

Instruction  
General Packaging Directive

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1 Aim and Purpose

The general packaging guideline contains the applicable regulations for all maxon motor GmbH suppliers and pursues the goal of optimally protecting the packaged products, designing the packaging in an ecologically correct manner and carrying out the processes efficiently.

2 Scope

The scope extends to all deliveries and is binding on all suppliers.

3 Litigation Responsibility

The supplier is responsible for the implementation.

4 Definitions and abbreviations

N/A	N/A	N/A
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5 Co-Applicable Documents

Not relevant to this document.

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#### 6 Fundamental

- The supplier chooses the packaging in such a way that the goods arrive dry (with the exception of preservatives) and free of dirt and damage (e.g. scratches, pressure points, sanding marks, breakage).
- Sensitive surfaces (finely machined outer surfaces, sealing surfaces, external threads, visible surfaces, etc.) must not touch each other.
- The sticking on the reusable packaging is not permitted.
- For handling reasons, a packaging unit should not exceed the weight of 15 kg.
- Appropriate corrosion protection and necessary pre-treatments must be provided. Corrosion protection also includes protection against the formation of condensation. This protection also includes transport and storage, and protection must be ensured for the storage period of at least 12 months.
- In order to be able to clearly identify the goods, the material may only be delivered by type and with clear identification.
- If the delivery consists of several packaging units, each packaging unit must be visible from the outside and marked with at least the following characteristics: article number, quantity, batch assignment if available.
- If compliance with the guideline is not possible during the contractual relationship, even for a short time, the purchasing department of maxon motor GmbH must be informed immediately.
- maxon motor GmbH reserves the right to complain about unsuitable packaging and to demand a modified packaging. The supplier of the packaging in question may be obliged to repackage the delivery.
- Coordinated, individual regulations generally take precedence over this general packaging directive.

#### 7 General Packaging Rules

- Smallest possible package size
- Heavy downwards, light upwards, sensitive inwards
- Compact packing without cavities
- Contact of the components must be avoided
- Upholstery: soft for light, hard for heavy
- Upholstering corners and edges
- Securely seal parcels

#### 8 Outer and inner packaging

- For pallet delivery, (preferably Euro format 1200x800 mm) with a max. Height of 1800 mm, the goods must not protrude beyond the edge of the pallet.
- Euro pallets must be exchangeable .
- The individual packaging size must be chosen in such a way that the Euro standard (external dimensions max. 400x300) is complied with. The agreed delivery quantity should fill the volume of the individual container. The maximum weight of 15 kg should be taken into account. Any empty spaces that arise must be filled with suitable cushioning material.
- If you deliver in reusable packaging, you (the supplier) are responsible for choosing suitable inserts for new items in the containers from our range. If suitable assignments are not available and costs for their

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development are to be expected, you must contact your contact person in our purchasing department in advance.

- The packaging provided may only be used for deliveries to maxon motor GmbH, Untere Ziel 1, D-79350 Sexau, Germany. Any other / further use is not permitted.
- If you do not deliver in reusable containers, you must choose the inner packaging or product packaging so that it fits into our reusable containers. Removal from the reusable container must be simple and efficient. The internal dimensions are: 356 x 256 x 110 mm (L x W x H).
- In rare individual cases, we will provide you with detailed packaging instructions in advance.
- If you have any technical questions about packaging, you can contact the responsible persons at [verpackungsplanung.mms.de@maxongroup.com](mailto:verpackungsplanung.mms.de@maxongroup.com)

## 9 Oxidation protection for non-ferrous metals

- Non-ferrous metals require additional protection if optical changes (tarnishing) or corrosion can occur due to transport / environmental influences (e.g. Pitting corrosion of aluminium due to a highly acidic or highly alkaline environment).

## 10 ESD

- In the case of components that are at risk of ESD, each packaging unit must be marked with an ESD symbol.
- Requirements for packaging according to DIN EN 61340-5-3 in the currently valid revision.