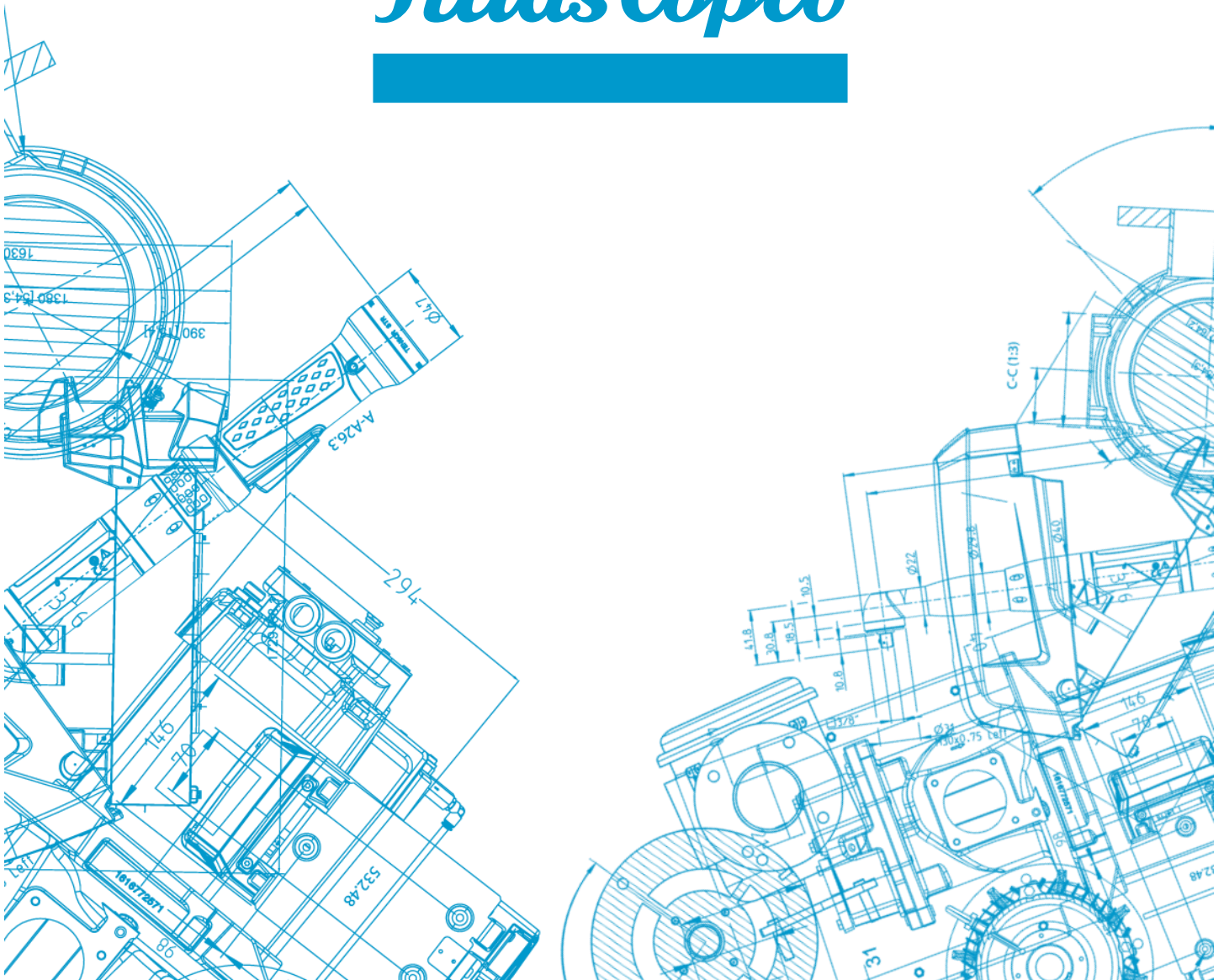


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| Shipping and Packaging Policy |          |                | Goods Quality Assurance |                        |       |

# General Shipping and Packaging Policy

## Guide for Atlas Copco IAS GmbH's suppliers

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| Daniel Hummel                        | DFY                     | SCA00-61597657-2561 |
| <b>Shipping and Packaging Policy</b> | Goods Quality Assurance |                     |

## 1 General information

The contents in this document are the basis for our general terms and conditions and are considered to be supplementary contractual agreements to the general terms and conditions of purchase and the quality assurance agreement.

This shipping and packaging policy defines the basic requirements that Atlas Copco IAS GmbH specifies for its suppliers.

Furthermore, the supplier must comply with the contents and take any national and international regulations into account.

Failure to comply with the requirements of this shipping and packaging policy may result in a complaint and thus have a negative effect on the supplier evaluation.

In addition, any additional costs incurred may be further charged to the supplier as a result of non-compliance.

Transport damages, which are not recognized by insurers due to inadequate packaging, are at the supplier's expense.

Deviations from this shipping and packaging policy are to be made separately by the supplier with Atlas Copco IAS GmbH and must be made in writing.

In addition, Atlas Copco IAS GmbH reserves the right to agree on specific shipping and packaging regulations for certain items.

## 2 Objectives

The objectives of this document are to:

- Supply goods without any damage.
- Ensure process security.
- Ensure trouble-free material flow.
- Simplify the handling of goods and containers.
- Minimize costs along the supply chain.
- Guarantee effective communication to ensure a continuous improvement process.

## 3 Delivery address

The information on our order must be observed with regard to the delivery and billing address.

## 4 Delivery and goods acceptance as well as break times

Suppliers are requested to register with an employee in the incoming goods department.

Walking speed applies on the Atlas Copco IAS GmbH premises.

Please also observe the signs.

The following times are valid for the address listed below:

**Atlas Copco IAS GmbH**

**Incoming goods department**

**Steinäcker 3**

**75015 Bretten-Gölshausen**

|                                      |                         |                     |
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| Goods acceptance   |                        | Daily break times |                    |
|--------------------|------------------------|-------------------|--------------------|
| Monday to Thursday | 7.00 a.m. to 4.00 p.m. | Breakfast         | 9.00 to 9.15 a.m.  |
| Friday             | 7.00 a.m. to 3.00 p.m. | Lunchtime         | 12.30 to 1.00 p.m. |

## 5 Packaging

### 5.1 General packaging requirements

The selected packaging method must meet the requirements of the goods to be packaged (Section 407 et seq. of the German Commercial Code (HGB)).

At the same time, it must take the proposed means of transport's loads into account.

This means that the route and means of transport as well as possible circumstances affecting transport, such as weather conditions and handling during transshipments, must be taken into account.

The supplier is liable for damage and expenses caused by packaging that does not meet the requirements.

In the case of wood packaging materials, the destination country's regulations must be taken into account in accordance with the IPPC standard ISPM number 15.

To be able to achieve delivery of goods that conforms with quality standards, the following points must be observed:

- Protection of the components against mechanical damage, dirt and corrosion.
- Components with mechanical or electrical functions or with surface treatment may have to be delivered individually packaged and secured against slipping and damaging each other.
- Maximum weight of 25 kg per packaging unit, e.g. "Schaefer" transport box, must not be exceeded.
- If an item consists of several components, it must be completely packed in one packaging unit (set – packaging) and marked in such a way that the parts can be assigned.
- In the case of mixed pallets/packages with various different materials, the individual packaging units must be marked with the respective material number.
- Oversize components (e.g. frames, base plates etc.) and those weighing more than 40 kg must be delivered individually and not mixed on one pallet.

Furthermore, these components must not be stacked.

For protruding parts, ensure proper and adequate shock protection.

- The product is to be placed inside a carrier so that the weight is evenly distributed.  
If this is not possible in justified and agreed cases, this must be clearly marked (CAUTION center of gravity shift).
- The specified pallet dimensions (**see chapter 5.4.1**) must be observed.
- Delivery of goods in a pallet cage is not permitted.
- No metal strips are to be used in the transport safety device.
- Any materials delivered on drums, e.g. cable drums, must be delivered in a standing position.
- Initial samples shall be supplied and marked in accordance with the "Initial Sampling Guidelines".
- All products are free from paint-wetting impairment substances (PWIS).

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## 5.2 Specific packaging requirements (special agreement)

Due to changes in stock management at Atlas Copco IAS GmbH in Bretten, small and medium-sized components up to a total weight of 15 kg must be delivered in predefined cardboard packaging sizes:

- If possible, the size of the respective cardboard packaging must be selected so that the entire order quantity for an item is packed in it.
- Distribution in several cardboard boxes of the same size is possible, e.g. if the maximum weight of 15 kg is exceeded, but should be avoided.
- If the total weight exceeds 15 kg or the goods do not fit into the largest predetermined cardboard box variant (B4), then the delivery must be carried out on a pallet in accordance with the requirements applicable to it.
- For storage within the selected cardboard packaging, the generally applicable packaging requirements as set out in point 5.1 apply.
- Deliveries in cardboard packaging must be carried out with 5 parts or more / for less than 5 parts see chapter 5.1.
- The dimensions specified for length/width/height (see table) must not be exceeded if the supplier is using their own cardboard packaging.





Deviating deliveries will result in a complaint and be included in the supplier evaluation.

Due to the high purchase costs for tools to produce this specific cardboard packaging, we recommend the procurement through Tillmann Verpackungen GmbH.

### Tillmann Verpackungen GmbH contact:

[n.baumann@tillmann-verpackungen.de](mailto:n.baumann@tillmann-verpackungen.de)

[d.zoeller@tillmann-verpackungen.de](mailto:d.zoeller@tillmann-verpackungen.de)

| Box | Designation         | Reference number | Internal dimensions in mm |     |    | Picture  |
|-----|---------------------|------------------|---------------------------|-----|----|--|
|     |                     |                  | L                         | W   | H  |  |
| B1  | Cardboard packaging | 89930.000210     | 262                       | 82  | 73 |  |
| B1  | Cardboard packaging | 89930.000211     | 544                       | 82  | 73 |  |
| B2  | Cardboard packaging | 89930.000209     | 256                       | 204 | 93 |  |
| B2  | Cardboard packaging | 89930.000212     | 537                       | 204 | 93 |  |

|                                      |     |                         |
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|    |                     |              |     |     |     |   |
|----|---------------------|--------------|-----|-----|-----|---|
| B3 | Cardboard packaging | 89930.000213 | 326 | 262 | 185 |   |
| B3 | Cardboard packaging | 89930.000215 | 538 | 338 | 180 |   |
|    | Cover               | 89930.000214 | 543 | 348 | 40  |   |
| B4 | Cardboard packaging | 89930.000216 | 538 | 333 | 382 |  |
|    | Cover               | 89930.000217 | 547 | 340 | 40  |   |

### 5.3 Shipping of dangerous goods and goods with expiry date

The regulations for the transport of dangerous goods and limited quantities (LQ) must be observed.

The supplier is liable for all damages resulting from non-compliance with the statutory regulations.

In the case of items with a limited shelf life, both the delivery note and the product must state the date of manufacture or expiry.

For all hazardous materials, a safety data sheet in German must also be carried with the goods and the goods must be labeled with the corresponding pictograms and, if necessary, a danger label.

The safety data sheet in German according to the REACH Regulation is also to be delivered with the goods, as well as the REACH registration of the goods.

The specified pallet dimensions (**see chapter 5.4.1**) must be observed.

## 5.4 Packaging

### 5.4.1 Pallets

All shipments shall be delivered on undamaged new exchangeable EUR-pallets or at least Class A and shall be processed in accordance with the ISPM 15 and EPAL standard.

In the case of items larger than the size of a EUR-pallet, this must be selected in such a way that the clear dimension of the product, including add-on parts (top view), has a minimum distance of 5 cm from the edges of the pallet.



Top view: pallet + control cabinet with attachments (e.g. cooler housing)

Control cabinet

Edge protection

Foam

Control cabinet

Cooler housing

Info: The pallet consists of one unit. Do not bundle or connect pallets e.g. by using nails or screws. Bar-, beam- or lath- constructions or something similar are prohibited.  
The basic size of the pallet need to be greater than the goods dimension placed on the pallet by min. 5 cm (in length and width).  
Consider the clear dimension of the product and **especially** the attached components.

**Ram protection:** Consider shrink, taping of products and the pallet, foam and edge connection!

XX-0000

YY

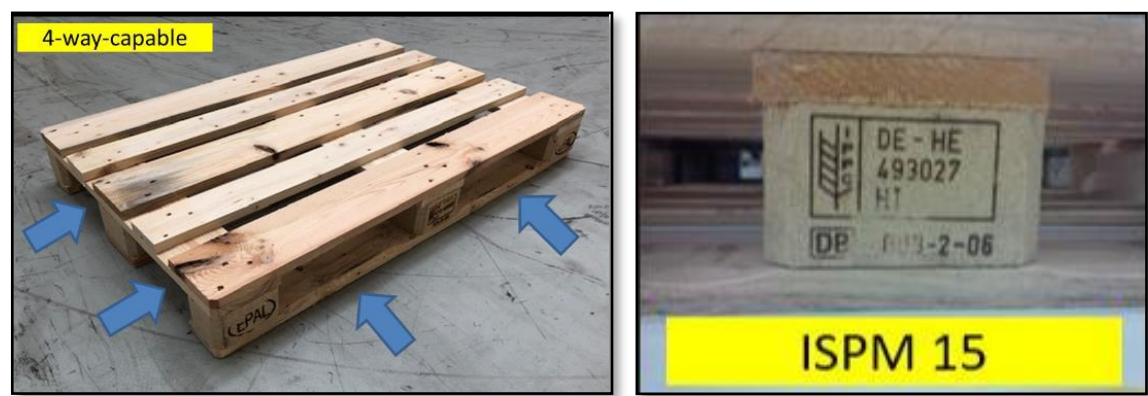
Pallet quality / standards: IPPC treated with clear visible logo accord. ISPM 15

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The pallets, EUR (EPAL) or disposable pallets in all dimensions must be 4-way capable and always have the characteristics according to ISPM 15.

In addition, all pallets require bottom boards for stability.



### 5.4.2 Disposable packaging units

All the packaging units to be transported must correspond to the external dimensions of a Euro-pallet (1200 x 800 mm).

A maximum height of 1.20 m may not be exceeded for the delivery of pallets of goods.

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### 5.4.3 Reusable packaging units / Returnable packaging

Should reusable or returnable packaging be in circulation between Atlas Copco IAS GmbH and the supplier, it must be picked up by the supplier for the next delivery at the incoming goods department.

If reusable packaging has been agreed, it will be made available to the supplier free of charge and is the property of Atlas Copco IAS GmbH.

This must not be used for any other purpose and must be handled with care.

Misuse is forbidden and in case of loss, this must be replaced by the supplier.

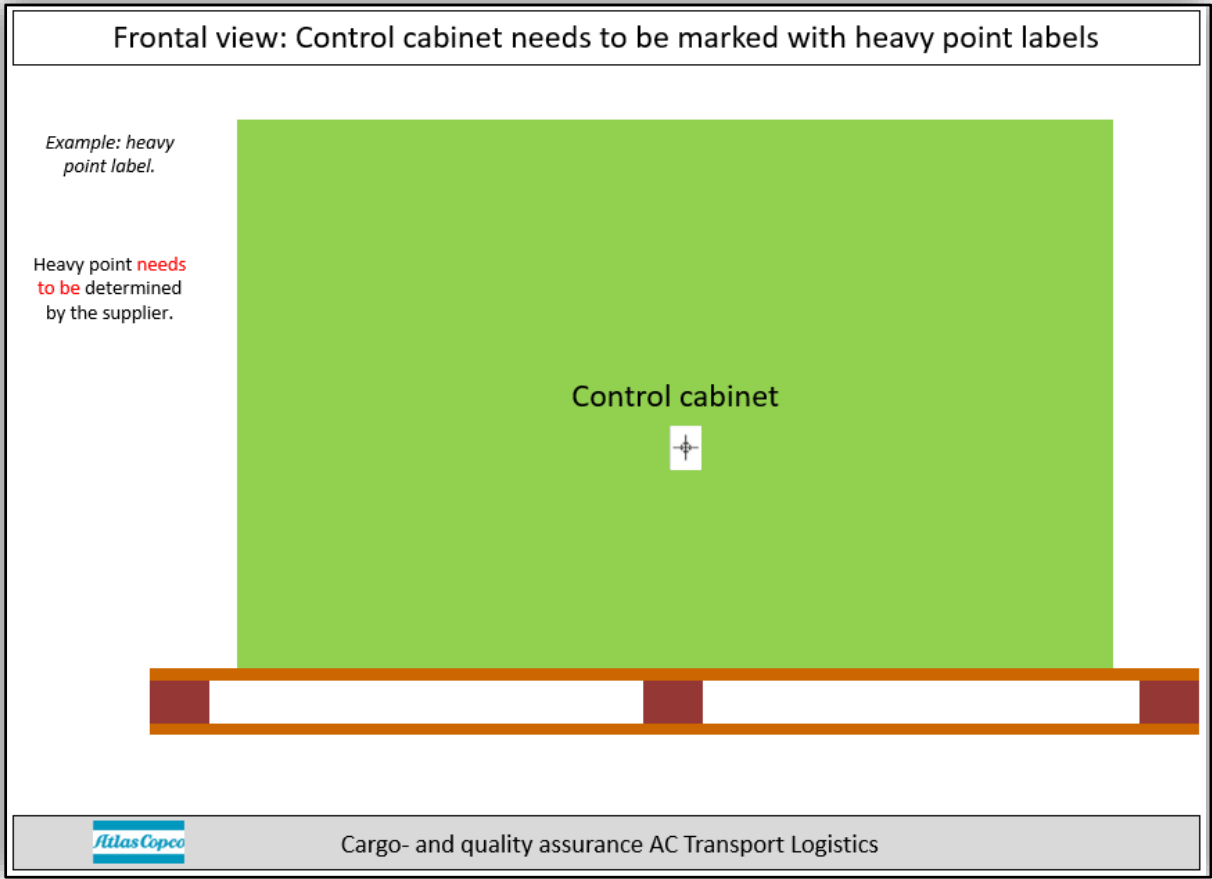
### 5.4.4 Control cabinets

Control cabinets must be delivered on an EUR-pallet or in accordance with 5.4.1.

Products must be adequately secured with straps on the load carriers in accordance with the guidelines for load securing VDI 2700.

Where necessary, e.g. center of gravity stickers, top loading, vertical loading stickers, do not load, no stacking, etc., shall be applied.

See the following examples:





Side view: Control cabinet needs to be marked with heavy point and top-heaviness labels

Example: heavy point and top-heaviness label.

Heavy point and top-heaviness **need to be** determined by the supplier.

The diagram shows a green rectangular control cabinet sitting on a wooden pallet. The pallet is represented by a series of brown and white blocks. Two labels are placed on the front of the cabinet: one near the top center and one near the bottom center. Both labels are white squares with a black border and a central icon. The top label has a downward-pointing arrow, and the bottom label has a crosshair. The text 'Control cabinet' is written in the center of the green rectangle.

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5.4.5 Base plates

Base plates must be delivered screwed on squared timber blocks.

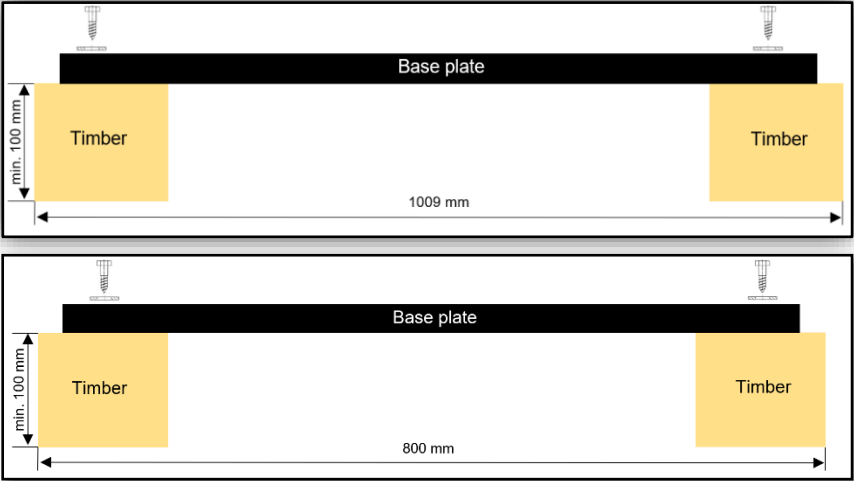
The two squared timber blocks must be made of solid wood according to IPPC / IPSM 15 standard as well as at least 100 mm high and at least 80 mm wide.

The positions of the screw fittings must be central in order to prevent the woods from splitting.

4 hexagon wood screws according to DIN 571 with M10 thread and matching washers according to DIN 9021 with a thickness of at least 2.5 mm are to be used for the screw fitting.

The squared timber blocks must protrude slightly.

See the following examples:



|                                      |                         |                     |
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## 5.5 Marking of the packaging units

Each package must be provided with a label for unambiguous identification, containing at least the following information:

- Supplier name.
- Atlas Copco IAS GmbH's reference number.
- Atlas Copco IAS GmbH's material number.
- Product designation.
- Number of items in the package.
- If necessary, transport markings in accordance with DIN 55402 and ISO 780 must be affixed to the packaging.

In the case of reusable packaging, old or invalid markings and labels must be carefully removed.

## 5.6 Delivery note

The delivery note shall be affixed visibly to the front of the package using a delivery note pocket. Where a consignment consists of several packages or pallets, each carrier and its contents shall be included in a packing list.

Furthermore, it must be noted that a material number is only listed on a delivery note in relation to one reference number in each case, since otherwise the automated incoming goods process is disrupted.

The delivery note shall contain the following order details:

- Atlas Copco IAS GmbH's reference number.
- Atlas Copco IAS GmbH's material number (maximum once per delivery note).
- Product designation.
- Delivered quantity.
- Partial deliveries must be noted on the delivery note.

## 6 Special agreements

If specific packaging requirements require a deviation from this packaging policy, appropriate agreement and written release by Atlas Copco IAS GmbH is required.