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General Delivery Instructions

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* The present agreement is limited to the performance of the male and thus from now on does not perform any other gender-dependent forms. The waiver of further forms is only intended to ensure a pleasant flow of reading and to avoid unnecessary grammatical complications.

Modification date	Rev.	Change reason (history)
28 Nov 2022	12	Adaptation of packaging Assemblies from small parts as packaging unit, optical components, preservation

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1. Range of application

These delivery instructions specify requirements for the shipment and packing condition of goods delivered to Klingelnberg GmbH. Endangerment of persons and the environment must be avoided at all times.

All legal and regulatory requirements/guidelines concerning transport and packing must be observed.

2. Information in delivery papers

The delivery note header must include the following information:

- Supplier's name and address
- Delivery address of recipient
- Order number/purchase order number/purchasing group
- Date of creation of the delivery note.

The delivery note item must include the following information:

- Quantity and identification of the delivered goods
- Klingelnberg material number, identification and purchase order item number
- Purchase order item drawing number and index (if available)
- Information regarding subsequent deliveries, missing items, deviations in quality, special releases
- Country of origin

Test reports/certificates, cool-down instructions and documentation, if ordered

- Must be enclosed with supply documents.
- Must be uniquely traceable to delivered items.
- Must comply with work instructions Q0405042 Quality Inspection by supplier
- If the delivery documentation cannot be provided at the time of delivery, this must be clearly indicated on the supply documents.

2.1 Additionally for castings

- Model number
- Item material.

2.2 Additionally for outsourcing parts

- Supplied delivery notes and order documents must always be returned along with the parts

2.3 Delivery of faulty goods

- If goods that have been identified as faulty are delivered, these parts must be clearly marked as faulty/NOK.

3. Drawings

- If the order, including drawing, has been mailed to the supplier, the drawing must be returned with the delivery.

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4. Temporary labeling

- Non-detachable labels must be affixed to all single parts or partially assembled assemblies, indicating the material number, Klingelnberg order number, and Klingelnberg order item number.
- If there is no Klingelnberg material number for higher-level assemblies in single parts, the supplier drawing number or supplier material number can also be used, provided that the corresponding documents (bills-of-material and drawings) are available to Klingelnberg.
- This can be done using labels/stickers, attached or bolted-on tags, or the like. • It is important to ensure that no damage can occur to the materials as a result of the attachment.
- In addition, if a parts identification is required on the drawing, it must be permanently affixed to every part in the lot (see point 5).
- Labels/stickers must be of the type that leave no residue when removed.
- If the parts were ordered with reference to a project or customer requisition, the project or customer requisition must also be included on every part using a non-detachable label.
- Delivery notes must remain with the parts from production orders with subcontracting and must be uniquely identifiable with these.

5. Permanent labeling

- If required on the drawing, or if traceable test documentation has been ordered, the components must be permanently labeled on the item shown on the drawing, using appropriate means. These include stamping figures, etching, laser labeling, and engraving. Apply the material number, Klingelnberg order number, Klingelnberg order item number, and serial number, if applicable.
- On a surface that will not be machined, castings must be labeled with an infused drawing number, change index, material number, and manufacturer.
- If the components are subject to sampling, the appropriate samples must be completely documented. See Testing and Delivery Specifications 08.01.15 Bl.01, Bl.02, and Bl.03
- Label transfers must be carried out by persons named in AA Stamping-Authorized Employees (Q0206079).

6. General packing and delivery

The points of specifications described here relate to the packaging of the individual article, in the respective individual packaging per Klingelnberg material number and the collective packaging of an order/delivery, as well as securing it on the load carrier/pallet etc. and not on transport on a vehicle.

- All deliveries must be safe to unload and safe to transport in the plant.
- Up to a total weight of 1500 kg per packing unit, the bottom clearance must be between 100 mm and 150 mm. For a total weight greater than 1500 kg, the bottom clearance must be at least 130 mm. The tines need a clear span of at least 550 mm for a maximum total weight of 1500 kg.
- Use of pallets with outside dimensions as follows is preferred (forklift clearance from the side indicated first): 600x400 mm, 800x600 mm, 800x800 mm, 800x1200 mm. If shifts in load distribution are not clearly evident from outside, the center of gravity must be visibly identified from the outside and must also provide sufficient forklift clearance at these positions.

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- Parts must be delivered in crates, skeleton boxes, pallets, or cardboard boxes, which must be secured on the truck using appropriate equipment. Which pallet should be used in each case is defined in the following sections.
- • Small parts should be grouped together in a foil bag or box for each material number in order to avoid loss or searching in the packaging material. Small parts must be marked with stickers on the foil bag or box. The individual packaging can be delivered in accordance with the following points: It is essential to ensure that items consisting of several parts are delivered together as one packaging unit, e.g. in a foil bag.
- Components must be freestanding on the pallets; screws/belts must be used only to prevent the component from shifting position on the vehicle.
- If deliveries cannot be protected against damage using tension belts, the packages must be identified accordingly on the outside.
- Components that are particularly sensitive to impact must be wrapped in 2- or 3-ply corrugated cardboard. Transport damage caused by the shipper can only be identified upon delivery if an outer packaging made of corrugated cardboard is used. Film packaging does not show signs of transport damage.
- Packages may be wrapped in stretch wrap if there is a risk of damage due to straps, and if securing with film provides adequate protection against shifting.
- Workpieces must be secured on the pallet using steel or plastic straps or shrink-wrap film. The straps must not be wrapped over unprotected or unstable body edges, which could damage the goods or the belt.
- Plastic or rubber pads must be placed between the securing strap and the workpiece any place these come into contact; this does not include ground and polished surfaces, which must not be used as support surfaces, even if protection has been placed in between.
- When parts are stacked, damage to the parts on the bottom must be prevented. Appropriate intermediate layers must be used to protect these parts from bumping against each other, scratching, and slippage.
- If the packages cannot be stacked during transport, they must be identified accordingly with signal-colored adhesive labels or a “Do not topload” pallet cone, etc.
- Large parts must be packed from the bottom. Small parts must not be packed below large parts. This reduces handling expenses and prevents parts from being overlooked.
- If parts extend beyond the edges of a Euro pallet due to their dimensions (greater than 800 x 1200 mm), the packaging used must be at least 5 cm larger than the parts to protect them against impact and damage. A wood substructure or special pallet may be used where appropriate. In this case, only one material number per package is permitted.
- Glass panes or components with glass inserts must always be delivered upright on suitable transport racks. A “Caution Glass” label must be affixed to the outside of the package in a clearly visible location.

6.1 Delivery of assemblies / kits

If a Klingelnberg material number consists of several different parts, e.g. in the case of assemblies or standard parts such as screw connection sets, all associated parts of a single Klingelnberg material number must be packed together in one packaging unit. This packaging unit is to be marked with the Klingelnberg material number.

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6.2 Delivery of dangerous goods

- Dangerous goods must be delivered in accordance with the ADR dangerous goods regulations and all other requirements set forth in applicable laws and regulations.
- If packed in neutral outer packaging, dangerous goods must be clearly labeled as such, even in the event of a shortfall.

6.3 Packing and delivery of ESD goods

All electronic components (modules, printed circuit assemblies, etc.) that are not enclosed in a self-contained housing are electrostatic-sensitive devices and must be specially packed and labeled.

Labeling:



Permissible packaging:

- –ESD-suitable packaging per DIN EN 61340-5-3

6.4 Packing and delivery of probes

Unless otherwise specified in the order, the following packing instructions must be followed:

- Probes must be packed in plastic tubes with a foam insert or in plastic boxes with a foam insert.
- The probe head must be encased in the foam insert.
- The entire probe must be secured in place inside the box/tube to prevent it from skidding around.



- Alternatively, the probe can also be secured inside the tube in such a way that the tip is free and clear at all times and cannot be damaged.
- The outer packaging must be labeled with the quantity and commodity code.

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6.5 Packaging of optical components, glass lenses, etc.

Optical components such as glass lenses or similar components must not be damaged or scratched by the packaging and subsequent transport. Ideally through foam. Or blister bags individually wrapped. Delivery in a cardboard box with the appropriate inscription "Caution Glass".





6.6 Packing and delivery of motors, guide rails, and spindles

- These parts must be delivered in closed crates made of wood, chipboard, or cardboard.
- No more than 3 order items may be delivered in a single container.
- Packages must remain stable and protective even after opening and must be re-closeable.
- Motors and spindles must be individually packaged for delivery.
- Appropriate clamps must be used inside the crate to protect parts against slippage or damage from the outside.
- Lids must be screwed on, **not nailed**, to rule out the risk of injury.

6.7 Packing and delivery of large components

Unless otherwise specified in the order, the following packing instructions must be followed:

- Large components must be assembled and delivered on a transport frame or suitable pallet. It must be ensured that the parts cannot become detached.
- If the center of gravity is outside the footprint (control cabinets with add-on parts, for example), the overhang must be supported on the pallet in such a manner that the component is self-supported on the pallet.
- The transport frame must have enough base area to rule out any risk of overturning.
- If shifts in load distribution are not clearly evident from outside, the center of gravity must be visibly identified from the outside and must provide sufficient fork lift clearance.
- In general, large components must be loaded with a central center of gravity if accessories are added to the load.
- A forklift must be able to transport the transport frame, i.e., a bottom clearance height of at least 100 mm is required. The tines need a clear span of at least 550 mm.
- Since the parts are typically very wide, an overturn protection mechanism must be provided at the insertion points for the forks.
- The transport frame color must stand out clearly, preferably red or yellow.
- If the transport frame belongs to the supplier, it must be clearly marked as the supplier’s property.

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- To protect against the elements, stretch wrap, protective covers, and the like must be used to pack large components. Paneling assemblies should be protected with corrugated cardboard on the outer areas to make it easier to identify transport damage.

6.8 Deliveries of single parts / per packing unit individually weighing up to 30 kg

- Can be delivered in closed cardboard boxes without a pallet.
- Single parts individually weighing up to 10 kg may be delivered in skeleton boxes weighing up to 1500 kg in total.
- A pallet can also be used when delivering large-size parts. The bottom clearance height must be between 100 and 150 mm. The tines need a clear span of at least 550 mm. Overhanging edges must be protected by an additional 5 cm around the component to protect against impact and damage.

6.9 Deliveries of single parts / packing units individually weighing more than 30 kg and up to 1500 kg

- Parts weighing more than 30 kg and up to 1500 kg must be delivered on a Euro pallet, a Euro pallet with a mounting rack, or in minimum-clearance crates. Parts may only be delivered together on one pallet if the total weight of the package does not exceed 1500 kg.
- Single parts individually weighing up to 10 kg may be delivered in skeleton boxes weighing up to 1500 kg in total.
- The bottom clearance height must be between 100 and 150 mm. The tines need a clear span of at least 550 mm. Overhanging edges must be protected by an additional 5 cm around the component to protect against impact and damage.

6.10 Deliveries of single parts individually weighing more than 1500 kg

- Individual parts weighing more than 1500 kg or larger parts are packed on heavy-duty pallets/special pallets or strapped onto/bolted to beams.
- Make sure that no more than 1 part is packed per pallet/beam and that a bottom clearance of at least 130 mm is provided. Overhanging edges must be protected by an additional 5 cm around the component to protect against impact and damage.

6.11 Shipments of round stock

Round stock up to 2000 mm long must be:

- Delivered on a Euro pallet and secured to prevent shifting or rolling side to side, using wooden V blocks, for example.
- Each bar must rest on a suitable V block.
- There must be at least 60 mm clearance between the bar and the pallet.
- Finished surfaces must not be used as a holding surface, even if a guard can be placed in between.

Round stock items > 1000 kg or longer than 2000 mm

- are delivered on 2 wood V blocks or on beams with nailed-on chocks or inserted bolts.
- Make sure that each V block contains no more than 1 part.
- The bar must have a bottom clearance height of at least 100 mm.

Round stock items with a diameter/length ratio < 1:2

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- can be delivered upright on a Euro pallet with a frame.

6.12 Container shipments

- Use only 20-foot containers; otherwise the containers are difficult to unload.
- Castings must be packed in the container so as to allow for direct unloading with a forklift where possible.
- Bulkier parts and large parts should be loaded near the door where possible.
- The forklift pockets on the pallets must be aligned lengthwise.
- Castings with a unit weight greater than 8 tons must be delivered in OPEN-TOP containers so that the parts can be transported out through the door with a crane.

7. Preservation

- All non-corrosion-resistant materials/surfaces and all machined surfaces must be protected with an easily removable anti-corrosion preservative.
- An appropriate oil-resistant protective pad must be placed beneath the parts on the pallets; slippage of the parts is not permitted.
- Electric and electronic devices in as-delivered condition in a foil bag, open or sealed. Provide adequate desiccant (silica gel or kieselgur) for sealed foil bags.
- The material must be preserved in such a way that it can be stored for 6 months in a frost-free but non-tempered room, without any corrosion.

8. Shipments containing more than one order

- No more than one purchase order should be delivered in a single package.
- It is permissible to pack a second purchase order separately in a box or clearly visibly marked **and** separated from other parts of the package, and include it along with the package
- **A package containing more than one purchase order must be clearly labeled on the outside, indicating all purchase orders in the package upon delivery.**

9. Shipments containing more than one package

- If a shipment consists of more than one package, **a packing list with the items contained must be attached to each package**.
- If an order item comprises more than one package, the packages must be **clearly labeled as belonging together** (package X of Y).

10. Assembly shipments

- The assembly **must** be complete.
- If an assembly comprises more than one package, the packages must be **clearly labeled as belonging together**.
- Other goods or identical assemblies must **not** be delivered together on one pallet.

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11. Shipments of complex assemblies in single parts or partially assembled units (e.g. machine panels)

- In order to minimize the risk of missing parts, a complete packing list for the order item must be checked when packaging the delivery and this documentation must be enclosed with the shipment as a test report.

12. Transferring handling costs

- If the packaging fails to comply with the specifications defined in these instructions, Klingelnberg reserves the right to pass on the additional handling costs to the supplier.

13. Refusal to accept delivery

- We reserve the right to refuse delivery if legal regulations have been violated or if a work safety risk could arise when off-loading the packages.
- The supplier is responsible for all ensuing additional costs.

14. Referenced Documents

- Q0205004 PD Quality Assurance and Goods Receipt
- Q0206021 VA Securing Loads
- Q0405042 AA Quality Assurance by the Supplier
- Q0205088 AA Notification of Transport Damage
- Q0206016 AA ESD Protection
- Q0206079 AA Stamping-Authorized Employees
- Testing and Delivery Specifications 08.01.15 Bl.01, Bl.02, and Bl.03

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