 STANDARD OPERATING PROCEDURE	Description: OPERATING PROCEDURE REILOY USA VENDOR PACKAGING STANDARD		Tab: 3
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Revision History	Description of Changes	Approved By	Date

Purpose/Scope:

To ensure packaging integrity and eliminate damage to purchased components en route to Reiloy USA.

Related Documents:

Procedure:

1. RUST PREVENTION:


- All parts must be protected using a Non-Hazardous rust inhibitor (e.g.: paper, plastic, spray, dip) or a combination of these should be used to ensure parts are free of rust upon arrival at Reiloy USA

2. WOOD REQUIREMENTS:

- All wood used must adhere to ISPM 15 requirements when required or requested by Reiloy USA

3. FRONT END COMPONENTS-EXCLUDING SCREWS AND BARRELS:


- Any package under 50 lbs. can use a cardboard package reinforced as needed depending on component characteristics to prevent damage during shipping
 - o All empty voids inside the package needs to be filled with crate paper, bubble wrap, or any other acceptable packaging material to eliminate movement of the components
- Multiple parts in the same package need to secured/protected in a manner to ensure parts do not sustain damage during shipping

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- Any package over 50 lbs. requires a reinforced wood box designed to be move via fork truck
 - o Minimum thickness/material accepted is 3/4" OSB
 - o Parts need to be braced with wood and screws inside the box to eliminate movement of the components
- All wood packaging must use screws to attach the lid to the package for ease of removal upon arrival at Reiloy USA
- Steel banding strips are required for all reinforced wood packaging
 - o The number of strips used should be consistent with the size/weight of the package (Minimum of 2)

4. SCREWS, BARRELS AND ALL OTHER LARGE COMPONENTS:


- Any package under 150 lbs. requires the use of a REDDI-CRATE® with a .250" minimum wall thickness, or equivalent cardboard product that shares the same or better physical properties in strength and rigidity
 - o Dimensional wood is acceptable if REDDI-CRATE® or equivalent is unavailable. In this case guidelines for packages over 150lbs must be followed
 - o All empty voids inside packages needs to be filled with crate paper, bubble wrap, or any other acceptable packaging material to protect all components from damage during shipping
 - o REDDI-CRATE® or equivalent needs to be taped shut with a minimum 100 lbs. / in. tensile strength reinforced filament-shipping tape
 - If a REDDI-CRATE® is used, the ends will need to be fastened shut with wood blocks and screws

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- Tape is required on each end and every 3 feet thereafter
- Any package over 150 lbs. requires a reinforced dimensional wood (e.g.: 2x4, 2x6, etc.) box designed to be move via fork truck
 - Parts need to be braced with wood and screws inside the box to eliminate all movement of the component
- Steel banding strips are required for all packaging over 150 lbs.
 - Install steel banding strips on each end of the package and every 3 feet thereafter
 - (Minimum of 2 steel banding strips per package)
- All wood packaging must use screws to attach the lid to package for ease of removal upon arrival at Reiloy USA
- Multiple parts in the same package need to be secured/protected in a manner to ensure parts do not sustain damage during shipping

5. REILOY USA SUPPLIED PACKAGING:

- Components shipped to any facility may use original packaging to pack and ship product back to Reiloy USA
 - All tape, screws, wood bracing, packaging materials and steel bands are to be reinstalled in/on packaging before shipping back to Reiloy USA
 - A Minimum of a 100 lbs./in. tensile strength reinforced filament-shipping tape is to be used and installed in the same locations as when the item was received at your facility

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- Packaging that is damaged upon receipt and cannot be returned to the original condition as it was received will need to have new packaging supplied according to this REILOY USA VENDOR PACKAGING STANDARD