

BMA Braunschweigische Maschinenbauanstalt AG

Dispatch and Packaging Guidelines

Scope of application

These dispatch and packaging guidelines apply to deliveries to BMA Braunschweigische Maschinenbauanstalt AG – hereinafter referred to as “BAG”.

1. Fundamentals

The Dispatch and Packaging Guidelines are binding for the supplier. Should the supplier not be capable of delivering according to these regulations, it must inform BAG in writing in good time before the delivery.

2. Delivery address and receipt of goods

BMA Braunschweigische Maschinenbauanstalt AG

Am Alten Bahnhof 5
38122 Braunschweig

Central warehouse northern entrance	Courier services, transport companies, including cast steel and iron without raw materials Receipt of goods Monday to Friday 7:00 a.m. - 2:45 p.m.
Raw materials warehouse southern entrance	Raw materials are metal sheets, pipes, profile steel Steel or stainless steel cuttings Receipt of goods Monday to Friday 7:00 a.m. - 11:00 a.m.

See Section 3 below for details of BMA Braunschweigische Maschinenbauanstalt AG's delivery specifications!

3. BMA Braunschweigische Maschinenbauanstalt AG's Delivery Specifications

3.1 Deliveries shall be from a single source according to item numbers on pallets grouped according to size and load capacity for the respective parts. Parts that due to their weight

and size fit onto Euro-pallets must only be delivered on Euro-pallets. Euro-pallets are available to exchange.

3.2 In the case of small parts with an individual weight of no more than 5kg and a total maximum weight of 50kg per item number, dimensions are similar different parts can be loaded onto one pallet.

3.3 Single-use packaging should be avoided, as BAG reserves the right within the context of these packaging guidelines to send this back to the supplier at the supplier's expense.

3.4 In addition to the aforementioned delivery specifications, the following delivery specifications shall apply for:

Metal sheets	on	Mondays and Wednesdays
Bar steel, flat steel and pipes	on	Tuesdays and Thursdays
Delivery by arrangement	on	Fridays

Raw materials as piece goods on Euro-pallets can be delivered from Monday to Friday

3.5 Deliveries must be planned in such a way that the vehicles arrive in Braunschweig as early as possible and provisions for the unpredictability of the daily traffic are taken into account. Due to limited crane capacity at BAG, waiting times are likely. **BAG does not cover costs for waiting times.**

3.6 Lorries which cannot be unloaded because they have arrived too late or no staff are available outside of the delivery times, shall be unloaded on the following day (except Saturday) from 7:00 a.m. **BMA Braunschweigische Maschinenbauanstalt AG shall not bear the expense of any demurrage charges.**

3.7 The material shall be loaded onto the lorry in such a way that no third-party goods need to be moved and unloading by forklift and/or crane is possible. (Note: Sufficient distance between the materials).

3.8 In the case of delivering large parts with lengths $\geq 6\text{m}$, vehicles shall be used that are suitable for unloading by crane. In addition, attention should be paid to loading the material onto the lorry in such a way that it can also be unloaded with a crane.

3.9 In order to not extend the vehicle's standing time unnecessarily, the raw materials shall be accepted under reservation. Checking whether the delivery is complete and correct shall occur after the goods have been unloaded. If this is not acceptable for the supplier, the forwarding agent must wait until the delivery has been completely checked. **BMA Braunschweigische Maschinenbauanstalt AG shall not be responsible for any resultant costs.**

3.10 It is recommended that the supplier coordinate with the BMA Braunschweigische Maschinenbauanstalt AG logistics department before the delivery in order to reduce delays and problems to a minimum.

3.11 The delivery staff shall respect the safety regulations applicable for BAG's premises; these are appended to these Guidelines. External staff should enquire about any amendments to these regulations on entering the premises.

The contacts are:

Mr. Kaltenberg	Receipt of goods raw materials warehouse	+49 (0)531-804-846
Mr. Reuleke	Warehouse management	+49 (0)531 804-369

3.12 For project business, the contact persons can be found in the agreed Technical Purchase Conditions.

3.13 Exceptional delivery cases are return deliveries resulting from non-conformance reports or complaints, replacement deliveries and deliveries for recall campaign losses.

3.13.1 Deliveries for recall campaign losses

These components may be delivered every day between 7:00 a.m. and 2:45 p.m. Outside of this time frame, it must be agreed with reception via tel.: +49 (0)531-804-100 as to who is able to carry out the unloading on-site.

3.13.2 Return or replacement deliveries

These components may be delivered Monday to Friday between 7:00 a.m. and 11:00 a.m.

4. Notification

4.1 Goods may only be dispatched after an order confirmation or a dispatch notification with an agreed delivery date has been received by BAG.

4.2 In project business, packaging firms are often named as the delivery address. After the notification has been sent to the logistics department (ALL), BAG shall inform the packaging company of the imminent delivery. In the case of over-sized deliveries, the notification must arrive at least 4 weeks before dispatch.

5. Dispatch handling

The goods shall be delivered on the confirmed delivery date at the specified receipt times and locations. The agreed contact at BAG must be immediately informed of any delays that will affect the delivery date.

6. Dispatch forwarding agent

The supplier may give their deliveries under the EXW delivery conditions (Incoterms 2010) only to forwarding agents commissioned by BAG. Exceptions shall be permitted in justified cases after prior written consent from BAG.

7. Dispatch method

The dispatch method (lorry, courier, air freight, etc.) shall be agreed in advance with BAG.

8. Accompanying documents

a. Delivery note

The following information must be provided:

- Recipient's address as per the order information
- Delivery note number and dispatch date
- BAG's order number and item
- Quantity delivered and unit of quantity
- BAG parts number with delivery or performance reference
- Number of packages, number of packaging units

b. Packing list

Shall be attached to large delivery amounts.

c. Test certificate

If requested in the order, in advance by e-mail to:

purchasing@bma-de.com

d. Customs document

If requested and/or required.

9. Labelling of the goods

Raw materials must be labelled with a red Edding 750 pen. Labels should not be used, as BMA AG otherwise incurs additional expense for removing labels and glue residues. When using labels which do not leave a residue when removed, we nevertheless insist on labelling with the red Edding pen mentioned above!

For all other goods, the use of labels on the outer packaging is permitted.

As well as the BMA parts number, the goods must also be labelled with the order number. If a particular type of labelling is requested in the order, for example, item numbers, project or other reference numbers, the supplier shall mark the goods with these as well.

10. Dangerous goods

Dangerous goods must be securely packaged in accordance with the international dangerous goods categories so that they can be safely transported and loaded.

Annexes:

- Information about BMA's premises

► **Information
zum BMA-Werksgelände**



Sehr geehrte Besucherin, sehr geehrter Besucher,
Ihre Sicherheit während Ihres Aufenthaltes bei BMA ist uns sehr wichtig: die nachstehenden Informationen sollen dazu beitragen:

Betreten Sie unsere Betriebsbereiche nur in Absprache mit Ihrem betrieblichen Ansprechpartner. Lassen Sie sich über Gefahren und Sicherheitsvorkehrungen informieren.

Beachten Sie die Rauchverbote, insbesondere im Lackier- und Lagerbereich.

Das Filmen und Fotografieren ist ohne Genehmigung auf dem gesamten Betriebsgelände verboten.

Fremdfirmen dürfen nur in Abstimmung mit dem Koordinator Bau- und Montagearbeiten durchführen. Bleiben Sie bitte im gesamten Montagebereich auf den gekennzeichneten Verkehrswegen.

Der Aufenthalt unter schwebenden Lasten ist verboten! Betreten Sie die Anweisungen der Kranführer.

Auf dem gesamten Werksgelände herrscht Gabelstaplerverkehr, diese haben Vorrang!

Die angegebene Höchstgeschwindigkeit von 10 km/h ist einzuhalten.

Fahrwege, Durchgänge, Zufahrten und insbesondere Notausgänge sind ständig freizuhalten.



Sollten Sie sich dennoch in unmittelbarer Nähe von Maschinen aufhalten müssen, bitten wir Sie, Folgendes zu beachten:

Maschinen können zu Testzwecken jederzeit anlaufen – halten Sie Abstand!

Die Maschinenantriebe weisen hohe magnetische Kräfte auf. Halten Sie deshalb einen Sicherheitsabstand von 1 m zu den Permanentmagneten.

Das gilt insbesondere für Personen mit Herzschrittmachern!

Vermeiden Sie das Mitführen von Magnetkarten und Datenträgern.

Sollte doch einmal etwas passieren, wenden Sie sich bitte an Ihren betrieblichen Ansprechpartner oder wählen Sie eine der folgenden Telefonnummern:

Anmeldung / Empfang	100
Feuer, Rettung	0-112
Betriebsanleiter	837
Arbeitssicherheit	350

Für den Evakuierungsfall befindet sich der Sammelplatz für Besucher und Fremdfirmen auf dem Besucherparkplatz.

Informieren Sie sich an den Halleneingängen über die Lage von Fluchtwegen und Erste-Hilfe-Einrichtungen.



**Wir wünschen Ihnen
einen interessanten und
sicheren Aufenthalt!**

BMA AG
Am Alten Bahnhof 5
38122 Braunschweig
Telefon 0531-8040
Fax 0531-804 260
info@bma-de.com
www.bma-worldwide.com

Ruhe bewahren!!!

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Warten auf Rückfragen!

- ### 3. Einweisung der Rettungsdienste

Ruhe bewahren!!!

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Warten auf Rückfragen

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folgend:
Sammelplatz aufsuchen!

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Architectural floor plan of a large industrial or commercial building complex. The plan shows various rooms and their functions, color-coded and labeled with letters A through M. A legend at the bottom explains the color coding and labels.

Legend:

- Farbliche Flurstücksausweisung des BfM-Betriebsgeländes - Gebäude-Aufstellung
- A = Verwaltungsgebäude
- B = 1. Verwaltungsgebäude
- C = 1. EG Kantine / OC Verwaltung
- D = 1. EG Werkstatt
- E = 1. EG Lagerwerkstatt
- F = 1. Kantine Kinder-Werk
- G = 1. Fertigung Zentrifugenrommel
- H = 1. Fertigung Kesselhaus / stillgelegt
- I = 1. Fertigung Schloßerei / Fernwärme Übergabe Trafó
- J = 1. Verwaltung / Röntgen / Lager
- K = 1. Technikum
- L = 1. Lager / Verwaltung
- M = 1. Lager Holzlage
- N = 1. Fertigung Holzlage-Werkstatt
- O = 1. Lager (Staubsaug) nur überdacht
- P = 1. Lager (Werkzeugausgabe) / Büro
- Q = 1. Fertigung Dreherei / Maschinenbau
- R = 1. Fertigung Bauteilbau
- S = 1. Fertigung Apparatebau
- T = 1. Lager Versandablage
- U = 1. Fertigung Fasscpritzanlage
- V = 1. Fertigung Strahlerei
- W = 1. Fertigung Zurechnerei
- X = 1. Lager Öl
- Y = 1. Verwaltungsgebäude (BSA / Pro ASS)
- Z = 1. Fertigungsschleife
- aa = Sammelplätze (2)