



	Function	Name, abbreviation	Date	Signature/signed
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History

Version	Date	Change
00	16/07/2018	New plant

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1. Purpose

These supplier instructions are intended to help support process safety for our suppliers. Generally applicable agreements and regulations are provided which internal and external suppliers should use as guidelines for packaging and supply. As part of compliance with the packaging instructions, quality-relevant regulations are generally applicable to suppliers as well as to Jakob Müller AG (JMF).

2. Scope of validity and application

These instructions are applicable to all Jakob Müller AG suppliers and sub-suppliers. Specific agreements relating to packaging and supply remain unaffected. Changes resulting from technological progress reserved.

3. Definitions

JMF

Jakob Müller AG, Switzerland, 5070 Frick

4. Principle

Internal and external suppliers are responsible for ensuring that all items supplied are properly and adequately stored, protected, packed and labelled, so that these reach their destination safely. Failure to comply with the packaging instructions may lead to the supplier being required to take corrective measures. In addition, the supplier may be liable for any additional cost arising in connection with repacking, handling or disposal, as well as for quality losses resulting from inadequate or contaminated packaging.

5. Packaging requirements

The primary objective of these packaging instructions is to ensure that the goods are supplied protected on all sides against transport damage as well as corrosion.

The selection of the packaging type is dependent on the product characteristics, protection requirements, type of transport and conditions at the supplier location. Loading units should wherever possible be selected so that these match the maximum Euro Pallet dimensions.

Regardless of the choice of packaging, the supplier must ensure that the supply satisfies the following conditions:

- The components must be delivered without loss of quality and free from contamination.
- Corrosion-prone components must be packaged for the duration of transport and storage (for a minimum period of 6 months) in a dry, corrosion-free environment. The type of corrosion protection material used should depend on the sensitivity of the packed goods, the transport conditions, the duration of transport and storage, and the storage conditions (indoor /outdoor).
- Transport packaging should ensure safe, easy handling during unloading as well as when being transported using industrial trucks and provide suitable transport security.
- Formation of rational loading units and efficient capacity usage.
- Safe and easy handling when removing the components from the packaging.
- Proper marking.
- One item per individual package. When a component consists of multiple individual components, these must be marked so that they can be assigned. For multiple pre-assembled assemblies, loose individual components (bolts, springs, plugs, etc.) for the individual assemblies should be individually inserted (e.g. affix pouches to the individual assemblies).
- If mixed containers are unavoidable, the components must be separated in a clear and visible manner, and organised according to their purpose.

- If slipping or rubbing can cause damage, divider inserts must be used.
- Sensitive components must be properly cushioned.
- All hollow spaces must be filled to prevent the components from sliding during transport and handling. This does not apply to bulk materials such as bolts, nuts, etc.
- If cushioning material is used, it must be ensured that this can be easily and quickly removed, and is wherever possible recyclable. Loose filler material such as packaging chips, shredder material, newsprint, wood shavings, etc. must be avoided.
- The packaging material must not affect the cleanliness and quality of the components
- Packages which are to be lifted manually must not be heavier than 20 kg. Packages with a weight in excess of 20 kg should always be delivered on pallets (Euro pallets if possible)
- The components must be positioned within the load carrier in such a way that the weight is evenly distributed. The same applies to the positioning of the individual packing pieces on the load carrier. If this is not possible for justified and approved reasons, this must be clearly and visibly marked (Caution - Shift in Centre of Gravity).
- The dimensions of the load carrier should be appropriate for the goods to be packed. Protruding components should be properly and sufficiently protected against impact.
- Surface-treated components should be packed to prevent scratching.

6. Marking

The components should be properly marked in order to clearly identify the supplied goods. This must compulsorily include the following Information:

- Jakob Müller item number and designation
- Order number and position
- Supplier item number
- Quantity
- If marking the individual components does not make sense (technically or economically (e.g. bolts)), the components should be packed in an adequate packaging container, onto which the aforementioned information should be applied
- A label with typed text is recommended (sticker). The description should be in black on a white background in order to ensure the greatest possible contrast.
- If the label is applied directly onto the component, it must also be possible to remove the label without leaving any residue more than 12 months later.
- Labelling must not affect the cleanliness and quality of the components. The labels should be as easy as possible to see at all times and from all positions. Applying a second, identical label is recommended for larger components

7. Delivery papers

Delivery papers as well as supporting documentation (e.g. Test logs, certificates of origin, etc.) should be handed over in good condition upon acceptance.



8. Delivery

Suppliers are requested to sign in for acceptance.

When delivering with a car or lorry, it should be possible to see the labels on the sides of the goods.

Walking speed and extreme caution for staff movements must be used on Jakob Müller AG premises. The use of appropriate and easily unloaded goods vehicles should be ensured.

The delivery times must be adhered to:

- **Monday to Friday: 07:00 – 12:00 and 13:00 - 16:30**

9. Final remarks

These supplier instructions are intended to enable supplier and Jakob Müller AG processes to correspond.

We look forward to the continuation of our good business relationship.

Changes resulting from technological progress reserved.