LEAR CORPORATION SUPPLIER PACKAGING REQUIREMENTS & GUIDELINES

Version 1.08

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1 INTRODUCTION

LEAR CORPORATION, henceforth referred to as LEAR, has a vital interest in quality and part protection, while utilizing the most cost effective and safe packaging, transportation and handling solution.

Suppliers are responsible for shipping quality acceptable packaging and parts to the point of use within the LEAR facility. Suppliers may receive assistance from packaging suppliers and/or LEAR. This does not relieve them of their responsibility to deliver quality parts.

Supplier packaging, either expendable or returnable, must comply with the standards described in these guidelines and LEAR's customer's guidelines.

Supplier proposed packaging should involve selecting containers that minimize inventory levels and reduce non-value added motions for the LEAR line side operators.

All proposals and quotes must come in the form of a LEAR Packaging Data Form submission in the Lear Packaging Approval System, henceforth referred to as LPAS.

LEAR follows the Automotive Industry Action Group (AIAG) packaging standards and additional requirements specific to LEAR are highlighted.

The word "**MUST"** is understood as a requirement, the word "**SHOULD"** is understood as a recommendation.

All packaging **MUST** be considered a contractual obligation and be approved by affected LEAR plant's Materials and Quality groups with assistance from LEAR Corporate Packaging Engineering and coordinated through LEAR Purchasing/Supply Management.

Any deviations **MUST** have written approval prior to implementation. LEAR encourages supplier initiated packaging improvement ideas before or after launch.

This guideline is effective July 1st, 2020 and replaces all previously issued documents.

2 GENERAL REQUIREMENTS

This section outlines the major elements for packaging development. It **MUST** be used when packaging plans are under development.

- When responding to a LEAR Corporate Purchasing Request for Quotation (RFQ), all packaging components **MUST** be quoted as new expendable packaging.
- A completed LPAS Packaging Data Form **MUST** be submitted for approval by LEAR packaging & operations during PPAP approval.
- The LPAS packaging data entry portal can be found at: http://lpas.lear.com
- When there is an opportunity to utilize returnable packaging, the supplier and/or LEAR personnel should investigate the viability of this option and present it to LEAR.

2.1 ENVIRONMENT

Packaging systems **MUST** be designed and engineered for transportation, handling and storage conditions. Temperatures ranging from -30F to +150F (-34.4C to +65.6C) and humidity conditions up to 90%, for a duration of 120 days, may be expected.

2.2 MATERIAL HANDLING

Manually-handled containers **MUST NOT** exceed a gross weight of 35 lb (15.8 kg). Mechanically handled loads **MUST NOT** exceed 4,000 lb (1814.4 kg). Palletized loads on wood skids **MUST NOT** exceed 2000 lb (907 kg).

2.3 TRANSPORTATION/SHIPPING

Shipments **MUST** be made in accordance with the data submitted on the approved LEAR Supplier Packaging Data Form submitted to LPAS. Standard pack quantities **MUST** be determined and maintained for each part number. One part number **MUST** be packaged per container, unless kits are used.

Transportation methods **MUST** be designated by LEAR logistics and/or its logistics provider, unless the parties have agreed otherwise, in writing.

2.4 SUPPLIER TEST SHIPMENT

A test shipment may be requested for the following instances:

1. New suppliers
2. Change of part, packaging or shipping method
3. New parts (coordinated with pre-production builds)
4. As deemed necessary

Each test shipment **MUST** be coordinated and approved LEAR Corporate Packaging Engineering/Material Handling.

Each test shipment **MUST** be clearly labeled on all four sides as Test Shipment and an Advanced Shipping Notification form must be completed. Receiving locations must be notified of a test shipment. Test shipment quantities may or may not be included in the regular LEAR scheduled delivery.

2.5 ERGONOMICS

All containers and packaging **MUST** be designed with consideration given to ease of handling and part removal. Appropriate consideration must be given to height restrictions, weights restrictions, container opening, container disassembly and any other issues, which may affect worker safety. The supplier is responsible to ensure all material is packaged in such a way to ensure safety is maintained throughout the product distribution stream.

The selection of packaging **MUST** consider the ergonomic parameters associated with the operator interaction with the container. For example, the removal of parts from containers **MUST** take into consideration the proposed assembly process (i.e. using a lift assist to remove parts from the container).

The weight limit for any manually-handled container is 35 lb (15.8 kg). These containers **MUST NOT** exceed any of the following container dimensions:

- Length - 30”
- Width - 20”
- Distance from bottom of container to handhold - 18”

However, if a manually-handled container exceeds one of the length or width dimensions listed above, the maximum gross container weight **MUST NOT** exceed 30 lb (13.6 kg). This is to be considered an oversized container and requires a lower maximum gross weight due to ergonomic restrictions.

Any container exceeding both the length or width dimensions listed above **MUST NOT** be considered a manually-handled container due to ergonomic restrictions.

2.6 RIGHT-SIZED PACKAGING

Suppliers shall create “right sized” containers when designing packaging for all components and assemblies. The primary mode of shipping (Truck Load, Sea Container, or Rail) should be taken into consideration when selecting the packaging footprint. The right sized returnable packaging promotes lean manufacturing by eliminating waste throughout the production process. Suppliers should match the container size to the rate of component usage, nominally represented by one hour of stock at the production line. Smaller more frequent deliveries reduce batch build quantities which in turn reduce both W.I.P. and end inventory levels.

For LEAR E-Systems Packaging Only

Approved box sizes for LEAR E-Systems components packaging except Wire & Terminals

Box P/N	Box Description	Minimum Burst Strength	N.A. Out Side Dimensions	Export Outside Dimensions	Boxes Per Layer	Max. Layers / Pallet
HSCO-121507	HSC Box With Individual Cover	275 # / 44 ECT SW	12"x15"x07"	11.5"x14.5"x07"	12	6
HSCO-121509	HSC Box With Individual Cover	275 # / 44 ECT SW	12"x15"x09"	11.5"x14.5"x09"	12	5
HSC0-242222	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x22"x22"	23.5"x22"x22"	4	2
HSC0-242215	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x22"x15"	23.5"x22"x15"	4	3
HSC0-242211	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x22"x11"	23.5"x22"x11"	4	4
HSC0-242209	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x22"x09"	23.5"x22"x09"	4	5
HSC0-242207	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x22"x07"	23.5"x22"x07"	4	6
HSC0-241515	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x15"x15"	23.5"x14.5"x15"	6	3
HSC0-241511	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x15"x11"	23.5"x14.5"x11"	6	4
HSC0-241509	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x15"x09"	23.5"x14.5"x09"	6	5
HSC0-241507	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x15"x07"	23.5"x14.5"x07"	6	6
HSC0-241111	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x11"x11"	23.5"x11"x11"	8	4
HSC0-241109	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x11"x09"	23.5"x11"x09"	8	5
HSC0-241107	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x11"x07"	23.5"x11"x07"	6	6
HSC0-240909	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x8 3/4"x09"	23.5"x8.75"x09"	8	5
HSC0-240907	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x8 3/4"x07"	23.5"x8.75"x07"	6	6
HSC0-484515	HSC Box With Individual Cover	275 # / 51 ECT DW	48"x 45"x 15"	47"x44"x15"	1	3
HSC0-484520	HSC Box With Individual Cover	275 # / 51 ECT DW	48"x 45"x 20"	47"x44"x20"	1	1
HSC0-484528	HSC Box With Individual Cover	275 # / 51 ECT DW	48"x 45"x 28"	47"x44"x28"	1	1
HSC0-484545	HSC Box With Individual Cover	275 # / 51 ECT DW	48"x 45"x 45"	47"x44"x45"	1	1

Wire Packaging

Box P/N	Box Description		Out Side Dimensions	Boxes Per Layer	Max. Layers / Pallet
280036	Card Board Drum 21"		23"Dia x 21"	4	1
RWT1-242206	Returnable Plastic Tote		24"x 22"x 6"	4	7
NPS 400/250	Returnable Plastic Spool		16" Diameter	6	1
NPS 400/400	Returnable Plastic Spool		16" Diameter	6	1

Terminals

Box P/N	Box Description		Out Side Dimensions	Boxes Per Layer	Max. Layers / Pallet
CBFR-242200	Card Board Film roll type		24" Diameter	4	1
PFRT-242200	Plastic Film roll type		24" Diameter	6	1

All packaging must be palletized on heat-treated 48" x 45" (NA) or 1194x1118x127 mm (International) wood pallets

2.7 CORROSION PREVENTION

Parts susceptible to corrosion **MUST** be packaged with corrosion inhibiting materials, such as VCI and/or desiccants. Parts designated for export markets are at greater risk for corrosion due to the longer transit times and extreme fluctuations in temperature and humidity.

Recommended preventative measures include: pack only dry and clean parts; wear gloves when handling parts; store parts and packaging in dry location; ensure parts are at ambient temperature prior to packing; prevent direct contact between part and wood, paper or corrugated surfaces whenever possible.

2.8 ESD PROTECTION

The use of ESD protective materials **MUST** be used for any sensitive electronic parts.

3 SUPPLIER PACKAGING DATA FORM

This section highlights the LEAR Supplier Packaging Data Forms that are captured and housed within the LPAS online portal. Suppliers **MUST** complete and submit the Supplier Packaging Data Form as part of the PPAP approval process.

3.1 COMPLETING AND SUBMITTING THE FORM

LEAR Packaging issues LEAR Supplier Packaging Data Form to suppliers. This online portal is used to collect packaging data for production parts. It **MUST** be completed for the following instances:

1. New production parts
2. New suppliers
3. Change of part, packaging or shipping method

Forms **MUST** be submitted via the LPAS Online Portal. A LPAS Supplier User Guide can be found in the "Logistics Requirements for Suppliers" section of the Supplier Web Guides on the LEAR public website.

All fields within the LPAS Packaging Data Form **MUST** be filled out in their entirety. Forms will be rejected back for incomplete data or noncompliance to the LEAR packaging requirements.

3.2 PACKAGING DISCREPANCY

All discrepancies will be referred to LEAR Purchasing/Supply Management for further action. In the case of OEM directed sources, discrepancies will also be referred to the OEM buyer.

3.3 PRICING

Packaging costs must be included in all part quotations and clearly defined in the piece price. All packaging **MUST** be submitted to and approved by LEAR Packaging Department. No price increases will be granted to correct defective and/or non-conforming packaging.

Pricing of returnable systems **MUST** be cost justified considering system size requirements, inbound & return freight, maintenance and material handling costs. Additional buffers required as a result of any internal manufacturing process **MUST** be factored into the system size. LEAR will not finance additional returnable containers as a result of such buffers.

4 EXPENDABLE PACKAGING

This section assists suppliers in developing expendable packaging that complies with LEAR requirements.

4.1 PALLETS

Packaging failure is often attributed to poorly constructed or poorly sized pallets. Pallet selection **MUST** be according to the following guidelines. All pallets **MUST** be either new corrugated or wood. Pallets used for international shipments **MUST** comply with wood heat treatment requirements applicable (ISPM 15) 56 Celsius Degrees for at least 30 minutes. Manufactured wood pallets (I.E. plywood, particle board) do not require heat treatment, and **MUST NOT** be used for international shipments.

4.1.1 Required Pallet Dimensions

Length	×	Width
48" (1219 mm)	×	45" (1143 mm) (Preferred NA Footprint)
32" (813 mm)	×	30" (762 mm)
48” (1219 mm)	×	40” (1016 mm)
47” (1194 mm)	x	44” (1118 mm) (International Size)
39” (980 mm)	x	45” (1143 mm) (Alt International Size)

NOTE
A tolerance of +0” (0mm), -1” (25.4 mm) is allowed.

48” x 45” is the preferred footprint for domestic shipments. All international shipments **MUST** ship in a footprint of 47” (1194mm) x 44” (1118mm) or 39” (980mm) x 45” (1143mm). 47” x 44” is the preferred international size due to the fact that it closely resembles the domestic pallet footprint, while optimizing cubic space in a sea container.

Pallet size deviations may be allowed only for unique part dimensions and with LEAR Corporate Packaging Engineering/Material Handling approval. If the part dimensions require a pallet greater than 48” (1219 mm) in length, size the pack length to accommodate, but maintain a width dimension of 45” (1143 mm), while observing one of the five unit load heights as described in section 4.3.1.

4.1.2 Pallet Types

All pallets **MUST** have four-way entry for maximizing material handling efficiency. Top deck-boards **MUST** support each corner of each container for maximum vertical support. Top deck-boards **MUST** cover 60% of the unitized footprint. For unit loads, a minimum of three bottom pallet boards **MUST** load on the container corners when stacked.

4.1.3 Pallet Construction

Pallets **MUST** have a minimum of 3.5” (89 mm) fork height clearance on the primary side. The notched areas of the secondary sides **MUST** have 2.5” (63.5 mm) minimum height clearance. Notches **MUST** be 9” (229 mm) long and have 18” (457 mm) centers. All pallets **MUST** be double faced and have sufficient deck-boards to support stacking. All pallets **MUST** have a minimum of three stringers. Double wing pallets **SHOULD** be used for stretch wrapped loads with wings not to exceed 0.5“ (12.7 mm). Single wing pallets **MUST NOT** be used.

Pallets **MUST** be constructed with cement coated nails or twisted nails. Staples **MUST NOT** be used. Pallets **MUST** be strong enough to withstand 4,000 static lb (1814.4 kg), or the total weight of the dynamic load, whichever is larger. Pallets **SHOULD** be constructed of hardwoods.

Wood pallets **MUST** comply with International Standards for Phytosanitary Measures Publication # 15 for Wood Packaging Material International trade. Please see last 2 pages of this document discussing (new in 2005) wood pallet specifications when shipping overseas.

Corrugated pallets are encouraged to be used for loads under 500 lb (226.8 kg) and **MUST** be used only with proper testing and prior approval of LEAR.

4.2 EXPENDABLE CONTAINERS

All corrugated containers **MUST** be stamped with a box manufacturer’s certificate as defined in Rule 41 of the Uniform Freight Classification. It **MUST** be in a visible location on the assembled container, preferably not on the bottom.

4.2.1 Expendable Container Construction

Unit loads **MUST** withstand stacking to 102” (259 cm) in transit and 204” (518 cm) in stationary storage. Expendable containers **MUST** have sufficient vertical strength to support unit load stacking and maintain pack integrity throughout the distribution system. A minimum 275 pound burst strength or 44 ECT/7.7 kN/m (edge crush test) **MUST** be used for all products shipped. Exceptions to this requirement may be made for high-density pallet loads exceeding 1000 lb (453.6 kg). Contact LEAR packaging for assistance.

When requested, suppliers **MUST** provide test data in accordance with American Society for Testing and Materials (ASTM) D-4169 Performance Testing of Shipping Containers and Systems - Criteria 2”.

4.2.2 Expendable Container Closures

Containers **MUST** be adequately sealed to avoid failure during normal handling and storage. Strippable reinforced tape or spot gluing **SHOULD** be used for container closure. Any glue transfer to the part **MUST** be considered unacceptable. Asphaltic tape **MUST NOT** be used due to adverse effects on corrugated recycling. Staples **MUST** be used only for the bottom of containers. Container openings that require cutting **SHOULD NOT** be used. Common covers **SHOULD NOT** be used due to spillage and contamination.

Half Slotted Containers with automatic locking bottoms and individual glued lids are the preferred expendable container type for all supplier shipments. This container eliminates the usage of tape for box closure and improves material handling at the point of use at LEAR facilities. Regular Slotted Cartons are an acceptable alternative, but not recommended.

4.2.3 Expendable Container Openings

Container closures that require cutting devices for part access **SHOULD NOT** be used due to associate safety and part quality.

Potential packing options to avoid the use of cutter: perforated box openings, individual box lids, safety box cutters, minimize tape, minimized box cutting, and clips to hold flaps open. Common covers **SHOULD NOT** be used due to spillage and contamination.

4.3 PALLETIZATION

To minimize manual handling, containers **MUST** be palletized into standard unit loads. Mixed plant packaging is **NOT** allowed on same pallet. An individual packing slip per plant is required, a packing slip per P/N to all plants is **NOT** allowed. Unit loads **MUST** be secured to the pallet and comply with the following requirements:

4.3.1 Required Load Heights

Unit load heights **MUST** be compatible with current common shipping methods. Inside truck trailer heights of 102” (2.54 m), with a tolerance of +/- 1.5” (38.1 mm), **MUST** be accommodated. Load height **SHOULD** be optimized when shipping via standard height sea container. The following unit load heights **MUST** be used:

12.75” (324 mm) unit height
20.25” (514 mm) unit height
25.5” (648 mm) unit height
34” (864 mm) unit height (maximum height for 32” x 30” pallets)
52” (1295 mm) unit height*

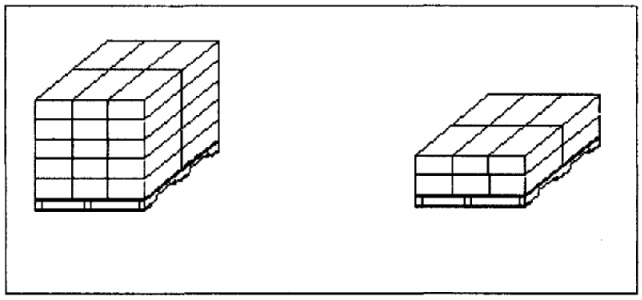
***Unit Load height MUST NOT exceed 52” (1295mm)**

NOTE
Unit height measurements **MUST** include the pallet.

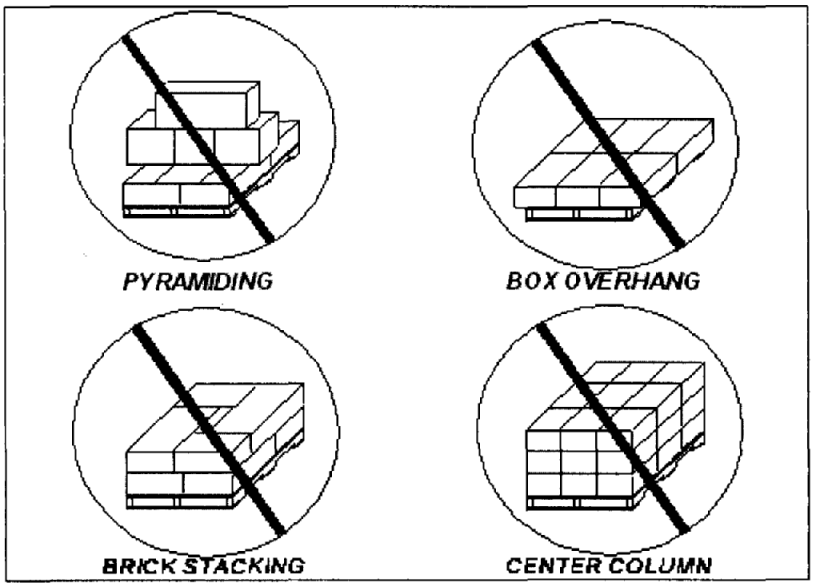
4.3.2 Unit Load Pattern

Containers **MUST** be palletized in full layers only. When container quantities are insufficient to complete one full palletized layer, the additional containers **MUST** be consolidated onto a mixed load pallet. Only **one** mixed load pallet is allowed per shipment, per LEAR receiving location.

ACCEPTABLE



NOT ACCEPTABLE



- **Pyramiding or tower-loaded pallets MUST NOT be acceptable**.
- Mixed loads **MUST** be stretch-wrapped.
- Box overhang **MUST NOT** be acceptable due to the loss of vertical integrity.
- Unit load patterns that generate center column configurations **SHOULD** be avoided due to excessive handling.
- Brick stacking **MUST NOT** be acceptable due to loss of vertical integrity of the containers.
- Box under hang **SHOULD** be avoided due to the loss of load stability when stacked.

4.3.3 Banding

Non-metallic banding **MUST** be used for unit loads up to 2,000 lb (907 kg). Polypropylene or polyester banding **SHOULD** be used. Fusing straps or crimp seals **SHOULD** be used to secure the banding. The use of buckles **MUST NOT** be used. A minimum of two bands in the length and width dimensions **MUST** be used for multiple containers on a pallet. Banding **MUST** be located clear of notched fork openings.

Metallic banding **SHOULD** be used for unit loads over 2,000 lb (907 kg). In the interest of safety, edge protectors or angle boards **MUST** be used when sheer/sharp edges are exposed on the metallic banding.

4.3.4 Stretch Wrap

Three stretch wrap layers on the bottom and top and two in the center of the unit load **SHOULD** be used. Many other factors such as the material gauge, tension and unit load weight **MUST** also be considered. If double wing pallets are used, stretch wrap **MUST** fully enclose the bottom of the wings. Stretch wrap **MUST** be fully secured to 3 inches below the deck boards. Stretch wrap **MUST** have enough clarity to enable bar code scanning. Labels must not be obstructed by stretch wrap.

4.3.5 Stacking Strength

Pallet loads **MUST** have a minimum stacking strength of 1000 lb (453.6 kg).

4.3.6 Edge Protectors

The use of fiberboard edge protectors **SHOULD** be used with expendable palletized loads. Edge protectors provide protection, containment, and may improve stacking strength.

4.3.7 Cube Utilization

Maximum cubic utilization **MUST** be maintained, with the exception of sea-container or truck load payload capacity restrictions. Container density **MUST** be maximized to achieve a minimum cubic utilization of 85% without exceeding maximum container weight capacities.

4.4 AIR SHIPMENTS

Due to the excessive handling in air shipments, over-the-counter shipments **MUST** be master packed in double wall containers. Containers **MUST** be palletized, in accordance with section 4. Packaging must be waterproof and dirt-resistant to protect material from weather during loading and unloading.

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5 RETURNABLE PACKAGING

Through agreement with LEAR, suppliers may utilize returnable packaging. This section assists suppliers in developing returnable packaging that complies with LEAR requirements.
It is the packaging vendor's responsibility to make sure that all of their packaging works well for form, fit and function, under normal use, for the life of the program.
As experts in their field, it is the packaging vendor's responsibility to understand the application, and guarantee and warrantee their packaging. This includes painted packaging. Racks **MUST** not rust causing quality issues.

It is the supplier's responsibility to keep all packaging clean including removing old labels and to inspect all containers for damage before use. Only clean containers **MUST** be used to transport product.

5.1 CONTAINER IDENTIFICATION

Containers **MUST** be treated as a product. Container numbers **MUST** be assigned to each container type and approved by LEAR Plant and Corporate Packaging Engineering/Material Handling. The container number and quantity of each container type **MUST** be on every packing slip as a separate item. Identification **MUST** be accomplished through the use of permanently affixed tags or hot stamps. Suppliers **MUST** use a minimum of two tags or hot stamps per container.

5.2 BACKUP CONTAINERS

To accommodate container shortages, a sufficient supply of backup expendable packaging **MUST** be maintained. Backup packaging **MUST** simulate the returnable container and maintain the same dimensions, function and pack quantity while complying with the LEAR expendable packaging guidelines. It is the supplier's responsibility to make sure adequate backup packaging is available.

5.3 DIRECTED RETURNABLE LOOPS

LEAR **MUST** reserve the right to mandate the use of returnable containers when it is economically feasible to do so and/or returnable containers are necessary for part quality and line side presentation.

6 LABELING REQUIREMENTS

This section defines the required shipping label specifications and formatting. All business partners must follow the Lear specific label requirements including the 2D code. To access all specifications, please reference the 2D Label Global Guidelines in the following path: Lear.com → Suppliers → Web Guides → Logistics Requirements for Suppliers → 2D Label Global Guidelines

6.1 LABEL PRINTING REQUIREMENTS

Label printing **MUST** comply with the LEAR requirements (See above path for all 2D label specifications):

1. SUPPLIER NUMBER (V)
   MUST be printed in human readable characters, bar code symbology and 2D.Data Matrix (black on white) below using data identifier (V).

2. PART NUMBER (P)
   MUST be printed in human readable characters, bar code symbology, and 2D.Data Matrix (black on white) below using data identifier (P).

3. SUPPLIER PART NUMBER (1P)
   MUST be printed in human readable characters and 2D.Data Matrix (black on white).

4. PART DESCRIPTION (PD)
   MUST be printed in human readable characters and 2D.Data Matrix (black on white).

5. QUANTITY (Q)
   MUST be printed in human readable characters, bar code symbology and 2D.Data Matrix (black on white) below using data identifier (Q). Unit of measure is assumed to be pieces unless otherwise agreed between LEAR Corp. and Supplier. If other unit of measure is used, it **MUST** be directly to the right of the human readable quantity, which **MUST** not be bar coded. Usage of units of measure abbreviations as defined in the Lear Purchase Order.

6. SERIAL NUMBER (S)
   MUST be printed in human readable characters, bar code symbology and 2D.Data Matrix (black on white) below using data identifier (S).

7. LOT NUMBER (1T)
   MUST be printed in human readable characters and 2D.Data Matrix (black on white).

8. LOCATION (24L)
   MUST be printed in human readable characters and 2D.Data Matrix (black on white).

9. SHIP FROM (SF)
   MUST be printed in human readable characters and 2D.Data Matrix (black on white).

10. SHIP TO (21L)
    MUST be printed in human readable characters and 2D.Data Matrix (black on white).

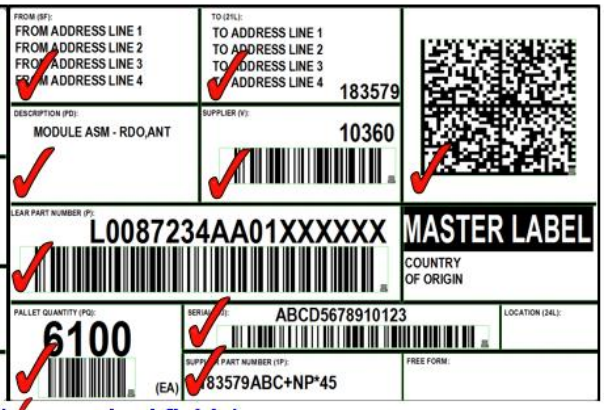
11. FREE FORM (FF)
    MUST be printed in human readable characters.

6.2 LABEL DESIGN

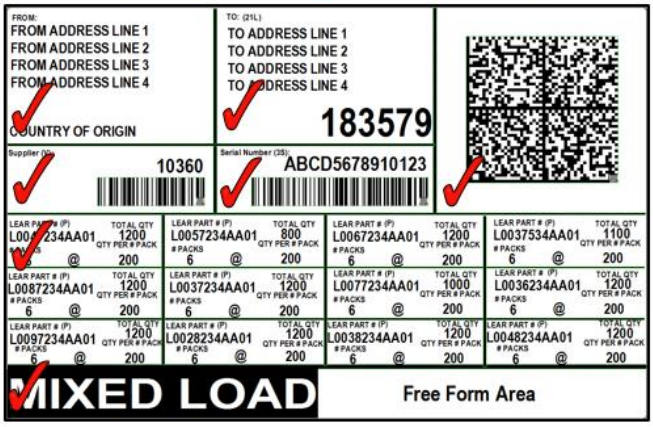
Label design **SHOULD** be white in color with bold, black printing. Colored labels are allowed if supplier has written permission from LEAR receiving plant. The required label size is 6.0 inch (152 mm) wide by 4.0 inch (102 mm) high. (See path above for additional label formats – pizza box, bundle, etc.)

Sample container label (✓= required fields)

Sample master label (✓ = required fields)



Sample mixed label (✓= required fields)



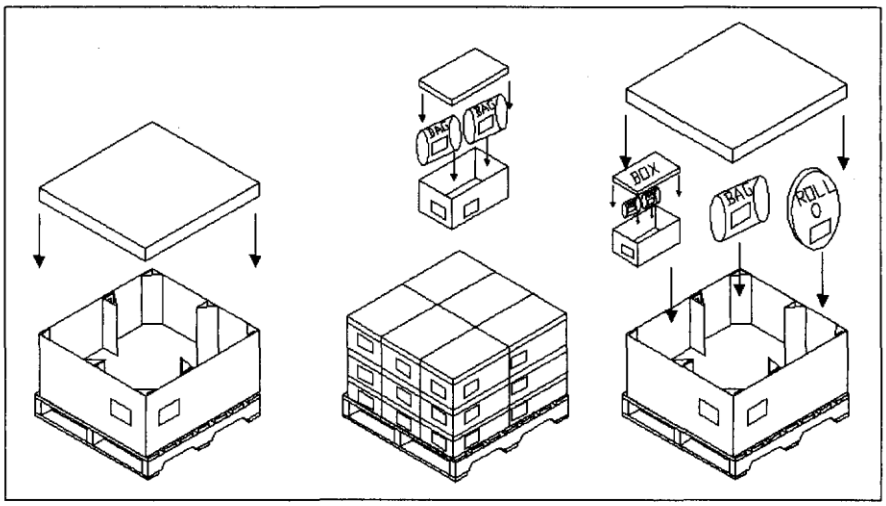
6.3 LABEL ADHESIVE

Adhesives for container labels **MUST** be pressure sensitive. They **MUST** be able to withstand the complete distribution cycle of the package they are adhered to. Taping labels to a shipping unit is not acceptable.

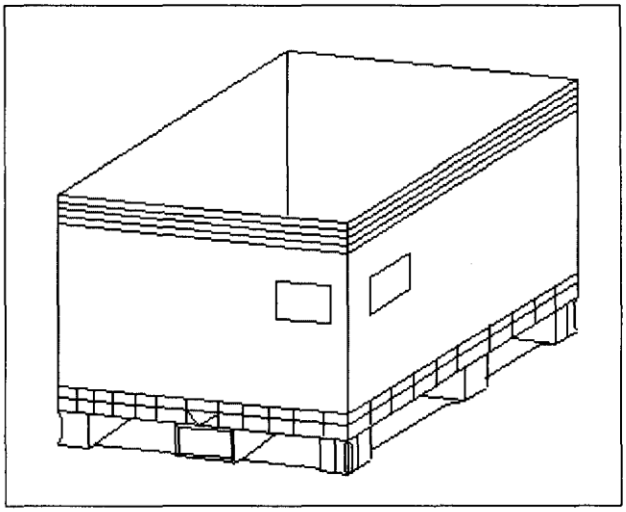
Labels on returnable containers **MUST** be removable without use of excessive force or cleaning agents. Cleaning agents may damage the container substrate. Non-stick label placards **SHOULD** be used.

6.4 LABEL LOCATION

There **MUST** be two labels per container. Labels **MUST** be located on adjacent length and width panels. Labels **MUST** be scan-able from the exterior of the shipping unit, not covered by banding or stretch-wrap film. If inner rolls, small boxes, bags or other small packs are utilized, each pack **MUST** have one label in addition to the labels required on the outer container.



For returnable containers, labels **MUST** be attached to manufacturer's designated location.



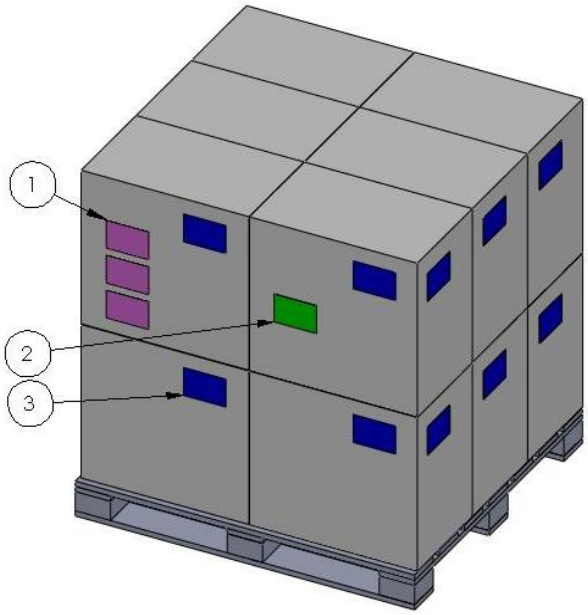
6.5 MIXED LOAD LABELING

Multiple single packs of differing parts may be shipped to a single LEAR receiving location. The mixing of containers on a single skid/pallet destined for different plants or delivery docks **MUST NOT** be allowed. The end LEAR destination **MUST** be printed in human readable characters on the Master label.

The Mixed Load label **MUST** be used to identify a load of multiple single packs of different part numbers. The Mixed Load label **MUST** appear on two adjacent sides of the pallet load. Additionally, the following rules **MUST** also be followed:

For a mixed part number skid/pallet, a Master label for each part number **MUST** be used. A Master label of each individual part **MUST** be applied on one side of the pallet where each can be scanned easily. LEAR recommends placing Master labels on a separate cardboard placard or on the shrink wrap so that bar codes can be scanned easily. See example below:

1. Individual Master labels
2. Mixed label
3. Container label



7 GLOSSARY OF TERMS

AIAG (Automotive Industry Action Group)

26200 Lahser Road,
Suite 200 Southfield, Michigan 48034
Phone: (248)358-3570

Burst Strength

The force required to rupture combined board, using vacuum pressure measured by a Mullen tester. It relates indirectly to the box's ability to withstand external or internal forces, and to protect contents during rough handling.

Expendable

Packaging intended for one use. A container with an open top and slotted flaps bottom, or an automatic locking bottom.

ISTA

International Safe Transportation Association
1400 Abbott Road, Suite 310
East Lansing, MI 48823-1900 USA
Phone: (517) 333-3437

Half Slotted Container (HSC)

Carton flaps only present on bottom half of carton. Flaps are the same depth, and the two outer flaps (normally the lengthwise flaps) are one-half the container's width, so that they meet at the center of the box when folded.

Regular Slotted Container (RSC)

All flaps are the same depth, and the two outer flaps (normally the lengthwise flaps) are one-half the container's width, so that they meet at the center of the box when folded.

Returnable

Method of packaging intended for more than one shipment. Containers are returned to supplier for reuse.

Stretch Wrap

Plastic film of various gauges that is stretched and wrapped around a unit load, including pallet, to secure it for shipment.

Stringer

The vertical members of a pallet which support the top and bottom faces.

Test

Unless otherwise noted, it refers to the bursting strength of liner board and combined board.

8 VENEZUELAN REGULATIONS FOR WOOD PACKING MATERIALS

General Requirements

Cargo arriving to Venezuela after May 2nd 2005 has to comply with the requirements for wood packing under ISPM 15.

IMPORTANT

The importation or movement in transit of untreated non-manufactured wood packing materials from any area of the world is prohibited.

There have been established guidelines for wood packing material in international trade indicating that:

1. All wooden packing **MUST** be bark free;
2. All wooden packing material **MUST** have been subjected to a recognized method of treatment (heat treatment, fumigation or any other method approved by IPPC);
3. The wood shall display a mark to prove compliance with the standard requirements,

Although local regulations do not specify that a special documentation is required (phytosanitary certificate etc.), this eventually could be requested by local authorities.

Treatment Options

Fumigation (MB)

With methyl bromide in a closed area for at least 16 hours at certain dosages. Following fumigation, fumigated products **MUST** be aerated to reduce the concentration of fumigation below hazardous levels.

Heat - Treatment (HT)

To achieve a minimum wood core temperature of 56°C for at least 30 minutes. Such treatments may employ kiln-drying, chemical pressure impregnation, or other treatments that achieve this specification through the use of steam, hot water, or dry heat.

Wood Packing Material

These guidelines cover materials that are not manufactured, including pallets, boxes, cable drums, crating, cases, load boards, spacers, pallet collars and skids, actually in use in any kind of international transport.

- Manufactured wood packing made wholly of wood-based products such as plywood, particle board, oriented strand board or veneer that have been created using glue, heat and pressure or a combination thereof should be considered sufficiently processed to have eliminated the risk associated with the raw wood.

Marking

The qualified treatment **MUST** be marked on the packing, showing details of the processing agent. This has to be arranged by the shipper prior to stuffing and delivery of the cargo to the export terminal. The mark shown below certifies that the wood packing material was undertaken an approved treatment. The mark should at minimum include the:

1. PPC Symbol (as reproduced above)
2. XX = ISO two letter country code (e.g. Germany = DE)
3. 000 = The unique registration number assigned for the company that manufactured or treated the wood.
4. YY = IPPC abbreviation disclosing the type of treatment (e.g. HT for “Heat Treatment” or MB for “Methyl Bromide”).

Markings should be:

1. According to the model shown above
2. Legible
3. Permanent and not removable
4. Placed in a visible location, preferably on at least two opposite sides of the package. The use of red or orange should be avoided since these colors are used in the labeling of dangerous goods.

All components of recycled, re-manufactured or repaired wood packing material **MUST** be treated and contain the marks of the facility approved to perform the re-treatment.

Division of Cost according to Incoterms

According to Incoterms 2000, it is the obligation of the shipper to provide the packing and to arrange for appropriate marking at his own expense, unless it is usual for the particular trade or has been previously agreed with the buyer to make the goods available unpacked.
Please recommend your customers to explicitly regulate the responsibility of the packing and fumigation within the contract of sale.

Caracas, 04 May 2005
ENTRA C.A. / Schenker Venezuela
Udo Thiele
National Operations Manager

9 APPENDIX

Supplier Packaging Checklist

To help ensure LEAR ‘s supplier packaging requirements are followed, please use the following checklist as a guideline. Failure to comply with LEAR’s packaging requirements is a breach of supplier responsibility and may be subject to a QN (Quality Notice). All deviations from the LEAR requirements **MUST** have written consent from LEAR Packaging.

☐ 1. Supplier has access to and understands LEAR Supplier Packaging Requirements.

☐ 2. All pertinent supplier employees trained regarding LEAR’s shipping and packaging requirements.

☐ 3. Container supplier selected who understands and complies with LEAR’s packaging requirements.

☐ 4. Submit LPAS packaging data form for each part number supplied to LEAR.

☐ 5. Shipping containers & pallet selected are an approved LEAR standard size or otherwise have written consent from LEAR Packaging.

☐ 6. Selected shipping container has sufficient strength to contain the products through the entire distribution cycle.

☐ 7. Shipping containers have been right-sized and have been filled to capacity.

☐ 8. Shipping containers & pallet load are within the LEAR weight restrictions.

☐ 9. All solid wood packaging material **MUST** comply with ISPM 15 requirements.

☐ 10. Containers are palletized, aligned (not brick stacked), do not overhang the pallet, and are supported by the deck boards.

☐ 11. All pallets loads are cubed and have level layers (no pyramids or voids). Pallet loads are within 1” of one of the LEAR approved pallet load heights to promote efficient stacking in a trailer or sea container.

☐ 12. Containers are secured to the pallet with approved stretch film (min 3 wraps) or approved plastic banding (min 2 length, 2 width) and no metal is used.

☐ 13. All labels are applied per labeling requirements and mixed load labels are used as necessary.

☐ 14. All shipping documents are attached to the load in a document pouch: commercial invoice, packing slip, wood certification (as required)

Supplier Packaging Right-Sizing Flowchart