Base Load Power Hub (BLPH)

PREPARATION FOR SHIPPING WITH HANDLING AND STORAGE PROCEDURES

Document Number: 1724000791-QC-PRO-00014

Document Class: 3

ROSETTI MARINO

1	APPROVED - WORK MAY PROCEED
2N	REVISE AND RE-SUBMIT - DO NOT PROCEED
2Y	REVISE AND RE-SUBMIT - WORK MAY PROCEED
3	REJECTED
4	APPROVAL NOT REQUIRED

NOTE: Approval doesn't relieve the supplier from mandatory compliance with contractual documents and specifications. Comments made do not imply acceptance of any cost or delivery impact.

Sign	Date
Rossi Leonardo	24/05/2024

Rev.	Date	Description	Prepared	Reviewed	Approved
01	24/5/2024	ISSUE FOR INFORMATION (IFI)	Judit Schaller	Mária Poór	Zsanett Molnár
00	22/5/2024	ISSUE FOR INFORMATION (IFI)	Judit Schaller	Mária Poór	Zsanett Molnár

BROOKS INSTRUMENT Beyond Measure

This document undergoes an issuance cycle within EDMS "Fusionlive".
Its distribution is electronically controlled. Once printed shall be considered as "NOT CONTROLLED" copy

Table of Contents

SH.	DESCRIPTION	REVISIONS							
		00	01						
1	Cover	X	X						
2	Table of Contents	X	X						
3	Revision / Change Log	X	X						
4	PREPARATION FOR SHIPPING WITH HANDLING AND STORAGE PROCEDURES	X	X						

This document undergoes an issuance cycle within EDMS "Fusionlive".
Its distribution is electronically controlled. Once printed shall be considered as "NOT CONTROLLED" copy

Revision / Change Log

Rev.	Description
00	ISSUE FOR INFORMATION (IFI)
01	ISSUE FOR INFORMATION (IFI)

HOLDS LIST

No.	Description
1.	
2.	
3.	
4.	

This document undergoes an issuance cycle within EDMS "Fusionlive".
Its distribution is electronically controlled. Once printed shall be considered as "NOT CONTROLLED" copy

		IQRS ref. no.: IQRS Target:	**010-B-200-QSP** **Level 5**
	Quality System Procedure	Revision:	**7**
Subject:	Control Packaging Processes	Date:	**2021. 01. 12**

SCOPE

Brooks Instrument Kft's Székesfehérvár site places great emphasis on the packaging of goods leaving the site. The packaging protects the goods from damage and allows the goods to be transported safely. The packaging must contain the appropriate goods. A well-designed packaging process ensures that packaging needs are met quickly and efficiently, thus supporting on-time delivery (OTD). An important aspect is to take into account the different customer needs, which include the packaging material, the placement of the packing list, the marking of the package, etc.

PURPOSE

This procedure is valid for Brooks Instrument's Hungarian site. The purpose of the procedure is to describe the packaging process on site and to define responsibilities. The description mainly includes the description of the work in the field of packaging.

EQUIPMENT

Foaming machine, strapping machine, hand strapping machine, forklift, hand lift

STANDARDS

ISO 9001

RESPONSIBILITIES

The correct packaging, placing the packing list on the right box, placing the consignment note on the right box, handing over the right shipment to the carrier is basically the responsibility of the packer.

PROCEDURE

1. Terms:

 OTD: On time delivery, that is, timely delivery. The primary consideration is delivery within the promised day. A secondary consideration is the consideration of the deadline requested by the buyer.

 Traveler:The document accompanying the goods

 Delivery request form: other delivery requests must be indicated on this form, the product to be delivered must be sent to the packer with this form (S:\Forms\Shipping)

 Delivery Schedule: Table containing weekly consolidated deliveries

 TMF card: If an order is partially completed, but brought to the packaging area, a card accompanies the instruments. This is called “Packing Card”. This contains the following: order number, quantity of the meters on the order, modetypel, and on the back the final inspector writes which item was sent to packing area. Document number: PAK060-01

 Manifest: End-of-day closing, a report made with the carrier's program, containing the deliveries of the given day.

 Acknowledgment of receipt: documentation certifying the receipt of the goods by the forwarder

2. Process:

1. Delivery of goods to be packed to the packaging area:

a. It is important to ensure a continuous flow of material to the packaging area. Everyone is

expected not to get the goods on the packaging at the same time, “dumped”.

b. Shipping department has a weekly delivery schedule that includes regular deliveries. This table is made available by the Shipping department to the parties concerned (production planning, final inspection, quality administrator, packaging, warehouse) and, in the event of a change, the parties concerned are notified. When delivering the goods to the packaging area, it is advised to schedule the pre-packaging processes according to the table.

c. For same-day delivery outside the European Union, the goods to be packed by 10 am.

d. In the case of transport within the European Union, the goods to be packed must reach the packer by 12 am.

e. Packers only pack items having documentation. Documentation refers primarily to the traveler. If the goods do not have a traveler, a delivery request form must be attached to the goods. In lack of these items will not be packed.

2. Partial orders at the packaging area:

a. Partial orders from the TMF area have a card and are sent to the packaing area with these cards.These instruments must be packed, but they must not be placed on the shelves where the ready-packed goods awaiting delivery are stored, but on a shelf specially designed for this purpose (semi-finished).

b. As soon as the certificates, documentation and missing instruments belonging to the order are completed, the traveler of the order will be placed in the packaging area. Packing is completed and goods are included amongst the final packed goods waiting to be delivered.

3. Packing

1. Caps and plugs:

 Caps and plugs should be used to seal holes to be protected from the environment. Caps and plugs must be clean and free of visible dirt. Packers ensure that caps and plugs are in place before products are packed. The bore of the flanges is protected with self-adhesive sheets.

2. Pre-packing:

 In the case of TMF instruments, we can talk about pre-packaging. For goods arriving from the TMF production area, the order number, type and, in part, the picklist will be checked. The instruments are placed in Korvu boxes (part number GDOB1103 [small] and GDOB1105 [large]). Calibration sheets and declarations are placed into boxes taking into account individual customer needs. The order number and quantity of the goods taken to the packing area will be added to a list (K, common, drive) together with the date, which is a great help in case of any complaints.

 The box used to pack the device is selected according to the table in the PAK060 instruction.

The goods are packed in this way and are taken to the packaging area for the final packaging.

 In the VA area, we can talk about pre-packing of the 3750 instruments. The instruments are placed in Korvu boxes (article number: GDOB1103 [small]) by the packaging colleagues and then these boxes are final packed.

3. Packing:

 The packer packs the goods. During packaging, care must be taken to ensure that the goods are protected from shocks and vibrations. It is important that the parts packed in one box do not collide or cause surface damage to each other. The goods to be packed are primarily packed in a box by the packer, the goods being surrounded by a moldable foam which is still malleable when hot and takes on the shape of the goods. This protects against impact. If necessary (for VA instruments), preformed protective sponge is applied to the devices. In the case of packing components, in addition to the foam, in some cases a sponge must be used, which separates and protects the parts from impact.

 The packaging must pack the goods in such a way that the packaging protects the goods from::

i. damages

ii. surface damages, scratches

iii. break

iv. box damages

v. unintended discard of components together with the packing foam (person unpacking not realizing that small components got sticked to the packing foam)

 When packaging the instruments, make sure that there is at least 2 cm of foam between the instrument and the cardboard box.

 For heavier instruments packed in boxes of 38*33*30 cm and 46*38*38 cm, it is recommended to use an extra reinforcement sheet, article numbers GZOM0020 and GZOM0021. The extra reinforcement is used if a 2 cm thick foam between the instrument and the carton cannot be provided and for the following packing weights: from 8 kg for a 38*33*30 cm box and from 12 kg for a 46*38*38 cm box.

 When packaging parts, care should be taken to use preformed sponge for transport, where possible.

 The small parts are wrapped in blister foil and placed in a small folding box to avoid accidental ejection when unpacking.

 In the case of goods packaged for Brooks Hatfield, care must be taken during packaging that the parts do not touch each other..

4. Materials used for packing:

1. Carton box:

 Dimensions / Maximum weight

36x15x15 cm 3 kg

43x29x21 cm 8 kg

38x33x30 cm 13 kg

46x38x38 cm 20 kg

61x21x21 cm 12 kg

72x27x27 cm 13 kg

56x44x42 cm 35 kg

38x20x20 cm 20 kg

27x24x8 cm prepacking only

22x20x7 cm prepacking only

2. Pallet:

i. We use 80x65 cm wooden pallets, ie half EUR pallets and 120x80 cm EUR pallets.

ii. If the instrument to be packed is so large / heavy that it does not fit in any of the cardboard boxes, or if it does fit in, but is not well protected during shipping, it must be screwed onto a pallet. In this case, the use of Teflon washers is required

3. Cloak:

i. The boxes packed on pallets are covered with a mantle, which is available in 3 sizes

 60 cm high

 80 cm high

 100 cm high

ii. It is also possible to build pallets of different heights. Different sizes can be achieved by raising and breaking the mantle.

4. Wooden crate:

1. It is possible to use seaproof packaging at the request of the customer. A wooden crate is used for this. We do not keep wooden boxes in stock, the shipping department orders the required quantity and size of wooden boxes separately for each delivery.

2. In the case of sea packaging, the goods are packed in a wooden box. The wooden box must be lined with foil and the goods packed in the usual way must be inserted. The use of a desiccant is possible at the customer's request and also meters can be wrapped into foil if requested. Signs will be placed on the outside of the wooden box according to the customer request. In the case of both wooden crates and pallets, the presence and condition of the required markings must be checked (wheat mark - IPPC logo).

3. Wooden crates are marked with the usual international symbols (fragile, dry, vertical storage, away from heat, indoor storage). Upon customer's request, we also provide the delivery note of the customer:

 the delivery sign can be placed on a wooden panel which can be attached to the box

or

- can be attached to the wooden box by a laminated paper
- upon special request, we can provide vacuum packaging of the goods, this is done by our external partner

5. Foam (foaming machine):

1. By pressing the button for the appropriate box size on the control panel of the foaming machine, the required amount of foam for that box can be obtained. (For example, pressing box 2 puts enough foam in box 2). You can deviate from this. Foam must be placed both below and above the instrument so that the foam also protects the side of the instrument.

2. Preformed sponge:

1. For glass-covered instruments, the use of preformed sponge is necessary to protect the glass cover. After applying the sponge, the instrument should be packed in the usual way.

6. Air bubble wrap, pouch:

1. To protect glass products, the product should be covered with bubble foil before packaging.

2. Small parts should also be wrapped in foil or placed in a pouch before being placed in a box lined with foam to avoid sticking the parts to the foam..

7. Preformed foams

1. In the case of packing components, it is also possible to use preformed foams of different shapes in order to prevent the forces acting on the material during transport..

8. Strap:

1. With the strapping machine, the boxes that do not end up in a larger packaging unit (pallet, wooden crate) must be strapped in two directions once, or in up to 3-3 places, depending on the size..

2. Shipping department determines which orders are palletized. Boxes placed on pallets must be covered with a suitably sized mantle and the prepared pallets must be strapped in two places with the manual strapping machine..

9. Marking:

1. After unpacking, the packer displays the following information on the box so that the goods can continue to be identified both in-house and by the customer.

- internal order number
- customer order number
- weight
- in case of multiple orders, "ST" marking
- other customer requirements are communicated by the shipping department (exampl ¾)

 Brooks logo will be shown on the boxes

 Our cardboard boxes are marked with the following international symbols: fragile, keep dry, store vertically

 Place the packing list in a plastic bag outside the box

10. Storage of packed items

1. The goods are waiting to be delivered in a box. The packed goods must be placed on shelves in the packing area.

11. Delivery of the order

1. The packlist is prepared by the shipping department and printed on the printer in the packaging area. The packer places the printed packlist in a plastic bag placed on the packed box. The ready-delivered orders are grouped according to the carrier (this is indicated on the package list).

2. If several boxes are delivered together on a pallet, the delivery will provide the packer with the number of orders and packaging details (box number, size, weight) to be prepared on a pallet. In this case, it is sufficient to place the packing lists for pallet orders on top of the pallet, it does not have to be placed on the boxes separately.

3. If necessary (customs consignments), the delivery takes the customs documentation to the packaging area and adds it to the already prepared goods.

4. The shipping label on the boxes / pallets is prepared by the shipping department and handed over to the packaging. The task of the packer and delivery is to affix the label to the appropriate box. In most cases, the label includes the order number. This order number must always be reconciled with the order number on the box, and the delivery address shown on the packlist on the box must be compared with the delivery address on the label in order to avoid swapping.

5. Packages to be shipped by TNT, UPS, DHL Express carriers will be accompanied by a manifest at the end of the day, ie a closing at the end of the day. This documentation shows the total number of pieces shipped that day (how many inches will be shipped). This must be checked by calculation. The manifest is signed by the courier, which proves that the goods have been received. Fedex certifies the pickup with a signed shipping label.

6. In the case of other carriers, an acknowledgment of receipt must be signed with the carrier upon receipt. The receipt is attached to the shipment. The receipt includes the carrier's registration number. The goods can only be handed over to the driver of the vehicle with the given number plate. In case of discrepancy, contact the delivery. Signed documents must be delivered to the shipment, where they will be strapped and retained.

12. Packaging costs

1. The cost of durable or special packaging is an additional cost determined by Brooks Instrument's Packaging and Shipping Department.

13. Customer storage requirements

1. For long-term storage, packed products must be stored indoors or in accordance with the same storage requirements.

2. Adequate protection against fire, water, physical damage or damage must be provided. Adequate ventilation is required to prevent condensation.

5. Examples, schematic packages

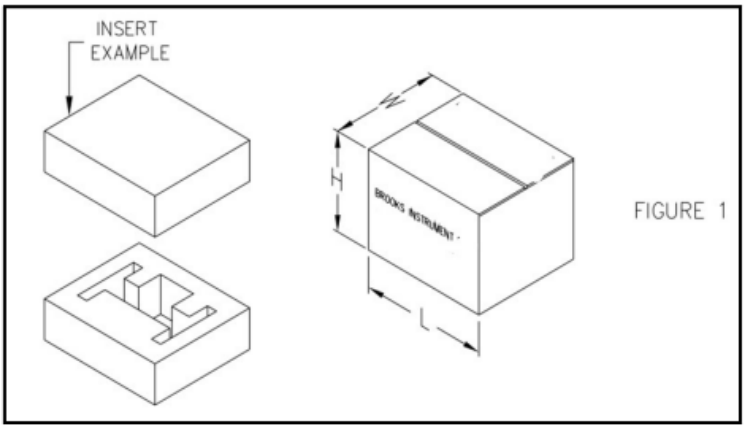


FIGURE 1

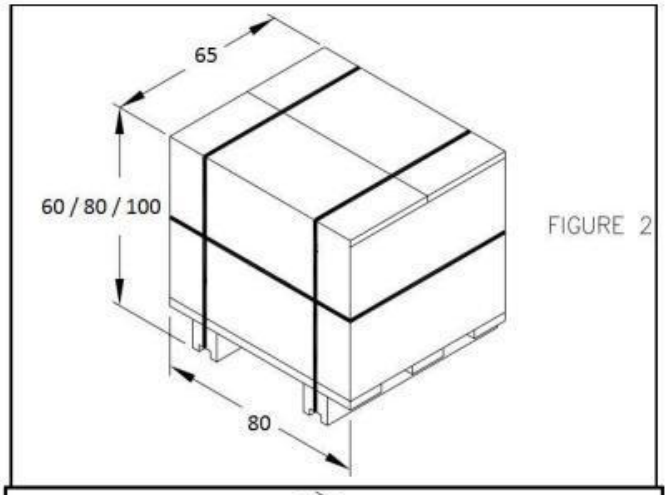


FIGURE 2

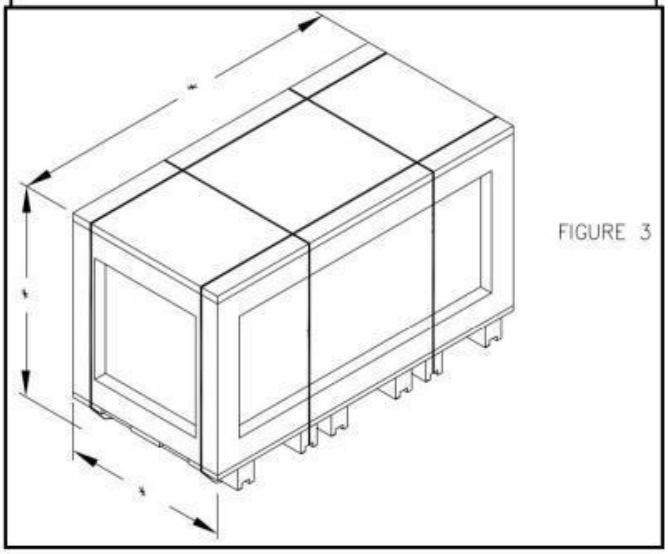
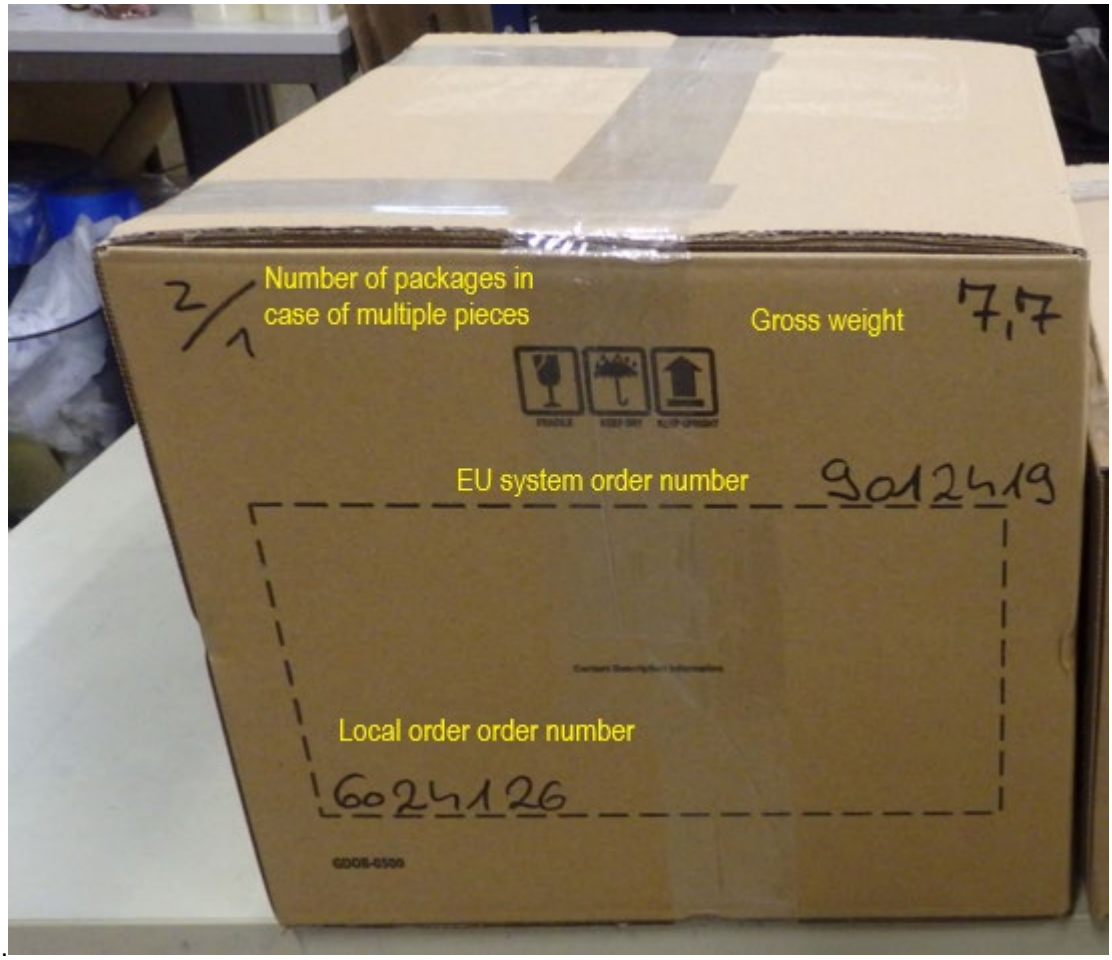


FIGURE 3

1. Box marking

2. 
Number of packages in
case of multiple pieces
2/1
Gross weight
7,7
EU system order number
9012419
Local order order number
6024126

2. Box strap


ups
411
J41004

3. Instrument placed into the box (with using of protector foam on the housing)



4. Pallet



5. Wooden case



020-A-100-QAM	Handling Storage Packing Preservation and Delivery
PAK060	Pre-Packaging of TMF devices
PAK062	Common packing procedure

Editor:	**Attila Demeter**	Authorization:	**Attila Demeter** **Petronella Farkas** **Zita Katona-Szollosi**	Effective:	**1997. 01. 28**