

	<b>RDA Supplier Delivery Standards</b>	KD No.	SCM-KD-014
		Version	2.0
		Issued:	20/07/2023

## 1.0 Purpose/Scope

This knowledge document provides guidance to the suppliers of Rheinmetall Defence Australia on the minimum standards when packaging and delivering materials.

## 2.0 Definitions

CoC	Certificate of Conformance
CoO	Country of Origin
DEF (AUST) 1000c	Defence Packing Standards Document
ECCN	Export Control Classification Number
ESD	Electrostatic Discharge
HTS	Harmonised Tariff Schedule
IATA	International Air Transport Association
IMDG	International Maritime Dangerous Goods
ISPM15	International Standards for Shipping Pallets
MilVehCoe	Military Vehicle Centre of Excellence
ODETTE	Label Brand
PO	Purchase Order
RDA	Rheinmetall Defence Australia
SDS	Safety Data Sheet
WMS	Warehouse Management System

## 3.0 Roles and Responsibilities

Procurement Team	Ensure this document is distributed with all purchase orders.
Suppliers	Abide by all standards mentioned within this document, unless separate arrangement is agreed to by both parties via approved deviation.

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## 4.0 Content

### 4.1 General Guidelines

- 4.1.1 The supplier must deliver in accordance with the instructions contained within both the RDA PO and this supplier delivery standards document.
- 4.1.2 If unit loads and package size have been agreed, these must always be respected. Any deviations must be immediately reported to RDA Procurement prior to shipment.
- 4.1.3 Non-conforming packaging and/or documentations might impact on overall supplier performance.

### 4.2 Documentation

4.2.1 Where specified and/or relevant, all delivery documentation (invoice, delivery note etc.), must contain the below information as a minimum.

- a) *Supplier name*
- b) *RDA purchase order number*
- c) *RDA material number*
- d) *RDA material description*
- e) *Material revision level (Note\* - this is not the drawing revision level)*
- f) *Quantity delivered*
- g) *Batch (Note\* - if split batch, the quantity delivered per batch must be clearly specified)*
- h) *Serial number (Note\* - if more than one serial number provided, all serial numbers must be recorded individually)*
- i) *If multiple pallets and/or boxes are delivered, then a clear pallet/box reference is to be indicated on the delivery note*  
**Note\* - Documents must not be hand written**

4.2.2 Where specified and/or relevant, all material labels must contain the below as a minimum.

- a) *RDA material number*
- b) *RDA description*
- c) *Material revision level (Note\* - this is not the drawing revision level)*
- d) *Quantity per package*
- e) *Batch (Note\* - if split batch, the quantity delivered per batch must be packaged and labelled separately)*
- f) *Serial number (Note\* - to include barcode. Serial relevant items are unique and must be packaged separately per serial number)*  
**Note\* - Labels must not be hand written**

### 4.3 Packing for Transport

4.3.1 PO items must be packed according to the **RDA Packing Standards (see section 4.5)**, clearly marked with the PO reference, vessel name, and department. Wooden packaging must follow ISPM15 regulations. The delivery must include two copies of the commercial invoice/invoice/packing slip – one inside the package and one outside, plus a list of contents of the delivery identical to our PO / material numbers. The external packing slip must be waterproof.

4.3.2 Where a Commercial Invoice is relevant, it should, at a minimum, include:

- a) *Supplier name*
- b) *Supplier address*
- c) *Shipping address*
- d) *Delivery address*

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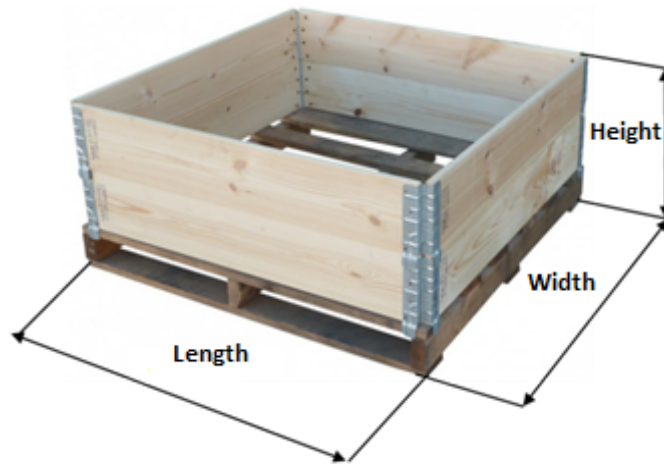
- e) *Contact details*
    - a. *Name*
    - b. *Phone number*
    - c. *Email address*
  - f) *Material details*
    - a. *Quantity*
    - b. *Value*
    - c. *Gross weight*
    - d. *Net weight per line item*
  - g) *Certificate of Conformance (CoC), including serial and batch numbers where relevant*
  - h) *Country of origin (COO)*
  - i) *Export control classification number (ECCN)*
  - j) *Harmonised Tariff Schedule (HTS) code*
- 4.3.3 Two copies of all documentation related to the delivery should be included. One inside each package included in the delivery and one on the outside
- 4.3.4 Where dangerous and/or hazardous goods are being supplied:
- a) *A current and up to date Safety Data Sheet (SDS) must be supplied for each relevant item*
  - b) *Dangerous and/or hazardous goods must be packaged separately and clearly identified as such*
- 4.3.5 All documentation should be in English.
- 4.3.6 The supplier shall provide the freight forwarder with all relevant shipping documentation necessary for collection: e.g. commercial invoice, invoice, weight and dimensions of the shipment, number of packages, and collection address.
- 4.4 Deliveries**
- 4.4.1 Deliveries to RDA's MilVehCoe site will only be accepted between 8am and 3pm on designated work days, deliveries outside of these times will be turned away at the Supplier's expense.
- 4.4.2 Deliveries to any other RDA site shall take place at the prior agreed delivery time
- 4.4.3 Failure to deliver at the agreed delivery place and/or time may result in penalties related to increased cost of storage, extra resource use or postponement of planned activities
- 4.4.4 All delivery documents should be emailed to the RDA Warehouse email address [Inbound.MilVehCoe@Rheinmetall.com.au](mailto:Inbound.MilVehCoe@Rheinmetall.com.au) upon dispatch of goods.
- 4.5 RDA Packing Standards**
- 4.5.1 Packaging must be validated from both parties prior to the first delivery and must be respected for each shipment. Reworking costs may apply.
- 4.5.2 The packaging solution must be suitable for stacking, unless agreed by both parties before the first shipment. If the package does not allow stacking – it must be specified by the supplier on the package itself.
- 4.5.3 If more than one batch of a material is being supplied, like batches must be packaged together
- 4.5.4 Labels and documents must not be hand written
- 4.5.5 Where practical and/or possible, only one delivery note should be supplied per delivery:

- a) *One line per material number for the full quantity being supplied, unless the material number is across multiple lines on the PO, or there is a split batch.*
- 4.5.6 Multiple parts can be delivered on one pallet. If small parts are consolidated into a carton, each part number must be clearly identified as per **label requirements (see section 4.2)**
- 4.5.7 Parts that do not fall in to the categories of “consumables” or “hardware”, must be packaged individually as such to protect from transport and or storage damage.
- 4.5.8 Special Packaging developments might be owned by RDA or Supplier, depending on contract, however, the Intellectual Properties of the design must be shared with RDA at all times.
- 4.5.9 Returnable containers might be a packaging solution to be proposed, however, it must be contractually agreed by both parties and adhere to *DEF (AUST) 1000c, PART 9*.
- 4.5.10 Where a single material number contains multiple components that form a kit or a set, all items must be packed together in one package.
- 4.5.11 Special Packaging and Returnable Packaging solutions must have an agreed number of packages in the pool and a routine or on demand Cycle Count must be in place to monitor quantities and maintenance required.
- 4.5.12 All pallets supplied are to be Australia Standard pallets.
- 4.5.13 RDA has package size references as listed below (Table 1). Both RDA and supplier must agree on the unit loads and in which external and internal package (if applicable) the materials should be packed into. The external and internal package references must be highlighted in the supplier contract and must be followed at all times. These packaging types are used in conjunction with the warehouse management system and any deviation will jeopardize the overall logistics flow.

*Table 1 - Package Size References*

Package Type	Length	Height	Width
<b>P2D</b>	Up to 1.20	Up to 0.25	Up to 1.20
<b>P8A</b>	Up to 0.30	Up to 0.35	Up to 1.20
<b>P2E</b>	Up to 1.20	Up to 0.35	Up to 1.20
<b>P2A</b>	Up to 1.20	Up to 0.20	Up to 1.20
<b>R1B</b>	Up to 3.40	Up to 1.00	Up to 1.40
<b>P2F</b>	Up to 1.20	Up to 1.30	Up to 1.20
<b>P1B</b>	Up to 2.40	Up to 1.50	Up to 1.20
<b>P2B</b>	Up to 1.20	Up to 0.80	Up to 1.20

Figure 1 - Package Size References



4.5.14 If the materials cannot be supplied in any of the sizes above due to a reasonable circumstance, the different solution must be contractually agreed by both parties and new volumetrics must be provided.

**4.6 Safety (Please follow the below guidelines, or make sure both parties agree with a deviation prior to shipment of the first package)**

4.6.1 Parts must always be accessible without the need to tear apart the outer packaging, unless specified in the packaging standard and agreed by both parties.

4.6.2 If cardboard boxes are the internal package to be supplied, a wooden pallet/ crate shall be used as an external package. Shrink wrapping is strongly not recommended.

4.6.3 The packaging must be suitable for transportation and forklift access at all times.

4.6.4 The use of steel strapping is not permitted.

**4.7 Quality (Please follow the below guidelines, or make sure both parties agree with a deviation prior to shipment of the first package.)**

4.7.1 Parts must be delivered according to the specification and drawings.

4.7.2 Appropriate materials must be used to ensure the quality of the parts inside the packaging.

4.7.3 Damaged packages should never be used to deliver parts.

4.7.4 Any deviations to the agreed packaging must be immediately reported to RDA.

4.7.5 The packaging solution shall offer sufficient protection to ensure that the parts arrive in a “ready-to-use” status.

4.7.6 Always consider adding spacers and dividers to avoid scratches and dents.

**4.8 Ergonomics**

4.8.1 When delivering multiple boxes in a pallet, always ensure that it is an even and flat layers. Empty boxes might be used to complete a layer and must be labelled as such.

4.8.2 Where cardboard boxes are not applicable due to weight issues when stacking, a plastic box or similar solution must be applied. Squeezed, ripped, broken cardboard boxes will not be accepted by RDA.

- 4.8.3 The unit loads must be, at all times, inside the packaging area. RDA will not allow items that are offsetting/ out of the package area.
- 4.8.4 The packaging solution must not exceed the height of 1500mm. If the proposed method does exceed, please consider reducing the unit load quantities or internally repositioning the parts.
- 4.8.5 If heavy parts must be internally lifted by crane and the parts are horizontally placed, a gap of minimum 52mm between parts must be considered in order to fit the lifting clamps and the distance between the pallet and the product itself must allow for Lifting Clamp access.
- 4.8.6 Cardboard boxes over 16kg weight will not be accepted by RDA at any circumstances. If the proposed method does exceed, please consider reducing the unit load quantities of the cardboard box or a pallet solution instead.
- 4.8.7 The following handling aids must be applied when developing the package:

Table 2 - Handling Aids

HANDLING AIDS SERIAL	GROSS MASS PACKAGE	LENGTH OF PACKAGE	HANDLING AIDS
1	Up to 10 kg	Under 1 m	Handles should be considered
2	10 to 35 kg	Under 1 m	Handles are desirable
3	Up to 35 kg	1 m and over	Fork lift skids and/or 2 lifting handles
4	35 kg to 75 kg	Under 1 m	Fork lift skids and/or 2 lifting handles
5	35 kg to 75 kg	1 m and over	Fork lift skids and/or 2 lifting handles
6	Over 75 kg	All sizes	Fork lift skids and/or sling devices.

**4.9 Productivity**

- 4.9.1 It is acceptable to receive mixed pallets, with multiple material numbers, however:
  - a) *Material numbers inside the main package must never be loose and mixed with others.*
  - b) *Cardboard boxes or plastic boxes are strictly required to separate material numbers from one another.*
  - c) *Once using cardboard boxes or plastic boxes, the pallet must be secured by collars, surrounding crate and lid for safety compliance.*
- 4.9.2 The packaging solution should consider only standard unpacking steps such as opening the straps, removing collars (if any), and opening cardboard boxes. The use of additional screws, wires, tapes, fastenings or any other items that might create additional unpacking time are not recommended and must be agreed by both parties prior to the first shipment.

**4.10 Electronic Items**

- 4.10.1 Prevention of damage to items by ESD shall be through adherence to the following principles. Any electronic item that is susceptible to damage by ESD shall be packaged according to the latest issue of DEF (AUST) 1000c, PART 7.
- 4.10.2 Electronic items susceptible to ESD damage are to be clearly identified on all outer and inner packaging

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#### 4.11 Temperature Controlled Items

4.11.1 Products related to temperature control shall be packed to a standard as such to prevent spoilage during transport

4.11.2 Temperature controlled items susceptible to spoilage are to be clearly identified on all outer and inner packaging

#### 4.12 Dangerous goods

4.12.1 Outer containers packed with supplies classified as dangerous to personnel and/or property, shall conform to the specifications and pass the necessary tests as detailed in the latest edition of The Australian Code for Transport of Dangerous Goods by Road and Rail, or International Air Transport Association (IATA), or the International Maritime Dangerous Goods Code (IMDG), as applicable, and DEF (AUST) 1000c, PART 6.

#### 4.13 Steel Plates

4.13.1 Where steel plates are being delivered, the below details must be captured on all delivery documentation:

- a) *Heat number relevant for all plates*
- b) *Plate number relevant for all plates*

#### 4.14 Labelling Specifications

4.14.1 Any labels referred to the main package contents must be place in the bottom right corner of the package.

4.14.2 ODETTE transport labels are highly recommended.

4.14.3 If the pallet is a mixed pallet, with several material numbers contained within, the supplier must attach a packing list on the main package, with all the content information.

4.14.4 When using straps or other covering methods to secure the goods, ensure that the label and packaging slips remain visible at all times.

#### **END OF DOCUMENT**

### 5.0 Attachments

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N/A

### 6.0 Associated Documents

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Associated documents are available in the general information section [i].

**7.0 Revisions**

<b>Revision</b>	<b>Description</b>	<b>Date</b>
1.0	Initial Release	12/06/2023
2.0	3 x updates required: Section 4.13.1 - (a), Section 4.2.1 and Section 4.2.2.	20/07/2023