

## Supplier Packing & Marking Instruction

REVISION	1.0
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STATUS	Approved
APPROVED BY	N Bennett
DATE	02/07/2021
REVIEW	

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### 1: General

This instruction describes the general requirements for packing and marking of products. It should be applied when no other specific parking and marking instructions are described in an individual product specifications.

Recycling of materials is taken into consideration. Methods for marking and packing are chosen such that the impact on the environment is minimized.

Materials shall fulfill RoHS (2011/95/EU) and REACH (1907/2006/EG)

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### 2: Material

Label according to this document should be used for marking of products on smooth areas, which are not coated with silicone, resin or waxed. Surfaces such as:

- Corrugated cardboard and plywood.
- Powder coated steel
- Cable jackets with polyethylene.

Adhesive: Permanent.

Colour: White

Temperature: -40°C to +85°C

Air temperature tests according to ETSI EN 300 019-2-2 T2.3, table 5 (IEC 60068-2-14 test Nb).

Humidity tests according to ETSI EN 300 019-2-1, T1.3 E, table 6 (IEC 60068-2-56 test Cb).

Water tests according to ETSI EN 300 019-2-1 T1.3 E, table 6 (IEC 60068-2-18 test Rb).

Abrasion test shall be done on corrugated cardboard and plywood according to **IEC 60068-2-70** test Xb.

The adhesive shall be tested on surfaces, mentioned in sections 4.5.1, 4.5.2 and 4.5.3, according to **ASTM D 1000** where tapes required for electrical and electronic applications.

The recommended adhesive measure for approval

- Product and cable 0,15kN/m
- Packaging 0,30kN/m

### 3: Marking

### 3.1 Barcode and 2D

Code 128 is the barcode to be used for information on the labels.

When information is to be coded in a 2D then QR codes is to be used



## 3.2 Symbols

Symbols and information related to the handling of packaging and its contents shall be suitably placed outside of the package.



Marking of plastic components shall be done according to international harmonized plastic marking, ISO 11469 (material abbreviation under symbol) and SPI code (number in symbol), see figure 2.

For components using other materials, the recycling symbol (acc. To ISO 7000) shall be used and when applicable, combined with material codes together with requiring standard GB 18455-2001 as reference, (i.e. material not defined with material codes shall only be marked with the recycling symbol), see figure 3



The supplier may place other environmental symbols on other surfaces not visible when the box is put together.

## 3.3 Text

The information contained in the labels shall correspond to the information given within a purchase order. Printing such as text, symbols etc. should be Arial Narrow font and black coloured.

## 3.4 Marking on products



Each product shall be marked with suitable labels. Recommended labels and sizes, see following figures. The size of label may vary depending on product or otherwise specified within product technical documentation.

Small piece parts (such as adapters, connectors, screws etc.) which are packed in multiple numbers
within the same package, does not require any individual labels. Only a label on the package is
needed but must contain relevant quantity and UOM (unit of measure) information.

CE - marking and WEEE - must be applied on labels for products that are covered by those standards.

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Figure 4: Individual item label for closures, cabinets, backboards, tools etc. Size: 76 x 25mm Printer resolution: 300dpi



QC identification stamp

QC or identification stamps maybe used. These must not hinder the barcodes or other information captured on the labels





### 3.5 Marking on packages



21 01

QC 01

> A product packaging marking can also be a duplication of an existing product marking label if it includes country of origin (Made in) and CE-marking and WEEE-marking when needed.

Each package, bag, reel etc. shall be marked with suitable labels. Recommended labels and sizes, see following figures. The size of label can vary depending on package.

CE - marking and WEEE - marking must be applied on labels for products that are covered by those standards.

The package or label should not contain any other company logos.

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Figure 5: Label for package. Size: 101 x 64mm Printer resolution: 300dpi Information tabs in Arial Narrow Bold



Figure 6: Serial Number Label for package. Size: 101 x 64mm Printer resolution: 300dpi Information tabs in Arial Narrow Bold



Labels must be applied to the same end of the package, as shown above. Two labels required per outer casing/package.

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### 4: Packaging

Cables/cable assemblies must be individually coiled in suitable eco-friendly or recyclable bags. Longer lengths of 50m or greater will need to be coiled on suitable reels/drums. Multiple numbers of cable assemblies into suitable corrugated cardboard boxes shall be applied. For big cable/cable assemblies, it may be necessary to use cable drums that cannot be packed within boxes.

Products such as ODF units, backboards, closures, cabinets are individually packed in suitable corrugated cardboard boxes and/or wooden boxes.

Small piece parts (such as adapters, connectors, screws etc.) are usually packed in multiple numbers in the same package/bag. Multiple numbers of packed piece parts into suitable corrugated cardboard boxes shall be applied.

Boxes must **not** collapse when they are stacked nor make any harm on the products. It must be possible to stack outer packages (including pick and pack boxes) heavier than 13.6kg or larger than 56 litres to a height of at least 2.7m. It must be possible to stack smaller packages to at least 1.4m height. Must comply with **ISO 3676:2012**.

Packaging material must be designed to support use in all means of transportation: train, truck, air and boat. Must comply with **ISO/IEC Guide 41:2018**.

Packaging tape must be applied correctly, ensuring a secure bond and clean application and cut.

Outer transport packaging material must withstand being sprayed with water without the quality of the package being affected. Testing must be carried out according to **ASTM D 951**. Test parameters are 6mm/minute (6 litres/m<sup>2</sup>/minute) of water sprayed continuously for 15 minutes in accordance to **ETSI EN 300 019-1-2**.

Dangerous goods must be packed, marked and labelled as required by international standards and regulations for the transport of dangerous goods.

Packaging sets must be designed so that their footprint is the same as, or submultiple of a standard 1200 x 800mm transport pallet.

Total weight on a pallet must not exceed 850kg.

Suppliers must secure and guarantee correct and safe transportation. Package material must be sufficient quality, recyclable and fulfil relevant European and International standards.

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#### **5: References**

- RoHS 2011/65/EU
- REACH 1907/2006/EG
- ETSI EN 300 019-1-2
- CE EU regulation 765/2008
- WEEE Waste from Electrical and Electronic Equipment
- IEC 60068-2-70 Environmental Testing
- ASTM D 1000 Test methods for adhesive coated tapes for Electrical and Electronical applications
- ISO 3676:2012 Packaging specification for transportation of packages and unit loads
- ISO/IEC Guide 41:2018 Packaging for consumer needs
- ISO 11469 Plastics Generic identification and marking of plastic products
- GB 18455-2001 National standard of the People's Republic of China, Packaging Recycling Mark

### 6: Revisions



REVISION	DATE	CHANGES MADE AND REASON FOR REVISION
NO.		
1	02/07/2021	Creation of document