



Engineering Specification Document

Title: General Packaging
Specification

Status: **APPROVED**

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SpecificationType: Design Specification
Customer:

Revision: L

1. Scope: The following requirements, outline the methods and materials to be used by Suppliers to ship materials and / or components to Harmac Medical Products.

2. General Requirements:

1. The methods and materials used by Suppliers to ship components and / or materials to Harmac Medical Products shall be adequate to insure items remain clean, and adequate to protect outer and inner surfaces of components from scuff marks or materials, and other defects which affect appearance, function or production assembly.
2. All components and materials shall be shipped to Harmac Medical Products in corrugated boxes or shipped utilizing an approved alternate method of packaging (such as pallets for large bulk items).
 - All materials are required to be packed in double poly bags and sealed shut unless prior approval is authorized as described in section 6 of this specification document.
 - All containers, gaylords and wooden pallets must be in good condition. Wooden pallets must have the heat treated stamp (when applicable).
 - Corrugated boxes shall be constructed of 200 lb. bursting strength minimum corrugated cardboard so as to permit palletization without crushing, bursting, bulging or damaging the stacked shippers or their contents.
 - Corrugated shipping boxes shall be sealed with an approved tri-way fiber reinforced paper or polyester tape.
 - The total case weight of any corrugated box shall not exceed forty five (45) pounds unless previously approved by Harmac Medical Products.
 - If possible, the unit size of the palletized or otherwise unitized components or materials shall be of a size not to exceed an outside dimension of 48" in length and 58" in height.
 - Unless otherwise approved by Harmac Medical Products, only components of the same designated part and lot number are to be placed in the same corrugated box, pallet or alternate approved shipping container.
 - All material and components are to be packed in uniform quantities in corrugated boxes or an approved alternate method per section 6 of this specification document, excluding partial shipments or the last of a shipment. Failure to comply with this requirement will be considered cause for rejection of shipment.
 - All materials and components shall be packed in a nested

fashion or stacked so they may easily be removed from the master package without damage or distortion.

- If during transportation product is subject to damage if double stacked, it is the shipper's responsibility to label "Do Not Top Load" or "Do Not Double Stack" where applicable. (Examples: Lightweight product, loosely packed product, tubing.)

3. **Marking/Labeling Instructions:** All materials or components shall be identified according to the standard instruction for marking listed below.
 1. All corrugated shipping boxes containing materials or components shall have the following information written, stenciled, or labeled in a contrasting (unless otherwise instructed).
 - Harmac part number and/or Supplier part number.
 - Quantity per container.
 - Description
 - Manufacturer lot number (one per box)
 - Unit of measure
 2. All materials on rolls shall have permanent affixed labels to the inner core. Supplier, date of manufacture, part number, and quantity (lbs.) are to be marked on each core label.
 3. If packaged on a pallet, pallet should have a label that provides entire pallet quantity.
4. **Packaging Adhesive or Coating:** The Supplier may use any standard adhesive or coating providing it meets the following requirements.
 - Shall impart no objectionable odor or color to the packaging structure.
 - Shall not be susceptible to bacterial or mold growth.
 - In addition, there shall not be excess or insufficient adhesive on glue laps.
5. **Packing Ticket/Certificate of Compliance/Certificate of Analysis:** A packing list must accompany each shipment. One (1) copy shall be placed in a water-resistant envelope and shall be securely attached to one of the corrugated shippers. The shipper shall be plainly marked on the top of the box "Packing List".
 1. A Certificate of Compliance (CoC), Certificate of Analysis (CoA), or equivalent must accompany each shipment unless otherwise noted on the component specification.
 2. The CoC/CoA, or equivalent must contain the following information, unless otherwise noted on the component specification:
 - Harmac part number and revision level
 - Harmac purchase order number
 - Component description
 - Manufacturer / Supplier lot number
 - Quantity shipped
6. **Alternate Supplier Methods:** If a Supplier is unable to comply with any section of this specification document, the Supplier's alternate method must be submitted to and approved by Harmac's Supply Chain, Quality and Engineering departments before such methods are considered as acceptable and any shipments to Harmac are made. Documentation of (with Harmac approvals) the approved alternate method shall be kept by Harmac in the Supplier's Supply Chain file and Receiving Inspection folder in the

QA/Receiving Inspection Lab for reference.

Document Revision History

Revision	PPCR	Date	Reason for Change
D	90-000	12/21/90	General revisions to section 3.
E	06-0207	05/09/2006	Update marking and packaging.
E	06-0207	06/02/2006	Correct typo.
F	10-0683	Nov 17, 2010	Clarify C of C requirements.
G	15-0990	Mar 24, 2016	Clarify packing ticket.
H	17-0075	Feb 21, 2017	Supplier clarity.
J	18-0124	May 15, 2018	Add requirement.
K	19-0635	Jan 13, 2020	Add requirement.
L	23-0645	Jan 9, 2024	Process improvement.

Shared Specification Details

Is this specification shared by more than one division ? ● Yes ○ No

Specification Shared by: Buffalo Castlereia Tijuana

Approval/Distribution List

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END OF SPECIFICATION