



WKW Gruppe

Instructions for Overseas Shipping

Version 1.0 (Status 11/2008)

Applicable for

Walter Klein GmbH & Co. KG, Wuppertal and Bad Laasphe

WKW-SUMA GmbH, Wuppertal

Erbslöh Aktiengesellschaft, Velbert

Erbslöh Aluminium GmbH, Velbert

PEAK Werkstoff GmbH, Velbert

WKW Erbslöh Automotive GmbH, Wuppertal

EA Dachrelingsystem GmbH

WKW Erbsloeh North America, Inc

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Note:

This instruction manual is subject to the revision service. The current version is available at www.erbsloeh.de or www.wkw.de (in the download area).

1 Foreword

These instructions for overseas shipping provide information on the use of packaging. They show the executing person/function how the goods are to be safely and optimally packed and which markings and documents are required.

They simultaneously help purchasing executives in showing suppliers the use of correct packaging for overseas shipments and are a useful aid for forwarding departments in the training of employees.

The selection of correct packaging containers and packaging aids has a direct impact on the loading safety, damage prevention and storage, handling and transports costs. The main tasks of transport packaging are namely:

The protection of goods against loss, damage and deterioration in value, the protection of people, the environment and the means of transport against damaging effects on the goods and simultaneously allowing a high degree of automation and rationalization of storage, handling and transport processes can only be guaranteed by a careful selection of shipping methods, packaging containers and packaging aids and a professionally performed packaging.

This instruction manual is of a recommending nature only. Where possible, the following descriptions refer to further sources of assistance and addresses. It is particularly pointed out that the contents of this instruction manual do not release the executing person/function from the liability for damage caused for example by poor packaging or insufficient corrosion protection. The executing person/function is also not released from his/her/its obligation to be informed about applicable regulations for packaging and packaging containers.

2 Rules, Directives, Standards and Regulations

Refer to the International Standard for Phytosanitary Measures (ISPM) No. 15 ([ISPM](#)) for the import regulations applicable for packaging / packaging material.

See <http://www.hpe.de> for applicable information on wooden packaging.

Helpful tips can also be found at www.tis-gdv.de or www.containerhandbuch.de

3 General Notes

Seaworthy packaging

The shipping units must be suitable for sea freight, i.e. space-saving with due consideration given to a favorable dimension/weight ratio. The best suitable packaging must be chosen in each case. Taken into account the transport risk, the integrity of the packaged goods against external mechanical and climatic stress and corrosion during sea transport and during onward carriage by train, lorry, inland waterway vessel or combined transport method, during some trans-shipments en route and long-term outdoor storage must be guaranteed.

The packaging must be such that it is also suitable for loading by crane and floor conveyors (e.g. forklift trucks). Dimensions and weights must be sensibly chosen to suit the loading dimensions and load-bearing capacity of the transport means and hoisting equipment.

Air freight packaging

For air freight transport, a light-weight and space-saving packaging, which nevertheless guarantees the integrity of the goods against external, mechanical and climatic stress and corrosion not only during air transport but also during the onward and subsequent storage, must be chosen unless agreed otherwise.

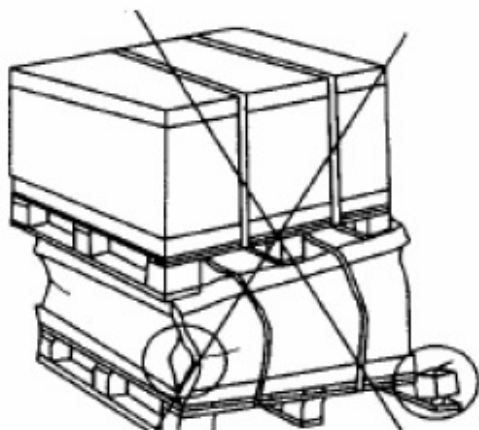
For air freight, a so-called SECURITY DECLARATION of the known shipper must be completed by each shipper and handed over to the carrier prior to shipment pursuant to EC Regulation No. 2320/2002. The form is usually requested by the carrier.

The objective of this Regulation is the specification and implementation of expedient regulations at EU level to prevent unlawful interference with civil aviation.

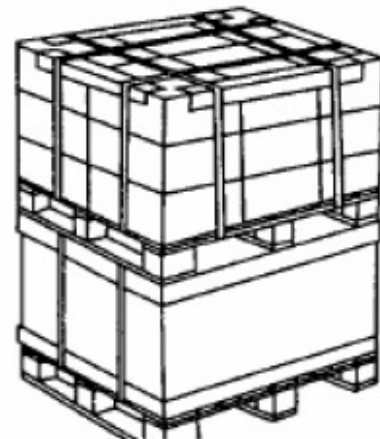
4 Load Units

A load unit is the load, which consists of items or packages that are arranged in such a way using aids that they can be handled, transported, stacked and stored as a unit. If a load unit consists of smaller containers, they must suit the standard dimensions of the pallet.

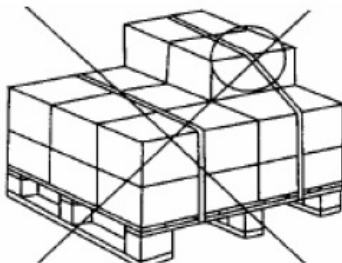
Stack ability of load units



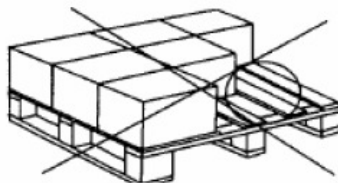
Wrong



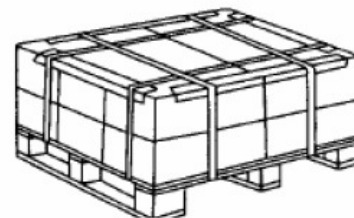
Correct



Wrong



Wrong



Correct

Building of load units

The basic dimensions of the load units must suit the means of transport. The load units must not be over packed.

The handling possibility by means of floor conveyors must be ensured. The clearance between the pallet feet may therefore not be impaired by the load unit securing devices.

Dimensions/Types	20"Box	40"Box	40"High-Cube
Gross Weight	24000 kg	30480 kg	30480 kg
Net Weight	21750 kg	26480 kg	26280 kg
Tare	2250 kg	4000 kg	4200 kg
Volume	32.5 cbm	66 cbm	76 cbm
Outer Dimensions			
Length	6.058 m	12.192 m	12.192 m
Width	2.438 m	2.438 m	2.438 m
Height	2.591 m	2.591 m	2.895 m
Inside Dimensions			
Length	5.890 m	12.010 m	12.015 m
Width	2.330 m	2.330 m	2.330 m
Height	2.370 m	2.370 m	2.690 m
Doorway			
Width	2.320 m	2.320 m	2.330 m
Height	2.280 m	2.280 m	2.580 m

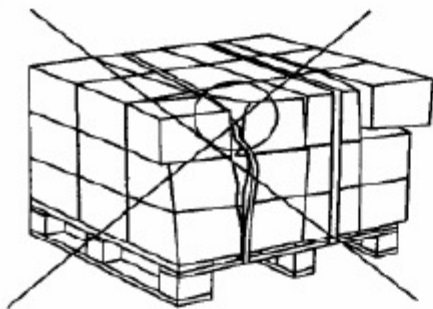


The container dimensions can differ slightly and must be checked with the carrier in case of doubt.

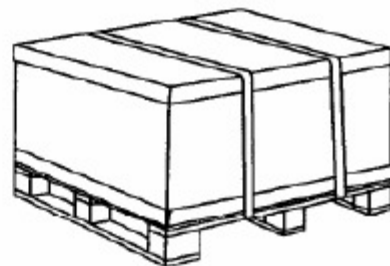
Load units must be secured in such a way that prevents the transport packages from slipping during transport. This can be achieved by using:

- shrink hoods
- tightening straps made of plastics
- stretch film.

Encircling straps must not cut into the cartons and such cutting must be prevented by using edge protectors. It must be ensured that part quantities of a load unit can be removed without impairing the stability of the remaining quantity.



Wrong



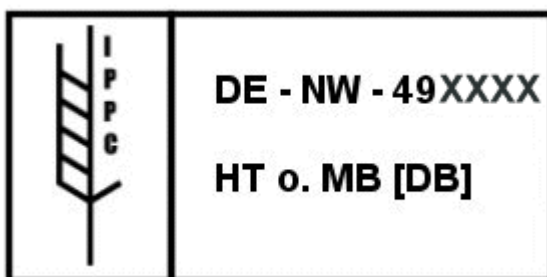
Correct

5 Special Requirements for Packaging Materials Made of Wood

Many countries have quarantine regulations for protecting native forests against the import of wood pest. To prevent the occurrence of different import regulations, the International Plant Protection Convention (IPPC), a subordinate organization of the United Nations Food and Agriculture Organization (FAO) issued the ISPM 15 (International Standards for Phytosanitary Measures) titled "Guidelines for Regulating Wood Packaging Material in International Trade" for the international shipping of solid-wood packaging.

The main contents of the ISPM 15 are:

- ISPM 15 applies only to solid wood, with derived timber products and solid wood thinner than 6mm (according to the EU Harmonized System) being exempt.
- Treatment of the packaging by approved measures. These include heat treatment (HT) to a core temperature of 56°C for at least 30 minutes, for example by kiln drying (KD), provided that the above-stated values are reached. Chemical pressure impregnation (CPI) is only approved if the previously mentioned HT requirements are fulfilled. Another measure is fumigation with methyl bromide (MB) depending on concentration, duration and temperature.
- Marking of the packages must be applied permanently and legibly on two opposite sides of the package. The marking consists of the ISO 3166 two letter country code (e.g. DE for Germany), the regional identifier (e.g. NW for North Rhine-Westphalia) and a registration number issued by the regional phytosanitary authority to the packaging container manufacturer, the packer or the consignor (unique number beginning with 49). The treatment method is denoted by the abbreviation HT for heat treatment or MB for fumigation with methyl bromide. The letters DB for debarked may also be included if applicable.



Example of an IPPC mark

- IPPC symbol
- Country code pursuant to ISO 3166, e.g. DE for Germany.
- Regional identifier, e.g. NW for North Rhine-Westphalia
- Registration number, unique number beginning with 49
- Treatment method, e.g. HT (heat treatment), MB (methyl bromide), if applicable, DB (debarked)

- The use of debarked wood may be required.
- Waiver of an official phytosanitary certificate

The phytosanitary services/authorities can provide information about the IPPC standard such as the countries to which it applies, the date from which it applies and its scope.

Furthermore, the German Federal Biological Research Centre for Agriculture and Forestry, Department for National and International Plant Health, has published a guideline for the application of the IPPC standard and the German translation of ISPM 15 in the Internet at www.bba.de/ag/gesund/internat/verpholz.htm.

Information on wooded packaging can also be found at <http://www.hpe.de>

6 Corrosion Protection

Temporary Corrosion Protection

Packages are subject to far greater stresses during transport, handling and storage than at the place of use. These stresses can manifest themselves as, for example, extreme temperature fluctuations that result in a condensation hazard. Damage can especially occur during sea transport because of the high salt content of the water and the air because salt has a very corrosive effect. The technical term is sea salt aerosols. The following temporary corrosion protection methods are mainly used:

1. Protective coating method

The protective coating method is a passive corrosion protection method. The protective coating isolates metal surfaces from aggressive media like moisture, salts, acids, etc.

Various protective coating methods are:

- Solvent-based protective agents
- Water-based protective agents
- Solvent-free anti-corrosion oil
- Dip wax

2. Desiccant method

Pursuant to DIN 55 473, the use of desiccants serves the following purpose: "Desiccant bags are intended to protect the packaged goods from air humidity during transport and storage in order to prevent corrosion, mould formation and similar."

3. VCI (Volatile Corrosion Inhibitor) Method

Inhibitors are substances capable of inhibiting or suppressing chemical reactions. They may be considered the opposite to catalysts, which enable or accelerate certain reactions.

Unlike the protective coating method, the VCI method is an active corrosion protection method, as chemical corrosion processes are actively influenced by inhibitors.

7 Marking and Documents

Marking

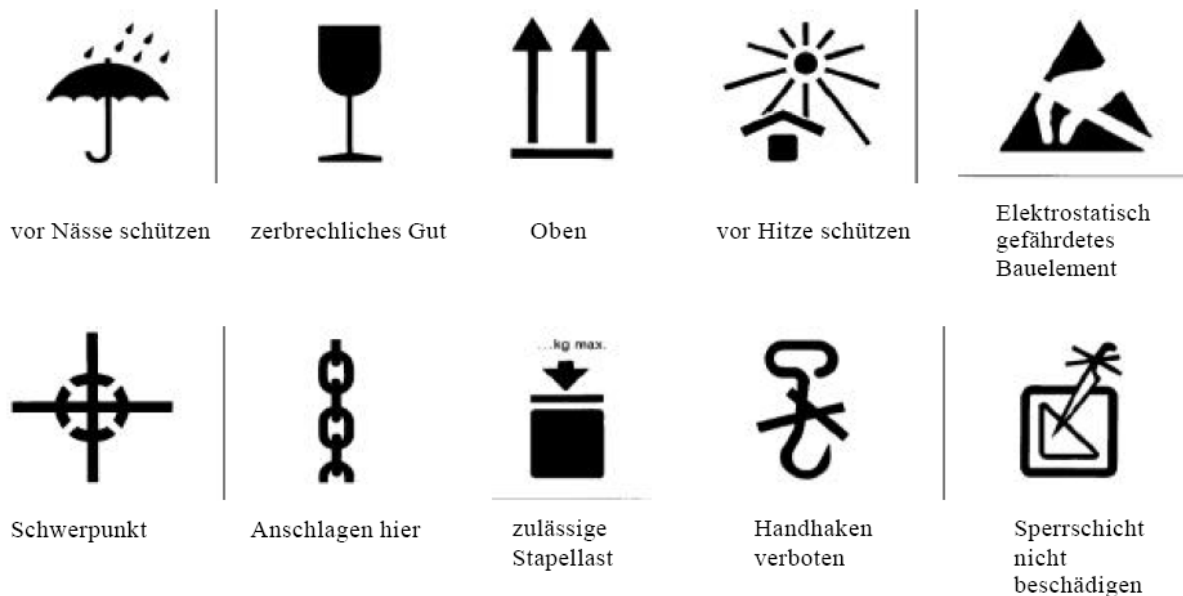
All packaging units must be separately marked. All packages must be listed in the Packing List / in the Delivery Note.

The packages must be marked by using a stencil and a seawater-resistant and light-resistant contrasting paint/ink. When marking using a stencil, the size of the letters depends on the dimensions of the package.

All packages must always be marked on both long sides.

Handling Symbols

International symbols as per DIN 55 402 must be applied for the identification of goods that require a special handling.



1st row: from left to right

Keep dry; Fragile (handle with care); Top; Keep away from heat; Electrostatic sensitive device

2nd row: from left to right

Centre of gravity; Sling here; Stacking limitation; Use no hooks; Do not destroy barrier

Required Documents

- Shipping order
- Original documents: invoice, delivery note, customs documents
Forward by document courier after agreement with the carrier

Invoice Requirements

- Designation of parts and packaging containers in the English language and uniformly throughout all documents
- Gross and net weights (unless stated in the delivery note)
- Country of origin
- Customs tariff number for each item/part

8 Delivery

General

Deliveries to

WKW Erbsloeh North America, Inc.
103 Parkway East
Pell City, AL 35125

are always ex works – unless otherwise agreed in writing. Exceptions are extra tours caused by the Supplier. In this case, the transport costs will be passed on to the Supplier. Kühne & Nagel shall be exclusively used as carrier in all cases.

The scheduled delivery call-off dates are the dates of arrival at WKW Erbsloeh North America. The complete transport duration shall therefore be taken into account. A collection date that ensures an on-time delivery shall be agreed with Kühne & Nagel. The required AMS Closing also needs to be taken into account.

Example of the time window

Sun	Week 0	
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun	Week 1	
Mon		
Tue		
Wed		Notification to K&N
Thu		
Fri		Collection
Sat		
Sun	Week 2	
Mon		
Tue		Stowing
Wed		AMS Closing in Antwerp
Thu		
Fri		Physical closing for cargo
Sat		
Sun	Week 3	
Mon		Departure of vessel
Tue		Port-to-port transit time: 11 days Port of destination: Savannah
Wed		
Thu		
Fri		
Sat		
Sun	Week 4	
Mon		
Tue		
Wed		
Thu		
Fri		eta Savannah
Sat		
Sun	Week 5	
Mon		Onward carriage by train - combination
Tue		
Wed		
Thu		
Fri		eta at WENA
Sat		
Sun	Week 6	

Contact persons

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