

AUSTRALIAN ARROW PTY. LTD.**PACKAGING & LABELING REQUIREMENTS SUPPLY
DIVISION (WIRE HARNESS)****PROCESS OWNER:****DEPARTMENT MANAGER – PURCHASING & MATERIALS
MANAGEMENT**

DETAILED DESCRIPTION OF CHANGE(S)	ISSUE	DATE
First Issue	A	22/02/2011

LIST OF MANAGERS REQUIRED TO APPROVE CHANGE(S)	
Senior Manager: Sales, Purchasing and Electronics Engineering	
Department Manager: Purchasing & Materials Management	
Purchasing Operations Leader	
SQA Manager	

Action Plan used to inform/train all Associates affected by this procedural change	RESP.	DATE
1.		
2.		
3.		
4.		

PROCEDURE LOCATION / DIRECTORY:

Purchasing Internet Site

AUSTRALIAN ARROW PTY. LTD.**PURPOSE / SCOPE**

The purpose of this specification is to define the suppliers' responsibilities and requirements for:

- Packaging and pre-production and production parts/materials
- Labelling and traceability
- Shipping requirements

It is also the purpose of this specification to specify the standard packaging and identification labelling of product to Australian Arrow (AAPL) from its suppliers, encouraging the use of returnable hire and de-hire facilities with the emphasis on the use of environmentally friendly packaging materials.

SCOPE

The requirements defined in this specification apply to all AAPL suppliers of production, pre-production parts and/or materials.

PACKAGING**Pack Size**

Suppliers are responsible for the planning and/or design of their packaging system. (If required, AAPL will assist in developing acceptable packaging). AAPL must approve the supply of product and/or materials to AAPL in manual or mechanically handled packaging, prior to shipping.

Aspects of the packaging needs to be robust in design with consideration given to:

- Preventing product damage
- Preserving the product from environmental influences
- Ensuring the integrity of the packaging is preserved
- Preventing contamination of the product
- Cleanliness of packaging i.e. free of dirt, oils, etc.

The individual pack size for manually handled product must not exceed 16kg in weight and not exceed 0.5 m³, unless approved by AAPL.

Please Note: AAPL may vary this weight at its discretion, due to internal production line restrictions.

PACKAGING (Continued)

Non returnable cardboard packaging is unacceptable and product shipped in this medium, unless

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previously approved by AAPL, will be returned to the supplier for repackaging.

All products supplied for export to Yazaki affiliates must be supplied on a pallet, which must **not exceed 1.1m in length and width.**

Pallet size shipments (product packed in containers):

- Stacked on pallets must not protrude over the edges of the pallet.
- The stacked pallets must be stable and secure to enable safe loading into shipping containers where applicable.
- Height for sacking boxes on a pallet must not exceed 1.1m

The supplier must seek prior approval from AAPL if the height or width of the pallet load exceeds 1.1m. It is the discretion of the Materials Control department to accept or reject this request at any time.

Please Note: If the pallet width and height is approved to exceed 1.1m in height and width, the load must be secured by strapping the pallet with 50 micron cling wrap.

It is the sole responsibility of the supplier to not use/or return damaged pallets to AAPL.

Off Shore Supply of Product to Australia

Where product is supplied to AAPL, it is the supplier's responsibility to design packaging for maximum density and quality of shipping, securing the lowest transportation costs without affecting quality of product supplied.

A supplier wishing to use returnable packaging needs to ensure that arrangements are made and approved by AAPL's Materials Control Department, and that the containers are clearly identified with the supplier's name. Return storage and transportation costs are to be borne by the Supplier.

All expendable packaging materials must be legally and economically disposable.

LABELING AND PRODUCT IDENTIFICATION

Labeling

All packaging of product/material is to be clearly labeled using the standard AAPL approved label. Each pallet load must have a securely fixed **Master Label** attached to the shrink wrapping. Each carton/package within the pallet load must also have a securely fixed **ID Label** detailing the following:

LABELING AND PRODUCT IDENTIFICATION (Continued)

Master Label

- AAPL name and delivery point address

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- AAPL part number
- Item description
- Storage location
- Delivery date
- Supplier name

ID Label

- Quantity in the carton/box (number of pieces)
- Item description
- AAPL part number
- Description of part
- Purchase order number
- Batch number (for traceability purposes)

Product Identification

All product delivered to AAPL must be clearly identified and traceable by batch number back to the supply of the original raw material.

Identification of Special release Material

Where product is to be delivered as a special release material (including specific orders), the master and ID labels should be marked thus:

- **PROTOTYPE** - prototype material/product
- **NON PPAP APPROVED** - pre-launch (pre-production) material/product, (non PPAP approved).

Production Level Product

- **BREAKPOINT** - Product/material release after sorting of nonconforming product and/or when corrective actions have been invoked.

(Please refer to sample labels below)

SHIPPING

Material/product is to be delivered as per the purchase order requirements and to the point of delivery nominated on the purchase order.

SHIPPING (Continued)

(A5)

MASTER LABEL

CUSTOMER:

**AUSTRALIAN ARROW PTY LTD
20-22 KLAUER STREET
SEAFORD VIC 3198
STORAGE LOCATION 22**

VENDOR:

**SUPPLIER ABC
2428 ALPHABET STREET
ATOZ VIC 3999**

PF
IS:

AUSTRALIAN ARROW PTY. LTD.

AUSTRALIAN ARROW PTY LTD
197 FITZGERALD ROAD,
LAVERTON NORTH VIC 3026

SUPPLIER ABC
2428 ALPHABET STREET
ATOZ VIC 3999

REFERENCE DOCUMENTATION

Quality System Requirements document