



**DETAILED WORK INSTRUCTION**

Title: **Guidelines for Packaging and  
Transportation of Materials**

Authorized By: Global Director, Quality

---

**1.0 PURPOSE:**

- 1.1 This guideline recommends the proper packaging of products in order to maintain quality during transportation and subsequent handling. All products purchased by ATS must be packaged in shipping containers that are marked in accordance with the requirements detailed in this document.

Suppliers are responsible for packaging and labeling parts so that they arrive at ATS sites and or ATS identified destinations, in damage free condition, with appropriate documentation. In addition, it is the supplier's responsibility to ensure packaging is in accordance with industry standards and does not create safety issues when handled or transported.

**2.0 SCOPE:**

- 2.1 This procedure applies to the ATS, ATW and Sortimat divisions

**3.0 DEFINITIONS:**

- 3.1 Phytosanitary; Pertaining to the health of plants

**4.0 REFERENCES & APPLICABLE DOCUMENTS:**

- 4.1 Reference & Applicable Documents will be identified at the specific Process Step, at section 5.0.

**5.0 PROCEDURE, RESPONSIBILITIES & AUTHORITIES, & RECORDS**

**5.1 PACKAGING RESPONSIBILITIES**

THE PACKAGE MUST BE DESIGNED TAKING INTO ACCOUNT THE FOLLOWING FUNCTIONS:

- Protection of the product from physical damage through the distribution chain
- Handling during loading and unloading
- Compression from the overhead weight of other containers
- Impact and vibration during transport
- High humidity during transit and storage
- Convenience of use, safety and ease of handling
- Compliance with legal and regulatory requirements
- Communication of information (labeling)
- Environmental acceptability and ease of reuse, recycling or disposal

**5.2 PACKAGING TO MAINTAIN QUALITY**

Packaging materials are chosen on the basis of needs of the product, packing method, strength, cost, availability, buyer specifications and mode of transport.

### 5.3 SHIPPING CONTAINER SPECIFICATIONS

Manually handled containers – gross weight must not exceed 50 pounds.

Corrugated cartons are the most common manually handled containers and are acceptable under the following conditions:

- The container must be expendable (a container intended for a series of handlings during a single trip from shipper to receiver; it is then disposed)
- Use a regular slotted carton except when other styles may be dictated by part characteristics
- The unsupported bottom of the carton must be able to hold the contents
- Handholds are desirable for bulky packages
- Packages should provide sufficient strength and stability to withstand stacking of pallet loads two layers high, and insure parts arrive undamaged
- The package closure must prevent spilling of the contents and should not create a safety hazard during handling and opening. Metal fasteners or staples are not recommended
- Contents should reasonably fill the container with a minimum of void

### 5.4 MECHANICALLY HANDLED CONTAINER REQUIREMENTS

All shipments of mechanically handled containers must be on wooden pallets unless authorized or requested by ATS and where part size permits, basic pallet requirements must be adhered to:

- Non reversible wood construction (a pallet with bottom deckboard configuration different from top deck)
- Double faced design (a pallet with top and bottom decks)
- Four way pallet entry
- Designed for multiple trips and handling
- Pallet boards and stringers must be free from cracks and large knots that could lead to pallet failure
- Overhang of material on pallets is unacceptable
- Loads secured to pallets using shrink or stretch wrap, metal or plastic banding must use material or sufficient thickness to retain the load and to prevent load shift

It is the supplier's responsibility to use a pallet appropriate for the size and weight of the parts supplied.

If the part size exceeds the pallet footprint the pallet should be constructed to accommodate the part length.

### 5.5 PHYTOSANITARY REQUIREMENTS

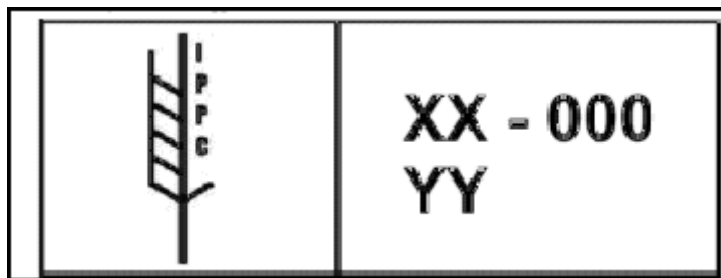
- A. Canada has adopted <http://www.inspection.gc.ca/english/plaveg/for/cwpc/ispm15e.shtml> (ISPM No. 15) Guidelines for Regulating Wood Packaging Material (WPM) in International Trade, under Canadian Food Inspection Agency (CFIA) policy directive D-98-08.
- B. Any regulated wood packaging material found not to be in compliance with the import requirements specified above may be ordered removed from Canada by CFIA. Additional enforcement measures may also be applied to importers or those persons or entities in care and control of non-compliant wood packaging.

- C. All costs associated with the inspection or safe disposal of non-compliant material is the responsibility of the person or entity in care and control of the non compliant wood packaging materials at the time of entry to Canada. Any costs incurred by ATS for non-compliance will be charged back to the vendor.

**ISPM No. 15 Standards:**

- (i) Requires all wood packaging material (including pallets, dunnage, packing blocks, drums, spools, skids, crating and cases) to be either heat treated or fumigated with methyl bromide in accordance with the guidelines and marked with an approved international mark certifying treatment.
- (ii) CFIA may approve other treatment measures, if it can be proven that such measures are effective in minimizing the risk of quarantine pests associated with untreated wood packaging materials
- (iii) CFIA may approve other treatment measures, if it can be proven that such measures are effective in minimizing the risk of quarantine pests associated with untreated wood packaging materials. Importers should contact a local office of the CFIA to enquire about the use of other treatments

D. IPPC Symbol for treated wood packaging materials. Phytosanitary markings must be as indicated below



**XX:** represents the International Standards Organization two letter country code for the country in which the wood packaging is produced

**000:** represents the official certification number issued to the facility producing the compliant wood packaging

**YY:** represents the treatment carried out, eg: HT for heat treated wood or MB for methyl bromide treated wood

**Exceptions:**

- (i) wood packaging materials originating in the continental United States; and
- (ii) wood packaging materials made from manufactured wood, such as plywood, oriented strand board, fiberboard, etc., from paper or cardboard products or those made from non-wood articles; and
- (iii) wood packaging items made from wood less than 6mm in thickness or from veneer peeler cores. Veneer peeler cores are a by-product of veneer production involving high temperatures and comprising the centre of a log remaining after the peeling process

**5.6 CONTAINER HEIGHT**

Containers must not exceed 40" in height. The overall height is measured from the bottom of the pallet to the top of the highest point on the container.

**5.7 TEMPERATURE**

Expendable containers must be designed to withstand temperature variations from -30F to +150F (-34.4C to 65.6C)

## 5.8 **MOISTURE**

Expendable containers must be designed to withstand 90% humidity at 150F (65.6C) exposure during transit and storage.

## 5.9 **RUST PREVENTION**

Common rust prevention products include: volatile corrosion inhibitor (VCI) products, paint and oil. All temporary coatings used by suppliers to assure parts remain rust free must be safe, easy to handle and environmentally friendly.

Metal parts shipped using wooden crates; pallets and/or dividers must have a VCI barrier between the part and the wood to protect from moisture absorbed by the wood.

## 5.10 **DESIGN, CONDITION AND LOADING METHOD OF TRANSPORT EQUIPMENT**

Mode of transportation and type of equipment, factors include:

- Destination
- Value of the product
- Amount of product to be transported
- Recommended storage temperature and relative humidity
- Time in transit to reach destination by air, land or ocean transport
- Quality of transportation service

## 5.11 **PACKING LISTS AND INVOICES**

It is imperative that all packing lists and invoices correctly describe the goods being shipped or billed. Part numbers on packing lists and invoices must exactly match the part numbers on the ATS release/purchase order. Foreign suppliers must provide a detailed parts description in accordance with Customs regulations.

The packing list and invoices must be legible and include all information below:

- i. Readily identifiable packing list number, supplier name and shipping address
- ii. "Ship To" Location – this must be exactly as shown on the release/purchase order
- iii. "Bill To" Location – this must be exactly as shown on the release/purchase order
- iv. Release number and/or Purchase Order Number
- v. Contents – define how many shippable units there are; ie 60 cartons on 3 skids; 5 cartons, and 1 skid.
- vi. Description – part name as shown on the release/purchase order
- vii. ATS part number
- viii. Quantity of part number ordered and shipped
- ix. Country of Origin Identification – all packing lists and invoices must be labeled with the country of origin that produces the part being shipped

## 5.12 **BARCODED LABELS AND PACKING SLIPS**

ATS APG requires that a bar coded label is affixed to all items shipped into ATS. All bar coded labels are required to meet AIAG B-10 Label Specifications. Do not affix the bar coded label to a painted surface.

Along with the bar coded label, the ATS APG Packing Slip must be completed with the date, packing slip number, and the quantity shipped. In the event that not all items on the ATS APG Packing Slip are shipped, then a solid line through the bar code for the missing part number(s) will be required.

Any items sent without the bar coded labels or an incomplete packing slip will be subject to return.