

# Process instructions

## Packaging regulations for purchase parts



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### 1. Purpose

#### 1.1 Environmental protection

Ecological or sustainable procurement must ensure compliance with social and ecological requirements throughout the entire delivery chain of Hermle AG on the basis of economical sustainability. This includes

essentially the following points:

- a) Prevent waste:  
Limit to the essential in terms of weight and volume (conserve resources, reduce transport volume)
- b) Reduce waste:  
Use and continuously improve reusable packaging made of recyclable materials
- c) Recycling of materials:  
Use of environmentally compatible materials, preferably recyclable materials for all types of packaging

#### 1.2 Logistical requirements for packaging

Logistical packaging functions must take into account the following aspects:

- Quality assurance function:  
The quality assurance function of the packaging ensures that the quality of the packaged goods is retained from manufacturing through to consumption or further processing. This means that the products must be protected, taking into account protection against corrosion and preservation, so that the quality of the parts is not adversely affected.
- Transport function:  
Fulfilment of the transport function facilitates transport of the goods by means of packaging or makes it at all possible to transport them, thus ensuring that the goods are protected against slipping, vibration and changing environmental conditions.
- Handling function:  
The handling function of packaging makes it possible to consolidate goods and facilitates processing for the transfer of goods.
- Environmental function:  
Taking into consideration the environmental function, disposable packaging must be made of recyclable materials, and efforts are made to use reusable and returnable packaging.
- Storage, provisioning and order picking function:  
Packaging plays an important role in the distribution of goods as part of the logistics chain. Suitable packaging must be provided, especially to support the increasing automation of storage and order picking systems. Another essential aspect of the storage function of packaging is the demand for efficient storage options for packaging supplies.

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## 2. Scope

These process instructions apply if reference is made to them in the document (e.g. order documents).

**They describe the basic principles that serve as the basis for packaging planning of HERMLE AG and the requirements for supplemental use of packaging by suppliers.**

## 3. Responsibility

The following in particular are responsible for these process instructions:

QM, BE, BL

These process instructions are approved by BE and created by QM.

## 4. Changes

These process instructions will be adjusted according to requirements and are subject to an amendment service.

Changes to these process instructions must be reported to QM and will be implemented by QM.

## 5. Distribution list

All departments that transport / ship purchase parts - TV,

S, PM, QM, P1, BL, BE, K

## 6. Other applicable documents

- DIN EN 13427
- Shipping documents

## 7. General

- In the logistics chain from supplier through to point of consumption at HERMLE AG, only the packaging approved or specified by the respective HERMLE AG locations may be used.
- The packaging concept is created in consultation with the responsible offices of HERMLE AG and the supplier, taking into consideration aspects of logistics, quality assurance, environmental compatibility, industrial safety and cost-effectiveness and **must** be observed.
- Substance prohibitions according to statutory regulations normally apply to packaging materials.
- Packaging for use within the European Union must meet the requirements of directive 94/62/EC (see also DIN EN 13427).
- Regardless of the type of packaging agreed on, the supplier is liable for the delivery quality of the goods and load carrier.
- Containers, pallets and auxiliary packaging materials must be delivered in proper, clean, functional and safe condition.

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- In case of failure to comply with the requirements of this standard, HERMLE AG reserves the right to invoice for resulting additional expense (e.g. disposal costs).

### 8. Use of reusable packaging/ reusable containers

HERMLE AG generally prefers standardised reusable container systems in combination with appropriate disposable packaging materials, preferably made of recyclable materials.

The use of reusable packaging can be agreed with the suppliers at individual HERMLE AG locations.

Paper, cardboard or PE foil should be used for transport labels.

For special load carriers, special uses and reusable packaging, the supplier is responsible for monitoring and fulfilling the required purity level.

The packaged goods as well as auxiliary packaging materials must not exceed the outer contours of the reusable containers/load carriers, as contour checks are made for automatic material flow systems. Components must be packaged so that they cannot be damaged during transport.

### 9. Dimensions and shipping documents

#### 9.1 Dimensions and stackability

- Permissible dimensions for standard load carriers (incl. load carriers) are length  $\leq$  1200 mm; width  $\leq$  800 mm; height  $\leq$  1200 mm
- Packaging must be stackable to at least 2 levels
- Components that exceed the dimensions above due to design requirements are exempt from this rule.

#### 9.2 Shipping documents

Shipping papers must be created for all goods delivered. They must be clearly visible and attached to the outside of the containers.

Shipping papers must be created for each load carrier and the articles packed in it. If additional load carriers will follow within the delivery, shipping papers must be created for them as well.

Shipping papers must contain the following information:

- Name and address of the consignor and consignee
- Shipping date
- Supplier's delivery slip number
- Hermle order number – this must also be executed as a barcode
- Quantity, designation and index of the delivered goods in itemised format
- Gross weight per item in kg

#### 9.3 Requirements for materials

Environmentally compatible and preferably recyclable materials that are accepted worldwide for recycling must be used for disposable packaging.

Composite materials and packaging chips may only be used after part-specific approval.

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If corrosion protection papers and foils are used, compliance with TRGS 615 is mandatory. In addition, no nitrosamine compounds, secondary amine compounds, heavy metals or nitrite may be included. A safety data sheet detailing the contents and an independent test certificate must be provided for verification on request.

Adhesive tape and packing tape as well as labels and transport labels must not restrict the recycling capability of the carrier materials.

It must be ensured that different packaging materials can be separated easily.

### 10. Material-related definition of packaging

The design of the packaging in terms of number of pieces and technical aspects is created in consultation with the responsible internal offices and the supplier.

The packaging agreed on with the responsible contact person of HERMLE AG (including containers and defined filling amounts) is displayed on the other applicable documents for the order.

### 11. General requirements for packaging design

Packaging must be suitable for emptying completely and cleaning efficiently. If necessary, PE bags are to be used. Material combinations or composite material are to be avoided.

Packaging materials should be selected so that formation of mould is prevent as much as possible.

### 12. Responsible offices in HERMLE AG

If reference is made to HERMLE AG in these process instructions, the following divisions must be involved:

- Purchasing
- Quality management
- Warehouse

### 13. Exemptions

If specific packaging requirements necessitate deviations from these packaging regulations, coordination with HERMLE AG is required (see section 11).

Deviations from these packaging regulations require a written exceptional approval from HERMLE AG.

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### 14. Approved load carriers

#### 14.1 Wooden beams and load carriers

To ensure an optimum delivery, collection and warehousing process at HERMLE AG, it is absolutely necessary for the supplier to deliver all goods that are not shipped as packages on Euro pallets. Exceptions to this rule (due to article dimensions, etc.) are only permitted after consultation agreement with Strategic Purchasing of HERMLE AG.

All wooden beams and load carriers must meet the requirements of the IPPC standard

<p>Solid wood insertable frames and stacking frames may always be used for pallets. Up to four stacking frames may be used per pallet.</p>		
<p>Euro pallet (EPAL1)</p>	<p>Length: 800 mm Width: 1,200 mm Height: 144 mm</p>	
<p>Pallet cages</p> <p>Pallet cages may only be used after prior consultation with Strategic Purchasing at HERMLE AG.</p>		
<p>Disposable pallets may only be used after prior consultation with Strategic Purchasing at HERMLE AG. Disposable pallets must be made of solid wood.</p> <p>Particle board slabs also possible</p>	<p>Length: 800 mm width: 1200mm</p> <p>And</p> <p>Length 800mm width: 600mm</p>	

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### 14.2 Plastic pallets

Plastic pallets must NOT be used

### 14.3 Approved individual packaging (reusable packaging)

<p><b>Plastic sleeves</b></p> <p>Parts should be packaged in plastic sleeves, fitting as exactly as possible. The maximum slippage of the components within the plastic sleeve is 10mm in height, width and depth.</p>	
<p><b>Plastic boxes</b></p> <p>Parts should be packaged in plastic boxes, fitting as exactly as possible. The maximum slippage of the components within the plastic boxes is 10mm in height, width and depth.</p>	
<p><b>Wooden beams / wooden frames</b></p> <p>In consultation with Hermle AG, other part-specific wooden beams / wooden frames can also be used.</p>	

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Reusable cartons	Sturdy type of carton that is suitable for multiple usage.
Carton compartments	

The pictures shown here are samples (source: Rose-Plastic / HERMLE AG)

### 14.4 Approved disposable packaging

Disposable cartons	
Packaging paper	In combination with reusable packaging or disposable cartons. Paper for lining packages or packaging items
VCI products	In combination with reusable packaging or disposable cartons. Foil and bags are permitted. No other VCI products are permitted
Plastic foil	In combination with reusable packaging or disposable cartons.

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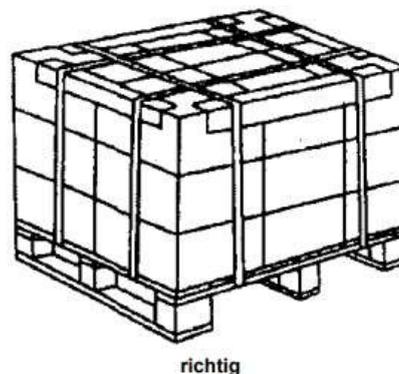
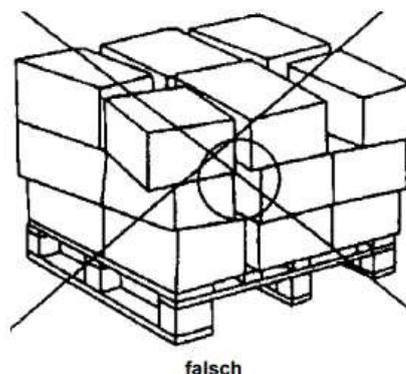
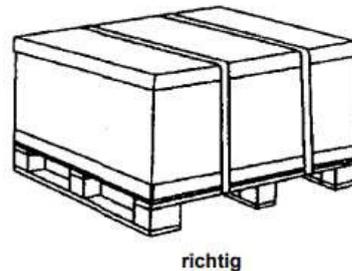
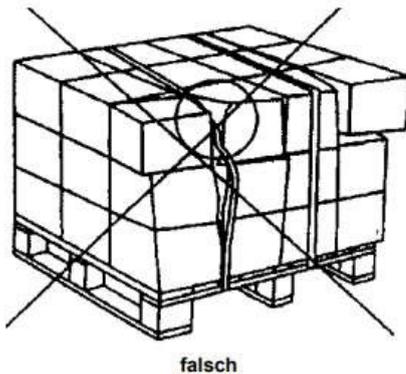
### 15. Handling and safety

#### 15.1 Securing the load

In mutual interest, attention must be paid to securing the load in compliance with the law, to prevent injuries to persons and damage to goods. The suppliers of HERMLE AG are therefore obliged to take suitable measures for reliably conveying goods properly.

Examples:

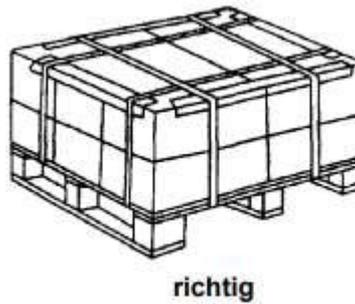
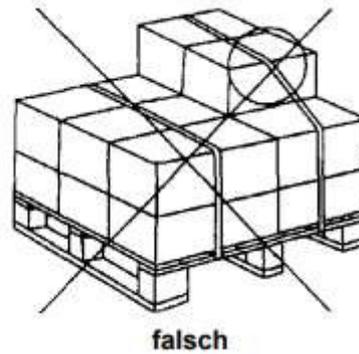
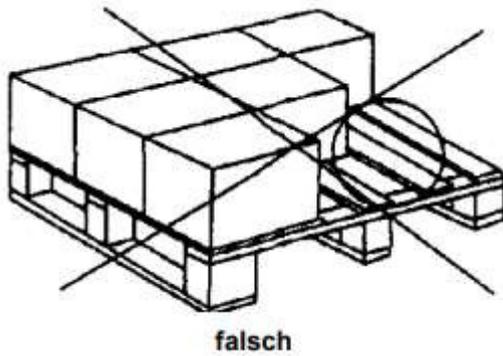
- Securing the load by means of form-fitted or frictional connection
- Use of straps and anti-slip bars to secure load surfaces
- Use of shrink wrapping or stretch foil
- Use of tensioning straps (preferably made of plastic) and edge protection brackets (preferably made of cardboard) to secure the load
- Use of wooden frames made of solid wood



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### 16. Positioning of packaged goods and packaging items

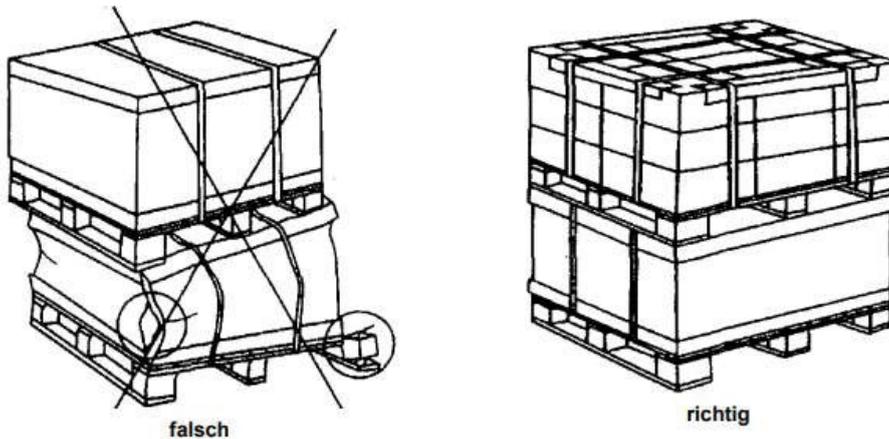
The packaged goods must be arranged in the packaging so that the weight is distributed as evenly as possible. Ensure that the packaging material corresponds to the size of the packaged goods. Possible cavities within the packaging material must be filled in to fix the packaged goods in place and prevent them from slipping. Packaged goods on a load carrier must be positioned so that the weight is also distributed evenly on the load carrier. In addition, the packaged goods must not extend beyond the surface of the load carrier.



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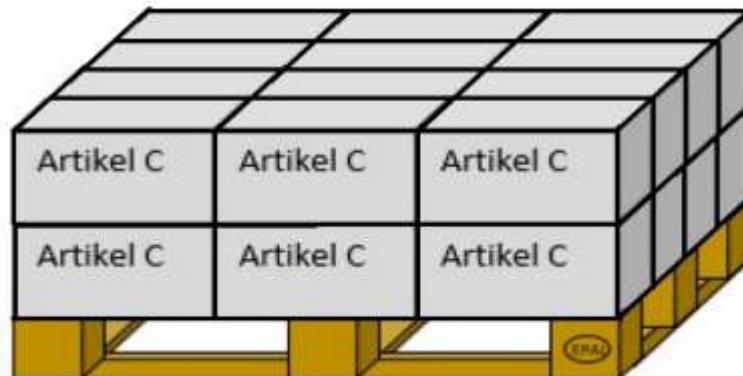
### 16.1 Stackability of load units

If possible, each load unit should allow for stacking to two levels. When stacking load units, care must be taken to ensure that the lower load unit is not damaged due to insufficient stability or because the weight is exceeded.



### 16.2 Pre-sorted pallets

When receiving goods, HERMLE AG prefers delivery of the goods on pallets with groups of identical materials, i.e. each load unit contains only one type of article.



**Beispiel einer sortenreinen Palette**

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### 16.3 Separation of reworked parts (return delivery of rejected goods)

If rework is carried out by the supplier and the relevant goods are supplied to HERMLE AG again, they must be placed on a special pallet.

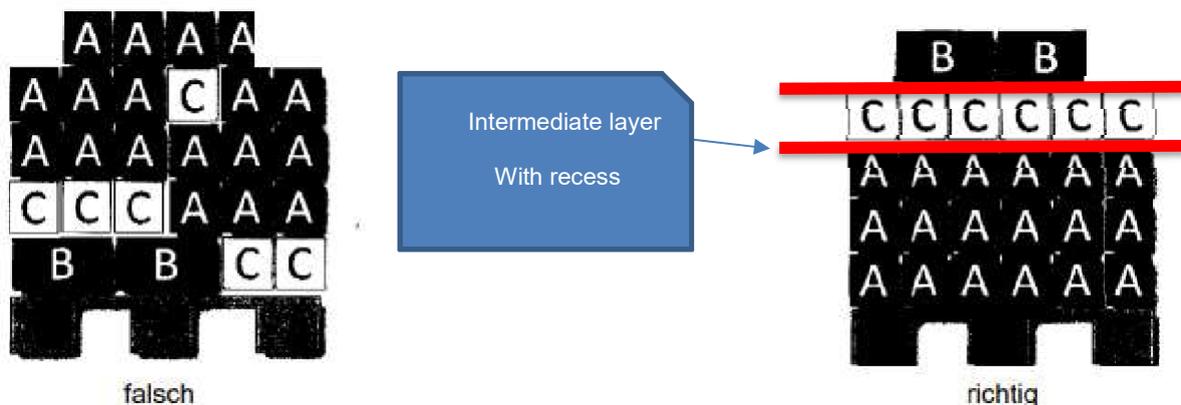
Delivery papers must include the rejection number. Mixing with series parts is not permitted.

### 16.4 Mixed pallets

In the event that a pre-sorted pallet cannot reasonably be used (e.g. many different small articles), a mixed pallet must be formed. In this case the correct structure of mixed pallets must be observed according to rules: - Packaging items distributed in groups of identical goods to the extent possible - No cross-distribution of packaging items on a pallet - Heavy packaging items on the lowest level.

Intermediate layers (wood/cardboard) must be inserted between the different packaging items to separate them.

To ensure that the pallet is completely emptied, the intermediate layer must be recessed at one corner



In accordance with the principles above, the higher number of packaging items should be packed on the lowest layer in this example. (To avoid greater repackaging effort). In addition, for mixed packages, articles must be clearly separated and all packaging items must be correctly labelled so they are clearly identified. (article no./number of pieces/if appl. serial number)

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Mixed pallets are to be identified as follows (DIN A 4)

# Mixed pallet

consisting of:

1.) \_\_\_\_\_

2.) \_\_\_\_\_

3.) \_\_\_\_\_

4.) \_\_\_\_\_

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