

Stand 02/2014

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## 1. PREAMBLE

These dispatch and packaging guidelines apply to all suppliers of Maquet Hospital Solutions GmbH – subsequently referred to as MHS – and are designed to maintain the product, customer and country specific delivery and packaging requirements as well as to provide preventive avoidance of transportation damages.

## 2. TERMS

- ISPM15:** International guideline "International Standards For Phytosanitary Measures"
- PoC No:** PoC stands for "Phase of Construction" and is the comprehensive code number for MHS orders, it is an 8-character number and specified in the subject line of the order. The PoC number summarises multiple individual goods/products as a package to ensure a more simplified processing as an overall project.
- Secondary packaging:** Every dispatch-ready secondary package may be made up of multiple individual packages and should be identified by the appropriate POC number.
- Individual packaging:** Packaging for individual materials that act as protection, delineation and identification of these materials.

## 3. PACKAGING GUIDELINES

### 3.1 BASIC PACKAGING GUIDELINES

Transportation packaging must withstand all loads exerted upon it throughout the entire transportation chain. It must also ensure optimum protection even under exceptional loads, as described below.

When selecting packaging, it must be ensured that, despite the influence of mailing loads, mailing methods, mailing duration and transportation load profiles, the packaged items will reach the recipient undamaged whereby the packer/dispatcher is responsible for the delivered state of the packaged items.

The following loads are to be taken into account:

- Mechanical loads (static, dynamic)
- Climatic loads (spray water, dust, air humidity, temperature fluctuations, heat, cold)
- Biotic loads (vermin, mould)

The essential components of a packaging suitable to meet the demands made of it are:

- Padding and/or inner packaging
- Outer packaging made from high-quality material (in accordance with 3.2)
- Closures with sufficient closing force
- Dispatch units such as secondary packaging, boxes, containers, pallets
- Securing mechanisms such as stretch film, shrink hoods, straps, edge protectors

When it comes to the selection of packaging materials, natural padding and protection materials (e.g. hay or straw, cotton bags) are to be avoided. If this material is used for packaging, confirmation must be obtained in advance from MHS. The delivery of unpackaged items is, in principle, forbidden and must be arranged with MHS on an individual basis.

Attention should further be paid to ensure that the packaging (e.g. boxes) can be transported by forklift and lifting truck from both the short and the long sides. In individual instances, prior agreement with MHS is required.

Marking in accordance with 3.6 and 3.7, which uniquely assigns the package to a dispatch, is to be applied in a visible location.

Generally speaking, different projects should be packed in different packages and labelled accordingly.

### 3.2 PACKAGING CONDITIONS

Prior to packing, the order must be checked to verify the dispatch conditions. Generally speaking the following methods of transportation are to be differentiated:

- Air
- Sea
- Road

Not every method of packaging may be used for every method of transportation.

- Packing for road transportation:  
Items are to be strapped or secured to pallets, the items may not protrude over the edge of the pallets. It must be possible to pick up the packed item using a lifting truck or forklift from the long and short side. Spray water protection is to be applied in the form of suitable heavy-duty paper/card between the pallet and the items. The pallets are to be wrapped in such a way that the goods can be checked for external damages. The height of the pallets should not exceed 1.20m.
- Packing for air transportation:  
The material must be delivered in boxes that are secured to a pallet. Cardboard crates made up of a wooden base and lid with a cardboard surround are recommended. It must be possible to pick up the packed item using a lifting truck or forklift from the long and short side and it must have a simple method of opening (catches or screws). The goods are to be wrapped in film to protect them from damages, for example, condensation. In the event of large items in accordance with 4.4, agreement must be obtained from MHS in advance. The delivery is to be marked in such a way that unique allocation is possible.
- Packaging for sea transportation (also applies as the minimum requirement for transportation by rail or inland waterway shipping):  
Goods must be protected from spray water in the form of film wrap covering. The exterior packaging must, for safety's sake, be a wooden cover or a wooden crate. In order to ensure the handling on the construction site, it must be possible to open the crates with little effort on at least one side (e.g. screws, quick closure).  
Only cross-headed screws are permitted since Torx screws and others do not meet international standards. It must be possible to pick up the packed item using a lifting truck or forklift from the long and short side.

This list specifies the minimum quality of packaging with regard to product group and transportation method. The use of packaging of a higher quality is permitted.

In addition, when it comes to hazardous materials, the relevant packaging and identification requirements must be adhered to.

The determination country specifications in accordance with ISPM 15 are to be adhered to.

### 3.3 COUNTRY AND CUSTOMER SPECIFIC PACKAGING SPECIFICATIONS

The various country-specific specifications for wood packaging for *ISPM 15* must be adhered to in accordance with the **International Plant Protection Convention (IPPC)**. In order to ensure this, all types of wooden packaging may only be made from IPPC certified wood and the used wood should, in principle, be labelled in accordance with ISPM 15.

### 3.4 RESTRICTIONS REGARDING THE SIZE AND WEIGHT OF SECONDARY PACKAGING

All packaging should, if possible, not exceed the following inch dimensions in order to ensure easier handling:

Target length	Target width	Target height
200 cm	125 cm	193 cm

If the size and bulk of the items to be packed mean that these target dimensions cannot be met, the packaging may be larger accordingly. Attention should be paid to ensure that the specified maximum dimensions are maintained.

Maximum length	Maximum width	Maximum height
450 cm	225 cm	225 cm

If these cannot be adhered to as a result of size or bulk, then the special dimension must be clarified with MHS purchasers prior to delivery to MHS.

If the gross weight exceeds the limit of 1.2 tonnes, this must be communicated 3 working days prior to delivery. (See also the section on "Dispatch notification").

### 3.5 SPECIFICATIONS FOR THE PACKER

After checking the type, number and state of the materials to be packed, the packer must clarify the following points:

- Protection of goods against slipping and shifting → if possible, secure the materials to the carrier
- Goods may not move freely within the packaging → use sufficient filler and padding material
- Parts packed together may not rub or impact upon one another
- No pressure may be exerted on pads and other soft and/or unstable objects
- The packaging or parts of such may not damage the materials to be packed (e.g. exposed nails)
- Where required, air-freight safe packing is to be executed

For goods that are prepared on pallets for transportation, the following points must be taken into account:

- Goods (packages) must be stacked flush on the pallets (no protrusion) and if possible offset when positioned
- This ensures better weight distribution and increased stability
- Each layer of the stack must contain packages of the same height
- Do not leave gaps (if need be, use filler)
- Even fronts lower the damage risks and increase the transportation/storage utilisation
- Stacked goods (packages) on pallets should be strapped (multiple times) and/or wrapped in multiple layers of stretch wrap
- Use edge protectors to increase the stability and to protect from impacts and compression loads

### 3.6 MARKING AND LABELLING OF SECONDARY PACKAGING

All markings and labels are to be created by machine. Hand-written documents (e.g. packing lists) are not permitted. The specifications of the current ISPM and Germany's K+M regulations (Konsulats- und Mustervorschriften) apply. The Maquet pack list specification is generally preferred and we will be happy to make it available.

#### 3.6.1 HANDLING MARKINGS

If delicate or large items are packed in a special way, the packaging must also be marked with the symbol for "delicate" in order to signify the risk of damage caused by loads. For delicate items, the handling symbols for storage and transportation temperatures, air humidity, air pressure, directional arrows, protect from moisture and delicate must be applied to the packaging. These markings must be visible on at least one side and may not be covered.

### 3.6.2 LABELLING

Each secondary packaging must be supplied with a packing list. The following must be specified:

- Project name
- Commission
- Material identification
- Number of items
- All contained POC numbers
- The MHS order number
- Gross weight of the packed items
- Net weight of the packed items
- Dimensions of the secondary packagin

### 3.7 MARKING AND LABELLING OF INDIVIDUAL PACKAGING

Comments, descriptions and labels are, in general, to be executed by machine, but may alternatively be applied to the packaging in clearly readable print.

All individual packages must be uniquely identified with the following information:

- POC number
- Material identification
- Quantity
- Any relevant size or precise identification (e.g. for screws)

## 4. DELIVERY

### 4.1 DISPATCH NOTIFICATION

In order to coordinate projects, we request advance dispatch notification to be sent to [logisticmhs@maquet.de](mailto:logisticmhs@maquet.de), along with the associated pack lists in digital format. This also applies to a third-party orders, to customers, external warehouses or construction sites.

Small dispatches are exempt.

The Maquet pack list template is to be used with preference.

Weight	Comment
<= 50 Kg	Small dispatches/no notification required
>50 Kg <=1.2 tonnes	Notification 1 working day in advance to be sent to <a href="mailto:logisticmhs@maquet.de">logisticmhs@maquet.de</a> , by the communication of pack lists in Excel or Word format for further processing.
>1.2 tonnes	Requires notification 3 working days in advance to <a href="mailto:logisticmhs@maquet.de">logisticmhs@maquet.de</a> , including pack lists (Excel or Word) and a message noting the excess weight! Deliveries that have not been communicated cannot be accepted and will be refused.

### 4.2 OPENING TIMES OF THE MHS GOODS RECEPTION POINT

MHS has multiple delivery options. The appropriate address can be obtained from the relevant order. Generally speaking, the opening times listed below apply to all warehouses. Deliveries that must be unloaded should arrive at the warehouse at least 1 hour before the end of the working day.

Monday to Thursday: 7:00 – 16:00 o'clock

Friday 7:00 – 15:00 o'clock

## 5. DOCUMENTS THAT ARE ALSO APPLICABLE

- ISPM15