1 General Delivery Specifications for the Delivery of Technical Components

These General Delivery Specifications shall apply to all articles which do not have their own separate agreements regarding packaging or delivery condition.

The Supplier represents and warrants that packaging materials are used that adequately protect the delivery items from external impacts impairing their quality. This shall apply in particular to coated items and items with increased requirements in terms of decorative features.

The introduction of returnable packaging, which is preferred by LAP, shall be considered from an ecological and an economical perspective. The concept of this kind of packaging, however, shall be coordinated in advance with LAP.

Unless products have been expressly ordered as assemblies, products shall not be delivered as mixed batches, i.e. any one packaging unit shall contain parts of the same kind only. Packaging units containing mixed batches of different parts shall not be permitted (not even of left/right designs, e.g.)!

The packaging shall be marked with the following data:

- LAP article number and LAP variant index
- LAP order number
- quantity per packaging unit

The delivery note shall be carried with the shipping documents or attached to the package so it is visible from the outside and protected from damage and soiling.

Products supplied in bulk should be additionally packaged in fabric or PE bags so that they will not be lost if the overpack is damaged.

All delivered products shall be free from contamination and process residues. Direct contact of the products with uncoated packaging materials shall not be permitted (contamination of the products).

If products are delivered on returnable palettes or in mesh boxes, the exchange criteria defined by the European Pallet Association e.V. shall be met (*www.epal-pallets.de*).

Mechanics:

The Supplier shall protect purchased parts prone to corrosion during transport or storage by adequate corrosion inhibitors previously coordinated with LAP. When they are stored in an air-conditioned environment, corrosion protection shall be ensured for no less than 12 months.

Conserved parts shall be wrapped in foil bags or oiled paper to prevent the overpack from getting soiled by the preservative.

The packaging shall be strong enough to protect the products without contaminating them.

Parts with decorative or functional surfaces shall be separated and packed so as to preclude damage during transport and storage.

Parts that get bent easily shall be protected against mechanical stress by an adequate overpack.

Electronics:

The packaging shall properly protect the parts. Handling, environmental and mechanical impact shall be taken into account. Packaging containing materials requiring special protection against electrostatic discharges (ESD) shall be labelled with warnings that are clearly visible on the outside of every package. Processing such parts for goods receipt and warehousing purposes shall be possible without having to remove the protective ESD packaging. Parts and components that get bent easily shall be protected against mechanical stress by an adequate overpack. Even when electrostatically dissipative floral PE foam (mechanical and ESD protection) is used, an additional overpack made of a conductive bag shall be used for protection.

Lenses:

Rolling up or wrapping more than one part in a strip of paper for optical elements shall not be permitted. To facilitate handling, glass panes shall be wrapped individually in paper.

Blister packaging that positively accommodates the optical elements is to be preferred. This packaging shall, however, ensure that the lenses do not slip out of place when the package is opened or closed. Reusable packaging and disposable blister packaging shall, however, be coordinated with LAP before they are used.

For reasons of cleanliness, the use of the following materials for direct lens packaging shall not be permitted:

- cardboard
- foam
- gel packs

The optical elements shall be cleaned before they are packed unless other explicit requirements are specified in the drawing.