

General shipping and packaging instructions for suppliers of Vossloh Rolling Stock GmbH

1. Objective

The shipping and packaging instructions apply as standard to all suppliers worldwide. Our requirements and the responsibilities of the suppliers are described therein in a generally valid manner. The resulting specifications form a simple and practice-oriented guideline, which thus enables a smooth flow of materials between suppliers and Vossloh Rolling Stock GmbH and represents an important component of a supply chain with stable processes.

For deliveries of goods from countries outside the European Union, please follow the requirements listed in the "Supplementary instructions for overseas shipment".

2. Complying with the shipping and packaging instructions

Non-compliance with the specifications from the general shipping and packaging instructions triggers an internal complaints process at Vossloh Rolling Stock, which automatically has a negative effect on the supplier rating of each supplier. Costs for transport damage that is not recognised by insurers due to insufficient packaging shall be borne by the supplier.

With regard to the delivery address and the invoice address, the information in our orders must be strictly observed.

Any deviation from these general shipping and packaging instructions must be agreed bilaterally and in writing between the Supplier and Vossloh Rolling Stock GmbH. Vossloh Rolling Stock also reserves the right to agree on item-specific shipping and packaging instructions with the supplier at any time.

3. Packaging

3.1. Permitted packaging materials

All of the packaging materials that are used must comply with the respective current legal requirements in Germany and the European Union (EU); it is particularly important not to exceed the respective current legal limits for the content of heavy metals (current status: Concentration of lead, cadmium, mercury and chromium VI does not cumulatively exceed 100 milligrams per kilogram) The packaging must always be recyclable.

- Composite materials: Composite materials are generally not permitted
- Plastic pallets must be made exclusively from PE (polyethylene), PP (polypropylene) or PET (polyethylene terephthalate). PVC (polyvinyl chloride) is generally not permitted
- Shrink film and stretch film must always be made from PE (polyethylene)
- Bags and sacks made from film must be made from PE (polyethylene)
- Paper and cardboard must be free from substances that are damaging to paper production
- Styrofoam chips are not permitted
- Only corrugated cardboard, paper or film air cushions may be used as filling materials
- Only plastic straps made from PP (polypropylene) and PET (polyethylene terephthalate) may be used as strapping
- Use of metal straps is not permitted

3.2. General packaging requirements

The applicable legal regulations are set out in the German Commercial Code (§§ 407 ff. HGB).

The packaging selected must meet the requirements of the goods to be packaged and must comply with the loads of the intended mode of transport. This means that the transport route and form of transport as well as possible influencing circumstances, such as weather conditions and handling during reloading, must be taken into account. The sender of the goods is liable for damage and expenses caused by packaging that does not comply with the above-mentioned requirements.

The shipping package must adequately secure the packaging and load units during transport, handling and storage. In order to deliver parts with the specified quality, the following points must be observed as a minimum:

- The parts must be free of any contamination (especially residues of blasting material or metal chips that could start to rust).
- The packaging must provide maximum protection for the parts against mechanical damage, contamination and corrosion damage.
- Due to the increased risk of injury, the cardboard boxes should be sealed with adhesive tape if possible, not metal staples.

3.3. Supplementary instructions for mechanical components

- All areas of a component at risk of corrosion must be specially protected, i.e. mechanically processed, bare surfaces must be provided with corrosion protection (e.g. Tectyl).
- Cavities (including pipes) and areas that are difficult to access, such as threads and blind holes, must be completely protected against moisture ingress, for example a seal must be formed using sealing plugs or tape.
- When completely wrapped in foil, the risk of water accumulation must be prevented.
- Completely airtight packaging is only permissible if effective measures are taken to prevent the formation of condensation water. In addition, sufficient ventilation of the packaging must be ensured.

3.4. Supplementary instructions for painted components

- Painted parts must not be packed until the paint has fully cured. (Intermediate) storage of packed parts in direct sunlight is not permitted.
- Do not use bubble wrap, otherwise visible marks may appear even on cured paint.
- Damage due to impact/rubbing between individual components must be prevented, e.g. through the use of intermediate layers and buffer material between the components.
- Flaking paint on edges must be prevented by taking appropriate countermeasures, e.g. applying edge protectors.
- If material is protected with tarpaulins, abrasion of the coating must be prevented with padding, especially at the edges.
- Since the surface protection is not yet complete, primed components must be protected in the same way as unpainted parts, but must also be protected from paint damage.

3.5. Supplementary instructions for electronic components

When shipping electronic components, an electrostatic discharge (ESD) or electric shock can lead to irreversible damage to the goods.

In order to avoid electrostatic charges within the packaging, sensitive electronic transport goods must therefore be protected using antistatic packaging material or ideally with electrostatic packaging in accordance with the standard DIN EN 61340-5-3 (three categories: Conductive (C), Dissipative (D) and Shielding (S)).

Additional protection against mechanical stress must be provided using shock-absorbing, antistatic conductive bubble wrap or blister packing.

Exposed cables, cable harnesses and connectors must be protected against dirt, ingress of moisture, cable breakage and other damage.

Cables and plugs must be securely fixed to the assembly during transportation and storage. Cables must be prevented from bending and cables or plugs from dragging on the ground during transportation. The loading equipment used must be selected in accordance with these requirements.

3.6. Avoidance of packaging waste

Loading aids and packaging must be designed so that sufficient transport protection is provided, while minimising the use of packaging at the same time.

Reusable packaging or returnable packaging is a sound basis for sustainability and the conservation of resources, and must be taken into account when determining item-specific packaging.

4. Pallets

All consignments must be delivered on undamaged Euro pallets in accordance with the New, Class A or class B classifications of DIN EN 13698-1 with the basic dimensions 1,200 x 800 x 144 mm and must comply with the EPAL exchange criteria (<http://www.epal-pallets.org>).

Other loading aids are only permitted for the delivery of long goods, item-specific packaging or returnable packaging. For the delivery of long goods, the supplier must ensure that the load carriers and packaging selected guarantee the safe transport of the goods.

The pallet or load carrier should not be significantly smaller than the external dimensions of the material to be transported.

The following parameters apply to the delivery of goods on Euro pallets:

- The maximum height including pallet is 1,600 mm.
- The maximum weight per pallet is 1,000 kg.
- The maximum weight of individual packaging per box is 15 kg.
- The load overhang of the goods on all sides including tilted position < 25 mm.
- The foot space must be free of film.
- Mixed pallets must be packed **ACCORDING TO TYPE**.

Material may only be lashed to pallets at mechanically stable points on the material. Deformation of material due to excessive clamping forces or unsuitable loading of material must be prevented (e.g. engine cowling).

Shippers and carriers are equally responsible for compliance with these points.

5. Documentation and labelling

5.1. Accompanying documents (delivery note)

Each consignment must be accompanied by an original delivery note. The delivery note must be attached to the package in a clearly visible position by means of a delivery note pocket. If a consignment consists of several packages or pallets, their contents must be listed on a packing list. The delivery note must include the following:

- Sender (supplier) with address and supplier number
- Order number of Vossloh Rolling Stock GmbH
- Vossloh Rolling Stock item number and quantity
- Package or pallet number
- Partial deliveries must be noted on the delivery note
- Date of manufacture or best-before date (BBD), if available

5.2. Labelling of goods

Any labelling of the material must be weather-resistant or protected against the effects of weather. International symbols must be used for the labelling of goods subject to special handling. For example:



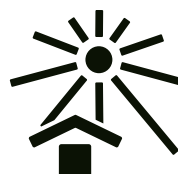
Keep dry



Fragile



This end up



Protect
from sunlight



Electrostatically
sensitive
component

5.3. Goods with best-before date

For items with a limited shelf life, the manufacturing or best-before date (BBD) must be listed on both the delivery note and the product itself.

6. Special cases

6.1. Dispatch of dangerous goods

The regulations for the transport of dangerous goods and the associated limited quantities (LQ) must be observed and implemented. The supplier shall be liable for all damages resulting from non-compliance with the statutory provisions.

Hazardous substances must be labelled in accordance with the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). In the case of classified hazardous substances, the supplier company is responsible for labelling the containers and packaging and for supplying the safety data sheets.

GHS warning signs for hazardous substances

Extract of the new hazardous substance symbols:



Environmental
hazard



Flammable



Toxic



Corrosive

6.2. CEP consignments

Courier, express and parcel service consignments (CEP consignments) are exempt from the regulations for palletised goods specified under Section 4. These small consignments can be sent without the use of loading aids (pallets), but must not exceed the maximum weight of 31.5 kg per package. Within the packet, care must also be taken to ensure that goods are packaged **ACCORDING TO TYPE**.