

## 1. Scope

Requirements of this instruction are applicable to all suppliers and subcontractors delivering materials and goods to HSW S.A.

Information on instruction of conditions of packing/packaging is included in purchase orders or agreements and the said instruction is available at HSW S.A. website: <https://www.hsw.pl/p/41,strefa-dostawcy>.

## 2. Materials/goods marking and packing/packaging requirements

- Supplier is responsible for method and quality of packing/packaging, material / goods marking and damages of material during transportation, loading, unloading resulting from improper packing/packaging and protection.
- Selection of packing/packaging, transport structure must include the following factors: weight and nature of material/goods,
  - ✓ protection against damage, impact of external factors
  - ✓ protection against material movement within package, on transport structure caused by logistic operations.
- Always strive for forming loading units as cubes, cuboids, without offsets, put maximum number of items into package to enable stocking during further storage.
- Transport structures: pallets, boxes, cardboard boxes must be undamaged. Shipment with damaged pallets, including but not limited to broken pallets, with protruding nails, dirty, irregular and of inadequate strength is forbidden.
- Materials of size that fit within pallet outline must be palletized.
- Supplier is obligated to ensure complete and unequivocal identification of material/goods according to purchase order.
  - ✓ Supplier is obligated to place labels in accordance with HSW S.A. requirements (see 3.1) on material/goods, collective package, transport structures (pallet, bundle, cardboard box, box). Markings must be unequivocal, legible, durable, bonded at easily visible places facilitating receipt and release for production.
- Materials/goods requiring special storage conditions, loading, unloading and transportation must be adequately marked.
- Transport structures supplied via couriers must be properly marked that enable to satisfy required precautions e.g. Fragile!, top/bottom, etc.
- Packaging must ensure possibility of transportation, reloading and storage using conventional means of transportation and storage.

## 2.1 Marking of materials/goods

- Supplier is obligated to place:
  - ✓ unit label at each piece of material/goods or at unit package;
  - ✓ collective label at each collective package (cardboard box, pallet, bundle, case) containing uniform material /goods.

The exception to the rule are small items such as bolts, thermal or waterjet cut-out items, washers where bonding of label is not possible or single assortment materials packed into bundles e.g. steel sections and then marking only on collective package it is allowed;

- ✓ collective label at each collective package containing uniform material/goods .
- Unit and collective labels must include at least:
  - ✓ material/goods description,
  - ✓ HSW S.A. drawing/ index number,
  - ✓ own marking, if applicable,
  - ✓ quantity of pcs on palette and measure unit,
  - ✓ HSW S.A. purchase order number,
  - ✓ bar code,
  - ✓ name of supplier,
  - ✓ for metallurgical materials: size, format, grade,
  - ✓ license number - for items when required, test lot designation– if applicable.

*Shipping label specimen*

Delivery name.....	
Drawing No.....	
Material description.....	
Quantity..... /UoM.....	
Purchase Order No	
Size.....	
Grade.....	
Own marking.....	
License number.....	<input type="button" value="Test lot"/>

➤ Collective packing list shall include at least:

- ✓ list of materials in collective package,
- ✓ HSW S.A. drawing/ index number,
- ✓ quantity of pcs on pallet and measure unit,
- ✓ HSW S.A. purchase order number,
- ✓ name of supplier,
- ✓ package, pallet, box, etc. number

*Collective packing list specimen*

Pallet No.....			
Purchase Order No.....			
Supplier name.....			
No	Drawing	Quantity	UoM
1	xxx-xx-xxxx-x	5	pcs
2	xxx-xx-xxxx-x	8	pcs
3	xxx-xx-xxxx-x	2	pcs
4	xxx-xx-xxxx-x	10	pcs

## 2.2 Principles of packing/packaging of materials/goods

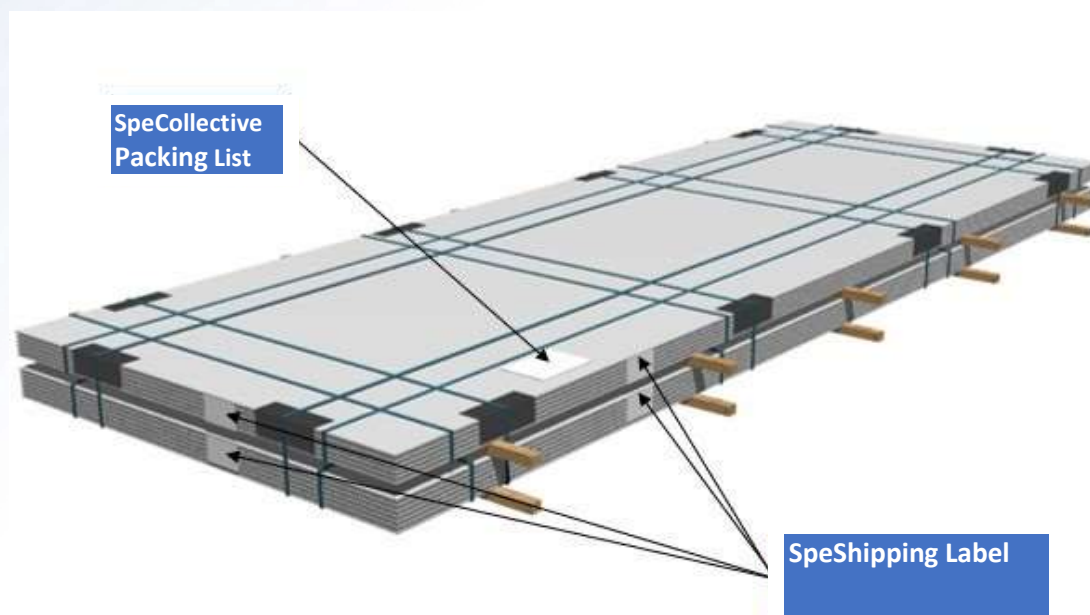
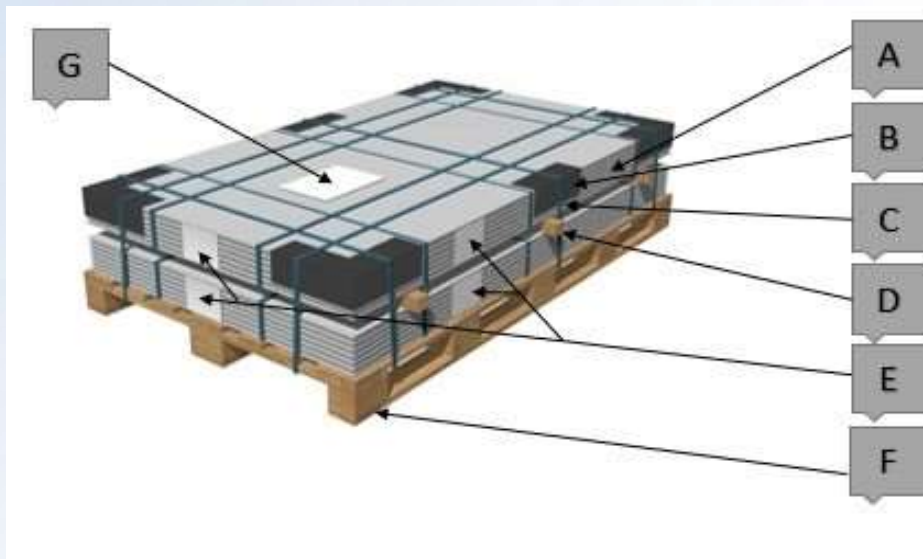
Supplier is obligated for packing/packaging of materials/goods:

- ✓ On standard 1200×800 mm pallets
- ✓ Maximum height of pallet with placed must not exceed 1000 mm.
- ✓ Maximum weight of pallet with placed must not exceed 1000 kg.
- ✓ Materials/goods placed on pallet:
  - must not protrude beyond pallet outline,
  - must be arranged so as to enable stocking,
  - protected against movement, damage during logistic-transportation activities e.g. with bands, belts, cable ties.
- ✓ Pallet must contain uniform assortment, i.e. each individual material/goods assortment must be placed on separate pallet.
- ✓ Small size materials/goods must be packed to containers/boxes, other collective packages.
- ✓ Collective packages must be placed in layers to enable efficient counting.
- ✓ Each layer must include the same number of collective packages (e.g. cardboard boxes)
- ✓ Packages on pallet must be arranged with labels facing outside to facilitate fast verification and counting.
- ✓ Deliveries in excess of 6 and more cardboard boxes or of aggregate cubic capacity exceeding 0.5 m<sup>3</sup> must be palletized.
- ✓ Weight of non-palletized items in cardboard boxes must not exceed 30 kg.

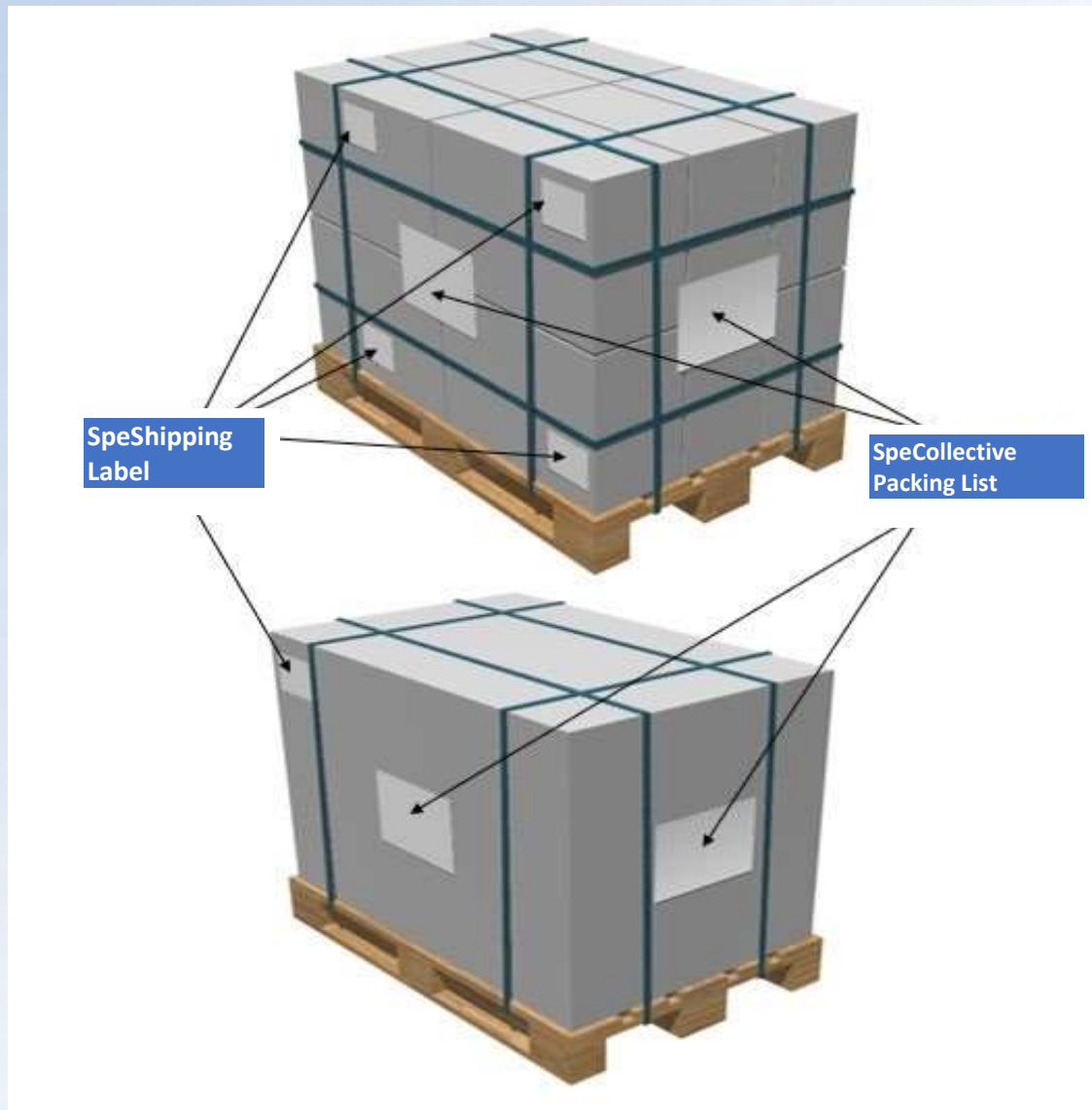
- ✓ For items painted, anodized or with other types of surface treatment, due to risk of damage of surface layer, items packed both boxes as well as loaded on transport means must not contact each other or other surfaces.
  - ✓ When delivery includes small quantities of various materials/goods by consent of ordering party mix-sandwich pallet shipping is allowed. Such pallet must be marked as „MIX-SANDWICH PALLET”. Materials shall be placed within the package in descending order of weight, separating individual lots of goods to prevent destruction, damage, bending, movement, mixing, etc., except for thermal or waterjet cut-out items.
  - ✓ Pallets used for shipping thermal or waterjet cut-out must be protected with superstructure. Small thermal or waterjet cut-out items must be packed into collective package such as cardboard box, plastic container and placed on pallet. Stocking of various types of thermal or waterjet cut-out items on pallet is forbidden.
  - ✓ Pallets of size other than 1200x800 mm may be used to deliver goods which size prevents using standard 1200x800 mm pallet.
  - ✓ If manufacturer predicted and designed special packaging for its own material/goods e.g. dedicated wooden boxes with protection against movement and changing position inside, “PELI” special protective cases, delivery is allowed using those packages in accordance with requirements specified in 3.1 and 3.2.
  - ✓ When packing material/goods in wooden boxes it is forbidden to fix cover using nails.
  - ✓ Allowable length of steel materials/goods must not exceed L- 6000 mm, excluding specific technical requirements resulting from purchase order and documentation.
  - ✓ Steel materials/goods of the same grade and dimensions, with the same index (drawing) of HSW S.A. when delivered in excess of 1 pc shall be banded with steel or polypropylene band to form bundle.
  - ✓ Steel materials/goods of dimension exceeding 1200x800 mm shall be packed on bin pallets or wooden platforms such as to enable approach and handling with fork lift.
  - ✓ Materials/goods susceptible to scratch, denting or bending must be protected with foil, cardboard divider or paper, etc.
  - ✓ Flat items such as steel sheets shall be placed one above the other always using wooden/plastic dividers between individual steel sheets.
  - ✓ Total weight of bundled materials/goods must not exceed 3000kg.
- Machines, vehicles, containers delivered on own wheels and trailers must be protected for transportation against contamination.
    - Supplier is obligated to supply clean equipment.
    - If the equipment is contaminated during transportation it must be cleaned prior to entry to HSW premises.
    - Contaminated equipment shall not be accepted.

## Visualization of correct preparation of materials/goods

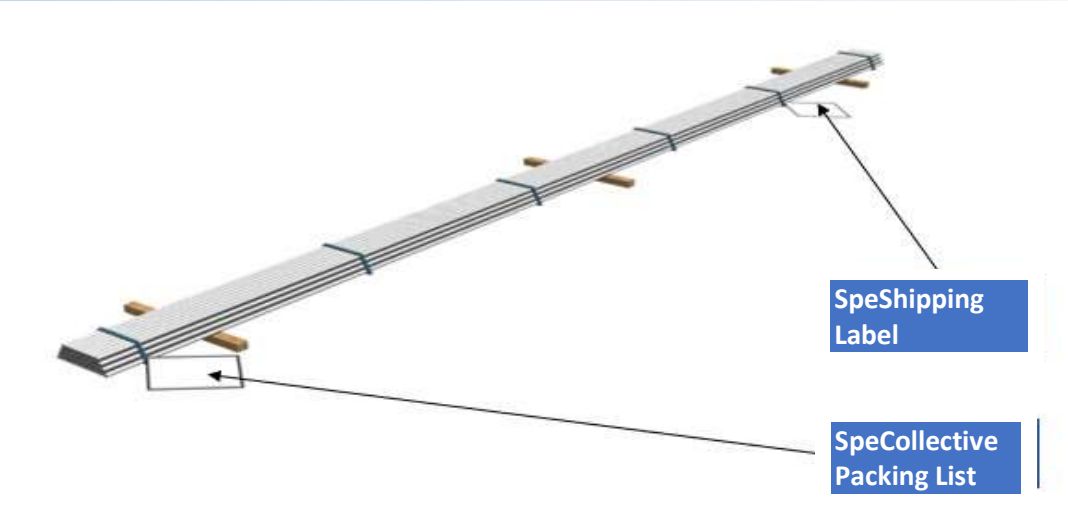
- I. Metal sheets.
  - A. stocked metal sheets
  - B. angle bars– protecting top edges of box located under each binding
  - C. fastening band– plastic or steel band.
  - D. wooden rails
  - E. shipping label (see 3.1)
  - F. pallet
  - G. packing list (see 3.1)



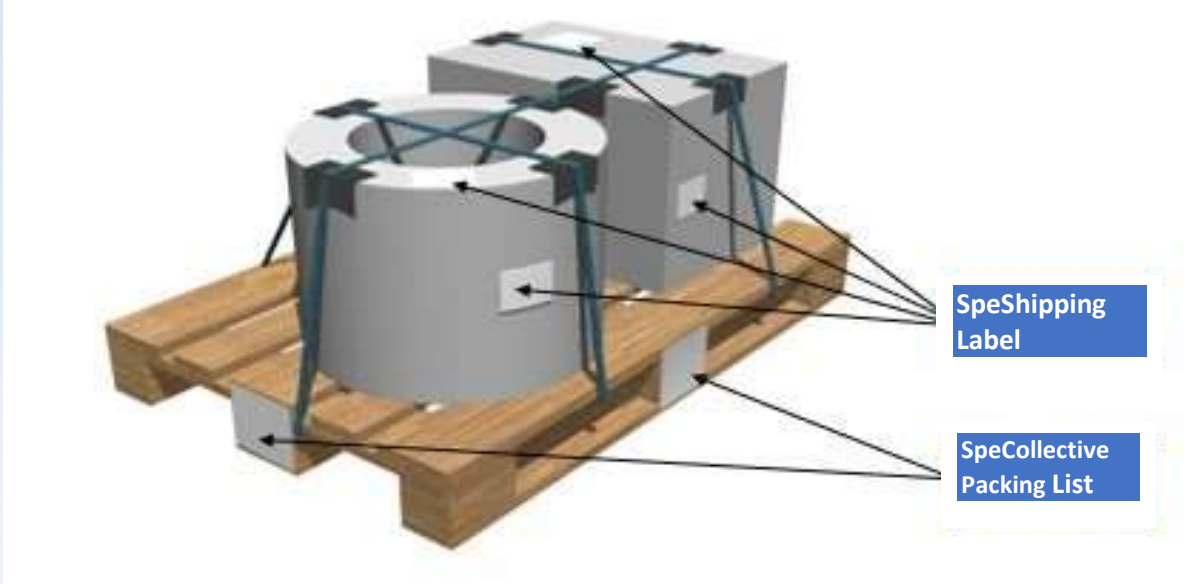
II. Cardboard boxes, boxes.



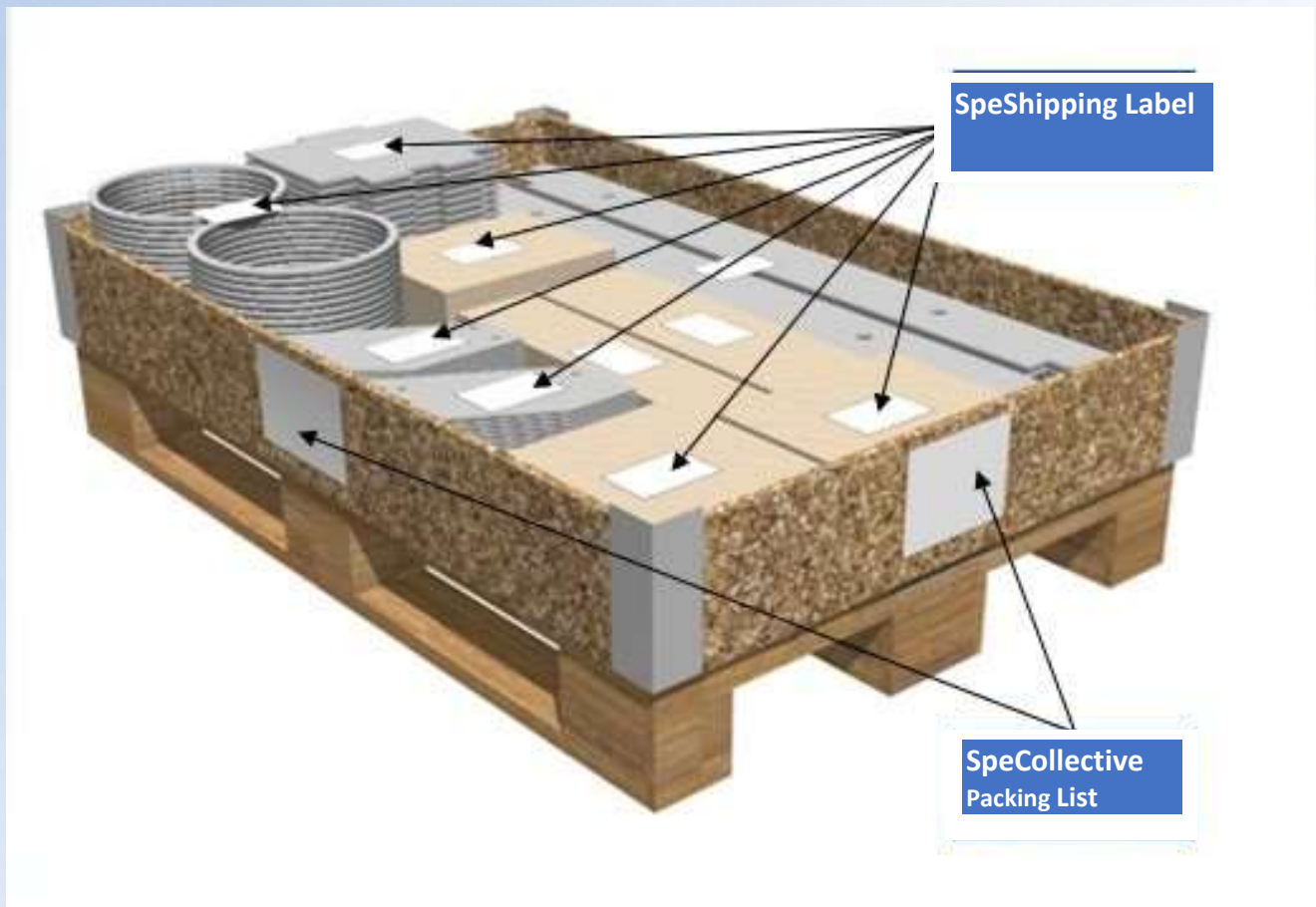
III. Bundle



IV. Forgings, castings.



V. Thermal or waterjet cut steel items.



### General provisions

- Delivery must be accompanied by complete set of documents required by purchase order and:



- A. Packing list –see 3.1
- B. Stock Issue Confirmation document including HSW S.A. drawings/ indexes, according to purchase order delivered
- C. In case of delivery of risk materials – safety data sheet
- D. Test lot materials marked in accordance with HSW S.A. requirements
- E. Shipping label - see 3.1

HSW S.A. reserves the right to refuse unloading in case of:

- Blocking the material with material intended for other customers.
- Package and delivery documents are incompatible with requirements included in HSW S.A. Conditions of Packing/Packaging and purchase orders/ agreements.
- Package is damaged.

HSW S.A. shall not be liable for damages resulted from improper packaging/packing protection.