

## Evatec Guideline: Packaging and Labeling

### Brief description

This document summarizes the general standards concerning packaging and labeling according to the Evatec AG specifications.

### Items affected

All Evatec article

### Area of application, responsibility

This guideline is valid for all Evatec AG personnel and all external service providers and suppliers.

### Revision history

Version	Date	Author	Content / Changes	Approval: Sign / Date
1	21.01.2019	REW	First English translation	KEG / 22.01.2019
	16.06.2022	STTA	Document revised	PLM timestamp

The current version is in PLM. The German version is the original document, other languages are translations thereof.

### German Version

The German and original version of this document is stored in PLM as «DOC-129877 Verpacken und Etikettieren».

### Contact

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## 1 Packing instructions

### 1.1 Handling and packing

- After cleaning, always wear clean, lint- and powder-free gloves to handle the parts. Currently Weitacare Polymer Plus Latex gloves are used at Evatec AG.
- After cooling the parts down to room temperature in a clean environment, package the parts in polyethylene foil
  - in accordance with the terms in the order or,
  - when the order contains no stipulations, pack the parts in at least two layers and label them.
- Environments of cleanliness classes ISO 7 & 8 are needed for such a clean room. This requirement may also be achieved by working under a flow box.

### 1.2 Labeling

Following data must be printed on the labels:

- Evatec material numbers / index,
- material text,
- date, and
- according to the current technical standard a QR-Code.

- ① **The labels must be mounted on any layer of the packaging and on the transport packaging, and must be clearly visible from outside.**
- ① **All supplier part numbers, manufacturer's data and similar information on the packaging foil must be removed. Only Evatec part numbers must be evident.**
- ① **Orders that contain a bill of material on a purchase order item must be delivered as a set, clearly recognizable and traceable, with the associated bill of materials**

### 1.3 Required outcome

The aim of this guideline is to achieve that only

- parts cooled down in clean environment, following
  - immediately double-packed (at least),
  - by personnel wearing appropriate gloves
- are forwarded to shipment or storage.

This helps to ensure a preferably top-quality, consistent and clean packaging. This is valid for Evatec-internal packaging, but also for packaging conducted by our providers. It also helps to measure up to our customer's high expectations and demands.

## 2 Wooden packaging (ISPM 15 standard)

All wooden packaging must meet the international ISPM 15 standards.

## 3 Evatec Packaging Code

The Evatec Packaging Code is indicated in BPS.

BPS code	BPS text
<b>PC 0</b>	<b>Standard packaging, OEM supplier</b>
Packaging Standard	<p>General Industrial standard:</p> <ul style="list-style-type: none"> <li>⇒ No specific Evatec demands</li> <li>⇒ Packaging according to common standards, which assure the stability of quality and security of single parts, components and assembly parts</li> </ul> <p>Packaging:</p> <ul style="list-style-type: none"> <li>⇒ Synthetic boxes</li> <li>⇒ Synthetic pallets</li> <li>⇒ Wood pallets, Wood pallet with frame, Wood pallet with frame and cover</li> <li>⇒ Wood boxes</li> </ul>
<b>PC 2</b>	<b>Standard clean room packaging</b>
2 x PE-Foil, transparent	<p>Specification inner packaging:</p> <ul style="list-style-type: none"> <li>⇒ Two layers PE-Foil, transparent</li> <li>⇒ Break- and hit endangered single parts, components and assembly parts must be sheltered and stabilized with dust-free packaging material (see chapter 4 Work steps for PC 3 packaging, step <a href="#">005</a>).</li> <li>⇒ Shelter flanges, sealing surfaces, and so on with plastic covers (see chapter 4 Work steps for PC 3 packaging, step <a href="#">001</a>).</li> </ul>
Outer packaging	<p>Specification outer packaging (when not defined in the BOM):</p> <ul style="list-style-type: none"> <li>⇒ Preferably reusable packaging and synthetic boxes</li> <li>⇒ Encase synthetic boxes with transparent foil</li> <li>⇒ Carton boxes</li> <li>⇒ Wood pallets, Wood pallet with frame, Wood pallet with frame and cover</li> <li>⇒ Wood boxes</li> <li>⇒ Serial number must be apparent from the outside, for parts or assembly parts with an obligatory serial number.</li> </ul>
Labeling	<p>Specification labeling:</p> <ul style="list-style-type: none"> <li>⇒ One label with the material number has to be put on any foil layer and on the outer packaging.</li> <li>⇒ One label with advice for clean room packaging has to be put on the first foil.</li> </ul>




BPS code	BPS text
<b>PC 3</b>	<b>Packaging of process relevant parts</b>
3 x PE-Foil, transparent	<p>Specification inner packaging:</p> <ul style="list-style-type: none"> <li>⇒ First layer PE-Foil, transparent Parts with surface treatment (e.g. sand blasted, TWAS coated) must be vacuum-packed.</li> <li>⇒ Second and third layer PE-Foil, transparent.</li> <li>⇒ Break- and hit endangered single parts, components and assembly parts must be sheltered and stabilized with dust-free packaging material (see chapter 4 Work steps for PC 3 packaging, step <a href="#">005</a>).</li> <li>⇒ Shelter flanges, sealing surfaces, and so on with plastic covers (see chapter 4 Work steps for PC 3 packaging, step <a href="#">001</a>).</li> </ul>
Outer packaging	<p>Specification outer packaging (when not defined in the BOM):</p> <ul style="list-style-type: none"> <li>⇒ Preferably reusable packaging and synthetic boxes</li> <li>⇒ Encase synthetic boxes with transparent foil</li> <li>⇒ Carton boxes</li> <li>⇒ Wood pallets, Wood pallet with frame, Wood pallet with frame and cover</li> <li>⇒ Wood boxes</li> <li>⇒ Serial number must be apparent from the outside, for parts or assembly parts with an obligatory serial number.</li> </ul>
Labeling	<p>Specification labeling:</p> <ul style="list-style-type: none"> <li>⇒ One label with the material number has to be put on any foil layer and on the outer packaging.</li> <li>⇒ One label with advice for clean room packaging has to be put on the first foil.</li> </ul>



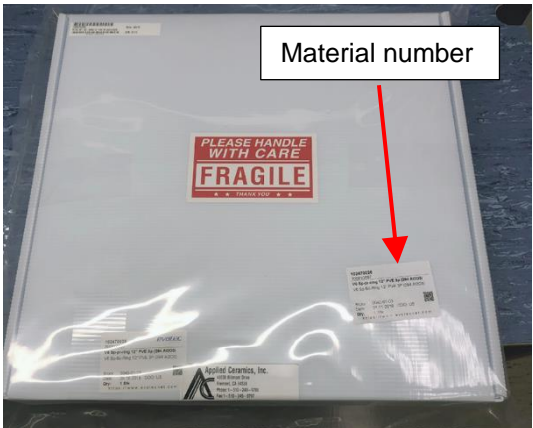
The steps for packaging according to packaging code PC 3 are shown in chapter [4 Work steps for PC 3 packaging](#).

All suppliers are required by Evatec to permanently improve the packaging and/or to advise the person in charge at Evatec AG about potential improvement opportunities.

Please send relevant information via E-Mail to [quality.notification@evatecnet.com](mailto:quality.notification@evatecnet.com).

#### 4 Work steps for PC 3 packaging

Step	Description, graphic presentation
001	<p>⇒ Shelter flanges, sealing surfaces, and so on with plastic covers.</p> <p>⇒ Uncovered air, gas, and media lines must be sealed with plugs or covers/caps.</p> 
002	<p>⇒ Shrink - wrap cleaned material into <b>transparent PE foil</b>.</p> <p>⇒ This foil must be suitable for clean room packaging.</p> <p>⇒ Parts with surface treatment (e.g. sand blasted, TWAS coated) must be vacuum-packed.</p> <p>⇒ Stick labels <b>Clean Room Packaging</b> and <b>Material number</b> on foil.</p> <p>① For parts with surface specifications on the drawing, for example, sandblasting, check these specifications and enclose the measurement protocol.</p> 
003	<p>Second layer: Shrink - wrap the already packaged material into <b>transparent PE foil</b> and label it.</p> 

Step	Description, graphic presentation
004	<p>Third layer: Shrink-wrap the already packaged material into an <b>additional PE foil</b> and label it.</p> 
005	<p>⇒ Break- and hit endangered parts must be sheltered additionally, e.g. by air cushion foil. ⇒ Use synthetic twin-wall sheets for stabilization and indicate accordingly.</p> <p>❗ <b>Carton must not be used.</b></p> 
006	<p>⇒ Put material in <b>outer packaging</b> and bring on the label <b>material number</b>. ⇒ If the outer package consists of synthetic material, it will be used in the clean room and has to be covered with an <b>additional, transparent PE foil</b>.</p> 

## 5 Labels

### 5.1 Label Clean Room Packaging

Label Clean Room Packaging,  
 BPS No.102346255,  
 can be ordered by Evatec AG.



### 5.2 Label Material Number

Example of an Evatec label

- \* mandatory
- \*\* mandatory for parts or assembly parts with an obligatory serial number

<b>*Material name / index</b>	
Drawing number / index	
<b>* Description (German)</b>	
Description (English)	
**SN:	
Date	
<b>* Quantity</b>	<b>*QR -Code</b>



**6 Packaging examples according to code PC 3**

