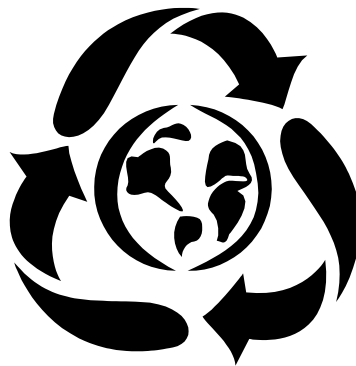


Supplied Component Packaging Guidelines

May 2004



INTRO

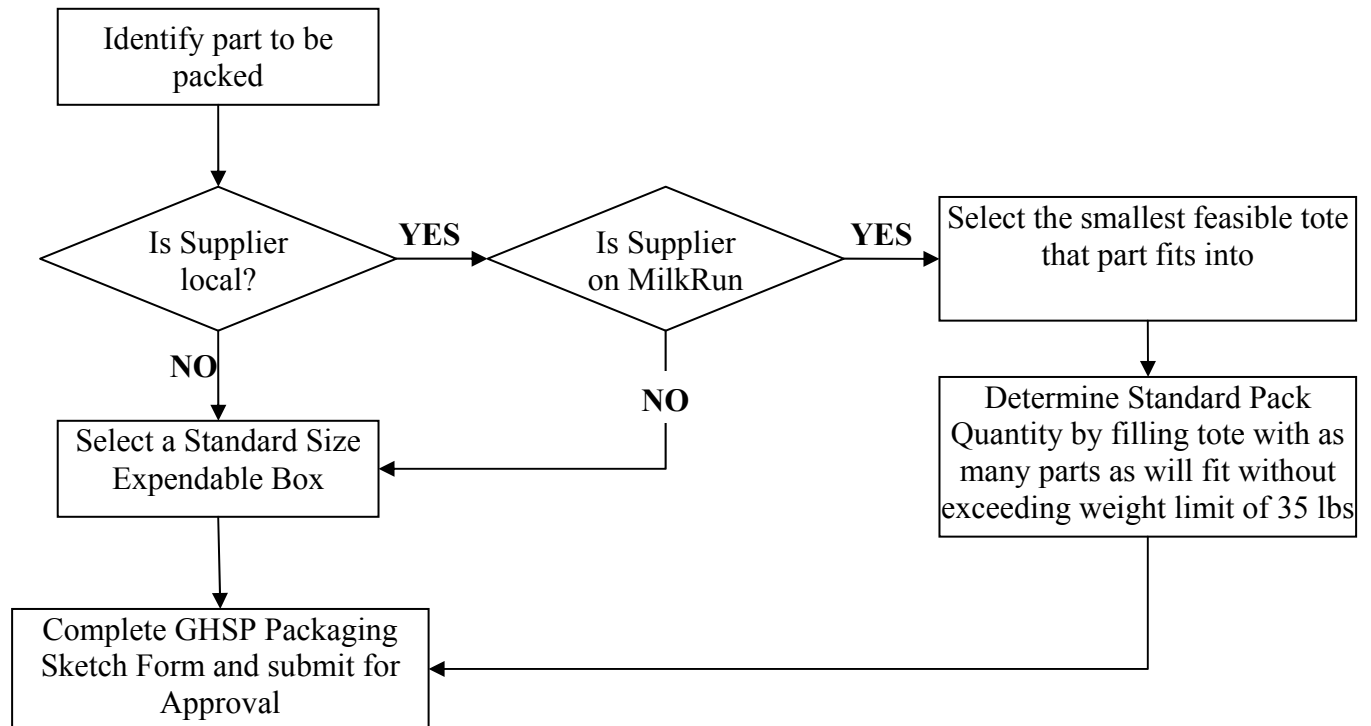
- Purpose
 - This document defines the core packaging guidelines to which each GHSP supplier must adhere.
- Goal / Mission
 - To take delivery of defect-free parts without damage, on time, cost effectively, directly and with as little handling as possible.

GENERAL REQUIREMENTS

- **Supplier Responsibility**
 - To use GHSP's packaging guidelines to determine the type of recyclable dunnage, containers and/or supplier-owned returnables used to design pack that ensures parts and all packaged shipments are received in acceptable (damage free) condition and are efficiently and economically packaged for the method of transportation and type of handling planned for the final destination and it's intended point of use.
 - Provide all dunnage necessary for component part packaging
 - Ensure part quality from point of manufacture to point of use
 - Obtain GHSP approval through completion of GHSP packaging sketch form, prior to ordering dunnage
 - Define Standard Pack such that container weight does not exceed 35 pounds when full
 - Maintain (repair/replace) supplier-owned containers with damage stemming from normal usage
- **GHSP Responsibility**
 - Provide GHSP-owned containers to supplier when approved for the returnable "tote" program.
 - Maintain (repair/replace) GHSP-owned containers with damage stemming from normal usage
 - Give input/guidance to part presentation & integrity
- **All recyclable dunnage, containers and supplier-owned returnables must be approved by GHSP packaging engineer.**
- **All Pallets MUST have 4-way entry**
- **Every container MUST have identification**
- **Dunnage should be REUSABLE/RETURNABLE whenever possible**

RETURNABLES VS EXPENDABLE

➤ Flow Chart to Guide Container Selection



➤ Returnables

- Returnable Totes should be the first option developed for components manufactured locally, in Michigan. Exceptions will be considered on individual case-by-case basis. Such exceptions could be for size of component, low usage of component and/or isolated location of manufacturing facility.
- Returnables may also be considered for components manufactured outside of Michigan in certain circumstances. Such as: when they are required to protect quality of part, and when the supplier recommends usage of supplier-owned returnables.
- See Appendix A for list of standard Tote sizes

➤ Expendables

- Expendable containers should only be used when returnables have been ruled out and they should be carefully chosen to match a standard tote size. (See Appendix A)
- Before shipping in non-approved expendable container, Supplier must contact their buyer or materials planner at the GHSP plant for approval to do so.

LABELING REQUIREMENTS

- Supplier must label each and every container/tote
- Standard size label – Nominal dimensions of 4” high & 6” wide
- Labels must include the following:
 - GHSP part number
 - Quantity
 - GHSP stores delivery location
 - Supplier name
 - Lot number
- The following data identifiers must be used:
 - Item Number P
 - Quantity Q
 - PO Number A or K
- Labels must be printed with black characters on white background
- Font used should be Sans Serif
- Adhesive labels and/or standard card stock labels will be accepted as dictated by the application
 - Labels must be placed in appropriate cardholders when present on totes – do NOT adhere label to tote
 - Labels must be affixed to corrugated boxes
- Labels must be verified as legible by the supplier and easily scanned.
- Questions regarding labeling should be referred to assigned GHSP Buyer.

➤ **GHSP Label Format**

PART NO. (P)			
		GHSP	
QUANTITY (Q)	DESCRIPTION		
PO# (A)	DEL LOC	ENG. LEVEL	
SERIAL (S)	LOT CONTROL NUMBER		

TIMING / APPROVAL PROCESS

- GHSP Packaging Guidelines will be posted on the GHSP Supplier website and will be referenced in the RFQ.
- Supplier's initial quote should contain a separate line item detailing the cost of packaging the component in completely expendable materials. (Cardboard box and disposable dunnage)
- Supplier should submit GHSP Packaging Sketch Form electronically to e-mail address packaging@ghsp.com with details of proposed permanent pack for approval prior to PPAP. (Supplier may be asked to submit a sample pack for approval prior to PPAP if deemed necessary)
- GHSP will release sample of GHSP-owned tote to supplier if requested to help determine Standard Pack
- Supplier should utilize approved permanent pack for PPAP submission and all following component deliveries. Any deviation from approved pack must be cleared with the assigned GHSP materials planner or buyer.

GHSP STANDARD TOTE SIZES & COLORS

Standard Orbis Tote Sizes	Dimensions (l x w x h)
SMALL-5	12 x 7 x 5
MEDIUM-5	12 x 15 x 5
MEDIUM-7	12 x 15 x 7.5
MEDIUM-9	12 x 15 x 9.5
LARGE-5	24 x 15 x 5
LARGE-7	24 x 15 x 7.5
LARGE-9	24 x 15 x 9.5
LARGE-11	24 x 15 x 11
LARGE-14	24 x 15 x 14.5
X-LARGE-7	24 x 22 x 7.5
X-LARGE-11	24 x 22 x 11
X-LARGE-14	24 x 22 x 14.5

COLOR	PRIMARY USAGE
BLUE	Internal Moldings, Assemblies & Repacked Parts
GREEN	Purchased Parts & Outside Services
GREY	Dirty / Oily Parts
YELLOW	Electronic Components & Special Situations
ORANGE	Reserved for Special Situations
TAN	Reserved for Special Situations
BLACK	Electronics requiring ESD Materials

GHSP STANDARD EXPENDABLE BOX SIZES

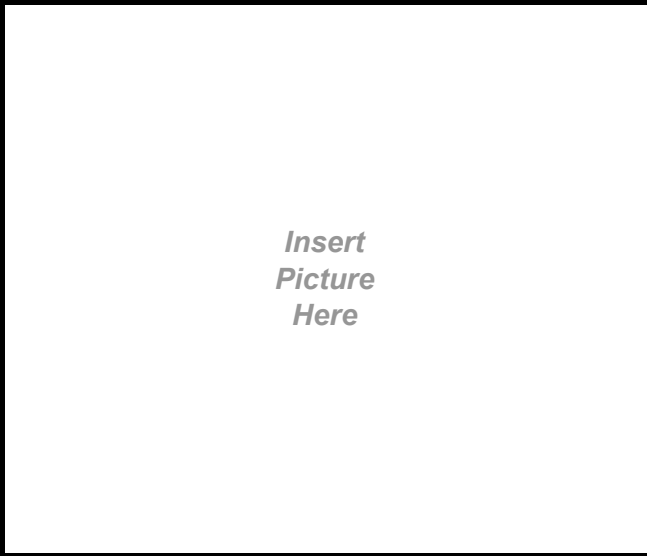
EXPENDABLE CONTAINERS SHOULD BE DEVELOPED TO MATCH OUTSIDE DIMENSIONS OF CLOSEST RETURNABLE TOTE SIZE IN ORDER TO FIT GHSP RACKS

GHSP PACKAGING SKETCH FORM

SUPPLIER: _____
PART NAME: _____
PART NUMBER(s): _____

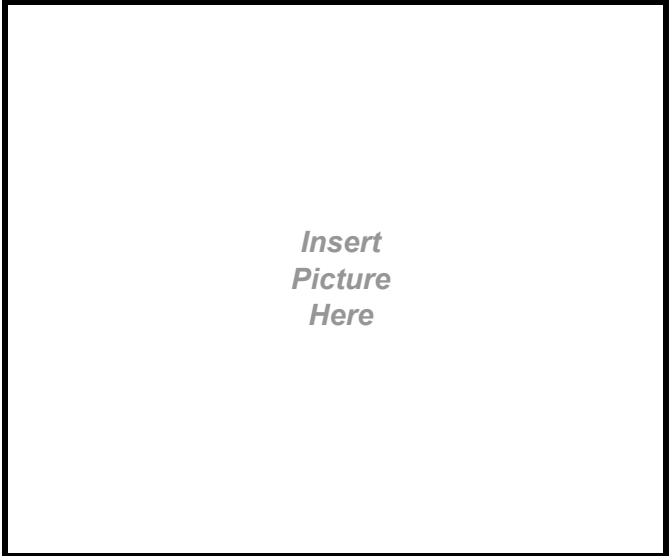
SUBMITTED BY: _____
DATE SUBMITTED: _____
PACK REVISION #: _____
PROGRAM: _____

1. PART PHOTOGRAPH



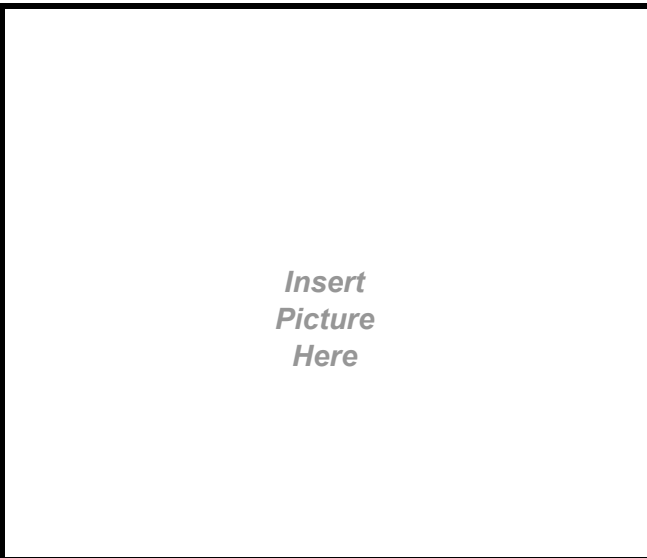
PART DATA:
PART WEIGHT: (lbs) _____
PART DIMENSIONS: (in) _____

2. DUNNAGE PHOTOGRAPH



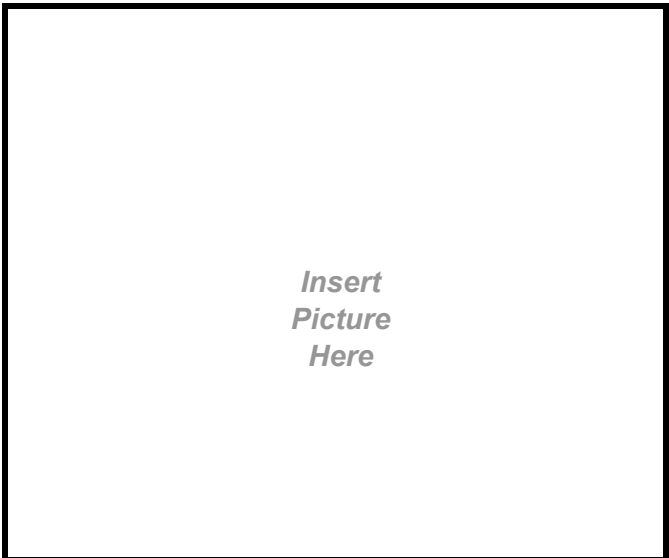
DUNNAGE DATA:
OF PIECES PER CONTAINER: _____
 Expendable Returnable

3. CONTAINER PHOTOGRAPH



CONTAINER DATA:
CONTAINER TYPE: _____
QUANTITY OF PARTS PER CONTAINER: _____
LOADED GROSS WEIGHT: (lbs) _____
CONTAINER DIMENSIONS: _____

4. OVERALL PACK PHOTOGRAPH



OF CONTAINERS PER PALLET: _____
PALLET TYPE: _____
PALLET DIMENSIONS: _____
GROSS WEIGHT: _____
OVERALL PACK DIMENSIONS: _____

GHSP Signature: _____

Approval Date: _____