgreffi	01 Aug 2017

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1. Scope and application field

This document describes how to pack carton boxes on pallets shipped to a plant of Selcom Group (hereinafter named "Selcom").

This document does not describe how to pack goods inside carton boxes, nor overwrites any document concerning that matter.

This document is valid for a given part/number when it's claimed by relevant supply specifications or other Selcom document regarding that part/number, and does not overwrite such documents.

Last revision issued of this document shall be checked and downloaded from Selcom website.

Selcom approval is necessary in case supplier's packaging does not fit one or more of below mentioned requirements.

2. Carton boxes

Corrugated fiberboard carton boxes (A or C flute designation) shall be used to collect and protect internal goods. Boxes shall be sturdy enough to protect inside goods weight without collapsing or breaking. Proper filler materials shall be used inside each box to prevent the goods moving or being damaged during transport. Do not use polystyrene packaging fillers or other crumbles-creating materials.

All what contained inside each box shall be clean and devoid of any dust or dirt.

Maximum recommended final gross weight of each single finished carton box: 15 kg.

Maximum tolerated (non-recommended) gross weight of each single finished carton box: 20 kg.

Each finished carton box shall withstand to the "Integrity Performance Test Procedure 1A" of "International Safe Transit Association" standard, refer to ISTA 2001, procedure 1A (www.ista.org).

The following minimum data shall be printed on a visible label applied on the outside of each **carton box,** regarding the goods contained inside it:
- Selcom part/numbers (as written in Selcom Purchase Order).
- Supplier production date-codes or week-codes, as required in Selcom specifications (if applicable).
- Total quantity of usable goods.
- Expiration date of goods (if applicable).
- Origin country of manufacture ("MADE IN …").
- 2D bar-code (if required by Selcom relevant specification). For bar-code specifications, see file "BCR-SEL" in last revision issued, which can be checked and downloaded from Selcom website.

Supplier shall reduce to the minimum possible the number of boxes containing different part numbers and/or different date-codes.

Carton boxes containing scrapped/repaired/defective goods (if they are allowed by Selcom relevant specifications) **shall be collected in separated carton boxes, clearly identified** by one additional external bright colored label (minimum dimension: 5 x 5 cm) calling: "**WARNING: CONTAINS SCRAPPED / REPAIRED / REWORKED PIECES**".

All technical documents and certificates of conformity (if applicable) of the batches in the shipment shall be placed inside one single box externally identified with a clear bright color label calling: "QUALITY DOCUMENTS INSIDE".

Number of max stackable layers of carton boxes should be visible outside of each carton box, together with the "top side" direction arrows.

All required labels should be applied on flat surfaces, not being covered by adhesive tape, belts or other obstacles in a way that could complicate their reading. **Give priority to the perfect readability of the 2D barcode** (if applicable).

All labels and writings required by Selcom shall be written in english and/or italian language, or include a proper full translation in such languages.

3. Pallets

Unless otherwise written agreed with Selcom Purchase Dept., pallet shall be used when total volume of boxes of same shipment exceeds 0,25 cubic meters. Half-EUR-pallet (0,8x0,6m) may be used when total volume of boxes of same shipment goes from 0,10 to 0,60 cubic meters.

Supplier shall select pallets sturdy enough to support the full load, and large enough to prevent edge overhang of shipped boxes. Once arrived in Selcom plant warehouse, each pallet will need to be easily movable with a manual pallet jack, so **minimum two-way forklift entries shall be free from obstacles on ground level, with minimum fork-hole height 10 cm.**

See following pictures guidelines:

VERY GOOD, RECOMMENDED:
Sturdy solid fumigated wood, EUR-PALLET size, with 2-way forklift entries free from obstacles on ground level along the short side.

GOOD
Sturdy plastic EUR-PALLET size, with flat deck (no grid), and with 2-way entries free from obstacles on ground level along the short side.

TOLERATED
Sturdy non EUR-PALLET size, made of plastic or fumigated wood, with flat deck (no grid), and with 2-way entries free from obstacles on ground level.

UNACCEPTABLE:
structure is too weak (even only one broken foot can make the whole pallet collapse) and is unfit to racking systems.

UNACCEPTABLE:
No entry is free from obstacles on ground level.

Do not use pallets with broken or missing parts, protruding nail heads or other safety hazards!
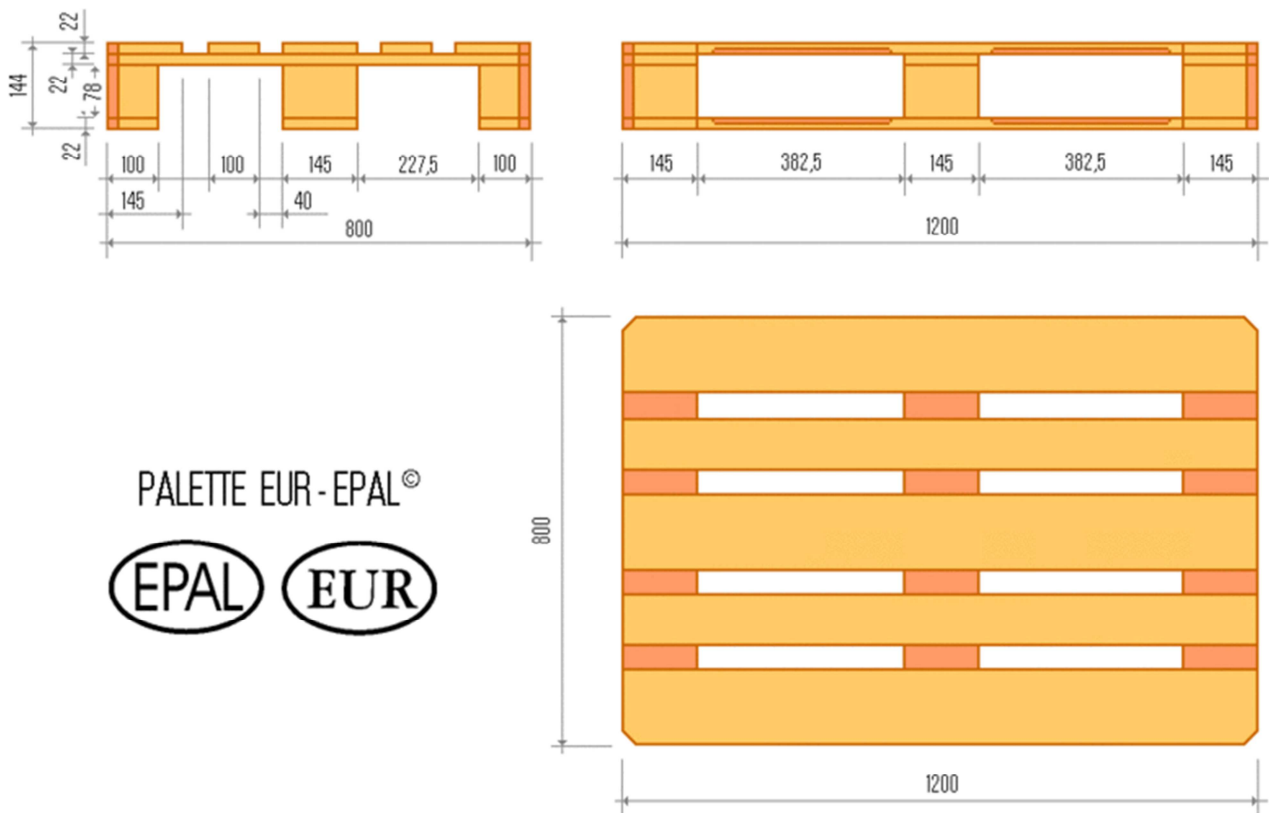Pallets shall be clean and free from contaminants.
Building materials shall be plastic or wood (new or reconditioned GMA A-grade), compliant to European Parliament and Council Directive 94/62/EC of 20 December 1994 about recyclability of packaging materials; and shall be able to withstand with temperature range -20℃ +60℃. Static load: min 1300kg. Dynamic load and racking load: min 800kg.

Pallets compatible with double step-beams pallet-racking system (42'' depth) are preferred.

Pressed-wood pallets or pallets with pressed-wood deck are not recommended as they are too weak and/or tend to warp too much in central position once they are racked.
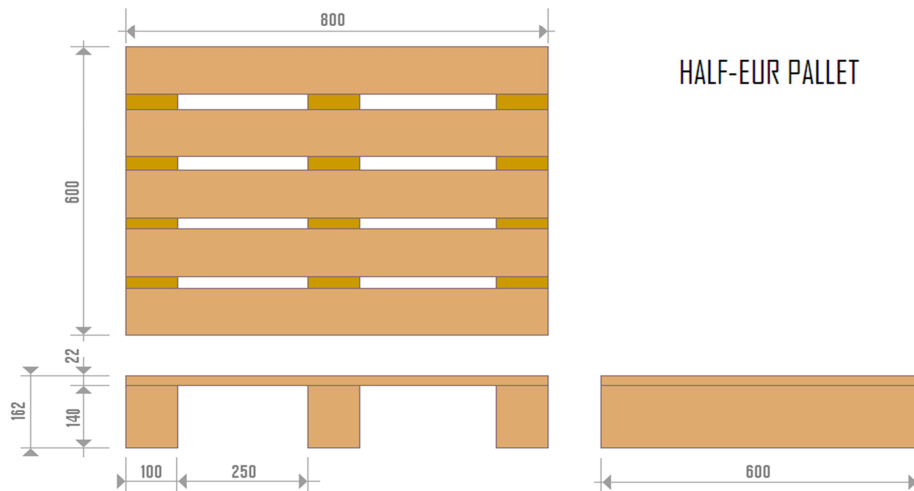
Recommended pallet deck dimension: 1,2 x 0,8m "EUR-pallet" (also known as "EUR1 pallet" as per UIC Standard 435/2), see below picture with dimensions in mm.

The two-way forklift entries free from obstacles on ground level shall be placed on the 0,8m side.

Maximum tolerated (non-recommended) pallet deck dimension: 1,2 x 1,2 m.

Minimum recommended pallet deck dimension: 0,8 x 0,6 m (HALF-EUR-PALLET, also known as "EUR 6

pallet" as per UIC Standard 435/6), see below picture with dimensions in mm:

The two-way forklift entries free from obstacles on ground level shall be placed <u>on the 0,8m side.</u>

4. Fumigation / debarking

Wood pallets and all other wood packaging materials used for shipments towards European Community shall be **fumigated and debarked**, in compliance with <u>International Standards for Phytosanitary Measures No.15</u> (<u>ISPM 15</u>) and with <u>European Union Council Directive 2000/29/EC of 8th May 2000</u>, amended to the latest revision.

Related markings and seals (see example) shall be well visible on two opposite external sides of each wood pallet.

NOTE: Wooden Package Material made of heat-manufactured wood material (e.g.: particle board, plywood, oriented strand board, aggregate of thin wood pieces smaller than 6mm thickness) is exempted from the fumigation treatment and marking requirement.

5. Preparation of finished pallets

Recommended guidelines to load boxes on pallet are:

- Possibly put boxes all of same size on the pallet (if this does not increase the pallets quantity).
- Align horizontal boxes in columns, corner to corner, to get the greatest stacking strength.
- Avoid interlocking or rotating layer patterns.
- Do not align corners over the spaces between pallet deck boards or other openings on deck floor.
- Boxes should not extend past the pallet edges.
- Do not "pyramid" boxes layers.
- Possibly keep the top layer flat (if this does not increase the pallets quantity).
- Boxes shall be piled in order to not leave empty spaces in vertical corners of pallet. All four vertical corners of pallet shall be continuous and solid.
- Possibly apply vertical corners thick protectors, not protruding over pallet top layer.
- **All labels/documents required by Selcom on each carton box shall be visible from an external vertical side of the pallet!**

Secure boxes to pallet with strap hold belts, and <u>stretch-wrap</u> the pallet with transparent plastic film. Also top side of pallet shall be wrapped or protected, in order to get rainproof protection.

In case of multiple-pallets shipment, each single pallet shall be clearly numbered and labeled, being those numbers properly reported in "packing list" document.

A copy of all shipping documents shall be attached to one pallet/box with strong adhesive water-proof document-holder, placed in a position visible from an external vertical side of the pallet.

Supplier shall reduce to the minimum possible the number of pallets containing more than one part number and/or more than one batch-date-code.

Supplier shall reduce to the minimum possible the number of shipped pallets, given all above mentioned rules are fit at best possible.

Maximum finished pallet height: 1,80 m for sea shipments; 1,55 m for air shipments.

Maximum Gross Weight of each single finished pallet: 600 kg.

Note: in case of air express shipments, the max allowed pallet height/weight could be lower than above mentioned, supplier shall check details directly with the specific forwarder.

<u>DO NOT STACK PALLETS!</u>

Please report such warning on pallets too, as per following example: