



SEE AND BE SEEN

Packaging

Guidelines and Requirements

for

Supplied Products and Materials

Corporate Office

Truck-Lite Co., Inc.

310 East Elmwood Avenue

Falconer, NY 14733

Phone: 716-665-6214

Fax: 716-661-1108

Web: www.truck-lite.com

E-mail: corporate@truck-lite.com

A TS16949 Company



1.0 Introduction

This manual has been developed to help establish a consistent process in which Suppliers to Truck-Lite can understand the Guidelines and Requirements for **Packaging, Package/Product Identification and Shipping/Receiving procedures**. This manual provides information essential to Truck-Lite's software programs in determining plant locations, warehouse locations, space available, work station space required, handling equipment required and numerous issues regarding our manufacturing processes.

Truck-Lite will implement new methods, new materials, increase package density, develop returnable/reusable packaging and revisit current applications as conditions warrant. Please communicate your ideas and concepts with us, as we value your input as suppliers to Truck-Lite.

1.1 Supplier Responsibilities

Suppliers are responsible for the **Packaging, Package/Product Identification and Shipments** of Products and Materials to arrive at Truck-Lite in damage-free condition, with proper identification and appropriate documentation.

Packaging must perform a number of functions and Suppliers should consider the following information in their package development and shipping procedures.

- * Product protection from damage; understanding identifiable "normal" handling, transportation and storage.
- * Providing proper identification and documentation for shipping and receiving.
- * Providing packages and pallets that are safe and allow ease of handling.
- * Understand different transportation methods and the issues that arise from each. I.E.: T/L(truckload), LTL(less than truckload), UPS, FEDX, or USPostal.

2.0 Compliance Guidelines and Requirements

Supplier Compliance to the **Requirements** in this document are **Mandatory!** **Guideline** information is provided based on established Industry Standards and by past/current established and defined conditions. Compliance to the **Requirements** will be monitored continuously. Non-Compliance is subject to rejection and will include charges for the costs associated to Truck-Lite's repackaging or disposal or the shipping costs to return the rejection. Additional costs may be applied for production downtime. Reoccurring non-compliances will be referred to the appropriate Truck-Lite Buyer for corrective action and will impact your opportunities for future business with Truck-Lite.



SEE AND BE SEEN

Packaging

Guidelines and Requirements for Supplied Products and Materials

Table of Contents

1.0 Introduction	1
1.1 Supplier Responsibility Information	1
2.0 Compliance Guidelines and Requirements	1
2.1 Compliance with Regulatory Requirements	2
2.2 Environmental Considerations	2
2.3 Hazardous Material Considerations	2
3.0 Packaging Guidelines and Requirements	3
3.1 Packaging Requirements	3
4.0 Marking, Labeling, Printing and Identification Guidelines and Requirements	4
4.1 Labeling Guideline Information	4
4.2 "Ship To" Label Information	4
4.3 "Product/Identification" Label Information	4
4.4 "Packing List" Information	5
4.5 "Load/Pallet Tag" Information	5
4.6 Pictorial Marking Information	5
4.8 Barcode Symbology	6
4.9 Identification Requirements for Packaging Materials	7
5.0 Trucking and Transportation Guidelines and Requirements	7
6.0 Pallets, Palletization and Unitization Guidelines and Requirements	8
6.1 Pallet Requirements	8
6.2 Load/Unit Requirements	8
6.3 Load/Unit Containment Information	8
7.0 Packaging Agreement for Supplied Products and Materials	9
7.1 The Signed Agreement will be maintained and filed by the Truck-Lite Purchasing Dept. with the Supplier profile data.	

2.1 Compliance With Regulatory Requirements

As a Supplier to Truck-Lite, you will be required to develop packaging and use packaging materials which are consistent with regulations established by State, Provincial or local governments wherever your package is discarded (recycled, reused, disposed, etc.) Truck-Lite will attempt to notify and inform Suppliers of relevant legislation which may apply directly to packaging or products shipped to Truck-Lite. However, the Supplier has the ultimate responsibility for assuring their Packaging and Products are in compliance with regulations.

2.2 Environmental Considerations

Truck-Lite is participating in Industry efforts toward the Reuse and Recycling of Packaging materials. Successful implementation of waste reduction programs, recycling and the use of returnable containers has substantially eliminated or reduced the amount of materials sent for disposal. In addition, we are investigating new technologies, materials and distribution alternatives which will minimize the overall impact of packaging waste in the environment.

The concept of Product Stewardship, in which industry assumes the responsibility of their packaging and their products from conception to disposal, is vital in achieving an environmentally responsible packaging strategy.

Truck-Lite requests that our Suppliers commit to Product Stewardship and to faithfully practice the 3R principles of Reduce, Reuse and Recycle. By doing so, the elimination and reduction of packaging related wastes will reduce packaging costs as well as minimize the impact of packaging on the environment.

2.3 Hazardous Material Considerations

The U.S. Department of Transportation has established packaging regulations for materials determined to be hazardous as defined in two volumes of Title 49, Code of Federal Regulations (CFR-49), parts 100 through 177 and parts of 178 through 199. Included in this category are explosives, compressed gases, flammables, oxidizing materials, poisons, irritating materials, etiologic agents, blasting agents, radioactive materials, corrosives and hazardous wastes.

The first volume contains regulations on classification, packaging, marking, labeling, loading, paperwork and other issues. The second volume sets forth shipping container specifications for many types of materials.

All Suppliers shipping these type materials to Truck-Lite are required to adhere to these regulations. Copies of these regulations can be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402



3.0 Packaging Guidelines and Requirements

3.0.01 The appropriate size, strength and type of primary container must be chosen to support the mode of transportation, government and carrier regulations, product protection, transfer points, distance of travel and storage. The determination must be made to pack the products in a manually-handled expendable or reusable container, or a mechanically-handled (fork truck) bulk expendable or reusable container that could be subjected to UPS shipment. All containers and packaging should be designed with consideration given to ease of handling and product removal.

Recyclable materials should be used and recycled materials should be used where possible and with cost effectiveness.

3.1 Packaging Requirements

3.1.01 Individually Handled Packages **must not** exceed 35lbs per package.

3.1.02 New Package designs and packaging approvals **must** involve Truck-Lite Packaging Engineer.

3.1.03 Expendable Packaging **should** be made of paper materials.

3.1.04 Products and Materials **must** be packaged in an approved container at the time of PPAP.

The container size and style **must** remain the same. If a substitute container is necessary, it **must** be equal in overall size and style or smaller. **NEVER LARGER!** Truck-Lite Purchasing must be notified of any changes and should approve all changes.

3.1.05 It is **NEVER** acceptable to put **more** than the approved quantity in a Box.

3.1.06 Products and Materials **must** be shipped in the exact quantity ordered and packed in the approved container and in the approved case increments. The following examples are accepted exceptions to this:

- 1) Truck-Lite purchases an order quantity that is less than the standard case quantity.
- 2) Truck-Lite Purchasing approves a partial shipment.

NOTE: All Loads/Units and Cases that are shipped or filled with less than the standard case quantity **must** be marked and labeled as a partial. The marking or label **must** be clearly visible.

- 3) Truck-Lite Purchasing approves an overrun quantity.

4.0 Identification Guidelines and Requirements

The following instructions provide information regarding the proper procedures for addressing products and materials being shipped to and delivered to Truck-Lite. Suppliers to Truck-Lite **must** insure that all products and materials are correctly identified. Incorrect marking, labeling or printing information will be viewed as a non-compliance issue.

4.1 Labeling Guideline Information

The Automotive Industry Action Group's (AIAG) Trading Partners Labels Implementation Guideline (B-10) provides instructions for printing and applying identification labels to improve productivity and controls for both Truck-Lite and our Suppliers.

4.2 "Ship To" Label Information

All "Ship To" labels **should** be machine printed. The "Ship To" label **must** have the following information: 1) Correct address of the Truck-Lite plant, that the product or material is to receive the shipment/delivery.

4.3 "Product Identification" Label Information

All "Product Identification" labels **should** be machine printed. The "Product Identification" label **must** have the following information:

- 1) Item Number (Part Number)
- 2) Purchase Order Number and/or Release Number
- 3) Quantity per case.(container/package) Total pallet quantity is unacceptable!
- 4) Product/Material Description
- 5) Country of Origin

4.3.01 Each container, package, load or unit **must** have the "Ship To" and "Product Identification" label located where it can be easily seen and read. Pallet/unit containment (stretch wrap, shrink wrap, banding, etc. **must not** restrict viewing the label information.

4.3.02 For product/components/sub-assemblies that are identified as a necessary traceable product for forward lighting or other Truck-Lite Co LLC products that required traceability, it will be a requirement of the supplier to be able to supply internal traceability data for the product components/assemblies supplied to Truck-Lite Co LLC. For components that are determined, "traceable" data is required, will be identified in the quotation process by Truck-Lite Co LLC purchasing.

At a Minimum, the **AIAG B3 label** lot number data must be traceable to a supplier internal system that would be able to link the lot number and the contents of the container to the supplier's shop order/work order number. This shop order or work order number must have the following intelligence within shop order/work order:

1. Manufacturing build date of the container lot number.
2. Operator identification or work center number of the container lot number.
3. Total number of components manufactured to the lot number and linked to the Truck-Lite CO LLC purchase order.
4. Production line feed location, which plant the product was manufactured, if multiple supplier locations supply the same component.

The Desirable Traceability attributes for these components, in addition to the above items, would be the following:

1. Raw material lot numbers used to manufacture the components linked to the shop order.
2. Test data that validated the performance of the components linked to the shop order.
3. Calibration data that supports the test data to the facility's ISO certification.

4.4 "Packing List" Information

All shipments **must** have at least One "Packing List". The "Packing List" must have the following information:

- 1) Item Number (Part Number)
- 2) Purchase Order Number and/or Release Number
- 3) Purchase Order quantity
- 4) Product/Material Description
- 5) Total quantity shipped.
- 6) Country of Origin

4.5 "Load/Pallet Tag" Information

Packaging Products and Materials **must** have at least Two "Load/Pallet Tags". The "Load/Pallet Tag" must have the following information:

- 1) Item Number (Part Number)
- 2) Purchase Order Number and/or Release Number
- 3) Correct address of the Truck-Lite plant, that the product or material is to receive the shipment/delivery.
- 4) Quantity per pallet. Purchase Order quantity is unacceptable!

4.5.01 It is the Supplier's option to provide additional information.

4.5.02 All labels **must** be 6" wide x 4 high" (minimum size)

4.6 Pictorial Markings Information

Pictorial markings are the recommended solution when the package is passing beyond the boundaries of its indigenous language or when quick, clear recognition of handling requirements are needed. Recognized sources of Pictorial markings are: International Standards Organization~ISO 585; American Society for Testing Materials~ASTM D 5445; National Motor Freight Classification~NMFC Item 682-A. The Pictorials location, the number of Pictorials and the Pictorials size vary with the source. (ISO, ASTM or NMFC) The selection of the source will depend on the shipping environment. The Suppliers choice of a source and actual Pictorial marking must defer to National/Regional or Regulatory directives.

4.6.01 Attachment A-1 Examples of Pictorial Markings
(The examples do not show all of the potential markings)

4.8 Barcode Symbology

The use of the Barcode systems is intended to increase productivity, reduce costs and improve data accuracy. An important aspect of any Barcode is the quality of the printing. Suppliers have the responsibility to provide Barcode labels that meet the requirements of being readable Barcodes. Verification audits will be used in conjunction with statistical process control techniques to assure Barcode label quality.

Barcode specifications were developed in conjunction with the AIAG Shipping / Parts Identification Label Standard AIAG: B-3, 1984.

Truck-Lite's Purchasing Dept. can provide Suppliers with detailed information on UPC and Barcode requirements by referring to Truck-Lite's Engineering Specification #15ES6000.

- 4.8.01** The label size should be 6" wide by 4" high. The label paper should be white or a light color with bold, black printing or a dark contrasting printing.
- 4.8.02** The label can be pressure-sensitive or dry-gummed, as long as adherence is assured. Label application should be wrinkle-free.
- 4.8.03** Truck-Lite will inform Suppliers when UPC labels and marking are required.
- 4.8.04** A sample of the Barcode should be provided on the substrate that is going to be supplied. This will help to assure and to confirm the code is readable as it will be in actual production.
- 4.8.05** The "Container" label shall be used on individual packages/containers. The label should be located on two adjacent sides of each package/container. The upper edge of the label should be as high as possible on the package/container.
- 4.8.06** A "Master" label shall be used when multiple packages of the same Items are shipped together. The quantity listed on the Master label shall be the total in all of the packages.
- 4.8.07** A "Mixed Load" label shall be used when packages of different Items are shipped together. Each individual package should be identified with a separate Barcode label.
- 4.8.08** A "Destination" label shall be used to provide the exact shipping address of the receiving plant's location.
- 4.8.09** Attachment A-2 Examples of label locations



4.9 Identification Requirements for Packaging Materials

4.9.01 Corrugated Boxes will have the Box Certification, Recycling symbol, Date Manufactured and Truck-Lite Item Number. Location should be on the outside bottom flap. (if possible)

4.9.02 Printed Truck-Lite Company Logo will be clear and free of smudges.

4.9.03 Shipments of multiple containers or packages, each individual container or package **must** be consecutively numbered and marked where viewable. (e.g. 1 of 3, 2 of 3, 3 of 3) This is required to help eliminate the separation and loss of Items during shipment.

4.9.04 Truck-Lite's Item Number **must** be visually present on the Product, Material, Package, Container, Load or Unit.

5.0 Transportation Guidelines and Requirements

Suppliers to Truck-Lite should use the most economical mode of transportation consistent with the nature and the volume of the product. **In the event that Truck-Lite pays the inbound freight to our facilities, Truck-Lite Purchasing will provide a preferred carrier listing for carrier and billing information.**

The mode of transportation may influence the type of packaging and the quantity packed per container. Suppliers are responsible to efficiently and economically pack the product/material for the method of transportation and the type of handling planned for the final destination and its intended point of use.

When emergency shipments are necessary, the container, package, load or unit **must** conform to the rules and regulations of the carrier being used to expedite the shipment. Additional packaging protection may be required, such as strapping, shrink or stretch-wrapping or an over-pack, to allow for the possibility abusive handling to which the emergency shipment may be subjected.



6.0 Palletization / Containment Guidelines and Requirements

The pallet design and structure is a critical element to assure overall container / package performance, product quality, trailer utilization and warehouse efficiencies.

Pallet load containment must provide damage protection and optimum load performance with minimal environmental impact. Product damage and loads shifting caused by pallet performance will be reviewed as a non-compliance issue.

Pallets should be constructed to ensure adequate performance at the most economical cost.

Plastic pallets, special racks and other pallet types are acceptable when approved by Truck-Lite.

Contact the National Wood Pallet and Container Association (NWPCA) at 703-527-7667 for information regarding their Uniform Voluntary Standard for Wood Pallets.

Pallets being used Internationally **must** be treated and marked accordingly. Information regarding the regulations is available at; <http://www.aphis.usda.gov/ppq/swp/import.html>

6.1 Pallet Requirements

6.1.01 Truck-Lite's standard pallet size is 48" x 40" x 5". Pallet can have two-way or four-way access.

The pallet **must** have a fork-truck access of a minimum of 28" opening width and a 3 1/2" opening height.

6.2 Load/Unit Requirements

6.2.01 Load/Unit overall maximum size **must** be 48" x 40" x 48" (including the pallet)

6.2.02 Load/Unit **must not** overhang the pallet footprint of 48" x 40".

3.1.02 Mechanically-Handled Containers **must not** exceed 2,500lbs total weight including the pallet.

6.3 Load/Unit Containment Information

The method of containment can be accomplished with plastic strapping, stretch film, shrink film. Using Corner Board protection is encouraged to improve the integrity of the Load/Unit. Other methods can be evaluated for performance and environmental concerns with Truck-Lite as conditions warrant. Suppliers must select the optimum method which will provide damage protection and load containment with minimum environmental impact and be cost effective.

6.3.01 Attachment A-3 Examples of improper palletization



7.0 Packaging Agreement for Supplied Products & Materials

The terms and conditions for Truck-Lite's (Buyer) Purchase Order with your Company (Seller) shall be as follows:

7.0.01 General Packaging Procedure; All Products and Materials **shipped** to Truck-Lite Co., Inc. by the Supplier, **will be** marked according to the Truck-Lite's **Packaging** Guidelines and Requirements for Supplied Products and Materials manual.

7.0.02 Quality Inspections: The Supplier, prior to shipment, **must** inspect all Product Packaging and Markings. In the event that the shipment received at Truck-Lite Co., Inc. does not meet the **Packaging** Requirements, the following procedures will be applied:

- 1) Suppliers will be charged for non-compliance issues.
- 2) A report of the error(s) will be completed and reviewed with the Supplier. Photos will be provided if the conditions warrant.
- 3) The Product / Material will be subject to rejection and may be returned to the Supplier at the Supplier's expense.
- 4) The Product / Material may be reworked at Truck-Lite's discretion (to meet production and/or customer schedules) at the Supplier's expense.
- 5) Chronic reoccurrence of non-compliance will jeopardize the Supplier's consideration for future business.

7.0.03 Please sign, date and return this original to your Truck-Lite Buyer as confirmation that you accept and understand the terms/conditions of supplying Products & Materials to Truck-Lite Co.,Inc.

Company Name: _____

Company Manufacturing Location: _____

Company Representative(Print Name): _____

Company Representative's Title: _____

Company Representative(Signature): _____

Truck-Lite Buyer Name: _____ **Date Received:** _____

7.1 This Signed Agreement will be filed and maintained with the Supplier profile data.