

Container and Packaging Guideline For Suppliers

**Applicable to all deliveries to
Heckler & Koch GmbH**

Contents

1. Introduction	3
Scope	3
Contact	3
2. Packaging Requirements	4
Disposable Packaging	4
Permissible Weight	4
Dimensions of Palletized Goods	4
Heckler & Koch Standard Containers	5
3. Packaging Planning and Use	5
4. Identification / Labeling	6
Requirements for Items Tracked by Serial Number	6
Goods Subject to Customs Duties	7
5. Delivery Note	7
6. Packaging of Sample Parts	8
7. Mixed Pallets	8
8. Cleaning of HK Containers	8
9. Empty Container Management	8
10. Use of Supplier Empty Containers	8
11. Appendices	9
Appendix 1 – Heckler & Koch Standard Containers	9

1. Introduction

Compliance with specified delivery conditions is essential to ensure smooth material unloading, receipt, and onward handling.

The purpose of this guideline is to communicate the Packaging Requirements to all suppliers.

Packaging that meets the quality requirements must be selected so that the packaged materials are protected externally against environmental influences and internally against mechanical stress.

The following guidelines are intended to ensure a rational, disruption-free flow of materials between the supplier and Heckler & Koch (HK) without impairing component quality.

Scope

This guideline applies to all goods delivered to Heckler & Koch.

The following are exempt from the standard Packaging Requirements below:

- Bar stock
- Granules
- Liquids
- Machine spare parts
- Materials that, due to their size, cannot be packaged in accordance with this guideline
- Commercial goods and standard products procured in the manufacturer's original packaging and delivered to Heckler & Koch without any change to the packaging. In such cases, the manufacturer's packaging does not need to be adapted to the requirements of this guideline. The requirements for identification and goods labeling, particularly for items tracked by serial number, remain unaffected.

For the products listed above, the Packaging Requirements must be coordinated with Heckler & Koch on a case-by-case basis and defined as binding.

Contact

for empty-container planning and Empty Container Management

Email: HKO_Leergutverwaltung@heckler-koch-de.com

Phone: +49 (0)7423/79-2211

A request for empty containers must include:

- Type of empty container required (ID no.)
- Quantity of empty containers required
- Intended use of the empty containers (ID no. of the component to be packaged and quantity, and whether for subcontract processing or finished parts)
- If the empty containers will be collected: collection date and time
- If they will be shipped: required delivery date

2. Packaging Requirements

Disposable Packaging

The supplier is responsible for providing and properly using Disposable Packaging. Disposable Packaging must be used whenever no HK standard container is used.

In general, the following points must be observed for Disposable Packaging:

- Disposable Packaging must not contain any hazardous waste; sustainable packaging, such as cardboard packaging, is preferred. This also applies to any filler material used.
- Disposable Packaging must be designed to provide adequate protection for the packaged goods against environmental influences.
- Disposable Packaging must not soften as a result of any preservative used.
- Disposable Packaging must be filled so that:
 - Wrapped parts, except for residual quantities, are wrapped in consistent quantities
 - All layers contain the same quantity
 - All packaging units, except one residual-quantity package, contain the same quantity
 - Disposable Packaging must be arranged on each loading unit so that the residual-quantity package is placed on top.
 - Only one label is permitted per packaging unit. It must comply with section 4 of these Technical Delivery Conditions (TL).
 - Strapping must be used only in an appropriate quantity.

Permissible Weight

A package (Disposable Packaging or reusable packaging) must not exceed a total weight of 20 kg, including the packaging's own weight. In exceptional cases, the total weight may be exceeded if required by packaging instructions issued by HK.

Dimensions of Palletized Goods

Palletized goods must be delivered on Euro pallets (120 cm x 80 cm). The maximum packaging height, including the pallet, is 105 cm. Packages must not project beyond the Euro pallet.

Heckler & Koch Standard Containers

The following container sizes are used as standard containers at HK. They are also provided to suppliers for specific items.

Container type	ID number	External dimensions (L/W/H) in mm	Internal dimensions (L/W/H) in mm	Containers / layer	Layers / pallet	Containers / pallet
Euro container						
	984699	400x300x145	355x255x125	8	6	48
	986332	400x300x220	355x255x200	8	4	32
	986371	600x400x145	555x355x125	4	6	24
	973290	600x400x180	555x355x150	4	5	20
	986329	600x400x220	555x355x200	4	4	16
	986330	600x400x280	555x355x260	4	3	12
	988736	800x600x120	745x545x100	2	8	16
	986468	800x600x220	745x545x200	2	4	8
Mesh-Euro container						
Mesh	988761	600x400x170	555x350x140	4	5	20
Mesh base	984792	600x400x280	560x360x240	4	3	12
Metal container						
24mm perforation	987693	450x300x105	445x295x90	5	9	45
2mm perforation	987333	450x300x200	445x295x185	5	4	20
4,5mm perforation	961122	450x300x200	445x295x185	5	4	20
4,5mm perforation	988767	450x300x300	445x295x280	5	3	15
7mm perforation	985545	630x450x300	625x445x275	2	3	6

Images of the individual containers can be found in Appendix 1 – Heckler & Koch Standard Containers.

3. Packaging Planning and Use

Unless specified by HK, packaging is planned by the supplier. HK Production Planning decides whether HK-owned packaging will be used.

HK Production Planning also determines the number of packaging materials required. Once HK's packaging planning is complete, the specified packaging, including the packaging instructions (parts per layer), is documented in the purchase order text for the material. The supplier then receives information in the inquiry and order for the relevant item regarding the packaging to be used.

The packaging instructions also apply to subsequent indices as long as no packaging-relevant changes are made to the component.

Grounds for complaints include:

- the supplier delivers in packaging that differs from the packaging specified in the order
- defects in purchased parts caused by improper packaging (damage, contamination)

Any resulting costs will be charged to the party responsible.

HK-owned packaging is intended solely for transporting components between the supplier and HK.

HK-owned packaging must not be used for purposes other than those intended, including:

- the supplier's internal production circulation
- intermediate storage of semi-finished products at the supplier
- processing by sub-suppliers (extended workbench)
- building up uncoordinated inventories of finished parts at the supplier

4. Identification / Labeling

Each loading unit and each container must bear an identification label.

This label must include:

- Part description
- HK item no. with index
- Quantity per container
- Supplier address
- Supplier number
- Supplier batch number
- Delivery Note number
- Customer address

The label must be designed to withstand environmental influences. On Disposable Packaging, it must also be affixed in a clearly visible position on the outside and must not be obscured by objects such as strapping. Old and therefore invalid labels must not be present. When HK-owned containers are used, adhesive labels are not permitted; the label must be placed inside the container.

Weight slips must use metric units only and must be attached to the goods so that they are legible upon receipt at Heckler & Koch.

Requirements for Items Tracked by Serial Number

The following additional requirements apply to items identified by an individual Serial number:

- **Delivery without installed batteries**
Items tracked by Serial number must be delivered without installed batteries, provided this is technically possible and Heckler & Koch has not issued written instructions to the contrary. If batteries are included in the scope of delivery, they must be packaged separately and in compliance with the applicable transport and packaging regulations.
- **Orientation and legibility of the Serial number**
Items must be oriented within the packaging so that the Serial number faces upward. The Serial number must be fully legible during goods receipt and inspection without opening, removing, or damaging the inner packaging.
- **Provision of a Serial number list**
A complete Serial number list in Excel format must be provided for each delivery. Before delivery, the Serial number list must be emailed to DL.DE.Logistik.PLL.PLLT.WE@heckler-koch-de.com and must also be enclosed with the delivery in a suitable form.

The Serial number list must contain at least the following information:

- HK item number, including index
- Part description
- Serial number
- Quantity
- Delivery note number
- Delivery date
- Assignment to the relevant packaging unit if the delivery consists of multiple packaging units

- **Sequential packaging order**

Items must be packaged consecutively in ascending order of Serial number. Serial numbers must not be distributed among different packaging units in an unordered or random manner.

If a delivery is distributed among multiple packaging units, the Serial number sequence must remain consecutive across all packaging units. Each packaging unit must be marked externally with the range of Serial numbers it contains, for example, "Serial number 001 to 050."

- **Deviations**

Deviations from the foregoing requirements are permitted only after prior written coordination with and approval by Heckler & Koch. Uncoordinated deviations may result in a complaint regarding the delivery and the resulting expenses being charged to the responsible party.

The additional marking of the Serial number range supplements the existing obligation to label each container and loading unit unambiguously.

Goods Subject to Customs Duties

Goods Subject to Customs Duties must be clearly identified as such so that they can be identified without examining the shipping documents.

5. Delivery Note

Each shipment must be accompanied by a Delivery Note. The Delivery Note must list all information concerning the goods delivered.

The Delivery Note must be attached to the loading unit in a document pouch so that it is clearly visible and cannot be lost during transport. The document pouch must not be affixed to HK containers.

The supplier must ensure that the information in the shipping documents is correct. The shipping documents must contain the following information:

- Delivery Note number
- Type and number of loading units
- Number of packages per loading unit
- Part description/item number
- Total quantity of purchased parts at item level
- Sender/supplier number
- Supplier batch number
- exact weight (+/- 10 kg) of the loading units
- Dispatch date

- HK delivery address and, where applicable, a different unloading point
- Freight forwarder
- for goods subject to customs duties: transit document number (T1/no. ...)

6. Packaging of Sample Parts

The supplier must ensure that sample parts are properly packaged. Sample parts must always be packaged separately from production parts and identified as such on both the packaging and the Delivery Note.

7. Mixed Pallets

Loading units containing multiple item numbers are permitted. However, they must be arranged so that the items are grouped on the pallet. Packaging units containing residual quantities must be placed on top of the respective stack.

8. Cleaning of HK Containers

Reusable packaging provided by HK must be protected against damage and contamination. The supplier is responsible for maintaining cleanliness. Components may be delivered only in clean containers. HK generally cleans reusable packaging. If improper use of the packaging by the supplier causes contamination, the resulting cleaning costs will be charged to the party responsible.

9. Empty Container Management

The need for HK empty containers must be reported to HK Empty Container Management in good time (at least 7 working days) before the requested date. If the packaging provided is delivered in a contaminated condition, a complaint must be submitted to HK Empty Container Management immediately (within 2 working days). Later complaints cannot be accepted.

10. Use of Supplier Empty Containers

If reusable packaging owned by the supplier is to be used, this must be coordinated with HK in advance. Before shipment, the supplier-owned containers must be marked so that they can be clearly identified later. Otherwise, subsequent return of the empty containers cannot be guaranteed.

11. Appendices

Appendix 1 – Heckler & Koch Standard Containers



Euro container 984699
External dimensions 400x300x145
Internal dimensions 355x255x125



Euro container 986332
External dimensions 400x300x220
Internal dimensions 355x255x200



Euro container 986371
External dimensions 600x400x145
Internal dimensions 555x355x125



Euro container 973290
External dimensions 600x400x180
Internal dimensions 555x355x150



Euro container 986329
External dimensions 600x400x220
Internal dimensions 555x355x200



Euro container 986330
External dimensions 600x400x280
Internal dimensions 555x355x260



Euro container 988736
External dimensions 800x600x120
Internal dimensions 745x545x100



Euro container 986468
External dimensions 800x600x220
Internal dimensions 745x545x200



Mesh-Euro container 988761
External dimensions 600x400x170
Internal dimensions 555x350x140



Mesh-Euro container 984792
External dimensions 600x400x280
Internal dimensions 560x360x240



Metal container 987693
External dimensions 450x300x105
Internal dimensions 445x295x90



Metal container 987333
External dimensions 450x300x200
Internal dimensions 445x295x185



Metal container 961122
External dimensions 450x300x200
Internal dimensions 445x295x185



Metal container 988767
External dimensions 450x300x300
Internal dimensions 445x295x280



Metal container 985545
External dimensions 630x450x300
Internal dimensions 625x445x275