



PACBRAKE PACKAGING REQUIREMENTS

Pacbrake Company Ltd.

26688 56 Avenue

Langley, B.C., V4W 3X5

Canada

Phone: 604.882.0183

Website: www.pacbrake.com

INTRODUCTION

New suppliers shall be supplied a copy of this document by Purchasing to apprise them of Pacbrake's basic packaging and shipping requirements.

This document is intended for use by Pacbrake suppliers. The overriding requirement of the package is to protect and preserve the contents from transportation and handling damage. The supplier is responsible for the selection of packaging.

GENERAL REQUIREMENTS GOALS CONSIDERATIONS

The shipping system/strategy must be designed/selected to accomplish several goals:

- ▶ It must contain and protect parts
- ▶ Consider ease of economical packing and unpacking
- ▶ Maximize the number of parts per selected container while maintaining quality
- ▶ Be cost effective
- ▶ Keep the parts clean, corrosion free and ready for assembly

PART CLEANLINESS AND PROTECTION:

- ▶ All parts will be clean prior to packaging. Cleanliness of the part is not to be degraded by any of the packaging materials used to pack and ship. All parts being packaged must be free of dirt, rust, scratches, etc.
- ▶ When part shifting or rubbing will cause damage and/or entanglement of the part or package, separation is required.



- ▶ All fragile parts should be cushioned properly for protection from shock and vibration damage.
- ▶ Painted and/or Anodized surfaces must be protected against abrasions, nicks, scratches, dents, etc. Surface protection should be provided to any part which requires the need.
- ▶ Electronic parts will be appropriately protected from electrostatic discharges.

MANUALLY HANDLED SHIPMENTS (Packages):

- ▶ The gross weight of any one package shall not exceed 40 pounds, unless specifically approved by Pacbrake.
- ▶ The unsupported bottom of a carton must be able to hold the contents within the carton.
- ▶ Any part(s) or component part(s) weighing 40 pounds or more must be palletized.
- ▶ Packages which are handled by hand are subject to rougher handling than those handled mechanically, and consequently require more protection.

SPECIAL PACKAGING REQUIREMENTS (Air Shipments):

- ▶ Suppliers must understand packing limitations for air freight, and parcel delivery.
- ▶ The supplier will be responsible for providing additional protection on Air freight packages to offset the excessive handling that usually occurs in this type of transportation and handling. This may be through smaller box sizes and/or added protection internally to prevent damage.

PALLETIZED SHIPMENTS:

- ▶ Suppliers may **not reuse** any expendable packaging materials previously used in other shipments.
- ▶ All pallet loads must be adequately banded or secured to prevent shifting in handling and transportation.
 - ▶ Shrink or Stretch Wrap is acceptable.
 - ▶ Metallic or non-metallic banding is acceptable.
- ▶ Pallet load must not be leaning, bulging, unstable or over hanging.
- ▶ Pallet load must not overhang edge of pallet.
- ▶ Maximum weight per pallet should not exceed 2000 pounds, unless approved by Pacbrake.
- ▶ Broken or cracked pallets are not acceptable.
- ▶ Standard pallet dimensions shall be, a maximum of 48" L x 45" W x 45" H (deviation from maximum size must be approved by Pacbrake).
- ▶ Pallet shall support load without deformation that would affect load integrity.



IDENTIFICATION

- ▶ Incoming material is to be identified by the supplier with an identification label.
- ▶ All shipments are required to be easily and quickly identified. Each label should be placed on each individual shipping container. This label should contain:
 - Pacbrake part number (or Vendor part#)
 - Quantity
 - Pacbrake PO# when possible
- ▶ Labels on pallets should be located on two adjacent sides and also include the total weight.

REVISION DETAILS

REV #	DATE dd-mmm-yyyy	DESCRIBE THE CHANGE MADE	AUTHOR	REVIEWER	APPROVER(S)
1	04.16.2025	Document created	James Baldwin	J. Cannon	