

# Packaging manual for goods receipt



**E. Hawle Armaturenwerke GmbH**

Tel: +43 7672 / 725 76 | Fax: +43 7672 / 784 64

E-Mail: [hawle@hawle.at](mailto:hawle@hawle.at) | Web: [www.hawle.at](http://www.hawle.at)

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# 1. Introduction

This packaging manual of E. Hawle Armaturenwerke GmbH (hereinafter referred to as HAWLE) intends to inform suppliers about existing guidelines and regulations in the area of packaging, and to provide the basis for the delivery of all materials to be stored, in particular raw materials and semi-finished materials.

The regulations of this packaging manual form the basis for the business relationships between HAWLE and the suppliers, and are valid as supplementary contractual agreements to the general conditions of purchase.

The contact partners for any packaging queries at HAWLE are the respective contact partners in the procurement department.

## 1.1. Aim of the packaging manual

This packaging manual informs the suppliers about the packaging regulations, meaning that on the basis of these regulations the suppliers are able to develop an optimised packaging system in agreement with HAWLE. This is intended to ensure a trouble-free flow of material between the supplier and HAWLE.

## 1.2. Definitions

### **HGV**

Heavy goods vehicle (a truck)

### **Barcode (also bar code)**

Machine-readable code on goods and wrapping

### **IPPC**

International Plant Protection Convention

### **Packaged goods**

Goods to be packaged.

### **Packaging container**

Name for the primary container in which the packaged goods are packed. A differentiation is made between the following types of packaging container, among others: Plastic insert, crate, bag, SLC (small load carrier), bag, etc.

### **Packaging aids**

Accessories, which, in addition to trapping/securing the packaged goods, packages or loading units, are also used to protect the packaged goods (e.g. preferably strapping).

Stretch films and non-recyclable packaging should be avoided in the interests of environmental protection.

**Package**

Transport/storage unit.

Package = packaged goods + packaging container + packaging aids.

**Wrapping**

Entire or partial physical encasement of packaged goods to demarcate the quantity of goods or to protect the goods. The wrapping is intended to protect the packaged goods themselves and other goods from damage, and to protect the people handling the goods from injury.

**Load carrier (also wrapping/parcel/container/standard container)**

Load-bearing medium for combining packages into one loading unit, e.g. pallets, box pallets and wooden crates. The load carrier has the task of protecting the packaged goods during transport and ensuring safe transport and storage.

**Loading unit (also pack)**

Loading units are made up of load carriers such as e.g. pallets, box pallets etc. and the package together.

**Load**

Entirety of all loading units

**SSCC**

Serial Shipping Container Code

**Stackability**

Possibility to stack several packages/load carriers or transport packages one on top of the other without damage. The requirement for this is an even surface and sufficient stability of the units.

**Transport safety**

Correct selection and application of the tools to secure a load during transport.

## 2. General Information

### 2.1. Delivery address and delivery times

E. Hawle Armaturenwerke GmbH  
Hawle Straße 1  
4890 Frankenmarkt  
Austria

Once the new warehouse is fully operating (expected in May 2021), deliveries will be relocated from Vöcklabruck to Frankenmarkt.

The postal delivery address stated on our orders, orders, etc. must be strictly adhered to.

After registration at the incoming goods reception, the driver is assigned a loading ramp.

The delivery times for incoming goods are as follows:

Monday – Thursday	Friday
06:30–11:30	06:30 – 11:00
12:30–15:00	Closed in the afternoon

The following details apply for goods acceptance times for courier services (indirect material):

Monday – Thursday	Friday
07:00 – 11:30	07:00 – 11:30
12:30 – 15:30	Closed in the afternoon

### 2.2. Freight terms

In principle, the delivery is carried out “DAP Frankenmarkt/Vöcklabruck” (Incoterms 2010), unless anything to the contrary is agreed in writing between the supplier and HAWLE.

### 2.3. Customs clearance

Consignments of non-Community goods from third countries (non-EU) must preferably be carried out in the T1 transit procedure. Deviations from this shall require a written agreement between the supplier and HAWLE.

For example, if a forwarding agent commissioned by the supplier is to take over import customs clearance on behalf of HAWLE.

## 3. Accompanying information/markings

Clear and systematic marking of packages and loading units, as well as the handover of requested accompanying information, are required in order to ensure clear and quick identification of the supplied parts.

### 3.1 Accompanying papers and documents

A minimum of the following delivery/transport papers must be included with each delivery:

- Delivery note
- Packing list for each load carrier
- Other delivery papers (e.g. Quality documents, T1 document, CMR documents), if necessary

Differences or damage noticed by HAWLE on delivery of the goods will be noted on the transport papers and must be countersigned by the driver.

This does not affect the defects inspection and the required notification of thereof, which has been overridden by the General Procurement Conditions.

#### 3.1.1 Delivery note

A delivery note (accompanying document) is a document that provides information about the supplied parts. A delivery note must be included in a clearly visible location on each delivery or handed over to HAWLE before unloading the goods.

The delivery note must include the following data:

- Supplier name, supplier number and address
- Recipient and address
- Delivery note number
- HAWLE order number
- Delivery date
- Delivery quantity (pc.)
- Weight per order item, per quantity unit (kg)
- HAWLE material number
- Material designation (HAWLE or supplier)
- Country of origin
- Customs tariff number
- Preference

### 3.1.2 Packing list

A packing list should be handed over for each load carrier and must include the following data for each package:

- Supplier name, supplier number and address
- Loading unit number
- HAWLE order number
- Quantity packed per quantity unit (pc.)
- Total weight per loading unit? including packaging (kg)
- HAWLE material number
- Material designation (HAWLE or supplier)
- Means of transport/container

### 3.1.3 Certificates

Test certificates requested in the order, material inspection, factory or acceptance test certificates and other proofs of quality are part of the scope of delivery.

All documents related to material testing certificates must be sent to [material.certificates@hawle.at](mailto:material.certificates@hawle.at) in digital form when the goods are despatched.

The HAWLE order number as well as the HAWLE material number corresponding to the material certificate must be indicated. For example: 6000006169, 5011145

HAWLE may reject a delivery if a certificate is missing (for more details see quality assurance agreement).

Failure to comply with this requirement will, without exception, lead to a claim. It should be noted that this applies both to a 3.1 acceptance test certificate and to a 2.1 test certificate.

## 3.2 Marking of the packages

Packages must be sent without the barcode.

Each individual package must be marked with a label in a clearly visible location. If possible, individual packaged goods on the pallet must be positioned so that their labels are visible from the outside.

The label must include the following data:

- Supplier name and address
- Recipient and address
- HAWLE material number
- Quantity packed per quantity unit (pc.)

The labels must be placed on at least one side of the package (ideally on the front on the narrow side).

The labels must be easily legible.

The language used on the labels must be German or English.

## 3.3 Label per loading unit/per trading unit

- HAWLE material number
- HAWLE material designation
- Number per quantity unit (pc.)

# 4. Consignment checking

HAWLE will only provide the carrier confirmation of the number of loading units actually delivered.

The quantity and quality of the individual articles will not be checked at the time of handover. Please see quality assurance agreement and refer to topic inspection of incoming goods.

## 5. General packaging requirements

The supplier must comply with the packaging manual regulations.

Non-compliance with the packaging agreed in this manual (e.g. different packing quantity, dirty, wet or damaged containers etc.) shall justify a complaint.

### 5.1 Handling fees

In the event of non-compliance with the regulations in the packaging manual, Hawle reserves the right to refuse to accept the shipment or, if necessary, to repack the goods. The additional costs incurred as a result of this, for example handling and repacking, costs for waste disposal etc. shall be charged to the supplier in the form of a handling fee (at least EUR 130.00 per loading unit).

### 5.2 Packaging definition

The supplier can find the specifications for the article-specific packaging in the order. If no detailed information concerning the packaging is provided, then the supplier must comply with the packaging manual.

Packaging shall be selected based on HAWLE's requirements. These item-specific requirements will be provided with the order.

The supplier is therefore held responsible for the proper implementation of the regulations from the order and the packaging manual.

Disposable packaging, in particular wooden crates and disposable pallets, will only be accepted following agreement with the respective buyer.

All other deviations must be agreed with the responsible buyer.

### 5.3 Packaging height

There are two approved packaging heights, which are assigned to the respective article:

- up to max. 550 mm or
- up to max. 1150 mm

The maximum packaging height must not be exceeded because the materials are stored in a high bay warehouse. Non-compliance will result in complaints.

## 5.4 Stackability of loading units

One of the most important characteristics of loading units is their stackability. The supplier must ensure that for example, pallets can be stacked or stacked on top of each other with or without stacking aids.



## 5.5 Transport safety

The supplier is responsible for all supplied materials being correctly and adequately protected and packed so that they reach their destination at HAWLE without being damaged. It must also be ensured that the goods are protected from wetness/moisture, breaking away, shifting and falling.

CAUTION when packaging with stretch films and shrink films!

- No loose film ends must protrude from the loading units; in particular from pallets. This would cause problems during the shape inspection on the conveyor technology.
- Fork clearance on the pallets must remain free of packaging material.

Examples:

Correct	Wrong
	

### 5.5.1 Straps

Loading units must be so stable that during transport and stacking, impacts and other forces, e.g. when braking, accelerating and on the turntables, no parts can become detached from the loading unit.

Loose parts on freely positioned pallets are not permitted.

The straps used to secure the entire container must be made of plastic. Metal straps are not permitted. Plastic straps with metal closures are only accepted in agreement with the respective buyer.

HAWLE requires straps according to the following specifications:

Metal-free material	PET (recyclable)
Surface	Embossed
EU Norm: Specification for non-metallic tensional strapping	EN 13394
Average tear strength	439 ( $\pm 10$ kg)
Nominal stretching	14 ( $\pm 2\%$ )

Strapping with horizontal and vertical straps:

- For goods of up to 500 kg at least one lengthways strap and one crossways strap must be used.
- For goods of over 500 kg at least two lengthways straps and two crossways straps must be used.

Additionally one horizontal strap at least around the top level:

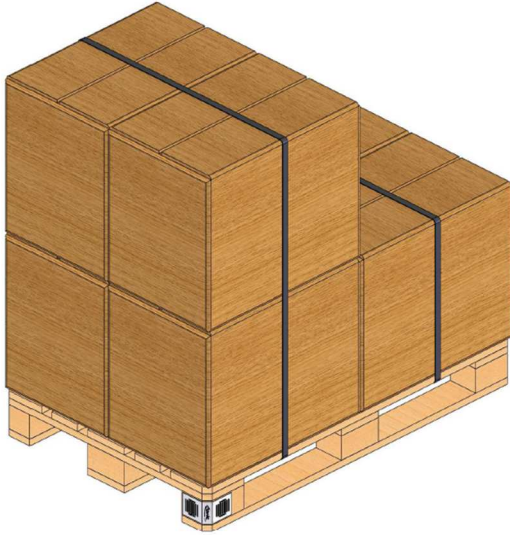
- For goods that have more than two crossways parts on one individual horizontal item layer
- For goods that have more than three lengthways parts on one individual horizontal item layer

The following strapping is necessary to ensure the stability of wooden crates:

- For goods up to 500 kg, at least one belt should be used around the circumference.
- For goods over 500 kg, at least two bands should be used around the circumference.

### 5.5.2 Securing load carriers with cardboard boxes:

- Kartonagen sind mit Umreifungsbändern zu sichern.

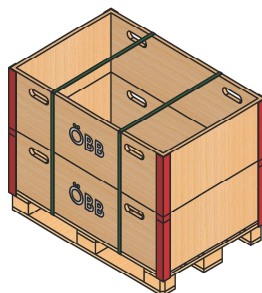
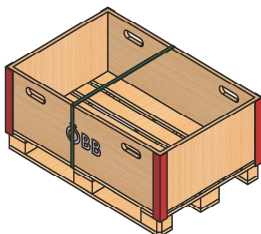
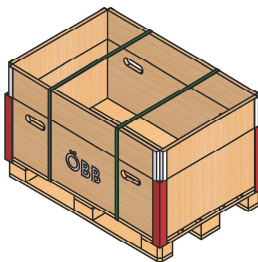
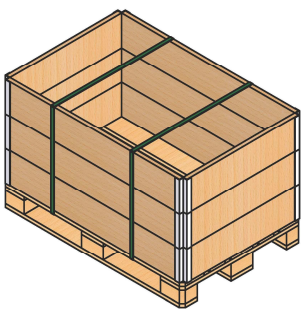
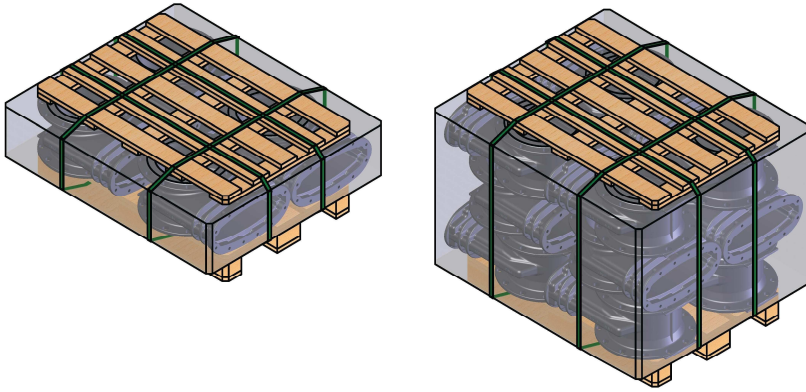


CAUTION when applying the straps!

- If the parts cannot be secured using straps, then collapsible frames must be used.

Examples:



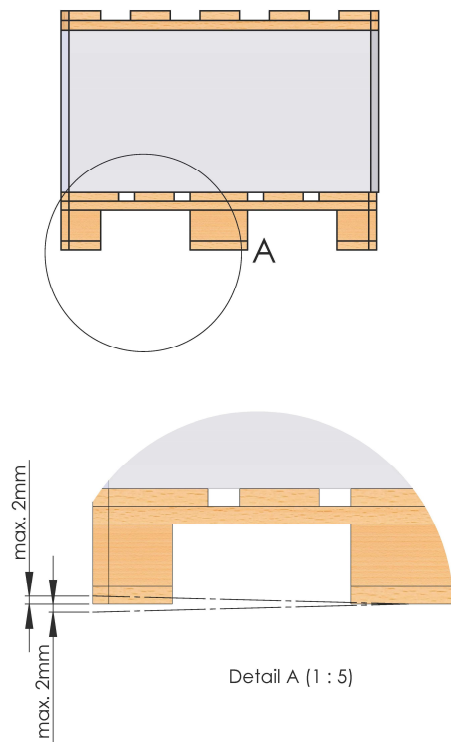


### 5.5.3 Bending

Adjust the tension of the strap so that the pallets are not deformed.

The max. bending crossways and lengthways to the pallet is  $\pm 2$  mm.

Example:

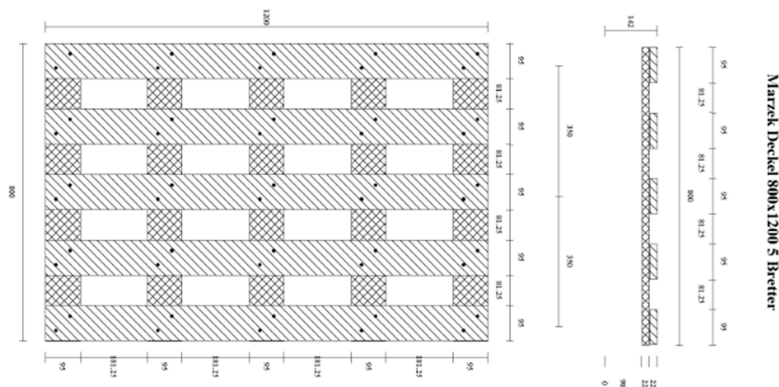


### 5.5.4 Interlayers

One of the following packaging aids must be placed between the pallet and the materials, as well as between the individual horizontal interlayers of a loading unit:

- Hardboard
- Interlayers of cardboard
- Cover pallet/stretching frame

Example of cover pallet:



The intermediate layers are not needed when the individual cardboard boxes have to be packed one on top of each other on the pallet.

## 5.6 Weight restrictions

### 5.6.1 Loading unit

The permitted maximum weight for the loading unit is 1000 kg gross.

### 5.6.2 Packages to be lifted by hand (e.g. parcel deliveries)

It must be ensured that a permitted gross maximum package weight of a maximum of 31,5 kg is not exceeded.

Packages weighing over 31,5 kg must always be delivered on appropriate load carriers.

## 5.7 Positioning of packaged goods and package

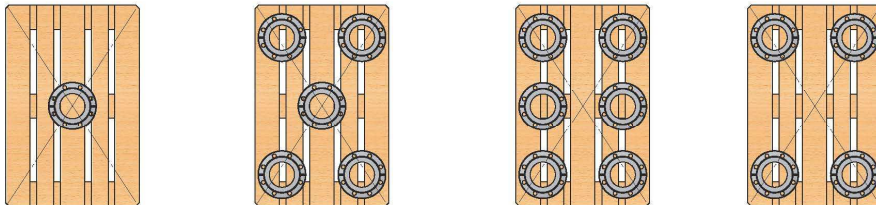
### 5.7.1 Centre of gravity

The packaged goods must be arranged in the load carrier and in the packaging container so that the weight is evenly distributed.

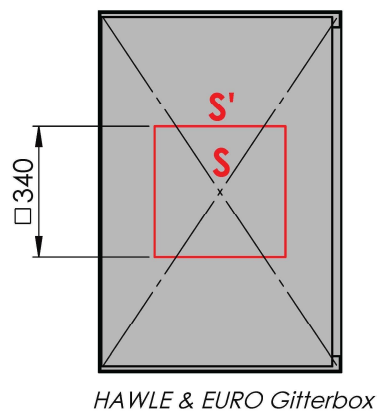
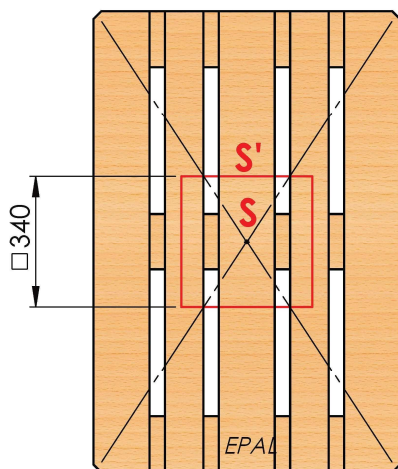
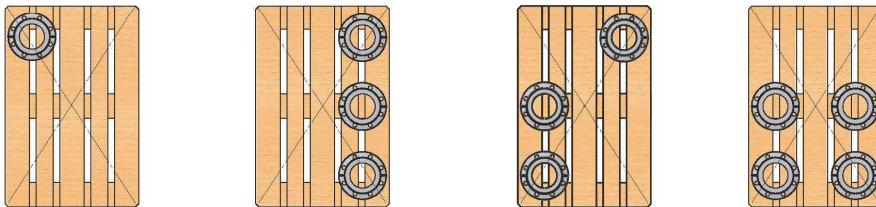
If a layer is incomplete, then the packages must be arranged on the load carrier so that the weight is evenly distributed and prevented from slipping.

Positioning examples:

OK



NOT OK



S ... Centre of gravity in the centre – TARGET  
S' ... Max. deviation of the centre of gravity

### 5.7.2 Outer contours

The maximum permitted basic measurements for a loading unit are:

- 1200 mm x 800 mm x 550/1150 mm (l x w x h)

The packaged goods and the packaging aids must not protrude beyond the outer contours of the load carrier. All discrepancies must be clarified with the responsible buyer before delivery.

## 6. Special packaging requirements

### 6.1 Packaged goods

#### 6.1.1 Cast iron parts

The goods must be free from abrasive dust and dirt when delivered.

In principle, cast iron parts must be delivered in standard containers as specified in the packaging manual. Special adjustments are required for certain parts, which are specified in a separate document (for more details see attachment 1: adjustments list).

#### 6.1.2 Goods in big bags

Big bags must be supplied on pallets with a frame.

When using big bags, a maximum permitted height of 1150 mm must be adhered to. Protruding parts must be covered with a cover pallet or a fibre board and at least two straps.

Example:



## 6.2 Load carriers

### 6.2.1 Pallets

All deliveries outside of the European Union must be made on IPPC-treated pallets. This also applies to all wooden packaging, such as for example disposable pallets, wooden crates, wooden panels, profiles, intermediate layers etc. that are delivered outside of the European Union. Non-compliance with this requirement shall justify a complaint. The non-IPPC-treated pallets and wooden packaging will not be accepted by HAWLE and must be returned at the supplier's expense.

Deliveries within European Union are, if possible, to be made on IPPC-treated pallets.

**The pallets should be usable for machines, conveyor technology and high bay warehouses.**

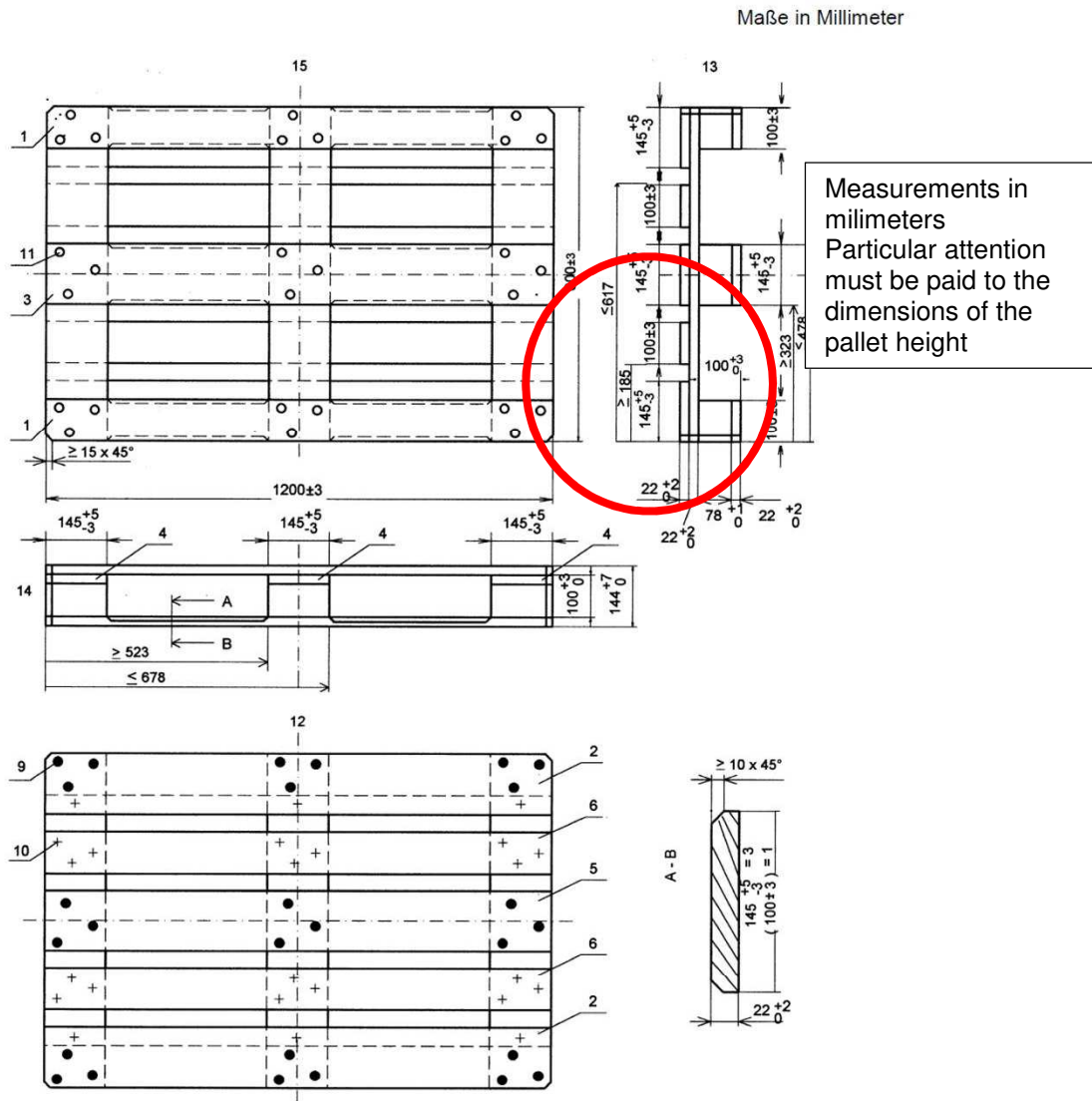
HAWLE requires the following as packaging material:

- Euro Pool pallet with measurements 1200 mm x 800 mm x 144 mm (l x w x h)
- **The dimensions and tolerances according to EN 13698-1 or UIC Code 435-2 must be strictly adhered to**
- Special pallets for large parts must be agreed individually.

An example of an EN 13698-1 standardized, MFH-compatible transport pallet:

Extract from the standard specifications:

EN 13698-1:2003 (D)



effects 2.0 16.03.2021 809601, E. Hawle Armaturenwerke GmbH, Wagrainstraße 13, 4840-Vöcklabruck  
64000077-81ac-e911-a872-00043a389769

#### Legende

- 1 bis 11 siehe Tabelle 1 und Tabelle C.2
- 12 Ansicht von oben
- 13 Seitenansicht
- 14 Frontansicht
- 15 Ansicht von unten

Bild 2 — Einzelheiten des Zusammenbaus, Maße und Toleranzen

## Appendix A - Drawing EUR-1

### A.1 - Drawing EUR-1

EUR wooden flat pallet 800 mm x 1 200 mm

Positioning the fastening elements in accordance with *UIC Leaflet 435-2*. The components must be selected with permissible tolerances so that the pallet covers the base completely!

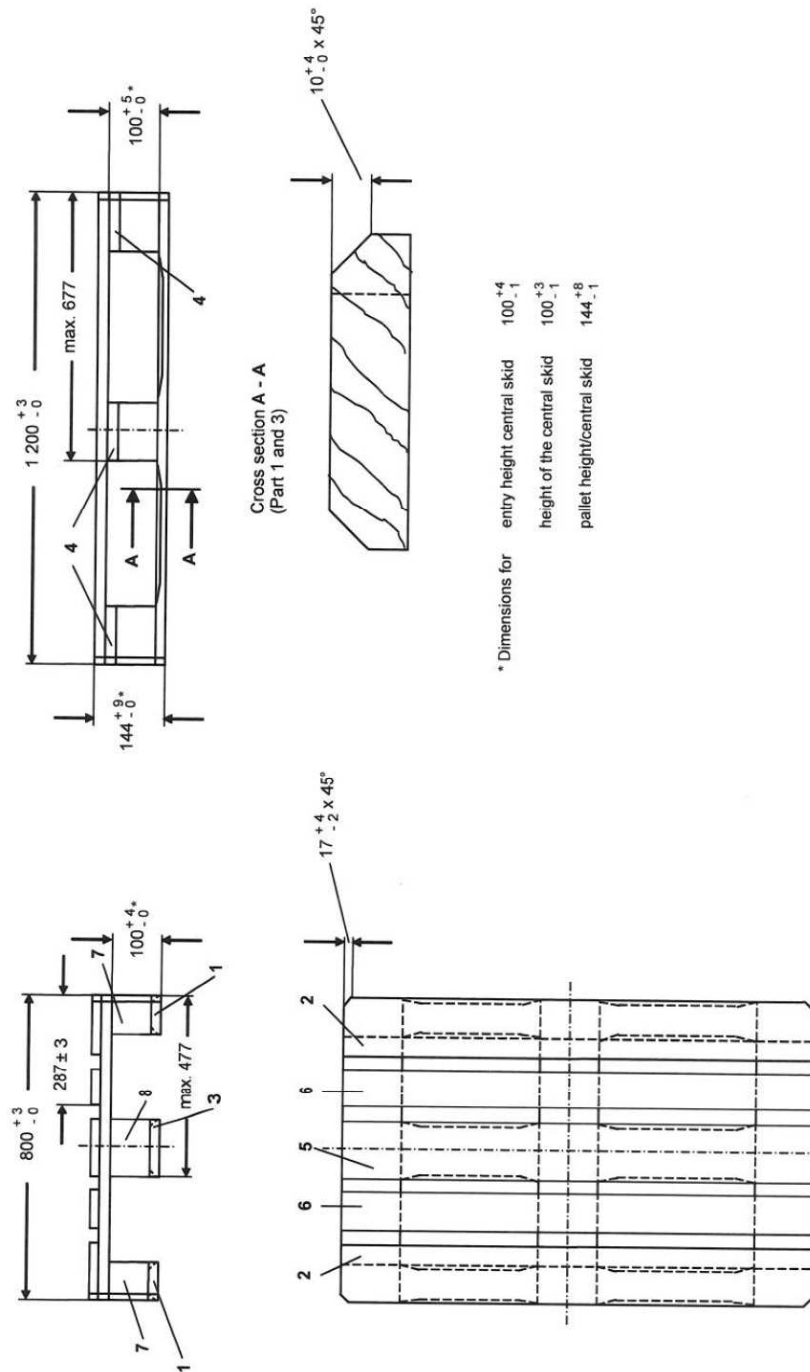
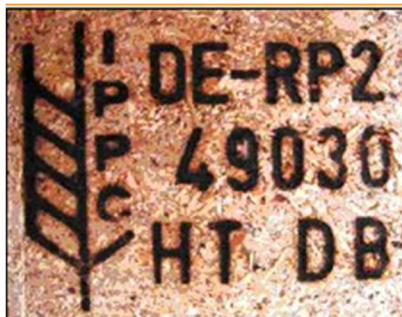
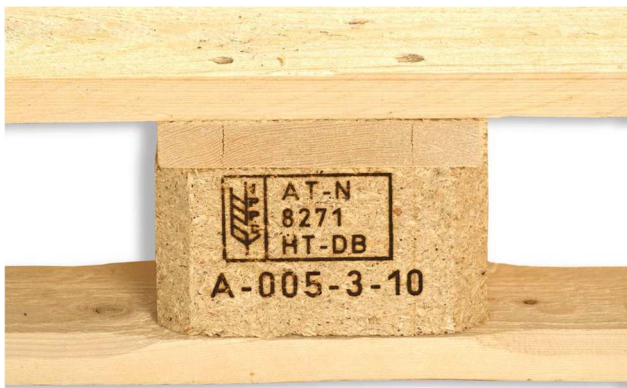
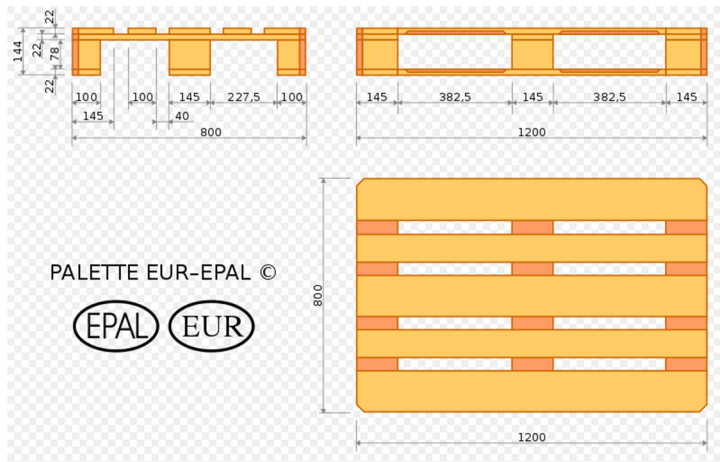


Fig. 1 - Drawing EUR-1

## Example IPPC Stamp:



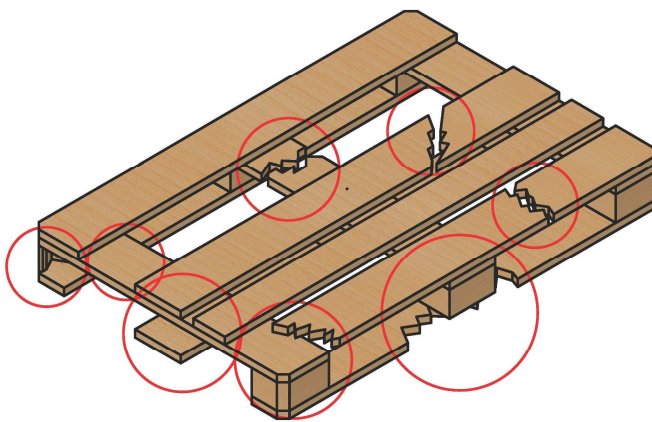
Links	IPPC- Symbol (destilisierte Ähre)
DE	Ländererkennung nach ISO 3166 (DE für Deutschland)
RP2	Kennung der Region (RP für Rheinland Pfalz)
49030	amtliche Registriernummer
HT	Behandlungsart (Heat Treatment, hitzebehandelt)
DB	ggf. debarked (entrindet)

### 6.2.2 Pallet quality

HAWLE will not accept/replace any damaged pallets in particular when:

- a board is missing, is slanted or is broken crossways
- a block is missing or is split so that more than one nail shank is visible
- a base or cover board is splintered so that a nail or bolt shank is visible
- twisted blocks protrude more than 10 mm
- the general condition is so poor that the load bearing capacity is no longer guaranteed or the load could get dirty or damaged.

Example of EURO pallet that cannot be exchanged:



### 6.2.3 Mixed pallets

Mixed pallets will only be accepted if the individual materials are clearly marked and clearly separated with hardboard or interlayers of cardboard in the loading unit.

Item units may not be distributed in partial quantities over several pallets if they fit on a single pallet in total.

### 6.2.4 Box pallets

Permitted box pallets are:

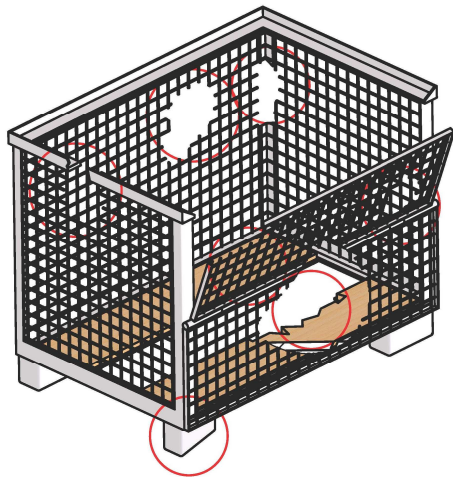
- the EPAL box pallets with measurements 1200 mm x 800 mm x 970 mm (l x w x h)
- and 'HAWLE box pallets' with measurements 1200 mm x 800 mm x 580 mm (l x w x h)

#### 6.2.4.1 Box pallet quality

HAWLE will not accept/replace any box pallets, in particular when:

- the general condition is so poor due to rust or contamination that the load could be contaminated
- the folding square attachment frame or the corner columns are deformed
- the base frame or the feet are twisted to the extent that the box pallet no longer stands evenly on four feet or can no longer be stacked safely
- the front wall flaps can no longer be opened or closed
- a board is missing or is broken
- the lattice is torn so that the wire ends protrude inwards or outwards (one piece of mesh per wall may be missing)

Example of a box pallet that cannot be exchanged:



### 6.2.5 Wooden crates and boxes

Wooden crates are only permitted in return for a disposal fee.

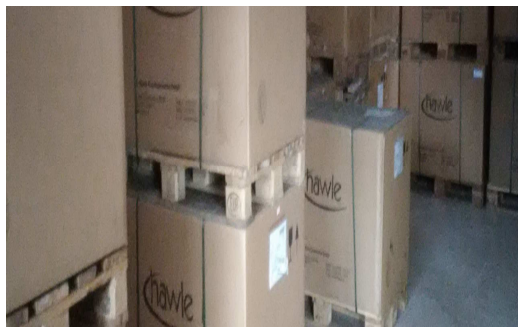
The maximum permitted measurements of wooden crates and boxes are:

- 1200 mm x 800 mm x 1000 mm (l x w x h)

Wooden crates and boxes must be stackable and dimensionally stable (i.e. not bulgy).

For more details on strapping wooden crates see chapter 6.5.1.

Examples:



### 6.2.6 Packages

On the delivery of individual packages, the following must be clearly identifiable without opening the package: the recipient/contact and the sender.

If the shipment consists of several packages, then a clearly visible marking must be applied and a packing list must be included.







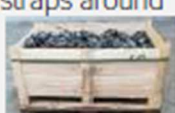



## 7. Concluding note

The above provisions of the packaging manual apply for all deliveries to E. Hawle Armaturenwerke GmbH, unless any other written special agreements have been made with the respective supplier.

## 8. Check list: Packaging inspection

### Check list: Packaging inspection



<div style="text-align: right;"><input type="checkbox"/></div> <p><b>Packaging height</b> Two approved packaging heights incl. loading unit:</p> <ul style="list-style-type: none"> <li>• 550 mm or</li> <li>• 1150 mm</li> </ul> 	<div style="text-align: right;"><input type="checkbox"/></div> <p><b>Max. weight + center of gravity</b> max. weight incl. loading unit</p> <ul style="list-style-type: none"> <li>• 1000 kg</li> </ul> <div style="text-align: center;"> <p>OK</p>  <p>NOT OK</p>  </div>	<div style="text-align: right;"><input type="checkbox"/></div> <p><b>Labelling</b> Marking of the packages:</p> <ul style="list-style-type: none"> <li>• Supplier and address</li> <li>• Recipient and address</li> <li>• HAWLE material no.</li> <li>• Quantity packed (pc.)</li> <li>• Weight (gross in kg)</li> <li>• HAWLE order no. and order item</li> <li>• Batch number (if available)</li> </ul>
<div style="text-align: right;"><input type="checkbox"/></div> <p><b>Intermediate layers</b> Allowed are:</p> <ul style="list-style-type: none"> <li>• fibre board</li> <li>• intermediate cardboard</li> <li>• cover pallet/stretching frame</li> </ul> 	<div style="text-align: right;"><input type="checkbox"/></div> <p><b>No damages</b></p> <ul style="list-style-type: none"> <li>• Pallets must be able to be used with machinery, conveyor technology and in high bay warehouses</li> <li>• Twisted frames of box pallet are not allowed</li> </ul> <div style="display: flex;">   </div>	<div style="text-align: right;"><input type="checkbox"/></div> <p><b>Transport safety</b> + stability of wooden crates</p> <ul style="list-style-type: none"> <li>• Goods up to 500 kg: at least one strap around</li> <li>• Goods over 500 kg: at least two straps around</li> </ul> 
<div style="text-align: right;"><input type="checkbox"/></div> <p><b>Straps</b></p> <ul style="list-style-type: none"> <li>• Goal: fixation on the pallet</li> <li>• Metal-free straps</li> <li>• up to 500 kg: at least 2 straps over 500 kg: 2 straps lengthways and 2 straps crossways</li> <li>• 1-3 additional straps around to secure loose parts</li> <li>• If the parts cannot be fixed, folding frames should be used</li> </ul> <div style="display: flex;">    </div>		