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DETAILED WORK INSTRUCTION

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

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 regulatory requirements.

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 regulatory / industry standards and does not create safety issues when handled or transported.

2.0 SCOPE:

- 2.1 This procedure applies to all ATS divisions & affiliated groups globally.
2.2 The process owner is Logistics & other processes affected are Purchasing, Shipping / Receiving.

3.0 DEFINITIONS:

- 3.1 Phytosanitary; Pertaining to the health of plants
3.2 IPPC: International Plant Protection Convention
3.3 ISPM: International Standards for Phytosanitary Measures
3.4 CPM: Commission on Phytosanitary Measures

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
- Protect item openings to prevent any ingress or contamination by foreign material
- 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 such as **labeling** to protect or direct the operator in safe handling of the container and any specific labels required by contract are to be utilized.
- Environmental acceptability and ease of reuse, recycling or disposal
- Each package to have a label
- Different items/types should be packaged separately
- Items for separate purchase orders should be packaged separately
- Groups of items for individual PO's should be separated from other PO groups.

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**

Individually manually handled containers – gross weight must not exceed 40 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
- The Skid/ Pallet needs to be liftable with a Pallet Jack
- 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

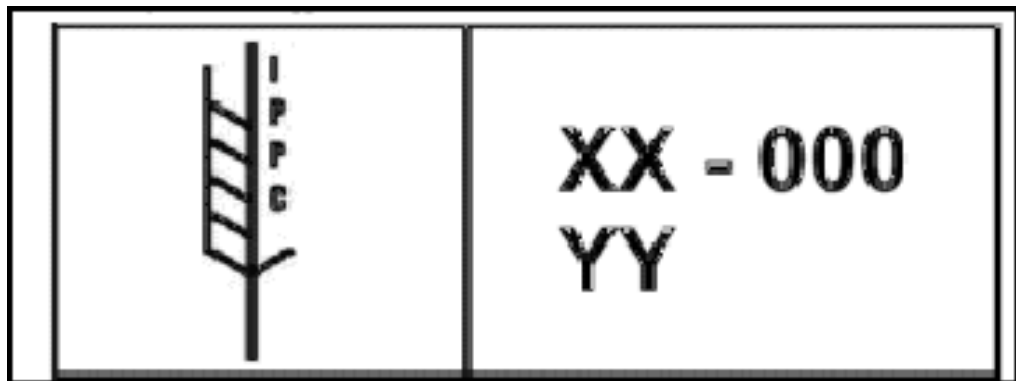
It is the supplier's responsibility to use a pallet appropriate for the size and weight of the parts supplied.

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



5.5 PHYTOSANITARY REQUIREMENTS

- A. Refer to the International Plant Protection Convention (IPPC) [website](#) for the International Standards for Phytosanitary Measures (ISPM's) adopted by the Commission on Phytosanitary Measures (CPM, the governing body of the IPPC).
- B. Any regulated wood packaging material found not to be in compliance with the import requirements specified above may be ordered to be removed. 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. Any costs incurred by ATS for non-compliance will be charged back to the vendor.
- 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

Where possible, please do not exceed a crate height of 44” for a shipment of consolidated parts (ex. custom machined parts). Containers must not exceed 110” 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. Purchase Order Number and/or Release 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. Part number
- viii. Quantity of part number ordered and shipped
- ix. Foreign Suppliers = Country of Origin Identification – all packing lists and invoices must be labeled with the country of origin that produces the part being shipped.
- x. Foreign Suppliers = HS Code on incoming docs
- xi. All Suppliers to include the ATS PO number in the Reference field of Waybills, Labels, BOL’s, etc.

5.12 LABELING AND DOCUMENTATION

It should be possible to visually determine what is in each package from the label without opening the package.

Printed labels are preferred rather than handwritten labels; labels must be legible.

Attaching any drawings and associated quality documentation is preferred or required by contract (i.e. CofC/MTR/Dimensional report).

Each package label should include:

- Supplier company name/logo (or alternatively manufacturer name/logo)
- The ATS PO number and revision number (AA, AB, etc.) if applicable
- The manufacturer part and/or drawing no.
- Quantity of parts in the package
- Identification if the package contents are fragile and/or guidance for proper handling and storage
- An indication on the label (i.e. a checkbox) if the supplier has included any quality documentation within the package is preferred.

Please tape the labels on to the package to prevent them from falling off