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# **General packaging instructions**

## Validity

This regulation is part of every inquiry, every individual and general order and is valid for all goods purchased from ads-tec Industrial IT, irrespective of their destination, unless special agreements have been made in writing.

### Packaging dimensions

The carton size of the protective cartons should be selected between the listed sizes. Thereby the height of the cartons can vary according to the needs.

- 600x400 (LxW in mm)
- 300x400 (LxW in mm)
- 200x150 (LxW in mm)

If these sizes are not suitable for the items, the supplier shall select suitable packaging that minimizes the volume.

#### Specific requirements

The supplier selects the appropriate packaging category for the item.

Category	Requirements
Basic protection (Bulk material, cables or articles that do not contain specified areas in the technical drawing)	<ul> <li>Parts must be protected against falling out of the transport container</li> <li>Parts must be protected against gross dirt, rain, snow</li> <li>Parts must be packed by only one type of article</li> <li>The max. stacking or dumping height of 120cm must be observed</li> <li>Empty spaces in the container must be filled with suitable packaging material</li> </ul>
Extended protection (items containing specified B-surfaces or C-surfaces in the technical drawing)	<ul> <li>Ensure basic protection</li> <li>Additional:</li> <li>Parts must be layered, but may be in contact with each other</li> <li>Parts must be packed by only one</li> </ul>
Comprehensive full protection (articles containing specified A-surfaces in the technical drawing)	<ul> <li>Ensure extended protection</li> <li>Additional: <ul> <li>Parts must be protected individually with bubble wrap</li> <li>Parts must be packed individually in single cartons</li> <li>Individual cartons must be packed in protective cardboard box</li> </ul> </li> </ul>

Electronic modules (ESD protection conformity)	<ul> <li>Ensure extended protection</li> <li>Additional:         <ul> <li>Electronic components that are not protected against ESD damage by an enclosure or other technical measures must always be shipped in shield packaging</li> <li>Parts must be separated from each other and must not touch each other</li> <li>For direct deliveries of assembled assemblies, directly from the EMS service provider, a compartment must be used</li> </ul> </li> </ul>
Electronic Components & Printed Circuit Boards (ESD protection compliance; J-STD-033)	<ul> <li>Ensure extended protection</li> <li>Additional:         <ul> <li>Electrical components that are not sensitive to moisture in trays, bars or reels must be packed in ESD shield packaging</li> <li>Moisture-sensitive electrical components must be packed in a "Dry Pack" in compliance with the criteria of the current version J-STD-033</li> <li>"Dry Pack's" and the trays, bars and reels packed in ESD shield packaging must be individually protected with bubble wrap</li> </ul> </li> </ul>
Customized (special requirements due to e.g. oversize, special protection due to special surface requirements, etc.)	A packaging concept individually adapted for the article, created in coordination or cooperation with ads-tec Industrial IT GmbH
According to manufacturer standard	If a packaging concept specially made and tested for the article is available from the manufacturer

## Sustainable packaging concept

In terms of legal requirements, the following waste hierarchy must be adhered to:

- > Avoidance: Any packaging and material that is not used serves to reduce packaging expenses. The supplier shall therefore use as much packaging as necessary and as little as possible. The packaging used shall be designed as efficiently as possible. This applies to the design of the packaging, the quantity transported and compliance with standard dimensions.
- Reuse: Packaging should be reused as often as possible. This is possible through the reuse of packaging material.
- Recycling: Recyclable design must be implemented by ensuring that design and manufacturing are highly recyclable and that harmful substances in packaging are avoided.
- Recycling: The packaging material must be selected in such a way that recycling is possible. To this end, pollutants, coatings or composites must generally be avoided. If this is not feasible, energetic (low-pollutant) recycling must be ensured.

## Confirmation of the packaging requirement

Based on the packaging instruction required by ads-tec Industrial IT, the contractor confirms compliance with the requirements for packaging.

Deviations from the requirements may, under certain circumstances, lead to higher costs for the contractor.

Date: 09.08.2023	
Signature	