

		<b>Process Reference</b> <b>JJS-WI-059</b>	<b>Issue Status</b> <b>1</b>
<b>Process Title:</b> <b>Supplier Packaging &amp; Labelling Guidelines</b>			
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<b>Issue</b>	<b>Date</b>	<b>Description of Changes</b>	
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**Note: Latest amendments are highlighted in BLUE**

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**A. Introduction**

The purpose of packaging is to protect, contain and preserve a product and to support more efficient handling, receipt and presentation into warehouse and production areas.

This specification provides instruction and guidance to suppliers for JJS Manufacturing's labelling and packaging requirements.

**B. Procedure**

1. JJS Manufacturing has the right to reject a delivery when the delivery does not meet the requirements stated in this document
2. Products should be packaged, labelled and clearly identified with the correct accompanying paperwork
3. Costs made due to rework activities with respect to packaging and/or labelling may be charged back to the supplier by JJS
4. All Packaging, labels and information, whether in the form of words or signs should conform to the Health & Safety Executive (HSE) guidelines and any relevant legislation at the time of shipping

**C. Paperwork**

1. Each delivery shall be accompanied by a delivery note.
2. For national shipments 1 copy is required, for shipments from abroad 2 copies shall be presented. Each delivery note shall include;
  - **Total Number of Packages or Pallets**
  - **Total Weight (gross)**
  - **JJS Purchase Order Number**
  - **JJS Material Description**
  - **JJS Part Number**
  - **Quantity per delivery**
  - **Unit of measure**
  - **Country of origin**
  - **Intrastat Code**
3. The packing list should ideally be attached to the outside of the carton in a self-adhesive clear or 'documents enclosed' envelope.
4. On a pallet shipment, the product identification on each carton and location of the packaging list should be clearly visible, and if placed inside a carton must be readily accessible.

**D. Packaging - Internal**

1. When different types of packing materials are used separation of the materials must be easy
2. Free flow materials such as sawdust, shredded paper or expanded polystyrene peanuts etc. must not be used

**E. Packaging – External**

1. Product packaging should not be over specified nor minimised to a point that it fails to fulfil its function
2. Consideration must be given to the environmental impact of the packaging with regards to its manufacture and disposal
3. The product description and quantity on pallet labels must be readable from a distance of 3metres in well-lit or daylight conditions
4. All packaging should be fit for purpose intended and should be sufficiently high quality to withstand travel from the supplier to any of JJS's global manufacturing sites
5. All deliveries shall be appropriately packed in order to be easy to handle by hand or by mechanical devices such as pallet handlers or forklift trucks.
6. Different materials and products are allowed on one pallet but separate packaging, identification and labelling per product is required.
7. All Packaging shall be designed according to European regulations, e.g. EN13427, ISPM 15 Packaging materials have to be marked with the appropriate recycling symbols. Symbols on synthetic packaging material shall be in conformity with DIN 6120. For cardboard the RESY symbol shall be used, but other types are also allowed.
8. Except for the pallets, the use of wooden packaging materials shall be avoided.
9. If goods are of an irregular shape they should be boxed in stackable outer
10. Special Requirements:-
  - a. Printed Circuit Boards (PCBs)
    - These should be sealed and free from condensation
  - b. Metalwork
    - These should be protected to ensure there is no possibility of damage through normal handling through stores and operations areas up to the point of use
    - Products shall be delivered burr, oil and grease free unless specifically required

## F. Pallets

1. Only Euro stamped (1200 x 800 mm) or UK (1200 x 1000mm) shall be used.
2. Pallets with other dimensions have to be approved by the responsible JJS buyer.
3. Packages, including reels, should be stacked within the dimensions of the pallet.
4. Items overhanging from the pallet will not be accepted
5. Packages should be stacked on the pallet in such a way that they will not damage other packaging and their products.
6. The standard stack height is 1.10 m, pallet included.
7. Exceptionally the stack height can be up to 1.60 m, only after agreement.
8. After removing strapping or wrapping materials, pallets shall remain stable.

## G. Labelling

1. All product information describing the contents together with the bar code must be shown on two adjacent vertical sides, so that when the product is stored in its normal position it can easily be read whether it be horizontally or vertically stacked.
2. Each delivered packaging unit shall be labelled with information mentioned under D.2.
3. The number of items per partial package must be indicated.
4. Labels must be visible and legible when the material is palletised.  
Mandatory Label Information:
  - a. JJS Purchase Order Number (s)
  - b. JJS Purchase Order Revision Number
  - c. JJS Part Number (s)
  - d. JJS Material description
  - e. Quantity of Parts
  - f. Unit of Measure
  - g. Origin e.g. Made In \*\*\*\*\*
  - h. Batch Number
  - i. Intrastat Code
  - j. Weight in kilograms
5. One extra line mentioning manufacturing reference is allowed
6. All carton labels must be visible and legible when the material is palletised
7. Each pallet will be identified with a label
8. Delivery labels should clearly state from where the shipment is from and where it is going
9. In case different orders are collected on one pallet, the pallet should also be identified with a separate A4 paper mentioning "**MIXED PALLET**".
10. Print colour is **Black**.
11. There may be circumstances when it is not possible to comply with all the packaging and labelling requirements, for example very narrow or small packages, irregular shapes, but in all cases the minimum information required on each pack should be an item number and purchase order number

## H. Bar Coding

1. Barcodes should conform to EAN/UPC and ITF 14 requirements
2. They should be properly sited for ease of scanning
3. Use of [www.gs1uk.org](http://www.gs1uk.org) is a good reference point

## I. Weights and Handling

1. Consideration should be given to the weight of filled boxes in accordance with Health & Safety Executive guidelines and JJS risk assessment procedures.
2. All packages should specify the weight
3. The maximum weight of a unit package is 16 kg
4. All packages or boxes should have the gross weight clearly marked on the outside

### References and useful links

[http://www.legislation.gov.uk/ukxi/2015/1640/pdfs/ukxi\\_20151640\\_en.pdf](http://www.legislation.gov.uk/ukxi/2015/1640/pdfs/ukxi_20151640_en.pdf)

\*\*\*ENDS\*\*\*

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