



# **SUPPLIER PACKAGING STANDARD**

## **PROCEDURE # 40-0018**

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Initial Issue: 01-10-18

Revision Letter and Date: A 11-14-22

Approved by: Global Supply Chain Director

Approved by: Purchasing Manager

Approved by: Quality Control Manager

Approved by: Quality Systems Manager

## REVISIONS

<b>Revision Letter</b>	<b>CO#</b>	<b>DATE</b>	<b>DESCRIPTION</b>
Release	103573	01/10/18	Original issue.
A	EO-52038	11-14-22	Add splice visual indicator to section 3. Add sections RFP and Foam Packaging.

## **1 PURPOSE:**

- 1.1 The purpose of this Packaging Standard is to describe how to package products being shipped to Flexfab LLC.
- 1.2 Packaging shall be designed to prevent damage of the material during travel to our dock.

## **2 FABRIC - GENERAL**

- Unless otherwise specified on the purchase order or material specification, all fabrics are to be supplied on 3" I.D. X ¼" thick minimum wall cardboard cores.
- The fabric shall be securely fastened to the core with glue or adhesive tape. **DO NOT USE STAPLES.**
- Each palletized load shall not weigh more than 2500 lbs.
- Each pallet shall be loaded with the long direction of the carton or roll parallel to the direction in which the forks of the lift truck will be inserted into the pallet.
- Each pallet shall be banded in such a way as to eliminate the possibility of rolls falling off the load or shifting on the pallet. The pallet shall be strong enough to support the weight of the load.
- The pallet should be the same length as the roll or carton but may extend beyond the material 3" maximum on each end. (6" total)
- Unusable fabric within a roll shall be flagged or marked at the beginning and end.
- All splices shall be marked with some sort of flag or visual indicator on the outer edge of the fabric (a piece of tape on the outer edge of the fabric that sticks out of the roll is typical).
- Skids to be 4-way entry.
- The maximum skid size allowable for fabrics is 42" X 60".

### **2.1 Material tags (Supplied by Flexfab LLC)**

The 2-part Material Tag (ZZZ-02055 – see below) shall have the gray shaded area filled in and supplied to us as follows:

Part 1 – Attached to the outside of the carton or roll in a clear plastic wrap.

Part 2 – Place inside the core of the material.

DF MATERIAL ROLL				NO. <b>84392</b>			
DF				WIDTH =			INS.
LOT NO.							
MFG DATE							
LYD GROSS				- ALLOW		LYD	
= NET LYD				SQ.YDS			
VENDOR							
MBF # SIDE 1				BATCH #			
MBF # SIDE 2				BATCH #			
FABRIC DF							
FABRIC SUPPLIER							
FABRIC LOT NO.							
QC OK				REJ			
BY				DATE			
<b>1</b> FLEXFAB, INC.®							
ZZZ-02055							

  

DF MATERIAL ROLL				NO. <b>84392</b>			
DF				WIDTH =			INS.
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BY				DATE			
<b>2</b> FLEXFAB, INC.®							
ZZZ-02055							

### 3 UNCURED COATED AND NON-COATED FABRICS:

- All uncured-coated fabrics shall be suspended in an individual shipping container in such a manner that the roll does not touch any of the sides of the container. End stiffeners are to be used, pressboard 3/4" thick or equivalent.
- If the shipment consists of two layers per pallet, the load shall be reinforced in such a way that the weight of one layer will not crush any other layer.
- Maximum length of the core is to be 57"
- Splices on uncured-coated fabrics may be sewn or taped only. DO NOT USE STAPLES.

- Splices on uncoated fabrics are to be sewn only. DO NOT USE STAPLES.
- No more than 1 splice per 100 yards maximum.

#### **4 CURED COATED FABRICS:**

- Each roll shall be packaged to avoid damage to the roll while in transit and to keep dust dirt off of the material during storage.

#### **5 REINFORCED THERMAL LAMINATES (RTL)**

- Ship and package according to specification
- For flat shipments, they shall be packaged in a flat container with solid side and loosely surrounded with sheets of black poly.
- Large sheets of RTL are shipped in wooden boxes.
- For RTL shipped on rolls, use a minimum of a 12” core (unless otherwise specified). Roll ends are to be secured with shrink wrap only. Do not use tape as it may leave a residue. Cover roll(s) entirely with plastic. Loosely surround sheet with black poly.
- Bulk quantity RTL rolls are to be shipped upright in a Gaylord or crate. Gaylord or crate may be open at the top. Shrink wrap rolls together to prevent any of them from falling over during shipment.

#### **6 RUBBER**

- Shall be wrapped in poly unless otherwise specified or agreed upon.
- Palletize or box each lot separately.
- Labels to be placed on the sides of the carton, not on the top.
- Cartons to be attached to the skids by stretch wrap or bands.
- Skids to be 4-way entry; 42” X 48” unless otherwise approved by Flexfab purchasing.

#### **7 FOAM**

- Shall be packaged in a flat container with solid sides
- Contents of containers shall be packaged such that they are covered and protected from dirt and debris
- Each foam sheet shall be labeled accordingly
- If multiple part numbers are shipped in one package, then there shall be full length and width separators of the suppliers choosing to delineate between part numbers
- Each part number being individually boxed and/or bagged is preferred

#### **8 REINFORCED FOAM PRODUCT (RFP)**

- Shall be shipped in wood pallets with rigid sides to support the shipment appropriately

- Contents of containers shall be packaged such that they are covered and protected from dirt and debris
- Each RFP sheet shall be labeled accordingly
- If multiple part numbers are shipped in one package, then there shall be full length and width separators of the suppliers choosing to delineate between part numbers
- Each part number being individually boxed and/or bagged is preferred

## **9 HARDWARE**

- Parts should be shipped in cardboard containers unless otherwise specified.
- Cartons to be 40# maximum weight and 1.5 Cubic Feet.
- Each carton shall be labeled with the part number and quantity.
- Multiple carton shipments shall be skidded.
- Skids to be 4-way entry; 42" X 48" unless otherwise approved by Flexfab Purchasing.

## **10 RETURNABLE CONTAINERS**

- As we increase the implementation of Just in Time (JIT) Concepts, some suppliers may be required to use returnable containers.

## **11 PACKAGING LABELS – MINIMUM DATA REQUIRED**

- Flexfab P/N
- Quantity
- Supplier Name
- Lot or Batch Number (when required)
- Bar code labels per 40-0011

## **12 SPECIAL PACKAGING**

- Special packaging may be required as per PO requirements or negotiated with your Flexfab buyer.