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1. Process Definitions

1.1 Goal and purpose

a) It is the objective of **Robert Bosch (Australia) Pty. Ltd.** to standardize packaging & labelling to achieve :-

- Protection to the parts in transport, while packing parts in the most cost effective and efficient way for transportation.
- Improved part identification.
- Minimized &/or eliminated decanting and handling of packs from our suppliers to our production lines for direct use.
- Delivery in modules of all heavy loads (more than 14kgs) to enable mechanical handling (eg:- pallets and stillages, etc...).
- Parts supply systems to meet just-in-time (JIT) principles for manufacturing requirements.
- Effective and efficient handling of all incoming goods from receipt to warehouse locations.

It is RBAU's goal for all incoming parts to be delivered in modules suitable for direct use by production. It is therefore a requirement by RBAU that goods are supplied in acceptable packs to ensure efficient unloading and loading of vehicles, with all complete and accurate documentation.

b) It is the **supplier's** basic responsibility to:-

- Design their own packs complying with the RBAU guidelines, (as stepped out in this document), with assistance from RBAU packaging department.
- Obtain RBAU packaging approval before delivering any production parts using the packaging data forms.
- Correctly & clearly label all packages in line with RBAU standard labelling requirements (as stepped out in this document)
- Provide accurate delivery docket information.

1.2 Scope of application


The procedure applies to all Bosch packaging.

1.3 Tailoring Guideline

Not Applicable.

1.4 Process Description Diagram

Not Applicable.

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2. Definitions

RBAU – Robert Bosch Australia

ESD – Electrostatic Discharge

IPC, STD, and MIL 883 STD – ESD Packaging Standards

HAZCHEM – Hazardous Chemical

ECR – Engineering Change Request


RB – Robert Bosch

EDI – Electronic Data Interchange




ASN – Advanced Shipping Notification


STL – Ship to Line

IC – Integrated Circuit


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3. Process Description


ISPM15 Standard Applies to all Overseas Suppliers	<p>Any wood material used, (including pallets, boxes and crates), should be delivered and stamped according to ISPM15 standards set by IPPC (International Plant Protection Convention), which is a sub division of the FAO (Food and Agriculture Organization of the UN).</p> <p>For more info go to www.daff.gov.au/aqis</p> <p>Raw, brittle wood, straw, bark or similar material is forbidden. AQIS (Australian Quarantine Inspection Service) has the authority to stop a delivery, or repack a delivery that does not meet the ISPM15 standard. All related costs to the repacking or delay in such a shipment is the responsibility of the supplier.</p>
Pallets	<p>Goods packed on to a pallet must keep within the basic dimensions of the pallet. Protrusions and overhangs must be avoided.</p> <div style="display: flex; flex-direction: column; align-items: center;"> <div style="display: flex; align-items: center; margin-bottom: 20px;">  <div style="margin-left: 20px;">ACCEPTABLE</div> </div> <div style="display: flex; align-items: center; margin-bottom: 20px;">  <div style="margin-left: 20px;">PALLET PROTRUSION - UNACCEPTABLE</div> </div> <div style="display: flex; align-items: center;">  <div style="margin-left: 20px;">PALLET OVERHANG - UNACCEPTABLE</div> </div> </div>

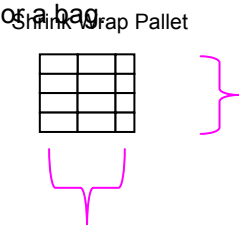
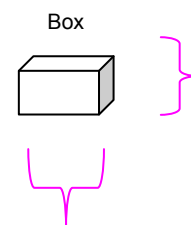
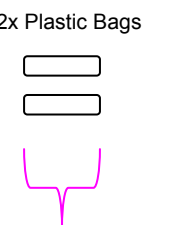
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Pallets cont...	<p>The use of the following pallet sizes are required 1100x1100mm, 1165x1165mm, 1200x800mm, 1200x1000mm. A pallets height should not exceed 1200mm.</p> <p>If the supplier deviates from these pallet dimensions, then they must seek approval from the RBAU packaging department via RBAU purchasing department.</p> <p>Pallets must not have non-like material attached to them eg:- no rubber or steel on plastic or wood pallets. No wood pallets treated with CCA (copper, chrome, arsenic) should be used.</p>
Substitute Packaging	If the packaging has been approved by RBAU and the supplier needs to deviate from the approved packaging, they must seek approval from the packaging department via RBAU purchasing department before making the delivery in the substitute packaging.
Returnable Packaging	<p><u>Local Suppliers (within Australia) :</u></p> <p>Returnable Packaging is preferred to be used between local suppliers and RBAU.</p> <p>Where returnable packaging is equal in quality and economic value, returnable packaging shall be used. Returnable Packaging must be designed to be cleaned, emptied/decanted and drained easily. The use of pool hired equipment needs to be authorized by RBAU packaging department via RBAU purchasing department. Pool hired equipment should be cleaned in rotation by the hire equipment supplier. Cleaning responsibility and purchase of the returnable packaging is to be negotiated with purchasing department.</p> <p><u>Overseas Suppliers :</u></p> <p>Returnable Packaging is not preferred unless it is equal in quality and economic value. Taking freight costs into consideration for the return of the packaging to the supplier. Returnable packaging will be accepted if the packaging has the ability to be pooled through multiple processes and partners. The use of pool hired equipment needs to be authorized by RBAU packaging department via RBAU purchasing department. Pool hired equipment should be cleaned in rotation by the hire equipment supplier. Cleaning responsibility and purchase of the returnable packaging is to be negotiated with purchasing department.</p>
Pack Weights	Individual packs must not weigh more than 14kg. Heavy loads should be delivered in modules which can be mechanically handled (eg: pallets, stillage etc...)
Pack Quantities	Pack Quantities must be consistent at all times
Bulk Packing	Bulk Pack is not preferred but is not forbidden. Parts may be bulked packed if quality and economically viable. Bulk Packing must be approved by RBAU Packaging Department via RBAU purchasing department prior to delivery. Bulk Packs must be made with at least 2 fold down sides to allow easy access for decanting purposes. The packs must be supplied on pallets/stillages/containers that are suitable for forklift handling.
Cleanliness of Packaging	The supplier is responsible for an appropriate storage (weather protected) area for the packaging. The packaging (including returnable) have to be stored in a way that contamination before, during, and after the production process can be avoided. If contamination occurs during this period Bosch has the right to reject the delivery and return the packaging back to the supplier for cleaning at the suppliers own expense. All goods must be delivered in good and dry condition (ie: must be adequately protected against moisture) and use protective angles or dunnage to prevent damage.

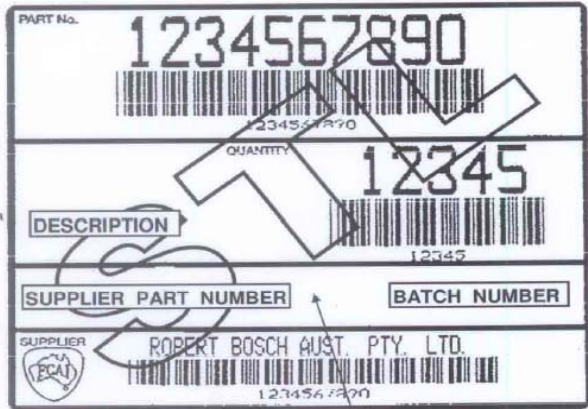
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Bosch Owned Packaging	Cleanliness of packaging (as per above) applies.
Packaging Design	Packaging should be designed to protect the parts firstly, with cost and environment issues closely second. Boxes should be designed to fit the parts as closely as possible, as not to create any space for the components to be able to move around in transport, causing damage.
Ensuring Safe Delivery	All shipping units must be packed by the supplier in a manner which is safe for transportation and protected from unauthorized access. Packaged items are combined to form a safe unit and must be safeguarded against slippage in transit. The top layer must be covered. Packaging of ESD sensitive devices (ie: Semiconductor parts) must be protected against mechanical/electrical damage & in particular electrostatic damage. Packaging & Labelling of ESD devices must be in accordance to recognized ESD packaging standards such as IPC, STD, MIL 883 STD, etc...All goods must be delivered in good & dry condition (must be adequately protected against moisture) & use protective angles or dunnage to prevent damage.
Packaging Tests	For certain products, packaging testing may be requested. All tests must be performed with a full pack to achieve viable results. Tests that we may ask the suppliers to perform are tests such as:- Drop tests, crush tests, vibration tests.
Plastic Trays	Any use of Plastic Trays must be made of High Impact Polystyrene (HIPS), polypropylene (PP) or polyethylene high density (PE) for recycling purposes. Any electronic components must be delivered using plastic trays made of antistatic material and must be free of particles to avoid contamination of parts. Antistatic requirements for plastic must be no less than 1×10^9 ohms to 1×10^{11} ohms (if the surface resistance is $>10^9$ ohms, the material has to discharge from 1000V to 100V within <2 seconds). <u>The leakage resistance measurement for the antistatic tray needs to be stated on the tray drawing and filled in on the Bosch packaging form from the supplier.</u> Trays, when emptied, should be able to be stacked within them selves for easy disposal.
Foam	Foam is <u>not</u> preferred for recycling purposes, however if <u>must</u> be used, foam must meet antistatic requirements and be particle free, as to not contaminate parts. Foam antistatic requirement is no less than 1×10^9 ohms to 1×10^{11} ohms (if the surface resistance is $>10^9$ ohms, the material has to discharge from 1000V to 100V within <2 seconds). <u>The leakage resistance measurement for the antistatic foam needs to be stated on the drawing and filled in on the Bosch packaging form from the supplier.</u>
Poly Bags & Shrink Wrap	<p>Poly bags and shrink wrap should be limited in use where possible. However, where required all electronic components or components that will be placed together with electronic components must be delivered using antistatic poly bags. Poly bags should be made of Low or High density polyethylene (PE).</p> <p>Poly bags only - The Bosch static requirement of the bags is, no less than 1×10^9 ohms to 1×10^{11} ohms (if the surface resistance is $>10^9$ ohms, the material has to discharge from 1000V to 100V within <2 seconds) ohms to 1×10^{11} ohms (if the surface resistance is $>10^9$ ohms, the material has to discharge from 1000V to 100V within <2 seconds). <u>The leakage resistance measurement for the antistatic bag needs to be stated on the drawing and filled in on the Bosch packaging form from the supplier.</u></p> <p>Any labels that are stuck on to plastic bags or shrink wrap, must be made from plastic or like materials for recycling.</p>

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Inadmissible Packing Materials	PVC, food-based packaging, plastic compounds (ie: mixes of plastics), coated cardboard and coated plastic bags (dry shield bags), foam, CCA treated pallets (copper, chrome, arsenic treatment), bleached un-recycled materials, a cumulative of lead, cadmium, mercury, chromium (VI) must not exceed the limit value of 100 ppm, Hessian bags, any packages not suitably designed for international transportation. These may only be used in exceptional cases, following consultation with RBAU.
Hazardous Materials	Inflammable and hazardous material must be clearly identified in line with HAZCHEM requirements.
Batch Coding	Batch Coding must be included on all container labels. This code must have reference to manufacturing dates for traceability purposes. The packed items should be packed in single-type batches. Parts of different releases must not be combined in one pack item. Pack one part type per container/pallet, (unless clearly marked "mixed load", (see shipping label "C").
Labelling of Materials with Limited Shelf Life	Labelling of raw materials with limited shelf life must comprise of the following :- <ul style="list-style-type: none"> • RBAU part number • Product Description • Supplier Part Number • Batch Number • Expiry Date • Quantity (unit of measure must be in-line with RBAU's orders) • "Kanban", "Faxban" or "STL (ship to line)"
Labels	<p>Labels must be made of the same or similar material in which they are placed on, to guarantee genuine recycling of the materials. Eg: <u>Paper labels</u> should be used if they are stuck onto <u>cardboard</u> and <u>Printable Plastic labels</u> should be used if they are stuck onto <u>plastic reels</u> etc...</p> <p>If the supplier wishes to deviate from this, they must seek approval from the packaging department via RBAU purchasing department.</p> <p>Labels <u>must</u> be placed on the most inner packaging and the outer packaging.</p> <p>EG:-</p> <p>RBAU part number, quantity and batch coding must be displayed on front (fork lift access) of every pallet lot in letters/numbers of 50mm.</p> <p>Labels should be always stuck onto the packaging and never put loosely inside a carton or a bag.</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>Shrink Wrap Pallet</p> <p>1xMaster Label "Outer Label"</p> </div> <div style="text-align: center;">  <p>Box</p> <p>1xShipping Label "Inner Label"</p> </div> <div style="text-align: center;">  <p>2x Plastic Bags</p> <p>2xShipping Label "Inner Label"</p> </div> </div>

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<p>Standard Labelling “Inner & Outer Labels, excluding Reels”</p>	<p>For all suppliers (Local and Overseas) the labeling and packaging must comprise of the following:</p> <ul style="list-style-type: none"> • RBAU part number • Product Description • Quantity (unit of measure must be inline with RBAU orders) • Batch number • Kanban, Faxban or STL (ship to line) • Expiry Date (when applicable) <p><u>There are 4 types of labels from the Federal Chamber of Automotive that RBAU have adopted.</u></p> <ul style="list-style-type: none"> • Shipping Labels : For small individual container/pack identification “see label A”. Labels need to be clearly marked when they are on Kanban, Faxban or STL (ship to line). The example in “A” is STL example. • Master Labels : For large stillage/bulk pack identification “see label B” • Mixed Load Labels : For unit loads on pallet/stillage comprising more than one part “see label C” • Break Point Labels : For identification of parts which have been modified or have materials, processes or source of supply changes “see label D” <p><u>Shipping Label “A”</u></p>  <p>Date Packed, Weight, Delivery Docket Number, Delivery Point, etc. Drawing Level (Refer Packing Conditions)</p>
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Master Label "B"



The Master Label "B" template is a rectangular label with a hatched border. At the top, it says "MASTER LABEL" in large, bold, sans-serif font. Below this is a table with three columns: "PART No.", "DESCRIPTION", and "SUPPLIER PART NUMBER". Under the "PART No." column, there is a small square box. Below the table, it says "PACKS OF" followed by a large empty space. At the bottom left, there is a small circular logo with "TEAL" inside, and the text "AFFIX DESTINATION LABEL HERE". At the bottom right, there is the text "AFFIX SHIPPING LABEL HERE".

Mixed Load Label "C"




The Mixed Load Label "C" template is a rectangular label with a hatched border. It features the words "MIXED" and "LOAD" in large, bold, sans-serif font, stacked vertically. Below this, it says "AFFIX DESTINATION LABEL HERE". At the bottom left, there is a small circular logo with "TEAL" inside.

Breakpoint Material Label "D"

On introduction of an approved modification(s) a breakpoint material label must be attached to every packing unit included in the said delivery docket. This label must be clearly visible from the outside of the packing unit and is used in place of the standard shipping label. As shown below the label will show the given details of the breakpoint change including the date of the change.

The first 3 deliveries after the introduction of the change(s) shall be clearly marked, "1st Breakpoint Material to ECR No....", "2nd Breakpoint Material to ECR No....", 3rd Breakpoint Material to ECR No....".


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PART NUMBER		
1234567890		
RAISED BY	QUANTITY	DETAIL OF CHANGE
J. BLOGGS		SCREWS -
ATTENTION TO		WEEK PHILLIPS
R. SMITH		HEAD NOW
BREAK POINT DATE		HEX HEAD
15/12/99		
APPROVED CONCESSION		CHANGE REFERENCE No.
3779		33 UR 1284
		ISSUE LEVEL
		25.03.93
SUPPLIER ACME PTY. LTD		


Please Note: Modifications to materials, parts or products, including changes to manufacturing methods or sub-contractors, **must not** be introduced without the prior approval in writing by RBAU.

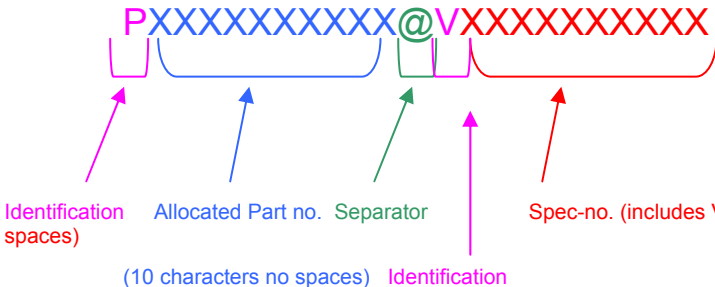
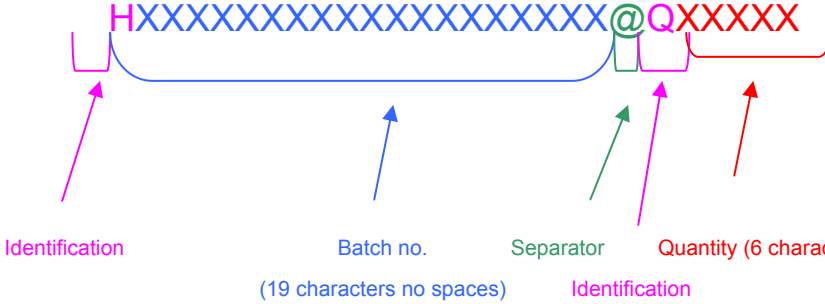
Kanban / Faxban / Ship-to-Line (STL) Label "E"


For suppliers on the RBAU STL/Kanban program the following must be carried out. All "STL/Kanban/Faxban" items must be accompanied by a separate delivery docket, which must have the words "Ship-to Line" or "STL", "Kanban", or "Faxban" clearly marked on it. The standard shipping label must have the letters "STL", "Kanban", or "Faxban" stamped across it respectively in light blue, light yellow and pink outline (see labels below).

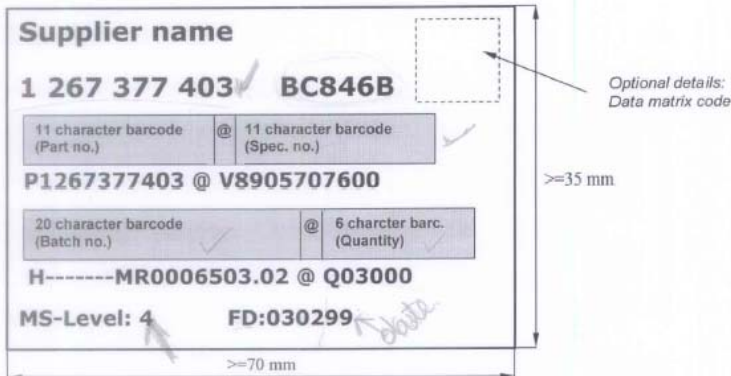
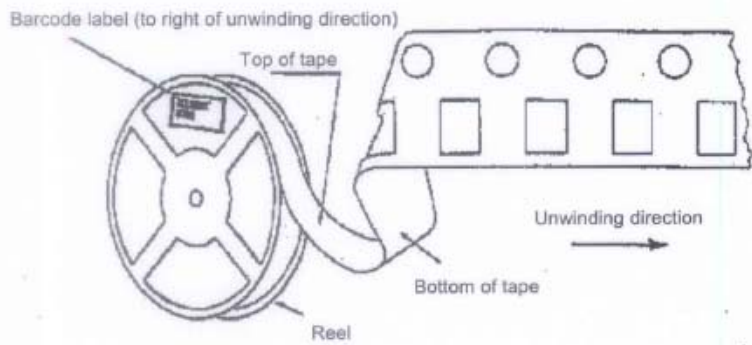
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	 <p>References:- FCAI (Federal Chamber of Automotive Industries) Labelling Standards Guidelines.</p>
Standard Labelling "Reels"	This governs the marking of the smallest packing units for the delivery of electrical/electronic & mechanical components. The use of standardised markings is required to prevent incorrect fitting in assembly, & to guarantee traceability. The smallest packing unit should therefore be provided with a barcode label as listed below.

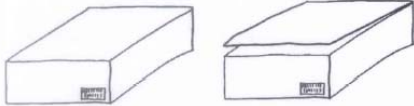
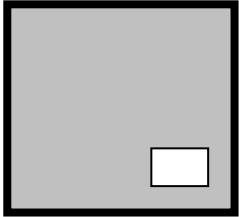
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	As a barcode	in plain text
Supplier Name	NO	YES-min. 3mm High & Bold
Part Description	NO	YES-min. 3mm High & Bold
Identification (P, V, H, Q)	NO	YES-min.2mm High & Bold
Bosch 10 digit part number	Barcode 1	YES-min. 3mm High & Bold
Bosch 10 digit spec. no#	Barcode 1	YES-min.2mm High & Bold
Manufactured Batch/Lot no#	Barcode 2	YES-min.2mm High & Bold
Quantity	Barcode 2	YES-min.2mm High & Bold
Date Code	NO	YES-min.2mm High & Bold
Moisture sensitivity: MS-Level	NO	YES-min.2mm High & Bold
Barcode 1	 <p>Note: No spaces. If the allocated part no. or spec-no. is not known or are identical, the distributor name has to be entered with 10 digits. I.e:- barcode with 11 characters; no spaces, to fill with zeros.</p>	
Barcode 2		
Unacceptable Characters	<p>To ensure smooth processing the following characters are not allowed to be used:</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> , ; : / ? ' " </div>	






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<p>Material</p> <p>Additional Requirements</p>	<p>To guarantee genuine recycling of the empty tape reels, the label should be made of printable plastic (similar to the reel material). Paper labels are permissible if a smooth read operation at RB is warranted.</p> <ul style="list-style-type: none"> The label must not protrude or cover the tape reel pockets. The label must be present on the tape reel, on the outer cardboard packaging and on the film packaging or the dry packs. Application of peel able labels on the drypack is allowed in principle. Application must be authorized by packaging department. <p><u>EXAMPLE OF LABEL</u></p> <p>Dimensions : >=70mm x >=35mm y</p>  <p>Dimension : >= 70mm x, >= 35mm y</p> <p><u>Attaching the Labels on a Reel</u></p> 
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	<p><u>Attaching the Label to a Box Foil Pack</u></p>  <p><u>Attaching the Label to a Blister or Foil Pack</u></p> 
Delivery Documentation for EDI Suppliers	<p><u>For all EDI Suppliers:</u></p> <ul style="list-style-type: none"> • One ASN per delivery docket • One delivery docket per scheduling agreement number • State agreement number (refer RBAU implementation guideline for Advance Shipping Notification).
General Delivery Documentation	<p>For each delivery there must be one delivery docket except PPAP which must be treated separately. For each delivery docket there must be only one part number per line item.</p> <p><u>Each delivery docket must contain:-</u></p> <ul style="list-style-type: none"> • RBAU part number • Quantity • Scheduling Agreement or Purchase Order Number • Product description • Supplier part number • Batch number • Number or containers/cartons • Vendor number/name & contact name & telephone number • Text indicating “Kanban item”, “Faxban item” or STL item” (Ship-to-line). <p>The delivery address & destination storage location (eg:- A2, A6 or A9) must be correct. It is not acceptable to have, eg:- PO box address.</p> <p>The delivery docket must state the supplier batch/lot number if applicable.</p> <p>PPAP or Breakpoint parts must be identified and highlighted on the delivery docket. It is essential that these parts are not mixed with production parts.</p> <p>The supplier must provide a separate docket for all supplier returnable packaging, eg: copper spools and pallets.</p> <p>All direct materials must have an RBAU part number detailed clearly on the delivery docket, such as oil stock.</p>

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Packaging Sizes	<p>Many Components are decanted into ESD containers and transported into production. Therefore parts must be packed to suit footprint for easy decanting into RBAU standard sizes. Outer packaging can be packed into boxes larger than Bosch standard size footprints, however internal packaging must allow for easy decanting into Bosch standard size containers as per below.</p> <p>RBAU standard decant bin sizes are as follows :-</p> <p>(Please use as a guide. Weight of box , and line set-up is also to be considered for each part.)</p> <p>Some products can be bulk packed (according to weight) & scooped into small boxes such as washers etc...</p>		
	 <p><u>GB-1205</u> <u>Internal LxWxH 140x85x70</u></p> <p>Washers (can be bulk packed <14kgs) Screws Small (Small order qtys, can be scooped) Clips Protective Caps (small order qtys) Gaskets Small (small order qtys)</p>	 <p><u>GB-1210 (1L)</u> <u>Internal LxWxH 160x103x70</u></p> <p>Small Bolts (can be bulk packed <14kgs) Bearings Pipes Small Screws Small (can be scooped) Nuts (can be scooped)</p>	 <p><u>GB-1710 (2L)</u> <u>Internal LxWxH 232x153x90</u></p> <p>Inductors Screws Large (can be bulk packed <14kgs) Connectors Small Clips Gaskets Small</p>
		 <p><u>12.5 Litre</u> <u>Internal LxWxH 345x235x150</u></p> <p>Brackets Small Connectors Small Spools Hubs Gear Assemblies Large Batteries Spacers Rivets Relays Small Plates Springs Small PVC Hose Small Housing/Covers Small</p>	 <p><u>25 Litre</u> <u>Internal LxWxH 518x335x140</u></p> <p>Brackets Large Connectors Large Antennas Valves Housing/Covers Large PVC Hose Large</p>

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	<u>50 Litre</u> <u>Internal LxWxH 518x335x295</u> Housing Large (Large order qty) Covers Large (Large order qty)	<u>Relay Bin</u> <u>Internal LxWxH</u> <u>670x135x115</u> IC's Switches Relays Connectors Large	
Carton Symbols	These are the symbols that need to be used on the outer boxes to advise the appropriate handling requirements.		
			
Breakable	This way up	Do not get wet	Recyclable
			
Do not double stack	Do not touch, electrostatic sensitive devices		


4. Process Indicators

Receipt of parts into RBAU which are packed following the guidelines outlined in this document.

5. References to Literature

Not Applicable.

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6. Attachments / Links

Not Applicable.

Review			Approval
Stakeholder: RBAU/CLP4 Clifford Moutou	Stakeholder: RBAU/PUR4 Daniel Schaeffner		Process Owner: RBAU/MAT-BPS Tony Alevizopoulos
Date:	Date:		Date:
Signature:	Signature:		Signature:

Edition	Date	Written by	Changes/Comments
1	Approval Date	CLP4-NK and	Initial Release of Work Instruction.