

Delivery and packaging guidelines

of the KOMSA Group, version: 02/2022 (page 1)

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1 Basic principles

1.1 Applicability

The currently applicable version of the guidelines (available at www.komsa.com) forms an integral part of the delivery terms and is the basis for all deliveries to the KOMSA Group and its affiliated companies under Sections 15 ff. AktG [German Stock Corporation Act] (hereinafter referred to as KOMSA) based on orders, agreed returns and collections. Upon request, KOMSA will forward the currently applicable version to the consignor.

1.2 Scope of application

The guidelines are applicable to all consignments delivered to KOMSA. Deviations from these delivery guidelines must be discussed and agreed with KOMSA logistics. Upon failure to comply with these guidelines, KOMSA reserves the right to charge processing fees as set out in Clause 6.2.

1.3 Definition of terms/explanations

1.3.1 Delivery based on an order

Deliveries based on orders are made as agreed per contract. Deliveries from entrepreneurs will not be accepted by KOMSA without an order.

Exceptions to these rules will be agreed in the form of individual contracts with vendors, and notification of delivery must be given at least 24 hours before the consignments arrive at KOMSA.

The notification must be sent by e-mail to the e-mail address of the object to which the delivery is to be made (overview under point 1.6). The respective object must be specified in the subject and the text must contain at least information about the order number, article number, number of articles, type and number of load carriers.

1.3.2 Delivery based on a collection authorised by KOMSA

For deliveries based on a collection authorisation, a shipping company is commissioned to collect and transport back the goods. The modalities are discussed and agreed with the customer in advance. The particulars, e.g. to what extent the returned goods are inspected upon collection, are clearly regulated in the shipping contract. These guidelines are also generally binding for the packaging and preparation of such collections, i.e. collections are to be treated in the same way as general deliveries.

1.3.3 Euro pallet

UIC 435-2 pallets, class B or higher, conforming to DIN EN 13698-1, measuring width x length x height in mm: 800 x 1,200 x 144, with a load-bearing capacity of 1,500 kg, are recognised as Euro pallets. Other classes that do not conform to DIN EN 13698-1 are not accepted, and only pallets branded "EUR" and/or "EPAL" in an oval can be exchanged.

1.3.4 Euro industrial pallets

Standard four-way pallets, Euro pallet type 3, conforming to DIN EN 13689-2, measuring width x length x height in mm: 1,000 x 1,200 x 144, with a load-bearing capacity of 1,500 kg, are accepted as industrial pallets. Other classes that do not conform to DIN EN 13689-2 are not accepted, and only pallets branded "EUR" and/or "EPAL" in an oval can be exchanged.

1.3.5 Consignment

A consignment is the delivery of goods from a consignor to their point of destination by the carrier. A consignment may consist of one or more consignment items, irrespective of whether these are packets or pallets.

1.3.6 Consignment packaging

Consignment packaging is the secure packaging of goods for transport in which the entire consignment or individual consignment units are delivered (delivery units), e.g. delivery by pallet of electronic products, packed and wrapped in a pallet box.

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1.3.7 Product packaging

Product packaging is the packaging of the individual product. This can be wrapped in other secondary packaging, in so-called packaging units. Product packaging can also serve as consignment packaging if it is secure for transport, e.g. the packaging of a printer.

Printed matter must be packed in product packaging that prevents it from getting dirty or damaged, e.g. packaging with edge protectors. An EAN and serial numbers in plain text and a barcode must be attached to each single item and each packing unit. If no EAN is available, the items must be labelled with the KOMSA item number or the manufacturer's item number in the form of a barcode.

1.4 Notice of dispatch

KOMSA orders must always be given a 12-digit order number (e.g. 2016 9876 5432). This must be stated in all correspondence, in particular on order confirmations, notices of dispatch, delivery notes, package contents lists and invoices/credit notes.

Notice of dispatch must be given before goods are delivered. Notice of dispatch must be sent by the vendor or the commissioned carrier by email or via the EDI interface at least 24 hours prior to the scheduled delivery. In case of notification by e-mail, the e-mail address of the object to be delivered to must be used (overview under point 1.6). For deliveries of more than 5 pallets or containers, notice of dispatch must be given 5 working days prior to delivery.

In the subject, the respective object must be specified and the text must contain at least information about the order number, article number, number of articles, type and number of load carriers.

1.4.1 Data formats to be used for notices of dispatch

If notifying by email, the data must be sent as shown in the example (fig. 1). *.txt, *.xls or *.csv files are acceptable data formats.

```
Elektronischer Lieferschein 000009999

Warenempfänger;0010104248;KomSa AG ; ;Niederfrohaer Weg ;09232 ;Hartmannsdorf
Auftraggeber ;0010104248;KomSa AG ; ;Niederfrohaer Weg ;09232 ;Hartmannsdorf
Bestellnr.: ;200100033333
Transport-DL.: ;DHL Express Germany GmbH
Anz. Pakete: ; 1
Anz. Paletten: ; 0
Lieferdatum: ;20160722

Position;Artikel-Nr.;Menge;Artikel-Bezeichnung
000001;art00000090011111; 1;Muster Artikel 1
;Snr.: 111111-9911-0100;;|
000002;art00000090022222; 5;Muster Artikel 2
;Snr.: 111111-9922-0100;;
;Snr.: 111111-9922-0200;;
;Snr.: 111111-9922-0300;;
;Snr.: 111111-9922-0400;;
;Snr.: 111111-9922-0500;;
000003;art00000090033333; 5;Muster Artikel 3
;Snr.: 111111-9933-0500;;
;Snr.: 111111-9933-0400;;
;Snr.: 111111-9933-0300;;
;Snr.: 111111-9933-0200;;
;Snr.: 111111-9933-0100;;

Auslieferung durch: Logistik Musterfirma GmbH, Musterstr.12, 12345 Mustestraße

Lieferung erfolgt im Namen und für Rechnung der Muster Lieferant GmbH
```

Figure 1: Example of notice of dispatch in *.txt format sent by email

Before sending notices of dispatch in *.xml format via the EDI interface, a connection must first be established to the KOMSA EDI interface. This can be set up by the KOMSA EDI team: EDI@komsa.de

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1.4.2 Deliveries requiring prior notice of dispatch

Deliveries that are made without prior or timely notice of dispatch contrary to Clause 1.4 cause significant disruptions to the acceptance procedures; such deliveries will be accepted and unloaded at our discretion, depending on the available capacities for incoming goods, and they will be factored into the vendor rating.

In such cases, we cannot guarantee that the goods will be unloaded promptly.

We will not accept invoices for demurrage costs incurred due to the resulting delays.

1.5 Packaging data sheet

Prior to every first-time delivery of a product, the vendor must complete a KOMSA packaging data sheet (see Appendix 2) and send it by email to Supply Chain Management at Supply_Chain_Management@komsa.de.

If there is any change to the product or packaging data of a particular product, this must be stated on the packaging data sheet and sent to the above email address.

The vendor is requested to suggest suitable packaging options in accordance with the general packaging requirements set forth in the KOMSA delivery guidelines.

1.6 Delivery addresses and delivery hours

Delivery must be made to the exact delivery address (point of destination) specified by KOMSA (or its partners) in the order or the collection authorisation. Goods will not be accepted at any other delivery addresses.

A distinction is to be made between the delivery addresses below.

Deliveries outside delivery hours are permitted only if KOMSA was responsible for the vendor being unable to deliver the goods as per the guidelines or if an exception has been agreed in consultation with the Incoming Goods Department of KOMSA Logistics.

Delivery addresses	Delivery hours	Contact
KOMSA AG Objekt Beta Niederfrohaer Weg 1 09232 Hartmannsdorf, Germany GLN 4029164000004	Monday-Friday 6 a.m. – 4 p.m. or by arrangement	✉ Avisierung@komsa.de ☎ +49 (3722) 713-358
KOMSA AG Objekt Gamma Ernst-Lässig-Strasse 5 09232 Hartmannsdorf, Germany GLN 4029164092320	Monday-Friday 7 a.m. – 4 p.m. or by arrangement	✉ Avisierung@komsa.de ☎ +49 (3722) 713-1398
w-support.com GmbH Ernst-Lässig-Strasse 7 09232 Hartmannsdorf, Germany	Monday-Friday 6 a.m. – 4 p.m. or by arrangement	✉ Avisierung@komsa.de ☎ +49 (3722) 713-358
KOMSA AG Objekt Kappa Wittgensdorfer Höhe 2 09228 Chemnitz-Wittgensdorf GLN 4029164092283	Monday-Friday 7 a.m. – 3 p.m. or by arrangement	✉ Avisierung KOMSA Muehlau@komsa.de ☎ +49 (3722) 713-1735
KOMSA AG Objekt Eta Bei den Froschäckern 24 99098 Erfurt (OT Büßleben) ILN 4029164990985	Monday-Friday 7 a.m. – 4 p.m. or by arrangement	✉ WareneingangErfurt@komsa.de ☎ +49 (3722) 713 7623

Table 1: Overview of KOMSA delivery addresses and delivery hours

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1.7 Transfer of risk and acceptance of goods subject to reservation

The vendor bears the risk of damage to, and loss of, the goods until such time as they are accepted by KOMSA. Delivery to KOMSA's Incoming Goods Department does not constitute transfer of risk or acceptance under any circumstances. Incoming goods are accepted subject to the reservation that they must be subsequently inspected and then posted. Upon acceptance, only the number of packages delivered (pallets, boxes, etc.) and the intactness of the external packaging is confirmed. The delivered goods are deemed to have been accepted by KOMSA if they have undergone an incoming goods inspection by authorised KOMSA employees. Only then will the responsibility for, and the safekeeping of, the goods be transferred to KOMSA. The specifics of the incoming goods inspection are geared to the specific customer, meaning that different conditions may apply. If any damage to the goods is immediately noticeable upon delivery, KOMSA will have this confirmed on the consignment note by the carrier. The damage will also be recorded in a damage report and likewise confirmed by the carrier. The carrier will also receive a copy of this report.

Schadensanzeige für Transportschäden

Die Schadensanzeige wird aufgenommen durch Herrn/Frau: **Herr Mustermann**

Lieferant von KOMSA: **Muster Lieferant**

Lieferscheinnummer: **99123453232**

Datum der Anlieferung: **23.05.2016** Uhrzeit der Anlieferung: **13:43**

Frachtführer- / Zustelldaten

Spedition: **Muster Spedition** Unterfrachtführer: **Blitz Schnell Transporte**

Fahrzeugkennzeichen: **F-XY 123**

Fahrer Name, Vorname: **Muster, Max**

Beschreibung des Schadens

Packstück-Code	Schaden	Fotonummer
3509020704596019	gedrückt, gequetscht	Muster.jpg

Quittung des Schadens durch den Fahrer
(Hiermit wird das Schadensbild bestätigt, dass ein Schaden wie beschrieben vorliegt)

Unterschrift Fahrer Unterschrift Annehmer (KOMSA) Unterschrift Zeuge (wenn hinzugezogen)

Zusatzvermerke:

Eine Kopie ist dem Fahrer auszuhändigen, wenn dies gewünscht!

Figure 2: Example of damage report

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2 Documents

To aid the speedy processing of orders in the Incoming Goods Department, the following points must be observed: At least one copy of the transport documents must be enclosed with the goods.

One delivery note can contain several orders. Where several delivery notes are issued, a master delivery note is required.

For pallet consignments, a packing list must be attached to each pallet.

Receipt of the goods in perfect condition based on the number of packages or pallets will be confirmed by signature on the transport documents.

IMPORTANT:

Subsequent deliveries must be clearly identified as such.

For rectification purposes, the vendor will be notified of any discrepancies detected during the quantity and identification checks.

The following delivery documents are necessary to be able to clearly identify each consignment.

2.1 National goods traffic

2.1.1 Shipping documents

The document must include the following at a minimum:

- a) Name of the carrier
- b) Consignor
- c) Forwarder (where delivery is made by a commissioned carrier)
- d) Consignee (see Clause 1.4)
- e) The description in common use of the nature of the goods and the method of packing, and, in the case of dangerous goods, their generally recognized description
- f) Weight
- g) Quantity and type of the loading units used
- h) Number of safeguards (e.g. anti-tamper seals)

2.2 International goods traffic

2.2.1 Consignment note

The consignment note must include the information specified in Art. 6 CMR.¹

The original version of the consignment note must be carried and handed over in accordance with the provisions of the CMR.

Extract from Art. 6 of the CMR:

(1) The consignment note shall contain the following particulars:

- a) The date of the consignment note and the place at which it is made out;
- b) The name and address of the sender;
- c) The name and address of the carrier;
- d) The place and the date of taking over of the goods and the place designated for delivery;
- e) The name and address of the consignee;
- f) The description in common use of the nature of the goods and the method of packing, and, in the case of dangerous goods, their generally recognized description;
- g) The number of packages and their special marks and numbers;
- h) The gross weight of the goods or their quantity otherwise expressed;
- i) Charges relating to the carriage (carriage charges, supplementary charges, customs duties and other charges incurred from the making of the contract to the time of delivery);

¹ Convention relative au contrat de transport international de marchandises par route
=Convention on the Contract for the International Carriage of Goods by Road

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- j) The requisite instructions for Customs and other formalities;
- k) A statement that the carriage is subject, notwithstanding any clause to the contrary, to the provisions of this Convention.

(2) Where applicable, the consignment note shall also contain the following particulars:

- a) A statement that trans-shipment is not allowed;
- b) The charges which the sender undertakes to pay;
- c) The amount of "cash on delivery" charges;
- d) A declaration of the value of the goods and the amount representing special interest in delivery;
- e) The sender's instructions to the carrier regarding insurance of the goods;
- f) The agreed time limit within which the carriage is to be carried out;
- g) A list of the documents handed to the carrier.

(3) The parties may enter in the consignment note any other particulars which they may deem useful.

2.3 Vendor's delivery note

Each consignment must include a delivery note from the vendor. The delivery note must be attached either to the long side of boxes or to the front of pallets, clearly indicated (e.g. "DELIVERY NOTE") and easily visible, or handed over to KOMSA Logistics as an attachment to the shipping documents.

If the delivery consists of several consignment units, a package contents list must be included with each unit, or a packing list must be included with each pallet. These lists must refer directly to the particular consignment unit/pallet.

The document must include the following at a minimum:

- a) Delivery address
- b) Date of delivery
- c) Vendor
- d) Consignee; reference if available
- e) Consignee's order/call-off number or RMA in plain text and as a barcode
- f) Consignee's item number and description (see also ff)
- g) Vendor's item number
- h) EAN
- i) Total number of units in the delivery, and quantity still outstanding, if any
- j) Contents (type and quantity) per consignment unit/sub-consignment unit/bundle
- k) Number of packages/pallets
- l) Expiration date where required, e.g. on perishable goods

If a consignment contains printed matter, the delivery note must contain the following additional information:

ff) details on the format, issued date, pieces per bundle, reference (special offers, etc.). An EAN must be attached to each item in plain text and as a barcode. If no EAN is available, the items must be marked with the KOMSA item number or manufacturer's item number.

3 Delivery

3.1 Package deliveries

3.1.1 Delivery units

Consignment units must not be mixed. Different arrangements must be agreed separately.

Consignments consisting of between 1 and 20 packages can be delivered individually. The number of packages in the delivery must be stated, e.g. 1 to 5.

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However, if the consignment takes up half a pallet (basic measurements of half a Euro pallet and a stacking height of 60 cm), delivery must be made on a Euro pallet as per Clause 1.3.3.

If the basic measurements of the consignment unit exceed the measurements of a Euro pallet, delivery can be made on Euro industrial pallets of the standard described in Clause 1.3.4.

3.1.2 Weight distribution

Single consignment units (packages) are accepted only up to a maximum weight of 15 kg. Consignment units weighing more than 15 kg must be delivered on one of the pallets specified in Clause 3.1.1.

3.2 Pallet deliveries

Goods are to be delivered on undamaged Euro pallets. Deliveries by pallet must be sorted by product.

A consignment consisting of several pallets can be accepted only if all pallets are delivered together. Splitting up a consignment for delivery over several days is not accepted.

Remaining quantities can be delivered on mixed pallets if clearly marked as such.

When delivering on mixed pallets, the larger quantity of products, measured by volume, must be packed at the bottom of the pallet.

Packages must be prepared in such a way that it is impossible to access the contents without leaving externally visible signs (e.g. wrapping with film/shrink-wrapping, plastic strapping, etc.). The film should not be knotted at the base of the pallet.

Pack size:	Width:	800 mm
	Length:	1,200 mm
	Max. height (incl. pallet):	1,900 mm
	Max. weight per pallet:	650 kg

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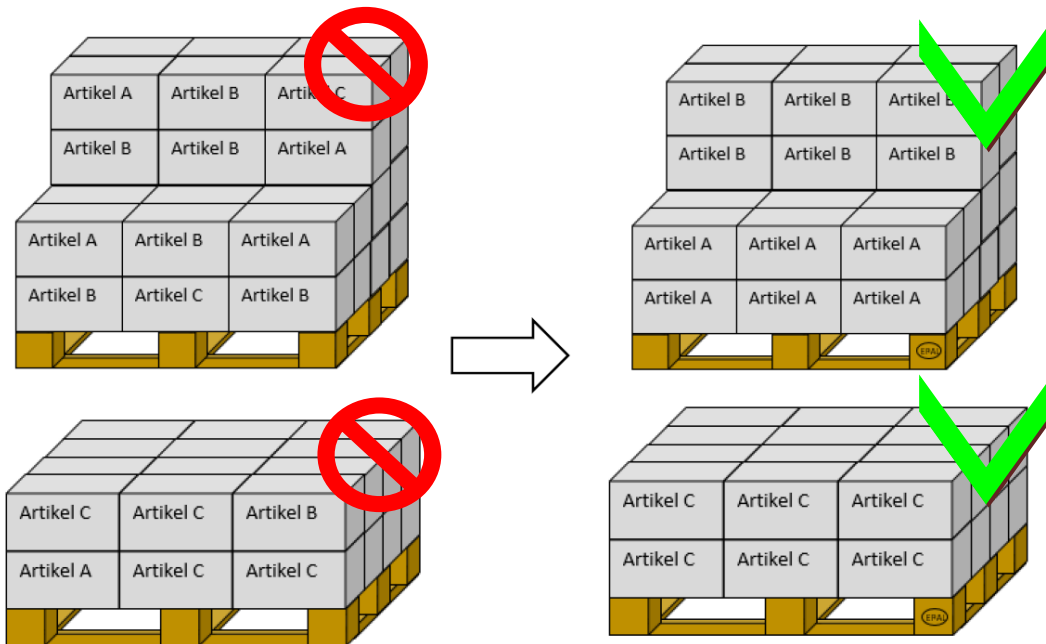


Figure 3: Examples of unmixed deliveries

Pallets must not be overpacked at any point. Sufficiently thick cardboard must be placed between each of the layers on a pallet. A notice prohibiting stacking must be clearly marked on the pallet.

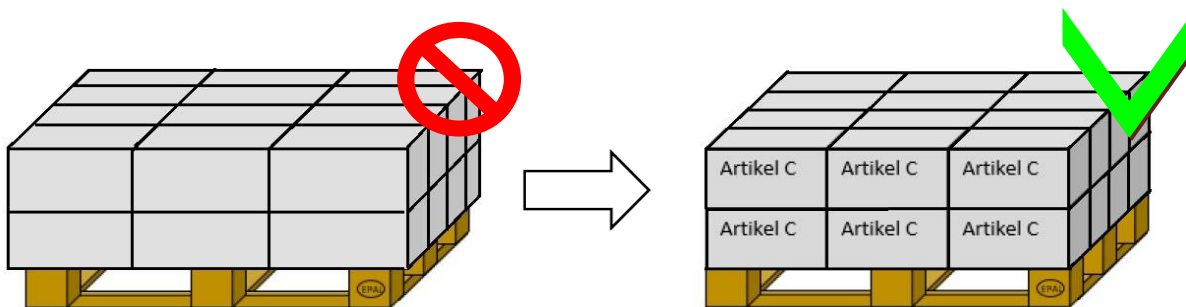


Figure 4: Example of how to label and pack pallets

PLEASE NOTE: Costs can be charged for repacking onto Euro pallets!

3.3 Delivery of sea containers/complete truckloads

Unless an explicit date has been set for delivery, KOMSA Logistics' Incoming Goods Department must be notified of the respective container/truck by email or telephone at least 5 (five) working days prior to delivery, stating the exact time of arrival. All accompanying documents will be handed over with the transport. The serial numbers (see also Clause 1.4) for each delivery must be transmitted electronically in the specified data formats prior to delivery. Different file formats must be agreed in advance.

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4 Packaging and labelling

4.1 Packaging of packaging units/bundles

Items must be delivered packed in the packaging units/bundles agreed in the order. Each consignment unit/sub-consignment unit must be properly secured to prevent it from sliding or being damaged using shipping boxes, shrink-wrap and/or sleeves.

The goods must be delivered in consistent, inspectable quantities (consignment unit and sub-consignment units). A box must always contain the same number of individual items. The contents of a sub-consignment unit (type and quantity) are to be indicated either by a contents list inside the box or marking on the box.

4.2 Serial numbers

If the ordered goods/items have serial numbers (including IMEI and MAC addresses), these must be marked, clearly visible and distinguishable, on the side of the pallet and directly on the appliances and outer packaging. Serial numbers must be clearly marked (no special characters or duplications) in the form of barcodes or 2D codes including plain text. In the case of deliveries of more than one package (pallet/box), the serial numbers must be indicated for each package.

4.3 Labelling dangerous goods

4.3.1 Additional labels on consignments containing dangerous goods

Dangerous goods should always be packed and delivered according to the procedure for "limited quantities" (Chapter 3.4 ADR/IMDG Code).

Dangerous goods that do not fall under Chapter 3.4 ADR/IMDG Code may only be delivered with prior approval.

We assume that all consignments are correctly classified, marked, identified and labelled and that suitable packaging materials are used for the deliverables that are subject by law to the requirements of the dangerous goods legislation currently in force.

Labels in accordance with Section 3.4.7 ADR/Subsection 3.4.51 of the IMDG Code must be displayed on the side of consignment units that contain dangerous goods packed in limited quantities and that are transported by road and sea. If transported by air first, the labels for limited quantities by air (according to Subsection 7.1.5.3 IATA DGR) must be applied to the side of packages in addition to the prescribed markings (Section 7 IATA DGR).

The packaging must be labelled in accordance with the ADR/IMDG Code and the IATA DGR. The respective documentation must also be prepared in accordance with the applicable regulations.

4.3.2 Lithium metal/lithium-ion batteries and cells

Lithium metal/lithium-ion batteries and cells (loose, packed with or installed in other items) may be delivered only if subjected to testing as stipulated in the current version of the UN Manual of Tests and Criteria, Part 3, Section 38.3 or in the current German translation of said manual (published by the Bundesanstalt für Materialforschung und -prüfung [BAM]).

It should also be specified whether the goods are lithium metal or lithium-ion batteries. The batteries must not exceed 100 Wh.

Consignment units containing lithium batteries must be packed and labelled for road/sea transport in accordance with Special Provision 188 of the IMDG Code/ADR.

4.4 Packaging materials

All materials used for packaging must comply with legal requirements. This applies particularly with regard to licensing, labelling, etc.

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Cardboard packaging: (Corrugated) cardboard packaging, guaranteed reusable, lettering to be applied with environmentally safe ink only
Film: Marked PET, PP
Strapping: Marked PET, PP
Covering boards/sheets/crates: Natural wood, either untreated or treated with non-toxic substances for pest control
Filler material: Recyclable materials only, e.g. corrugated cardboard, bubble wrap. Foam plastics (e.g. polystyrene) are not permitted.

Table 2: Overview of packaging materials

Labels must not prevent the material from being recycled.

Before using plastic, it should be considered whether other options such as corrugated cardboard, moulded pulp made from recycled paper, cardboard, etc., could achieve the same purpose.

4.5 Packing and labelling methods

The vendor must pack the goods in such a way that they are protected against loss or damage and that no harm is caused to third parties.

Packaging suitable for the product and mode of shipping must be used.

Perishable goods must be marked with an expiration date; if necessary, storage information must be provided.

Each consignment unit must be labelled with the following details:

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Consignor:	< Name 1 > < Name 2 > < Contact > < Street > < Postcode > < Town/city >
Consignee/reference:	KOMSA AG < Purchaser > or < Reference >
KOMSA order number:	 170012345 (Code 128)
Vendor's delivery note number:	 4811992200 (Code 128)
KOMSA item number	MG-ER-B123
Contents (number of items)	100 items
Contents (packing unit)	10 packing units with 10 items each
Pallet/package	1 of 10
Pallet/package number (SSCC)	 123456789 (Code 128)

Figure 5: Example label on a box/pallet

4.6 Sealing

All packages in a consignment must be sealed in such a way that they cannot open by themselves even under a heavy load.

All security features used on goods, consignments and in delivery vehicles (e.g. anti-tamper seals) must be affixed in such a way that they are clearly visible and legible. Security features must be documented with numbers in the accompanying documents or consignment notes.

4.7 Exchanging loading units

Only those pallets that meet the requirements of

Clause 1.3.3 or 1.3.4 are considered Euro pallets. In the event of deviations, the pallets will not be exchanged, and the deficient pallet will be treated as a one-way pallet. This deficiency will be documented on the exchange document and must be confirmed by the carrier.

Pallets are exchanged on the basis of the Cologne Pallet Exchange regulation.

This must be noted in the contract of carriage when commissioning the transport.

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Delivered pallet cages will be treated as Euro pallets for exchange purposes.

5 Liability

Goods are accepted only subject to reservation. Only the quantity and condition of the consignment units delivered will be confirmed. Any externally visible damage will be recorded and must be confirmed by the carrier on the transport documents and on the damage report (Clause 1.7).

Section 377 HGB [German Commercial Code] is expressly waived.

6 Deviations from these guidelines

In the case of omissions or errors that are the fault of the vendor or are not in compliance with KOMSA delivery guidelines, thus disrupting the associated processes, KOMSA reserves the right to charge the fixed fees under Clause 6.2 and other demonstrable expenses where applicable to the vendor's account.

Depending on the particular deviation, one or more amounts may be charged.

6.1 Refusal of acceptance

In the following cases, we are entitled to refuse acceptance of the goods:

- Transport damage and defects
- Wrong goods delivered
- Overdeliveries outside the customary agreements
- Deliveries made without prior or timely notice as set out in Clause 1.4
- Deliveries made outside our delivery hours without agreement
- Deliveries outside the announced delivery period
- Missing, incomplete or incorrect transport documents
- Pallets damaged in such a way that unloading is not possible
- Pallets unloadable using industrial trucks (forklifts) due to their design
- Goods blocked as third-party goods (not destined for KOMSA or w-support)
- Visibly damaged, dirty or wet goods
- Overbuilt pallets
- Goods not delivered with ramp-compatible vehicles
- Incomplete consignment according to consignment note
- Vehicle/consignment has safety deficiencies or there is another reason for which the vendor is responsible that puts or could put the health and safety of KOMSA employees at risk
- Unjustifiable deviation from these delivery guidelines

6.2 Fees

Deviation (general) per consignment:	€50.00
Delivery outside delivery hours (per package):	€50.00
Delivery outside delivery hours (per pallet):	€150.00
Measurements/quantity/weight exceeded (per package):	€50.00
Measurements/quantity/weight exceeded (per pallet):	€250.00
Deficient packaging and labelling (per consignment unit):	€250.00
Missing packaging data sheet (per product):	€100.00
Missing or incorrect data (per consignment):	€500.00
Missing or incorrect accompanying documents/consignment notes/ identification documents/delivery notes/package contents lists (per consignment):	€250.00
Deviations due to failure to make prior agreements (per consignment):	€100.00

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Disposal of deviating loading units (per item):

€100.00

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7 Appendices

Appendix 1: Assessment criteria under UIC 435-4

Regarding instructions for sorting and repairing a UIC 435-2 Euro pallet for the reuse of Euro pallets in the users' domain.

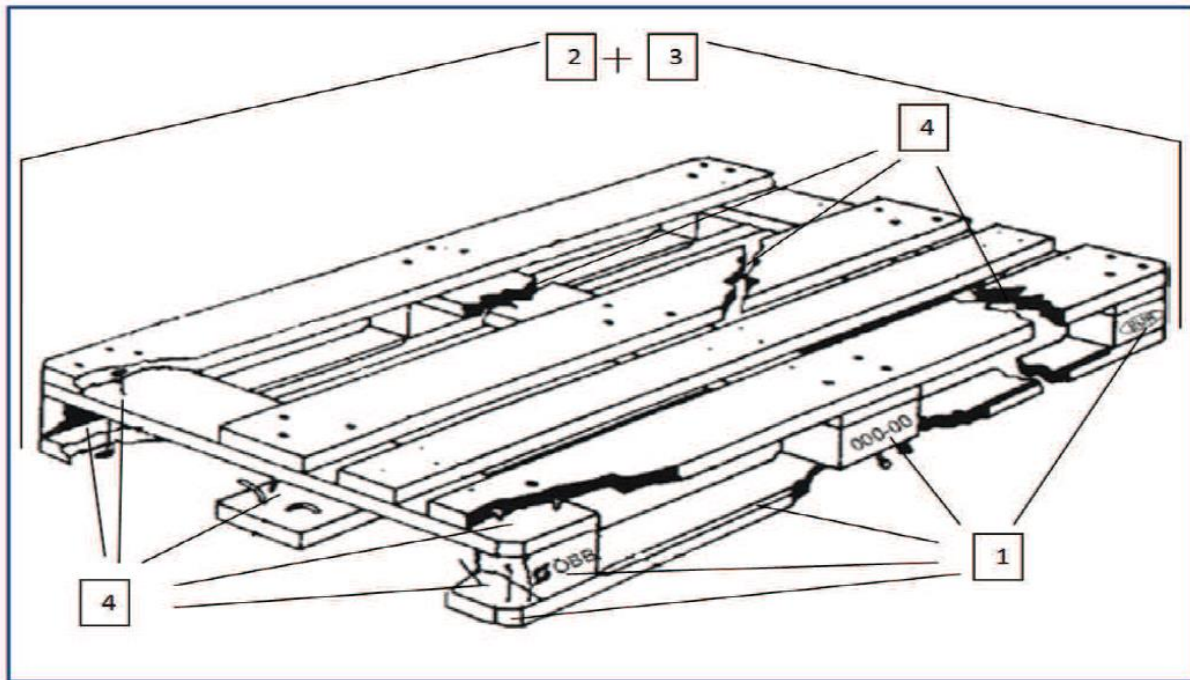
Appendix 2: Packaging data sheet

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Appendix 1: Assessment criteria under UIC 435-4

Regarding instructions for sorting and repairing a UIC 435-2 Euro pallet for the reuse of Euro pallets in the users' domain.



1.) Assessment: Is it a reusable Euro pallet?

- At a minimum, the following must be present: a EUR logo on the right block and a pallet organisation (e.g. EPAL/railway company) on the left block, and the manufacturer code or the inspector code issued after the last repair or sorting on one of the middle blocks.
- The corners of the Euro pallet must be bevelled and the deck boards chamfered.

2.) Evaluation: Does its general condition make it unsuitable for reuse and will the Euro pallet be scrapped?

- This is the case, for example, if components are decayed, rotten, weathered, prohibited or irreparably damaged

3.) Deficiencies: Do the deficiencies render the pallet impossible to use or can they be rectified by the user?

- Remains of packaging, such as cardboard, films, tape, labels, nailed or mounted attachments
- Contaminants that are damaging to the packaging and could be transferred onto the goods (paint, oil, product residues, odours, etc.)
- Surface damp due to environmental influences such as weather, use, storage, misuse
- Protruding wood splinters, protruding connecting elements, blocks skewed by 1 cm or less along width/length

4.) Damage: That makes it impossible to use the pallet and must be repaired.

This is the case:

- If a component is missing: board, block, stringer, connecting element
- If a board is partially or fully fractured, either cross- or slantwise (except for natural longitudinal cracks)
- In the case of visible connecting elements where the wood is splintered and splayed
- Blocks skewed by more than 1 cm along width/length

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If the specification of UIC 435-2 is adhered to, a technical inspection for the use of Euro pallets in mechanised and automated conveyor and storage systems is not necessary.

Otherwise, a statement of requirements must be drawn up on the basis of the logistics system's operational requirements in order to meet product liability requirements.

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Appendix 2: Sample packaging data sheet

Verpackungsdatenblatt									
für Artikelnummern									
Erstanlage: <input type="checkbox"/>					Änderung: <input type="checkbox"/>				
Lieferant									
Lieferantenummer:									
Name:									
Kontaktperson:									
Abteilung:									
Telefon:									
Email:									
Allgemeine Angaben Artikel									
HOST-Artikelnummer:									
Bezeichnung:									
Herstellerartikelnummer:									
Herstelldatum:									
Gebindeeinheit:									
EAN:									
Artikelgewicht:									
Seriennummern:	ja	<input type="checkbox"/>	nein	<input type="checkbox"/>					
MAC-Adressen:	ja	<input type="checkbox"/>	nein	<input type="checkbox"/>					
Sperrgut:	ja	<input type="checkbox"/>	nein	<input type="checkbox"/>					
OVP:	ja	<input type="checkbox"/>	nein	<input type="checkbox"/>					
Prüfrate:	ja	<input type="checkbox"/>	nein	<input type="checkbox"/>	%:				
Drucksachen:	Druckstand:				ersetzt Ausgabe von:				
Mindesthaltbarkeitsdatum:	ja	<input type="checkbox"/>	nein	<input type="checkbox"/>	haltbar bis:				
Verpackungsstückliste									
Bezeichnung	Länge	Breite	Höhe	Anzahl	EAN	Nettogewicht	Bruttogewicht		
innere Verpackung									
äußere Verpackung									
Ladeinheit									
Palettentausch									
		ja	<input type="checkbox"/>	nein	<input type="checkbox"/>				
		EUR-Palette	<input type="checkbox"/>	EUR-Industriepalette	<input type="checkbox"/>				
Foto					Ergänzende Vereinbarung				

Datum und Unterschrift KOMSA AG

Datum und Unterschrift Lieferant