

External packaging instruction Zurich

Instructions for packaging, packaging preservation, marking and shipment of goods

to (or on behalf of)
MAN Energy Solutions Schweiz AG

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Document: 837011615			Type: PRQ	Part: 000	Rev.: 18	Lang.: EN	Page 1 of 20

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1.0 Validity and updating

These instructions apply to the creation and labelling of transport packaging designed to protect components and tools etc. purchased by MAN Energy Solutions Schweiz AG.

These instructions are an integral part of the purchase order and shall be deemed to be accepted if no written objections are made.

These instructions replace any existing procedural and work instructions or quality/engineering documents. Where separate arrangements are made between MAN Energy Solutions Schweiz AG and the supplier, the individually agreed conditions shall apply.

If specific customer specifications need to be taken into account, the relevant documents shall be submitted to the supplier in good time.

In the case of UCPs, axial blades and oxygen-cleaned parts, special regulations apply that shall be submitted to the supplier together with the purchase order or in good time before shipment.

Customs and international legislation must be complied with.

The guideline may be amended at irregular intervals and as needed to cater for any changes that may arise.

The update service comes under the responsibility of the shipping department of MAN Energy Solutions Schweiz AG.

2.0 Communication

All communication relating to the shipment shall be sent to the following address:

MAN Energy Solutions Schweiz AG
Shipping & Dispatch
Hardstrasse 319
CH-8005 Zürich

E-mail: zuerich.shippingadvice@man-es.com
Tel.: +41 44 278 2627

3.0 Inspection

MAN Energy Solutions Schweiz AG reserves the right to inspect the packaging of each purchase order.

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4.0 Requirements regarding the packaging

These packaging, packaging preservation, marking and shipment instructions describe the minimum requirements for protection of the materials to be supplied by sea, air or overland transport.

The supplier is responsible for any damage or loss caused as a result of unsatisfactory packaging or insufficient or incorrect marking and documentation. Any costs incurred shall be billed to the supplier.

The packaging must in all cases provide protection against the following:

- Mechanical stress and damage
- All types of contamination
- Water spray
- Corrosion due to humidity
- Climatic influences
- Environmental influences (industrial waste, exhaust gases etc.)
- Loss

The packaging must be suitable for the following operations:

- Simple lifting and transporting (lifting with forklift or ropes)
- Transport under difficult conditions (poor roads etc.)
- The packaging must withstand a stacking pressure of at least 1 t/m²

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5.0 Specifications for pallets, crates and boxes

Packaging in accordance with the HPE (BundesverbandHolzpackmittel, Paletten, Exportverpackung e.V.) Packaging Guidelines as last amended is desired.

5.1 Load assumptions

The packaging should be designed for most common forms of transport and should withstand the following transport loads:

Means of transport	Forward acceleration	Backward acceleration	Lateral acceleration
ROAD	1.0 g	0.5 g	0.5 g
AIR	1.5 g	1.5 g	vertical \pm 3.0 g
SEA	0.3 g	0.3 g	0.6 g

Source: HPE Packaging Guidelines

Transport by rail should be avoided as the packages are subjected to high loads during marshalling operations and to continuous vibration during transport.

5.2 Crate construction

The bottom should be provided with lifting points for cranes and industrial trucks in accordance with the subsequent centre of gravity. The packaged goods must be fixed immovably to the bottom of the crate. The fixing must be performed with through-bolts. In the case of crates with runners, completely through the runners. If direct screw-type connections are not possible, a frame, cross/lengthways beams, clamping brackets or similar connected with through-bolts to the bottom must absorb the horizontal loads. The distance between the runners must not be more than 100 cm. The goods must be packaged, such that they are protected against jolts.

5.3 Wooden crates and boxes

- Solid wooden crates of pine or fir, quality class II-III.
- Plywood crates with a minimum thickness of 9 mm and three (3) bonded layers; wood used for strengthening or for the bottom must conform to the ISPM 15 standard.
- OSB is not permitted.
- Side and bottom boards must be at least 30 mm thick.
- Reinforcing battens must be attached to all sides.
- The width and length of the reinforcing battens must correspond to the thickness of the wooden boards used.
- The number of reinforcing battens depends on the length of the crate and the dimensions of the object to be packaged.
- The wooden lid must be clad with ACRYLUX or another PP-HKP (Cartonplast).
- PE paper (polyethylene paper) must be attached INTERNALLY to the wooden boards.
- The corners of the wooden crates must be reinforced.

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- Wooden crates with external battens are preferred

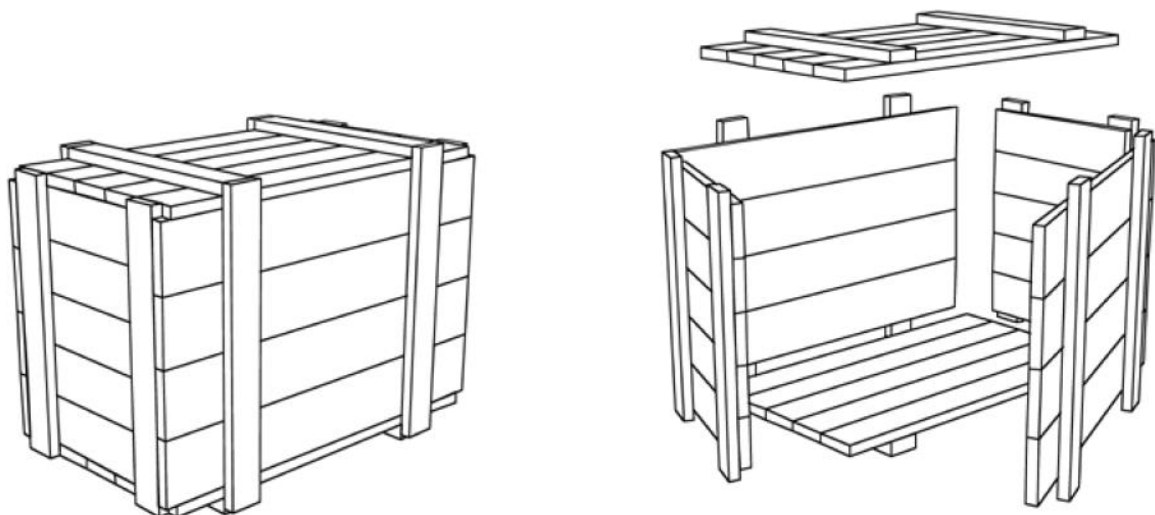


Figure 1: Crate with external top and belt battens (Source: HPE)

5.4 Attaching the lid

All wooden lids must be secured only with Torx screws.

The use of nails to attach the lid is not permitted.

5.5 Thickness of bottom battens for crates and wooden slats

- < 3000 kg shipment weight: Bottom boards min. 100 mm thick
- 3,000 – 8,000 kg shipment weight: Runners 100 x 200 mm
- 8,000 – 16,000 kg shipment weight: Runners 150 x 180 mm
- > 12,000 kg shipment weight: Runners 180 x 210 mm
- With shipment weights > 16,000 kg wooden boards must be fitted laterally.

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5.6 Pallets

For transport within Switzerland and within Europe exchangeable Euro pallets can be used depending on the type of the packaged good and on the expected transport stress.

- Euro pallets (brand-stamped "DB / EUR", exchangeable)
- Exchange frames (brand-stamped "SBB", exchangeable)
- Lids and exchange lids (brand-stamped "SBB", exchangeable)

Only pallets that meet the EPAL exchange criteria may be exchanged.

It is not permitted to nail wedges or other pieces of wood to Euro pallets.

If the packaged goods need to be secured with wedges or other pieces of wood, wooden bases of sufficient dimensions should be used.

The package must not be placed on the pallet so that it overhangs the pallet. In such cases wooden bases of sufficient dimensions should be used.

5.7 Runner and edge protection

To avoid ropes or chains cutting into the longitudinal runners and lid edges during crane-handling operations, crates having a gross weight of 3000 kg and more must be provided with sheet steel edge protections.

Edge protections provided on heavy packages should always be designed to suit the respective maximum load.

The contact surface of edge-protecting angles, especially of the bottom angles on the longitudinal skid, should be designed so as not to exceed the compression yield point of the wood.

The length of edge protections on lids should be chosen so as to cover the widest variety of attachment angles.

5.8 Strapping belt

Boxes, cardboard boxes and pallets should be strapped with plastic belts (polyester, PP or PET).

The use of metal straps is not permitted except in the case of sharp-edged goods or pipe bundles.

5.9 Sea freight container

A standard sea freight container does not count as standalone packaging, it is solely a transport aid. Despite being transported in a container, goods that are transported by sea freight must be packaged so as to withstand stresses.

It should be borne in mind that for space reasons containers cannot be emptied or cleared at the Zurich site. The emptying of a container must always take place at the arrival port or in a terminal.

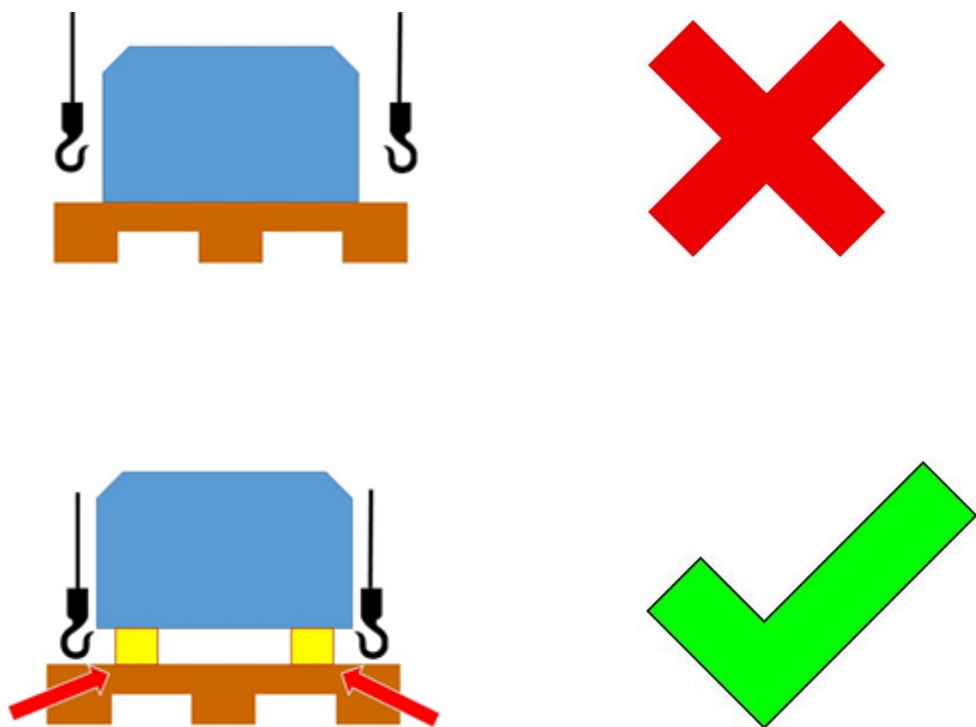
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If, despite this instruction, goods are delivered to the Zurich site in a container, the truck will be sent away. Any costs incurred shall not be borne by MAN Energy Solutions Schweiz AG.

5.10 Packaging of bulky goods

Each item must be placed on the transport surface or inside the crate in such a way, that in can be easily unpacked without requiring any special tools and removed from the packaging.

Goods without direct lifting options must be placed on suitable spacers or equipped with lifting options (e.g., eyelets, shackles, or similar).



Goods which cannot be handled, will be returned to the sender for repacking at their expense and risk.

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6.0 Storage

6.1 Storage duration

The estimated storage duration from supplier's packaging date is 12 months including handling and transportation.

6.2 Storage code

The type of storage shall be specified as follows and marked on both long sides of the packaging:

- A: Outside storage
- B: Outside storage covered
- C Internal storage
- D: Internal storage with climate control

For each item of equipment or material that requires special storage, the supplier must provide a precise description of this requirement.

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7.0 Packaging instructions

7.1 Internal packaging

All internal packaging should be kept neutral. Adhesive tape, labels or similar with the supplier's logo should not be used.

The use of newspapers, magazines or similar as filling material is not permitted.

7.2 Project-specific materials

Materials must be packed separately for project-specific orders. Materials for multiple purchase orders and multiple projects must not be packed together. The materials are to be packed separately for each purchase order and a set of delivery documents shall be prepared for each.

7.3 Spare parts

Spare parts must be packed separately and labelled as follows:

SPARE PARTS

7.4 Tools

All tools must be packed separately and labelled as follows:

TOOLS

7.5 Leased / loaned materials

All materials for erection, commissioning and tests must be packed separately. A separate packing list must be prepared.

Materials and packaging must be marked as follows:

Material sent on loan – Must be returned after use

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7.6 Packaging of hazardous goods (e.g. paint, thinners, hardening agents etc.)

Hazardous goods are defined as goods that could cause damage or injury to people, the environment or other goods. Such goods must be packed and labelled in accordance with applicable national and international laws and regulations.

Hazardous goods must under no circumstances be packed together with other goods (whether hazardous goods or not). The relevant product information must be filled out and signed by the supplier. The information must also comply with applicable legislation and regulations. The regulations and instructions of the shipper must also be complied with.

The documentation must contain at least the following:

- MSDS (Material Safety Data Sheet)
- IATA – DGR certificate
- IMO IMDG SHIPPER'S DECLARATION
- ADR SHIPPER'S DECLARATION

In the case of all hazardous goods and materials, it is essential that the relevant safety datasheets in German and English are sent by e-mail to the following persons:

Hazardous Goods Officer: Thomas Riesen
thomas.riesen@man-es.com

MAN Shipping: zuerich.shippingadvice@man-es.com

In addition, before the first delivery the following data/information must be provided for each item:

- UN number, designation (PSN), class and packaging group
- Quantity / container (e.g. barrel, canister with corresponding UN code)

7.7 Corrosion protection

Unless otherwise specified, all machined and unpainted surfaces of metal products must be protected from corrosion with VCI spray, VCI foil or another product approved by MAN Energy Solutions Schweiz AG. All open piping and flanges with sealing surfaces must be closed with blind plugs of plastic or wood.

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7.8 Packaging to ISPM 15

ISPM 15 applies only to solid wood. with the exception of wood materials and solid wood thinner than 6 mm (in compliance with the EU harmonised system).

A prerequisite is that the packaging is treated in accordance with generally accepted methods. These include heat treatment (HT) at a core temperature of 56°C for at least 30 minutes, e.g. by kiln drying (KD) provided the above values are reached. Chemical pressure impregnation (CPI) is only recognised if the above requirements of HT are met. A further method is fumigation with methyl bromide (MB) depending on concentration, duration and temperature.

The packaging must display the ISPM marking, whereby the marking must be attached permanently and legibly to two opposite sides of the packaging. The marking comprises the country identifier to ISO 3166, the region identifier and a registration number assigned by the regional plant health/phytosanitary authority to the manufacturer of the packaging, the packer or the dispatcher. In terms of the treatment method, the abbreviation HT is used for heat treatment and MB for fumigation with methyl bromide. The designation DB (debarked) may also be added.

ISPM 15 marking:

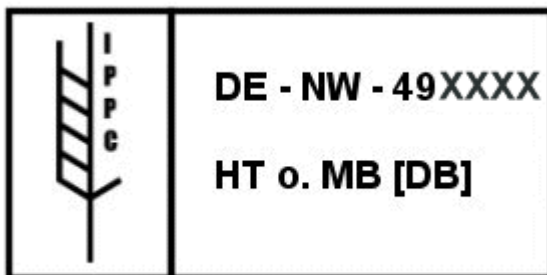


Figure 2: Example of marking compliant with IPPC

- IPPC symbol
- Country identifier acc. to ISO 3166
- Region identifier
- Registration number
- Treatment method, e.g. HT (heat treatment), MB (methyl bromide), possibly DB (debarked).
- The use of debarked wood may be required

The current guideline for application of the ISPM 15 standard can be found at <http://www.ippc.int>.

7.9 Packaging for shipping to Australia or New Zealand

It can be seen from the purchase order (delivery address) whether the goods are to be delivered directly to Australia or New Zealand.

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INSTRUCTION



The regulations of the AQIS (Australian Quarantine and Inspection Service) and MAF (Ministry of Agriculture and Forestry New Zealand) must be complied with. All imports to Australia and New Zealand must be accompanied by a certificate that states that the chosen packaging is free from bark and insects. Appropriately treated wood must be used. The certificates are to be issued by the supplier.

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8.0 Marking

8.1 Handling symbols

All packages must be clearly marked on both long sides. The centre of gravity must also be clearly marked.

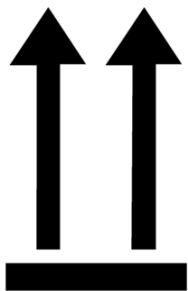
Additional markings shall be performed in accordance with DIN 55402/ISO 780 or IATA - DGR, IMDG Code, ADR or RID.



Zerbrechliches Packgut
Fragile, handle with care



Keine Handhaken
verwenden
Use no hooks



Oben
This way up



Vor Hitze schützen
Keep away from heat



Anschlagen hier
Sling here



Vor Nässe schützen
Keep dry



Schwerpunkt
Centre of gravity









Stechkarre hier nicht
ansetzen
No hand truck here



Zulässige Stapellast
Stacking limitation

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Klammern in Pfeilrichtung <i>Clamp here</i>	Zulässiger Temperaturbereich <i>Temperature limitations</i>	Gabelstapler hier nicht ansetzen <i>Do not use fork lift truck here</i>
		
Elektrostatisch gefährdetes Bauelement <i>Electrostatic sensitive device</i>	Sperrschicht nicht beschädigen <i>Do not destroy barrier</i>	Hier aufreissen <i>Tear off here</i>

8.2 **Numbering**

All packages must be marked on both long sides with the MAN Energy Solutions marking.

Clarification: The numbering of the packaging is identical to the MAN Energy Solutions Schweiz AG purchase order number together with an ascending consecutive number.

Example: The MAN Energy Solutions Schweiz AG purchase order number is 4371234.
The packages therefore display the following numbers 4371234/01, 4371234/02 etc.

Each package number must be unique, i.e. the same number may not be used more than once. The dimensions must be stated in **cm** and given in the following order: Length – Width – Height.

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9.0 Logistics material marking

Each ordered item of the goods to be delivered shall have a label stuck to the individual packaging (cardboard box, bag etc.) or otherwise fixed to the goods themselves (tag) stating:

- Purchase order number of MAN Energy Solutions Schweiz AG
- Purchase order item of MAN Energy Solutions Schweiz AG
- Quantity of packing unit
- Delivery note number
- MAN batch (if existing)
- WP number (if existing)

The above details are used for identification and data processing in Goods Reception and must be given in all cases. As well as the above markings, any detachable and non-detachable component markings (e.g. WBS element, batch or TAG number) specifically requested in the purchase order shall also be provided.

If an ordered item comprises more than one part (loose items without separate order item), each such part shall additionally be marked as follows:

- Item number corresponding to delivery note
- Brief material description (name)
- Delivery quantity

10.0 Instructions for delivery

Detailed shipping instructions shall be sent after receipt of the complete and correct documents as specified in section 11 (pre-notice of readiness for dispatch).

10.1 Packages up to 25 kg

Packages up to 25 kg gross destined for MAN Zürich should be sent by TNT Express, using our customer number 114752 directly to our address. Please state our purchase order number on the consignment note for reference.

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11.0 Documents

11.1 Pre-notice of readiness for dispatch

Irrespective of the terms and conditions of delivery, the pre-notice must be sent as soon as the goods are ready for delivery, and at the latest before the specified delivery date in accordance with the list below.

If not otherwise agreed, the pre-notice must be sent by e-mail to the Shipment & Dispatch Department (see Point 2).

The pre-notice must be sent at the following point in time:

Type of shipment	Notification before delivery date (number of working weeks)
<u>Within Switzerland</u>	
Heavy and special shipments	2
Standard truck shipments	1
<u>Outside Switzerland</u>	
Heavy and special shipments	10
Sea freight	2
Truck shipments	2
Air freight	2

In the case of part-deliveries, each shipment must be announced individually and separately.

Changes to dimensions and weights must be notified as soon as they are discovered. Costs for delays as a result of incorrect or delayed notification of dimensions and weights shall be borne by the sender.

Clarification: The pre-notice is an integral part of the contract.

11.2 Pack list / delivery note

A delivery note shall be issued for each purchase order, each of which shall contain only one purchase order number and one delivery note number.

The document should preferably be written in German, English is permitted.

The delivery note must show the following information for each ordered item:

- Purchase order number of MAN Energy Solutions Schweiz AG
- Purchase order item of MAN Energy Solutions Schweiz AG
- Material short text (designation) of MAN Energy Solutions Schweiz AG
- Delivery quantity
- If relevant, required special marking (batch, TAG number, WBS element etc.)

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If an ordered item comprises more than one part (loose items with no separate ordered item), each of them shall be listed along with its own sub-item number (e.g. 0100-1, 0100-2 etc.), name and quantity under the applicable ordered item on the delivery note.

It must be clearly identified which material is in which package.

The delivery note shall enable clear matching of the goods to the above-mentioned information. Unclear combinations of goods and delivery note will either be sent back to the supplier at its own cost or else they must be identified by the supplier in our Goods Reception office.

One copy of the pack list must be attached to the outside of the packaging inside a water-tight envelope.

11.3 Direct deliveries / delivery notification

In the case of direct deliveries to one of our customers or to a delivery address other than our headquarters in Zurich, a copy of the delivery papers (signed by the freight carrier) must be sent to the responsible buyer (details of name, fax/e-mail address can be found on the first page of the purchase order).

12.0 Documentary evidence of origin

12.1 Documentary evidence of origin as per the CH/EFTA-EU Free Trade Agreement and Euro-Med Origin Protocols

In the case of suppliers based in a country in which the Euro-Med Origin Protocol applies, the supplier invoices must contain the declaration of origin of goods in accordance with the Euro-Med Origin Protocol. This wording must be identical:

«The exporter of the products covered by this document (customs authorization No.....) declares that, except where otherwise clearly indicated, these products are of preferential origin..»

- ☐ No cumulation applied
- ☐ Cumulation applied with) ... (enter country/countries here)

Place, date

If the authorisation number is not present and the value of the goods exceeds EUR 6,000 or CHF 10,300, the EUR.MED movement certificate is to be filled out and the goods specified.

For all other suppliers, the declaration of origin is to be stated on the supplier invoice in accordance with the CH/EFTA-EU Free Trade Agreement or the goods are to be specified on the EUR.1 movement certificate.

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Our purchase order number must always be stated on the EUR.MED or EUR.1 certificate.

Supplier declarations and long-term supplier declarations from suppliers based in the EU are not valid and will not be accepted by MAN Energy Solutions Schweiz AG as these are not suitable as certificates of origin for trade with Switzerland.

12.2 Supplier declaration within the framework of the Free Trade Agreement

All domestic supplier invoices must contain the following supplier declaration. The wording must be identical:

I, the undersigned, declare that the goods listed on this document originate in Switzerland and satisfy the rules of origin governing preferential trade with (country, province, territory).

He declares the following:

☐ No cumulation applied

☐ Cumulation applied with ... (enter country/countries here)

Place, date

13.0 Certificates of origin

If the product is a finished product, a certificate of origin must always be issued for each delivery, as described in the following.

The original must be sent together with a copy of the invoice to MAN Energy Solutions Schweiz AG, Document Receipt Centre and must not be delivered together with the goods.

Our purchase order number must always be stated on the certificate of origin.

13.1 Goods manufactured outside Switzerland – delivery by supplier based outside Switzerland

The certificate of origin must be made out as follows:

Recipient: MAN Energy Solutions Schweiz AG
Hardstrasse 319
CH-8005 Zürich

Description of goods: As per invoice
Our item no. must always be stated

Certified by: Chamber of Commerce in country of manufacture

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13.2 Goods manufactured in Switzerland – delivery by supplier based in Switzerland

The invoice is needed with a declaration of origin, which is only valid in Switzerland.
The wording must be identical:

The goods to which the present commercial document relates are of Swiss origin in accordance with Articles 9-16 of the Ordinance of 9 April 2008 Governing the Authentication of the Non-preferential Origin of Goods (VUB) and the Ordinance of the WBF of 9 April 2008 Governing the Authentication of the Non-preferential Origin of Goods (VUB-WBF).

_The goods were manufactured in our own facility.

_The goods were manufactured at (company, address, town):

.....

The issuer of this declaration of origin understands that incorrect statements regarding origin as per Article 9 et seq. and Article 2 et seq. of the VUB-WBF will result in administrative measures and are punishable by criminal law.

Place, date, company, signature

13.3 Goods manufactured in Switzerland – delivery by supplier based in Switzerland

In the case of goods manufactured abroad but delivered by a supplier based in Switzerland, the invoice should be certified by the relevant chamber of commerce.

14.0 Transport insurance

Transport insurance is covered by MAN Energy Solutions Schweiz AG.

15.0 Update

The Shipping Department is responsible for updating this document.

16.0 Supersedes

- Rev. 17

17.0 Annexes

1. Marking template
2. Pre-notice (template)

End of document

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MAN Energy Solutions

PURCHASE ORDER NO:
PROJECT NO:
DESTINATION:
CASE NO:
STORAGE CODE:
GROSS WEIGHT: **KG**
NET WEIGHT: **KG**
DIMENSIONS:**x**.....**x**.....**CM**



Pre - Notice of Shipment

Please return to:

MAN Energy Solutions Purchase Order

Supplier

Contact

Collection address

MAN Energy Solutions Schweiz AG

Shipping Department

CH-8005 Zürich /Switzerland

Phone: +41 44 278 2627

Email: Zuerich.ShippingAdvice@man-es.com

Date of readiness	Case Number	Type of packing	Gross Weight*	Net Weight*	Dimensions*	Brief description of material

* in case already known, otherwise estimates

Date: _____ Signature: _____ Stamp: _____