

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

The current version can be found within VI FLOW. Only the latest and released version is valid!
The German version is the original document, other languages are translations thereof.

*** This guideline replaces Working Procedure 300105138/OP1/000/05 (Instruction for Cleaning and Packaging).**

English version

This English version of the guideline is a translation of the German can be found within RL 2.2.00_Verpacken und Etikettieren as well.

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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.

- ❗ **The labels must be mounted on any layer of the packaging and on the transport packaging, and must be clearly visible from outside.**
- ❗ **All supplier part numbers, manufacturer's data and similar information on the packaging foil must be removed. Only Evatec part numbers must be evident.**
- ❗ **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
PC 0 Packaging Standard	Standard packaging, OEM supplier General Industrial standard: ⇒ No specific Evatec demands ⇒ Packaging according to common standards, which assure the stability of quality and security of single parts, components and assembly parts Packaging: ⇒ Synthetic boxes ⇒ Synthetic pallets ⇒ Wood pallets, Wood pallet with frame, Wood pallet with frame and cover ⇒ Wood boxes
PC 2 2 x PE-Foil, transparent Outer packaging Labeling	Standard clean room packaging Specification inner packaging: ⇒ Two layers PE-Foil, transparent ⇒ 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 Fehler! Verweisquelle konnte nicht gefunden werden. , step 005). ⇒ Shelter flanges, sealing surfaces, and so on with plastic covers (see chapter 4 Work steps for PC 3 packaging, step 001). Specification outer packaging (when not defined in the BOM): ⇒ Preferably reusable packaging and synthetic boxes ⇒ Encase synthetic boxes with transparent foil ⇒ Carton boxes ⇒ Wood pallets, Wood pallet with frame, Wood pallet with frame and cover ⇒ Wood boxes ⇒ Serial number must be apparent from the outside, for parts or assembly parts with an obligatory serial number. ⇒ One label with the material number has to be put on any foil layer and on the outer packaging. ⇒ One label with advice for clean room packaging has to be put on the first foil.

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

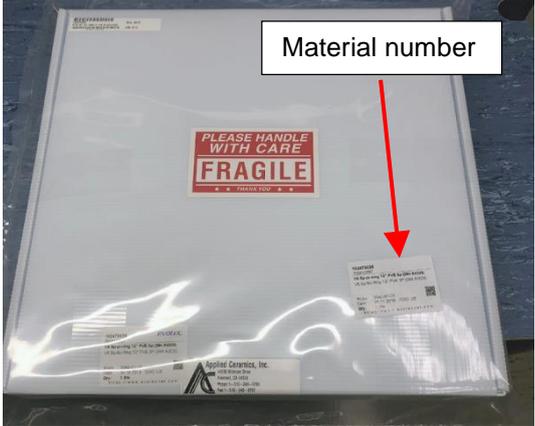
The steps for packaging according to packaging code PC 3 are shown in chapter [4 Work steps for PC 3 packaging](#).

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.

4 Work steps for PC 3 packaging

Step	Description, graphic presentation	
001	<ul style="list-style-type: none"> ⇒ Shelter flanges, sealing surfaces, and so on with plastic covers. ⇒ Uncovered air, gas, and media lines must be sealed with plugs or covers/caps. 	
002	<ul style="list-style-type: none"> ⇒ Shrink - wrap cleaned material into transparent PE foil. ⇒ This foil must be suitable for clean room packaging. ⇒ Parts with surface treatment (e.g. sand blasted, TWAS coated) must be vacuum-packed. ⇒ Stick labels Clean Room Packaging and Material number on foil. <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 transparent PE foil and label it.</p>	

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

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

6 Packaging examples according to code PC 3



