

Tab 1

Supply Chain Purchasing Supplier Packaging Requirements

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1.0 INTRODUCTION

This section describes the general guidelines required to provide damage-free parts during transit and in-plant handling, while keeping cost at a minimum. Included are basic packaging, labeling and shipping requirements that all Briggs & Stratton suppliers are expected to adhere to.

The focal point for package design and development is the point-of-use at Briggs & Stratton production facilities.

Suppliers are responsible for designing their own packaging systems with input from Briggs & Stratton, emphasizing the development of complete and efficient packaging systems that should take into consideration, but are not limited to the following items:

- Part Contamination Prevention & Protection
- Operator Ergonomics
- Dunnage Requirements
- Packaging Waste Minimization
- Packing Slips
- Packaging Verification/Validation
- Palletization

Briggs & Stratton is committed to a cooperative effort with our suppliers to reduce waste and recycle materials whenever possible. Ideas

that improve the safety, quality, efficiency and cost of the product or packaging that are proven to be economically feasible, are strongly encouraged. Please take this challenge and send any packaging improvements or changes to your Briggs & Stratton purchasing representative. Acceptable packaging systems must meet the overall guidelines outlined in this section and be approved by Briggs & Stratton.

2.0 GENERAL PACKAGING GUIDELINES

The following is a list of guidelines that are important for the implementation of a successful packaging program.

2.1 PART CONTAMINATION PREVENTION & PROTECTION

With input from Briggs & Stratton, suppliers will be responsible for the design, testing, and performance of all packaging used.

- Packaging MUST be designed to give proper protection to ensure damage-free parts during transit and in-plant handling.
- Machined and/or other surfaces that may be adversely affected by rust or other surface damage must be properly protected.
- Surfaces that are or will be finished, painted, plated, must be properly protected.
- Packaging integrity must be sufficient to protect supplied parts under normal warehouse conditions:
 - For production parts, packaging should maintain viability for a minimum of six (6) months.
 - For service parts, packaging should maintain viability for a minimum of twelve (12) months.
- Containers should be stored in a dry, cool environment to prevent weakening of the material.
- Containers should not be staked more than 8 feet high to prevent damage from excess weight.

• 2.2 OPERATOR ERGONOMICS

Packaging MUST be designed for ease of use, avoiding excess labor and time for part removal and packaging disposal.

- *Stackability*: Recommend ensuring boxes can be easily stacked and unstacked without causing strain.
- *Handles*: Consider incorporating handles or handholds on larger boxes to make lifting and carrying easier.
- *Inserts/Dividers*: Suggest using inserts & dividers to protect delicate parts and keep them organized. These should be design for:
 - *Snug Part Fit*: To prevent movement and damage during transit.
 - *Easy Part Removal*: To allow for easy removal of parts on the manufacturing line.
 - *Reusability*: To reduce waste and cost.
- *Ease of Manufacturing*: parts should be organized and packed in a manner that facilitates easy retrieval and use on the manufacturing line. This includes:

- *Kitting*: Grouping parts together in kits as required for specific manufacturing tasks.
- *Orientation*: Packing parts in a consistent orientation for easy identification and removal.
- *Modular Packaging*: Using modular packaging that can be easily opened and resealed during the manufacturing process.
- *Clear Identification*: Ensuring that all parts are clearly labeled and easy to identify without unpacking the entire box.
- *Minimal Handling*: Reducing the number of times a part needs to be handled before it is used in production.

2.3 CONTAINER REQUIREMENTS

- *Standard Container Sizes*:
 - Small - 12" x 12" x 12"
 - Medium - 18" x 18" x 16"
- *Standard Container Styles*:
 - Regular Slotted Container (RSC)
 - Full Telescope Design Style (FTD)
 - If Supplier intends to use an alternative Box Design, it must be approved by Briggs & Stratton.
- *Container Appearance*:
 - Containers must be clean, free of damage, and devoid of any previous shipping labels or markings.

- Containers should have a professional appearance without any tears, punctures, or dents.
- *Container Strength*: All containers should meet or exceed the requirements of the Edge Crush Test (ECT) rating of 32 or a Bursting Test (Mullen Test) rating of 200 lbs per square inch.
- *Container Construction*: Containers should be double-walled for additional protection.
- *Container Fill Requirement*:
 - Containers should be filled to 90-95% capacity to prevent shifting during transport.
 - Sensitive parts shall use void fill materials such as bubble wrap, air pillows, or foam should be used to fill remaining space.
- *Container Weight*:
 - Regular shipments should be in single containers weighing less than 35 lbs each.
 - Containers weighting more than 35 lbs MUST be clearly labeled as such by the supplier, as it requires two (2) individuals to lift/carry for safety reasons.

2.4 PACKAGING SUSTAINABILITY

Suppliers shall implement practices to promote the following packaging sustainability initiatives:

- Using recycled, renewable, and/or biodegradable materials

- Minimizing excessive and unnecessary packaging materials
- Designing for recyclability or compostability
- Reducing greenhouse gas emissions during production and transportation
- Avoiding the use of hazardous substances

2.5 PACKING SLIPS

Packing slips are required for every shipment.

Packing slips must contain the following information and be clearly legible:

- Part Number
- Revision Level
- Description of Part
- Total Quantity
- Number of Containers
- Supplier Name
- Purchase Order Number

NOTE: If the pallet is stretch wrapped, packing slip must be located on the outside for accessibility.

2.6 PACKAGING VERIFICATION/ VALIDATION

Suppliers MUST submit plans of any packaging system, to include pallet configuration, before its use via a Packaging Plan as part of their PPAP activities.

- The Briggs & Stratton Purchasing team will authorize the packaging system prior to implementation as part of PPAP approval.

- The Packaging Plan is also where packaging deviations or alternative packaging solutions shall be documented and approved.
- In addition, any specific material handling instructions, such as for fragile items, shall be captured within the Packaging Plan.

2.7 PALLETIZATION

- Unit pallet loads should not exceed 3,000 lbs, unless otherwise approved by Briggs & Stratton (e.g. coil stock).
- Containers should never overhang the pallet, for safety and product integrity reasons.
- Containers should be stacked in a stable configuration, with heavier boxes on the bottom.
- Corner protectors should be used, as needed, as well as stretch wrap, and strapping to secure the load.
- For Forward Production, Briggs & Stratton requires suppliers to use an engine pallet (258511) where possible, which is 45" x 58", or standard GMA 48" x 40" pallets.
- For Service, Briggs & Stratton requires suppliers to use our standard pallet (258502), which is 45" x 52.75", or standard GMA 48" x 40" pallets.
- Pallet height is restricted between 44" - 54" or the pallets won't fit on the racks. Site-specific maximum pallet height is as follows:
 - Auburn = 44-inch max height

- Menomonee Falls = 44-inch max height
- Poplar Bluff = 52-inch max height
- Munnsville = 54-inch max height
- Sherrill = 54-inch max height
- Statesboro = 54-inch max height
- Tucker = 54-inch max height

All international pallets MUST comply with ISPM 15 regulations.

2.8 RETURNABLE/RESUABLE DUNNAGE

The supplier should make efforts to purchase returnable/reusable dunnage wherever feasible.

- Dunnage shall be dedicated to the specific supplier with permanent identification to include suppliers name, part number, container number, etc.
- Returnable dunnage should be made of recyclable materials.
- It is the responsibility of Briggs & Stratton and suppliers to ensure returnable dunnage is used as efficiently as possible.
- Briggs & Stratton reserves the right to take a physical inventory of the returnable dunnage with notification to the supplier.
 - All returnable dunnage must have a minimum return ratio of 1:1.
 - If discrepancies occur, the differences will be reviewed by Briggs & Stratton Purchasing to determine the responsibility for replacement.

- The supplier must ensure that all returnable dunnage is maintained and cleaned to the same level of performance as designed and approved.
 - If containers supplied by Briggs & Stratton, such as wire baskets, and hi-boys are contaminated, DO NOT USE! Contact the Briggs & Stratton purchase planner for instructions.
 - It is the responsibility of Briggs & Stratton and the supplier to identify damaged returnable dunnage.
- If discrepancies occur, the differences will be reviewed by Briggs & Stratton Purchasing to determine the responsibility for replacement.
- Suppliers must have a supply of expendable packaging on hand to compensate for shortages of returnable dunnage.

3.0 SHIPPING TO GLOBAL SUPPORT

The following information is required when shipping product to Briggs & Stratton Global Support “Dock to Stock” items:

- A sample of three (3) cartons and three (3) case labels that will be used; UPC must scan ANSI grade B.
- A sample of all artwork if applicable.
- Carton weight and dimensions.
- Case weight and dimensions.
- Pallet weight and dimensions.

This can be mailed or faxed to the following:

Briggs & Stratton LLC
ATTN: Production Control Manager
N83 W12529 Old Orchard Road
Menomonee Falls, WI 53051

3.1 GLOBAL SUPPORT LOGOS

Briggs & Stratton's Global Support packaging department personnel will determine logo style used on labels and cartons. The logo must meet Briggs & Stratton's 2850Y drawing.

3.2 LABELING REQUIREMENTS

Briggs & Stratton has agreed to accept barcode labeling which meets the Automotive Industry Action Group (AIAG) Shipping / Parts Identification Label Standard (AIAG-B-3-1984). Briggs & Stratton supports the use of data identifiers and follows the U.S. National Identifier Standard ANSI/FACT – 1. All non-bar code labels must follow the guidelines as described in this section regarding content, size, readability, placement, etc.

Additional details may be found in the Briggs & Stratton Supplier Labeling Requirement documents.

4.0 PACKAGING NONCOMPLIANCE

Should a supplier choose not to comply with this packaging standard, whether intentionally or unintentionally, and that noncompliance leads to a loss of revenue and/or productivity at Briggs & Stratton, actions may be taken to recover the costs incurred & the time/revenue lost.