

**Table of contents**

1 Purpose and scope of application ..... 1

2 Principle ..... 1

3 Packaging requirements ..... 1

4 Labelling ..... 2

5 Shipping documents ..... 3

6 Delivery ..... 3

7 Final notes ..... 3

8 Contact person ..... 3

**1 Purpose and scope of application**

This Supplier Guideline is intended to support process reliability for our Suppliers. The generally applicable agreements and regulations are presented; these are intended as guidelines for external suppliers for packaging and delivery. By complying with the Packaging Guideline, regulations defining quality for the Supplier as well as for STAIGER GmbH in general become applicable.

The scope of application extends to all Suppliers and Sub-suppliers of STAIGER GmbH. Special agreements regarding packaging and delivery remain unaffected by this. We reserve the right to make changes due to technical progress.

**2 Principle**

It is the Supplier’s responsibility to ensure that all delivered items are properly protected, packaged and labelled so that they reach their destination safely.

In the event of non-compliance with the Packaging Guideline, the Supplier may be requested to take corrective measures. Furthermore, any additional costs incurred in connection with repackaging work, handling or waste disposal, as well as for quality losses due to inadequate or contaminated packaging, may be charged to the Supplier.

**3 Packaging requirements**

The choice of packaging type depends on product characteristics, protection requirements, mode of transport and the conditions at the Supplier’s premises. Information contained in drawings and in order texts must be observed.

Regardless of the choice of packaging, the Supplier must ensure that the delivery fulfils the following requirements:

- The parts must be delivered without any loss of quality and free from contamination with oil or grease. (Minimum requirement: hydrocarbon purified or ultrasonic cleaning).
- If possible, reusable plastic boxes should be used as transport packaging.
- Cardboard packaging should be avoided insofar as possible for reasons of contamination. Otherwise, the parts must be packed in a PE bag in the box to protect them from dust.
- The packaging material must not affect the cleanliness and quality of the parts.
- Sensitive parts must be properly padded (e.g. surface; valve seat; ...).
- If slipping or rubbing can cause damage, separators must be used.

	SKB	Date	SD Packaging Guideline for Suppliers
Owner	PRAV	-	
Revision/Release	PRAV	20/08/2024	
Checked	MWEK	20/08/2024	

- All empty spaces must be filled in such a way that the parts cannot slip during transport and handling.
- If cushioning material is used, care should be taken to ensure that it can be removed easily and quickly and is as recyclable as possible. Loose filling material, such as shredded material, newspaper, wood wool etc., is not permitted.
- If packaging chips are used, the parts must be packed in a PE bag in the box to protect them from dust.
- Surface-treated parts must be packed in scratch-resistant packaging.
- Safe and easy handling when removing the parts from the packaging.
- Transport packaging should ensure safe and easy handling during unloading and transport with industrial trucks.
- Rational loading units must be arranged, as well as efficient use of capacities.
- Adequate transport protection.
- Proper labelling (see DEDICATED PARAGRAPH ON LABELLING).
- One item (parts of a number) per individual packaging. If one part consists of several individual items, these must be labelled so that they can be traced. If there are several pre-assembled assemblies, loose individual parts (screws, springs, plugs, etc.) of the individual assemblies must be enclosed separately (e.g. by attaching the bag to the individual assembly).
- In the case of mixed containers, the parts must be easy to separate visually and must be functionally organised.
- Corrosion-sensitive parts must be packed in a dry, corrosion-free environment for the duration of transport and storage (for a period of at least 4 months). The type of corrosion protection material used must be agreed with Staiger.
- The parts must be arranged within the load carrier so that the weight is evenly distributed. The same applies to the positioning of the individual packages on the load carrier. If this is not possible in justified and agreed cases, this must be clearly marked (caution: centre of gravity not positioned centrally).
- The size of the load carrier should be adequate for the goods to be packed. Proper and sufficient impact protection must be ensured for protruding parts.

**4 Labelling**

All parts or packaging containers must be delivered properly labelled for the purpose of clear identification.

Labelling requirements:

- The following information must be visible on each part:
  - Staiger article number and index
  - Staiger article description
  - Quantity

	SKB	Date
Owner	PRAV	-
Revision/Release	PRAV	20/08/2024
Checked	MWEK	20/08/2024

Machine-printed lettering is recommended (label). The labelling should be black on a white background to achieve the highest possible contrast.

- The labelling must not affect the cleanliness and quality of the parts. In particular, it must be ensured that any lettering/labelling can be removed without leaving any residue
- The labelling should be as easy to see as possible at all times and in every situation. For large parts, the application of a second identical label is recommended

## 5 Shipping documents

Unless otherwise agreed, delivery documents and accompanying documents (e.g. test reports, certificates of origin, etc.) must be enclosed with the goods.

If special deliveries are involved (complaints, rework, etc.), this must be stated on the delivery documents.

## 6 Delivery

Suppliers are requested to register in the incoming goods area.

On the premises of STAIGER GmbH, walking speed applies and extreme caution must be exercised with regard to the movement of people. Care should be taken to deliver with suitable transport vehicles that are easy to unload.

The following delivery times must be observed:

### Monday to Friday

07:30 AM – 09:00 AM

09:20 AM – 12:00 PM

12:40 PM – 03:30 PM

## 7 Final notes

This Guideline is intended to help harmonise processes for the Supplier and STAIGER GmbH. We look forward to working together as partners at all times.

We reserve the right to make changes due to technical progress.

## 8 Contact person

**If you have any questions, please contact:**

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	SKB	Date	
Owner	PRAV	-	<b>SD Packaging Guideline for Suppliers</b>
Revision/Release	PRAV	20/08/2024	
Checked	MWEK	20/08/2024	

Page 3 of 3