



# Packaging Manual For Suppliers



**Rules for the packaging of bought-in parts**

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**Author:** brs  
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## 2. Preface

The following rules and directives for the delivery of goods to Oscar Föh AG form the basis for our business terms and conditions and apply as supplementary contractual agreements to the general purchase terms and conditions.

The intended purpose of the specifications is to ensure an optimum and uninterrupted flow of materials between the supplier and Oscar Föh AG.

### 3. General requirements

The packaging manual comprises the transport and packaging directives applicable at Oscar Föh AG.

Transport packaging is packaging that serves to protect the goods in transit between the manufacturer and the consumer, or the safe transport. It consists, e.g., of pallettes, packing cartons, foam shells, shrink film and similar wrapping materials.

Product packaging serves to protect the product but also fulfils a marketing, product identification and storage function.

Regardless of the selected type of packaging, the following requirements must be met:

- damage-free delivery of parts
- safe transport
- optimum space utilisation of the transport unit
- optimum capacity utilisation of the loading aids
- problem-free unloading
- stackability
- adherence to the specified standard dimensions
- advantageous parts removal
- recyclable materials
- use of disposable materials is to be avoided
- adherence to approved / recommended lifting loads

If the supplier is not able to delivery in accordance with regulations, Oscar Föh AG is to be informed of this in a timely fashion ahead of delivery.

If the specified packaging is not adhered to, Oscar Föh AG reserves the right to charge corresponding handling and repackaging costs to the supplier.

The supplier is liable for a loss of quality resulting from deficient or soiled packaging.

**All** packaging material used must be **recyclable**.

Hazardous goods are only allowed to be transported in approved packaging.

## 4. Transport packaging

The requirements for handling, shipping and storage are to be taken into account in the selection of the auxiliary shipping materials. The ecological aspects (disposal, reusability, etc.) are also to be taken into account.

The various auxiliary materials are described below.

Standard dimensions of the unit load and the modular design are to be adhered to (see Appendix 3). We recommend to follow recommendations no. 201 and 231 of the SSRG (Swiss study society for the rational transshipment of goods).

### 4.1 Disposable auxiliary shipping materials

Disposable packaging is designed for one-off transport use only. Multiple stacking is to be endeavoured. Disposable packaging is generally provided by the supplier. The following criteria must be met for disposable packaging:

- damage- and problem-free handling by lifting trucks in accordance with DIN 15140
- at least double stacking capability
- easy removal of goods
- recyclability
- humidity protection

The following auxiliary shipping materials can be used without consulting Oscar Föh AG. However, **charging** for these auxiliary shipping materials is **only permissible** after prior agreement with Oscar Föh AG.



Disposable wooden pallets of various sizes/designs



Pallet frames made from carton



Packing cartons of all types



## 4.2 Multiple-use auxiliary shipping materials

Stackability must be ensured in all cases. The stacking factor depends on the dimensions and the design of the multiple-use packaging.

### 4.2.1 Multiple-use auxiliary shipping materials (exchangeable)

The following auxiliary shipping materials can be used without consulting Oscar Fäh AG. Charging for these auxiliary shipping materials is **not** permissible. Any exchange fees are to be carried by the supplier.



**Pallet 1200 x 800 mm**  
to EPAL - technical rule book



**Pallet collar 1200 x 800 mm**  
to EPAL - technical rule book



**Protective board 800 x 1200**  
to EPAL - technical rule book



**Dispo boxes CH Post, various sizes**

As a matter of principle, the above auxiliary shipping materials will only be exchanged if they are undamaged. Pallets will only be exchanged if they comply with the "Exchange criteria for Euro-pallets in the European pallet pool" (see Appendix 4).

#### 4.2.2 Multiple-use auxiliary shipping materials (not exchangeable)

The following auxiliary shipping materials can be used after consulting Oscar Fäh AG. **Charging** for these auxiliary shipping materials is **only permissible after prior agreement with Oscar Fäh AG.**



**Pallet collar 1200 x 800 mm**  
200 mm high, foldable



**Pallet collar 1200 x 800 mm**  
400 mm high, foldable



**Pallet cage, various sizes**



**Plastic pallets**

### 4.3 *Packing material / padding material*

The following auxiliary shipping materials can be used without consulting Oscar Fäh AG. However, they should be used economically. Charging for these auxiliary shipping materials is **not** permissible.



Padding materials such as paper, wood wool, polystyrene chips, etc.



Films, shrink film



Air cushion film

## 5. Packing rules for shipping

### 5.1 Packing cartons, Dispoboxes

As a matter of principle, the optimum filling of packing cartons / dispoboxes is the supplier's responsibility. In this context it is important that the filling material is used economically but in such a way that the goods will not be damaged during transport.

The following must be observed in all cases:

- ☞ Residual spaces in incomplete layers must be padded out
- ☞ It is mandatory to place shipping documents in or on the packing cartons / dispoboxes so that they are easy to find (minimum requirement delivery note: see "Suppliers' Manual of Oscar Fäh AG")

### 5.2 Pallets

As a matter of principle, the optimum filling of the pallet is the supplier's responsibility. In this context, it is important that the filling material is used economically but in such a way that the goods will not be damaged during transport.

The following must be observed in all cases:

- ☞ Cartons must be laid flat (also in the case of different carton sizes on the same pallet)
- ☞ Optimise layers if cartons of different sizes are loaded onto the same pallet
- ☞ Residual spaces in incomplete layers must be padded out
- ☞ It is mandatory to place shipping documents in or on the pallet so that they are easy to find (minimum requirement delivery note: see "Suppliers' Manual of Oscar Fäh AG")

### 5.3 Height restrictions

As a matter of principle, the height of the packaging is to be kept to a minimum. Shipping widths on standard pallets should not exceed a maximum height of 1400 mm. In exceptional cases a total height of 1800 mm is acceptable.



### 5.4 Weight restrictions

#### 5.4.1 Packaging that will be lifted manually

Packaging that will be lifted manually should not be heavier than 20 kg. Packaging with a weight of more than 20 kg must always be delivered on pallets.





### 5.4.2 Unit loads

The permissible maximum weight for pallets, cages, wooden crates and multiple-use containers is 1000 kg. Exceptions require written approval.



## **6. Product packaging**

### **6.1 Trade parts**

As a matter of principle, the responsibility for product packaging and labelling for trade parts rests with the supplier. OF-specific requirements can be implemented following consultation.

### **6.2 OF-specific parts**

Packaging and labelling will be agreed jointly by the supplier and Oscar Föh AG (see Appendix 1 for the sequence of packaging definition).

The supplier is asked to provide a packaging proposal together with the quotation. The packaging will be defined or suggested using a "Packaging Proposal" form (see Appendix 2). The completed packaging proposal is to be sent to the purchase/logistics department.

In case of a noncompliance with the jointly defined packaging the parts will be repackaged at the relevant supplier's expense.

The approval of a particular packaging does not release the supplier from their responsibility for a damage-free parts delivery.

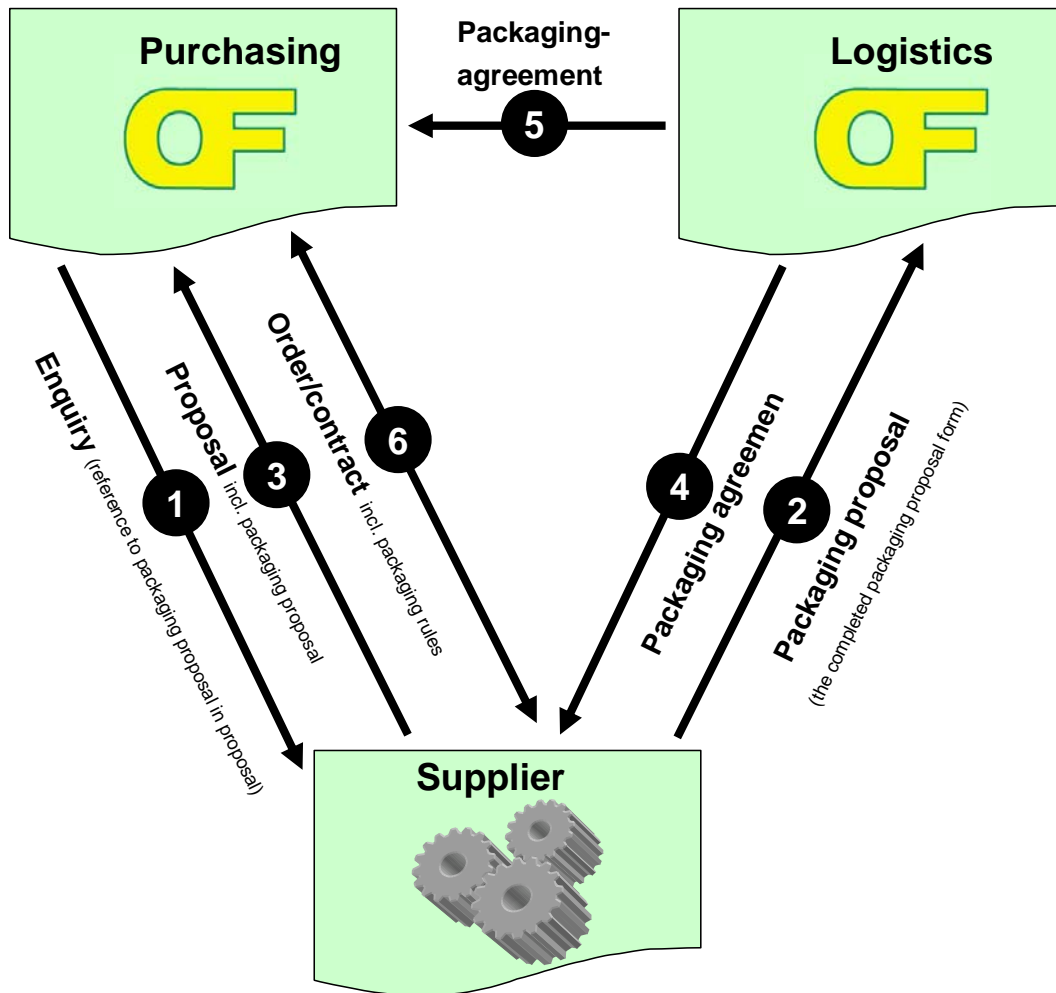


## 7. Appendix

- 1 Sequence from enquiry to order
- 2 a) Description for packaging proposal  
b) "Packaging Proposal" form
- 3 Load units sample

Appendix 1

Sequence from enquiry to serial order  
supplier / purchasing / logistics





## Appendix 2 a

### Procedure:

1. The "Packaging Proposal" form, if required, will be sent together with the enquiry of Oscar Föh AG (see Appendix 1) to the supplier.
2. The supplier fully completes the packaging proposal form and sends it to the specialist in charge in the purchase/logistics department of Oscar Föh AG.

### Description of the packaging proposal:

#### **Header data**

|                       |   |
|-----------------------|---|
| Supplier data:        | To be completed by the supplier.                  |
| Supplier part no.:    | Supplier's part number                            |
| Name:                 | OF's part name                                    |
| OF part no.:          | OF part no  |
| Contents per package: | Number of parts per total packaging               |
| Planned date of use:  | Start date from which the packaging is to be used |

#### **1. Container**

|                      |  |
|----------------------|--|
| Packaging type:      | Corrugated cardboard single-fluted, solid cardboard, polybag 5my, etc. |
| External dimensions: | Length, width and height of packaging                                  |
| Weight (gross):      | Total weight of packaging and contents                                 |
| Weight (tare):       | Weight of packaging without contents                                   |
| Photo:               | Photograph or sketch of packaging (possibly sample)                    |

#### **2. Labelling**

|                   |  |
|-------------------|--|
| Label dimensions: | Length, width and height of label  |
| Label type:       | Type of label (self-adhesive labels, self-adhesive metal labels, tags, etc.) |
| Label contents:   | Sample, scan or sketch of the label layout                                   |
| Label sample:     | Sample, scan or photo of the label   |

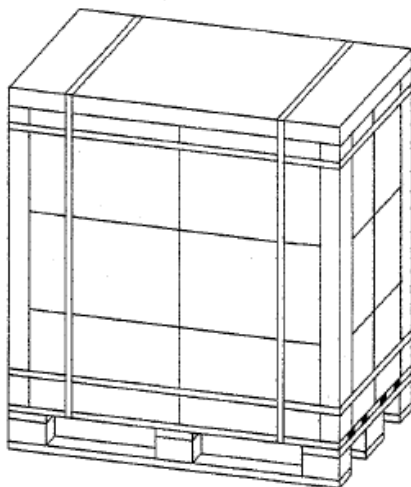
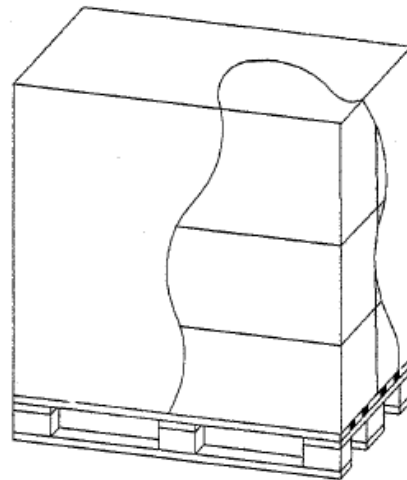
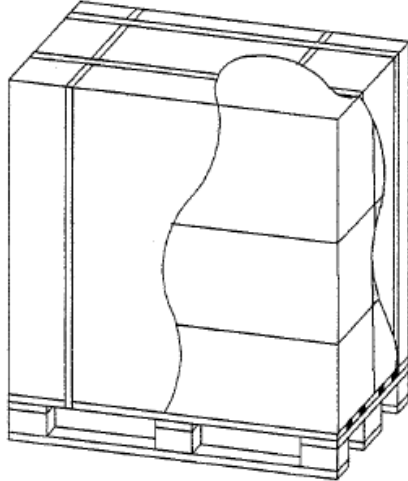


## Appendix 2 b

|  |                              |                             |  |
|--|------------------------------|-----------------------------|--|
|  | <b>Packaging Proposal</b>    |                             | Oscar Fäh AG<br>Sandackerstrasse 28<br>CH-9245 Oberbüren<br>Tel: +41 71 955 73 10<br>Fax: +41 71 951 45 69 |
|  | <b>1. Header Data</b>        |                             |  |
| Supplier's name:   |                              |                             |  |
| Adresse Lieferant:   |                              |                             |  |
| Supplier's contact:  |                              |                             |  |
| Phone/Fax:   |                              |                             |  |
| Email:   |                              |                             |  |
| Supplier's part number:  |                              |                             |  |
| Part discription:  |                              |                             |  |
|  |                              |                             |  |
| Part number Oscar Fäh AG:  |                              |                             |  |
| Order number Oscar Fäh AG:   |                              |                             |  |
| Contents per per package:  |                              |                             |  |
| Hazardous goods:   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |  |
| Planned date of use:   |                              |                             |  |
| Cost of container/label per packaging unit:  |                              |                             |  |
| <b>2. Container</b>  |                              |                             |  |
| Packaging type:  |                              |                             |  |
| External dimensions (L x W x H):   |                              |                             |  |
| Weight (gross):  |                              |                             |  |
| Weight (tare):   |                              |                             |  |
| Photo:   |                              |                             |  |
| <b>3. Label</b>  |                              |                             |  |
| Label dimensions:  |                              |                             |  |
| Label type:  |                              |                             |  |
| Label contents:  |                              |                             |  |
| Label sample:  |                              |                             |  |
| <b>Note:</b><br>The packaging and labelling costs must be declared openly. However, on placement of an order these costs must be included in the packaging price and are not permitted to be invoiced/declared separately. |                              |                             |  |
| Date:  |                              |                             |  |
| Supplier's signature:  |                              |                             |  |
| 36_Verpackungsvorschlag_EN   | letzte Freigabe 09.09.2010   | Seite 1 von 1               |  |

## Appendix 3

### Unit load examples: Disposable packaging on EUR wooden pallets



**Observe stackability and maximum heights!**

## Appendix 3

### Exchange criteria in the European pallet pool for Euro pallets

The following exchange criteria must be met for pallets to be exchangeable:

**Brand left:**

The brand of a European railway company, for example, the DB brand.

**Brand centre:**

This is where the mark of the “European Pallet Association” - EPAL, the manufacturer code and the country ID, e.g., “D” for Germany, is located.

**Brand right:**

This is where the brand of the European pallet pool, “EUR”, must be located.



Exact dimensions:  
800 x 1200 mm

**additional quality indicators:**

- chamfered bottom boards
- no tree knots on the bottom boards
- only dry wood must be used (no mould formation)



**Repair marking nail:**

The repair nail bearing the EPAL quality symbol indicates a quality-checked flat pallet. Only repair firms approved by EPAL are permitted to perform these quality checks.

**Quality control staple:**

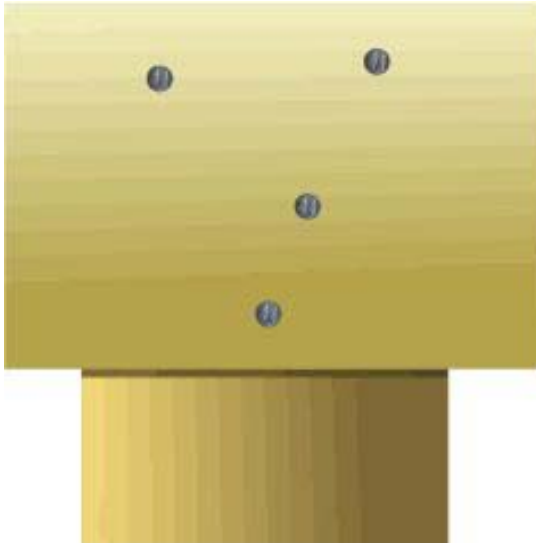
The quality control staple bearing the EPAL quality symbol indicates a quality-checked flat pallet.



**Nail head marking:**

As a matter of principle, all nails used for assembling EPAL/EUR flat pallets bear a head mark consisting of two letters.

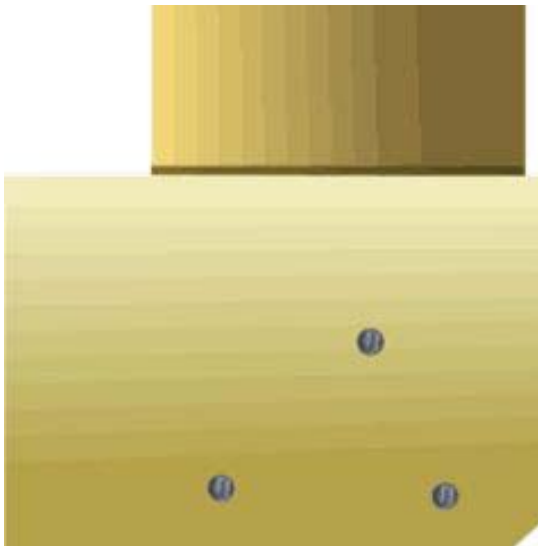
Only nails approved by EPAL, that also have been inspected by an independent test institute, are permitted to be used for assembling these EPAL/EUR flat pallets.



Nailing pattern in deck board-cross board-centre block

**Nailing pattern:**

78 nails ensure the diagonal stiffness of the pallet. The position of each nail is prescribed.



Nailing pattern in deck board-cross board-corner block

The nailing pattern is prescribed by the construction standard (UIC 435-2).

## Non-exchangeable pallets

**The pallet is no-longer exchangeable if...**



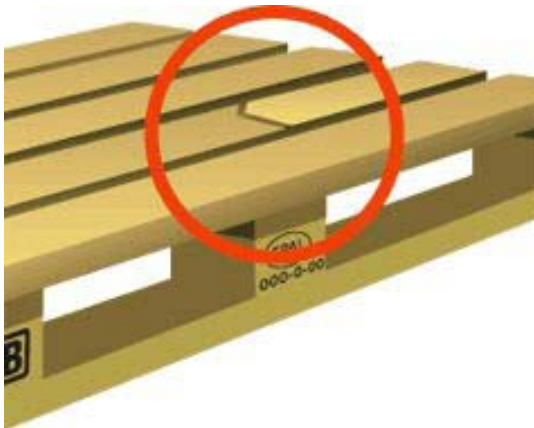
... the EUR symbol or the symbol of a European railway company is missing.



... if a bottom or deck edge board is splintered away so that more than one nail or screw shank is visible.



... if more than two bottom or deck edge boards are splintered away so that more than one nail or screw shank is visible.



.... a board is broken transversely or diagonally.

**The pallet is no-longer exchangeable if...**

... a block is missing or split in such a way that more than one nail is visible.



... an entire board is missing.



**The pallet is also no-longer exchangeable if...**

- the load bearing capacity can no-longer be guaranteed
- contamination is so heavy that loaded goods will be soiled
- heavy splintering is present on several blocks
- there is evidence that inadmissible construction elements have been used.