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To be sent to Procurement, Incoming goods, Inspection, suppliers Huba (via Homepage)

SHIPPING INSTRUCTIONS FOR ITEMS FROM HUBA CONTROL AG**Contents**

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1 Introduction

These shipping instructions apply to all Huba Control AG suppliers unless there have been agreements that state otherwise. They also apply if a QSV has been additionally finalised. If specifications in the QSV contradict these shipping instructions, then the specifications in the QSV apply.

2 Contract review

The supplier checks that the index matches between the drawing and purchase order. If there is a change in the drawing, the new documents will be sent with a new order at the latest. If the new drawing is missing, it has to be requested from Huba Control.

If the supplier's specification differs from the specification / drawing of Huba Control AG, the supplier must inform in advance Huba Control AG in writing and request approval.

The drawings and additional specifications are marked as "internal." They can only be distributed to the group of people necessary for fulfilling the order.

3 Sampling of new parts or after changes

Together with the first delivery, supplier provides a measurement report for all drawing dimensions. After a change request, a measurement report is needed for all changed drawing dimensions including special and checking characteristics together with the first delivery.

Upon request, the supplier will provide information on the substance content of products and packaging if the request is based on compliance with legal requirements.

Should the delivery contain goods which - according to international regulations - are classified as dangerous goods, the Supplier will inform us hereof in a form agreed upon between Supplier and us, but in no case later than the date of order confirmation.

Link <http://www.hubacontrol.com/en/procurement/>

3.1 Standard sampling

If there are no special references to the purchase order, the supplier is requested to number all dimensions and all other characteristics on the drawing and to enclose a complete record of measurements with the first delivery. At least one part must be completely recorded, in the case of parts connected to tools, one part per insert or cavity. A measurement record does not have to be created in the case of standard or catalogue parts.

3.2 Sampling with release of production part (PSW)

In the purchase order, the purchaser responsible defines that the supplier must document the sampling in accordance with PSW. PSW determines which documents the supplier has to submit for release of the production part.



As a rule, before sampling with PSW, a quality assurance agreement (QSV) is made with the supplier.

4 Deliveries in series

Basically, the supplier ensures that the items to be delivered correspond with the drawing and the other requirements of the purchase order. Huba Control AG expects zero defect deliveries and reserves the right to reject deliveries which contain one or more defective parts. In this case it is the responsibility of the supplier to provide an error-free replacement by sorting out or redelivering. It has to be ensured that a line down at Huba Control AG or their customers can be avoided. Complaints have to be in accordance with Chapter 5 "non-conforming goods".

4.1 Deliveries without transfer of the review to the supplier



The supplier will show in particular:

special characteristics 
and checking characteristics 

In case of complaints, Huba Control reserves the right to view the review records of the supplier.

4.2 Deliveries with transfer of the review to the supplier

In case of parts where the review has been transferred, the supplier will indicate the maintenance and review in particular:

special characteristics 
and checking characteristics 

by recording the values of at least 1 part completely (in the case of parts connected to tools, one part per insert or cavity) and by delivering the review records with the delivery of the review that goods have been received for storage. If a QSV was finalised with the supplier in addition to these shipping instructions, then delivery of the review records is declined.

4.3 Review/test certificates

At the time of every delivery, the supplier will confirm that the review has taken place on the delivery note as follows:

"We confirm that the above mentioned item corresponds with the quality requirements of the drawing and the text of the purchase order with respect to materials, design and dimensional accuracy" (Certificate of compliance with the order in accordance with EN 10204-2.1).

As a rule, it is required that an acceptance review certificate 3.1 is enclosed with the delivery for steel products.

Additional requirements regarding test/review certificates or the documentation of statistical process data or product characteristics (e.g. cpk values) can be found in the drawing and the text of the purchase order.

4.4 UL requirements

Supplier has to confirm UL conformity of goods which have UL requirements according drawing. Conformity has to be stated on the delivery note. The goods have to be produced and marked in accordance with the currently applicable specifications of UL and UL approval files.

5 Non-conforming goods

For each non conformity of goods, Huba Control will send a 8D-Report to supplier

5.1 8D-Report

Huba Control AG expects within 5 working days a filled in 8D-Report, however at least a 3D-Report. Further deadlines for complete the non-conformity case have to be mutually agreed.

5.2 Audit

Huba Control AG reserves the right, within a short notice periode, to review and request the process-oriented documentation from the supplier or to initiate an audit.

5.3 Expense/cost participation

Huba Control AG charges CHF 250.00 (excl. VAT) for the administrative cost contribution to non-conformity processing. The supplier issues a corresponding credit note after the non-conformity case has been completed.

6 Logistical Specifications

6.1 Notification of receipt of goods Huba Control AG, Würenlos

Notifications of deliveries on pallets must arrive 24 hours in advance in accordance with the contact information provided below.

Contents and elements of the notification:

- Purchase Order
- Volume (number of pallets)
- Date

Notification by e-mail: wareneingang@hubacontrol.com

6.2 Notification of receipt of goods Huba Control AG, Würenlos

Direct deliveries to Planzer AG, Villmergen must be carried out in accordance with the instructions of Planzer. L

Link: <https://www.hubacontrol.com/en/procurement>

6.3 Quality requirement of shipment

- Delivery note for each shipment
- Minimal hight of platform: 130cm; maximum hight of gate: 400cm
- Driver unloads goods with hand pallet truck using the platform
- Hand over of the goods takes place in the defined zone of incoming goods
- Trucks cannot be unloaded sidelong

6.4 Marking of documents (delivery note)

The following information must be provided on the delivery note:

- Huba Control - Purchase Order number
- Huba Control - Item number
- Huba Control - Item description
- Huba Control - Drawing No. and Index
- Reference persons (Supplier and Huba Control)
- Delivery note number
- Total quantity delivered
- Note: Full or part delivery
- Quantity per unit
- Batch number (if agreed on)

6.5 Packaging requirements

The supplier must ensure that the following requirements are fulfilled for all packaging at every delivery:

- Protection from damage
- Protection from dirt/impurities
- Protection from adverse weather conditions
- ESD protection (in the case of products under electro-static risk)
- Stability of the shape of cardboard boxes should not be lost due to moisture
- Recyclable packaging and filling material
- Stackability up to 180cm (top edge block)

6.6 Filling material

The following materials can be used as filling material:

- Different types of cardboard, paper and PE inflatable packaging, tissue paper.

The following materials are not allowed to be used as filling material:

- Styrofoam
- Packaging chips

6.7 Delivery documents

All delivery documents (consignment notes, transfer notes, delivery notes, quality certificates, manufacturer's certificate) must be safeguarded and protected against damage and from dirt and impurities.

6.8 Transport packaging and marking (Unit)

The following dimensions must be maintained for problem-free handling of packaging units at the place where the goods are received and when storing goods: (Please ask about deviating dimensions)

6.9 Permissible dimensions for parcel deliveries

Size: max. 60 x 40 x 30 cm (L x W x H)
Exception: electronic components as coiled goods
Weight: max. 30 kg (detached max. 15 kg)

6.10 Permissible dimensions for pallet deliveries

Unless otherwise agreed on, pallet deliveries can only take place on EURO exchange pallets.

Basic dimensions of the pallet: 80 cm x 120 cm
Height of the pallet: max. 180 cm (incl. Pallet)
Weight of pallet: max. 800 kg

Please note: Stacked cardboard boxes should not exceed the base surface of the pallet.
The pallets must correspond with the exchange criteria of the European pallet pool for EURO pallets, i.e. it must be ensured that they are in perfect condition.

Flawed, damaged pallets will not be exchanged. Whether pallets are "exchangeable" is defined precisely under following link: <http://www.epal-pallets.de/de/produkte/tauschkriterien.php>

6.11 Product and storage packaging

Unmanageable bulk goods that are difficult to control should be avoided. The following basic conditions therefore apply:

- Packaging according purchase order

Every product packaging (unless otherwise agreed on) must be marked with the following information:

- Huba Control - Item description
- Huba Control - Item number
- Huba Control - Drawing number and Index
- Number of pieces or quantity of content per packaging unit
- Manufacturing date or code to follow up batches

All text should have a letter size of at least 3 mm.

6.12 Returnable packaging Huba Control AG

After discussing it with the procurement department, the supplier can be provided with Huba Control returnable packaging (KB containers).



Image 1+2: Overview of the different types of container

6.13 Specific packaging specifications

We only define the packaging in special cases, either on the drawing or in special packaging instructions. We release the selected packaging in an outturn sample procedure. If blister packaging (multiple use packaging) is used, Huba Control ensures clean and flawless packaging.

7 Cleanliness of individual parts and assembly groups

7.1 Levels of cleanliness

Huba Control defines the levels of cleanliness (RS) according to the following table. The level of cleanliness is indicated in the drawing or in the order documents. Clean items require clean binding or packaging materials. Please note: The term "dust free" is not a condition for production in a clean room.

RS0 <i>e.g. for cast parts</i>	RS1 <i>e.g. for all items susceptible for rust, without surface treatment</i>	RS2 <i>e.g. for coloured metal; stainless steel,; non-metallic parts, steel parts that will still be surface treated; plastics</i>
- free from chips and casting sand - coarsely cleaned	- free from external bodies (sand, separating agents) - free of chips	- free from external bodies - free of chips

<ul style="list-style-type: none"> - parts blown off with air, can be oily <p>Visual inspection by HUBA</p>	<ul style="list-style-type: none"> - treated to prevent rust - dry, oil and grease content not visible - dust free <p>Visual inspection by HUBA</p> <ul style="list-style-type: none"> - no oily or greasy residue, rust protection for at least 4 months - washable with slightly alkaline cleaning agents 	<ul style="list-style-type: none"> - dust free - oil and grease content not visible <p>Visual inspection by HUBA</p> <ul style="list-style-type: none"> - proof of oil and grease by placing the parts on normal, white, photo photocopying paper - plastics = free of separating agents!
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<p>RS3-XX for electrical contact parts; for parts that are glued, bonded or cast</p>		
<ul style="list-style-type: none"> - dust free - oil and grease free - free from external bodies <p>Example: RS3-36 means surface tension 36mN/m as a minimum requirement. Suppliers should preferably delivery at 38mN/m to guarantee the above value. The required value has been prescribed on the drawing or in the order documents.</p> <p>Inspection by HUBA Inspection of surface tension with testing ink</p>		
<p>RS4 for membranes (elastomers)</p>	<p>RS5 for identification plates, sets, cables, standard parts</p>	<p>RS6 for assembled prints</p>
<ul style="list-style-type: none"> - clean surface - low on dust, no external particles visible by the naked eye - oil and grease free <p>Visual inspection by HUBA</p>	<ul style="list-style-type: none"> - free of dirt <p>Visual inspection by HUBA</p>	<ul style="list-style-type: none"> - no burnt soldering agents-residue agents - no solder beads (loose or firm) - no adhesive or soldering covering mass residue - no machining residue (e.g. FR4-Print material) <p>Visual inspection by HUBA</p>

Level of cleanliness RS3-xx:

If the RS3 level of cleanliness is required, the surface tension of the parts must be measured by the supplier using measuring ink. It must, at least, correspond to the required value.

An Arcotec test pen (PP fibre pen) is used as a testing agent. The test pens can be bought from:

Polyscience AG
Riedstrasse 13
CH-6330 Cham
Tel.: +41 41 748 80 30
E-Mail: info@polyscience.ch

Arcotec GmbH
Rotweg 24
DE- 71297 Mönsheim
Tel.: +49 7044 9212 0
E-Mail: info@arcotec.com

Additional information on handling the test pens can be found in the manufacturer's documentation. The service life of the Arcotec test pens is limited to 1 year.

7.2 Test procedure

Testing using the test pen (marker).

The test pens are marked with the surface tension value. The pen is correspondingly selected according to the default value. Using the selected pen, a line is drawn on the test object. If the line remains in place for 4 seconds without shrinking together, the surface tension of the material is either the same as that of the liquid, or higher. With a default value of RS3-36, a line drawn using the No. 36 marker should not shrink within 4 seconds

The rules of the DIN Safety Datasheet must be complied with (obtainable from the supplier of the Arcotec test pens).

8 Questions

These will be answered by the purchaser responsible in case of repeat orders.

9 Changes

Date	Index	Description of change	Release
14.12.2011	-	War L-0008	Bä
17.05.2013	a	Added under Chapter 3, Document classification reference. Added under Chapter 5, obligation of the supplier to confirm the maintenance of the new RoHS directive, and to declare in accordance with the Siemens standard SN36350-2.	Bä
08.07.2013	b	Under chapter 5 Link http://www.siemens.com/sr/sn36350 changed to http://www.hubacontrol.com/de/beschaffung/	WE
10.02.2016	c	Reference to AA0016 removed (redundancy reasons) and Chapter 7.2 amended (from AA0016). Declaration of declarable Substances specified in Chapter 5.	Kab
02.02.2017	d	Quality requirements of shipment added, marking and other minor amendments. Chapter 5 changed according Siemens requirement.	Kab
17.07.2019	e	Chapter 2 "Corporate Responsibility" deleted without replacement (redundancy with Purchase Order, general purchasing terms and conditions, Code of Conduct)	Kab
07.12.2020	f	Chapter 2 (contract), 3 (first sampling) and 4 (deliveries) amended, Chapter 4.4 (UL) and 5 (Non-conforming goods) added, Chapter 6 (Logistic) adapted	Kab
10.05.2021	g	Chapter 4.4 UL requirements updated	Kab
10.03.2022	h	Chapter 4 (Delivery in series) specified	Kab
14.02.2023	i	Chapter 3 Change requirement of material declaration	Kal