

Revision	Release Date	Description of Changes
1.0	1-Apr-2022	<ul style="list-style-type: none"> Initial R-BOS release
2.0	29-Jun-2023	<ul style="list-style-type: none"> Updated Subject Matter Expert to Peter Hoskins, and changed references from “PLUS” to “PROMS”
3.0	10-Jan-2024	<ul style="list-style-type: none"> Updated Process Leader and Process Champion

Prepared		Approved	Released
Process Leader	Subject Matter Expert	Process Champion	R-BOS Team
Addam Wierbicki Hitoshi Okita	Peter Hoskins	Addam Wierbicki	Christa Schapka Markus Horvath Takehiro Fukai

Approval records maintained by R-BOS Team

1.0 Purpose

The purpose of the Global Supplier Standards Manual is to communicate RECARO packaging requirements to the suppliers. It is the expectation of RECARO that all suppliers of Direct Materials and quality relevant indirect suppliers comply with all of the requirements and expectations documented in this manual.

2.0 Scope

This policy applies to all RECARO-Automotive locations.

3.0 Responsibility

The Part Supplier is responsible for adhering to the process for packaging selection outline in this document.

4.0 Standard

4.1 General RECARO-Automotive Global Packaging Guidelines

Packaging is required to:

- Protect items from dust, dirt, and abrasion
- Protect items from all reasonable hazards during shipping (handling and storage, shock, vibration, compression, moisture)
- Permit safe and efficient handling, shipping, and storage

Solid Wood Packaging Materials Compliant to ISPM15:

- All wooden pallets and wood packaging must conform to International Shipping Standards, government and local transportation rules and regulations.
- Solid wood must be treated and marked using the International Plant Protection Convention’s (IPPC).

4.2 North American Specific Packaging Guidelines

4.2.1 Introduction

This section covers guidance for all shipments to RECARO North America.

RECARO directed suppliers should quote expendable and returnable packaging options per the SSOW (RECARO Launch PROMS Design and Development Phase).

- Provide a detailed breakdown of packaging cost
- Provide packaging engineering assumptions on a Packaging Data Form during quote (excel version) and submit with the RECARO quote package.

Returnable containers are preferred at RECARO Facilities. Expendable containers will be accepted ONLY under the following circumstances or directed in the SSOW.

- Fastener Shipments
- Overseas Shipments (See Section 14.0 Export Packaging Section)
- Low volume component scenarios
- Total landed cost business evaluations
- Supply Chain Disruptions (**must have written approval from receiving plant and mirror returnable packaging: size/density**)

Packaging must be consistent with A.I.A.G specifications.

Suppliers have the responsibility of ensuring part-quality and maintain packaging for life of contract.

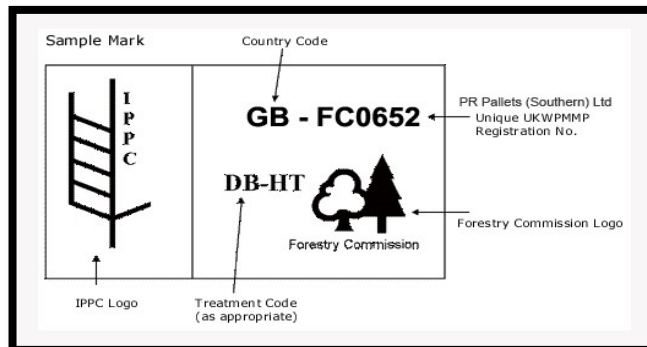
Post Launch requests for packaging piece price increases should be submitted to the RECARO Purchasing representative. Include original submitted Packaging Data Form detail with proposed packaging changes on an updated Packaging Data Form with reason/information/data for the packaging change.

When new program launches or (program refreshes), all efforts to re-use existing returnable containers should be made before any new containers are procured.

Containers should be filled to capacity without exceeding maximum weight limits or compromising part quality.

The gross weight limit for any expendable or returnable hand-held package (ex: tote, carton, trim bundle, foam bag, etc.):

- 30 lbs max.



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- If a RECARO Health and Safety/Ergonomics representative deems hand-held packages unsafe based on factors such as height and reach, suppliers may be asked to reduce the gross weight to less than the above standards

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4.2.2 Packaging Approval Process

Prior to the launch of any new program or program refresh (RECARO PROMS Launch Phase: Design Verification stage typical 10-12 months prior to SOP):

- Suppliers will submit packaging proposal to Purchasing, Mfg. Engineering and Materials contacts.
- Rejected or Approved Packaging proposals will be confirmed via e-mail

Any pre-production build events should be shipped in production intent packaging representing the packaging proposal during the packaging approval process.

The RECARO representative will review the packaging proposal to ensure that its contents are within RECARO's best practice standards for packaging.

4.2.3 Returnable Containers

- All containers must be used in compliance to the container manufactures published container weight capacity and dynamic stacking limits.
- Returnable packaging should be designed to withstand normal handling throughout the life of the program.
- RECARO will provide the returnable container fleet or funds to purchase the approved container fleet unless otherwise specified by RECARO Purchasing Representative.
- It is expected that RECARO owned container assets and dunnage will be maintained and cleaned by the supplier to ensure part quality expectations.
- It is the supplier's responsibility to account for cleaning/maintenance costs in the packaging piece price.
- Exceptions should be noted in the Supplier Statement of Work (SSOW).
- RECARO owned container assets that require repair or replacement, supplier will contact RECARO Plant Representative for disposition/direction.
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- Suppliers must ensure that packaging materials in need of repair are set aside in a clearly marked area of their facility and repaired/disposition in two weeks or less.
- Prior to each shipment, suppliers should ensure that returnable containers are clear of debris, in good-working order, and old barcode labels are removed.
- Each returnable container will have 2-part label locations and a minimum of 2 identification labels. If unique containers/dunnage the containers will be identified with supplier return- to labels.


4.2.4 Domestic Expendable Packaging

- Boxes may be single, double, or triple wall, depending on size & weight requirements.
- Boxes must be adhered with tape. Metal staples are not acceptable.

4.2.5 Packaging Labeling Requirements

Label Placards/Holders should be placed as follows:

- Corrugated (cardboard) boxes – Two (2) AIAG labels 4" x 6" per container.
- Totes – Two (2) part label areas for use with standard 4" x 6" AIAG bar code labels. One placard on each short end of the tote.
- Pallet Boxes (large collapsible containers) – Two (2) part label areas placed on container walls for use with standard 4" x 6" AIAG bar code labels on the short sides of the bulk container.

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4.2.6 Suppliers Use of Back-up Expendable Packaging

In the case of loss or damage to returnable containers, suppliers are required to keep at least 2 shipments worth of expendable back-up packaging in house at all times so as not to disrupt production at the receiving plant. Expendable back-up packaging must be similar in-size to approved returnable packaging and contain the exact quantity per container.

Supplier must receive prior written approval from receiving plant to receive reimbursement for back-up expendable packaging IF all of the following can be proven:

- Supplier will notify the RECARO Customer Materials contact of a returnable shortage 2 business days prior to expendable packaging being shipped (email).
- RECARO Customer Facility did not return containers as agreed upon (if applicable).
- Containers were lost/damaged not by any fault of the supplier (if applicable).
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- Receiving Plant will issue a Purchase Order for back up expendable to supplier if warranted with detail/backup information. Supplier shipment without prior written approval will not get reimbursement for expendable packaging.

4.2.7 Internal Dunnage

- Dunnage (or interior separators of various designs) should be used for additional part protection when required.
- When required, internal dunnage should consist of the most inexpensive materials to adequately protect the part.
- Dunnage should be as simple & inexpensive as possible, and allow for easy access to the parts.
- Dunnage should be designed from recycled and/or recyclable materials.
- Dunnage in totes/racks should be returnable & semi-permanently attached to the container with Velcro.
- Returnable dunnage in bulk-bins/coffin boxes is preferred, however must be made to knock-down to maximize freight usage. Expendable dunnage costs vs. freight costs should be analyzed if returnable dunnage is not feasible.

4.2.8 General Pallet Guidelines – Returnable & Expendable

- Pallet stack height may not exceed 52”.
- All pallets must have 4-way entry.
- Returnable totes should ship on returnable pallets; expendable totes should ship on expendable pallets.
- When a returnable pallet is used, a returnable top cap must be used to ensure part integrity & stacking stability.
- Expendable pallets should be made of durable materials so as not to cause a safety hazard while being handled.
- Containers must not hang over the edges of the pallet.
- Containers must be secured to the pallets when shipped – NO EXCEPTIONS.
 - Several rotations around the base of the pallet with stretch wrap are required to fasten load to the pallet.

All banding must be plastic; metal banding is strictly prohibited.

5.0 Records/Logs

N/A

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6.0 References

RECARO Supplier Portal: <https://www.RECARO.com/suppliers>

Packaging Labeling Technical Standard