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<i>WORK INSTRUCTION</i>	SUBJECT: Part & Carton Consolidation Work Instruction		

1.0 Purpose:

This work instruction is to define guidelines for part and carton consolidation during the Packaging Process, as well as general guidelines for packaging parts.

2.0 Scope:

This work instruction applies to the Commercial Packaging and Shipping personnel at the Wood Dale, IL facility.

3.0 Responsibility and Authority:

The responsibility and authority for the administration, implementation and maintenance of this work instruction has been assigned to the Sr. Operations Manager and / or his / her designee(s).

4.0 Process:


4.1 Carton Consolidation:

4.1.1 Carton consolidation is acceptable per the following guidelines:

- a.) Multiple cartons may be used for one P.O. line item and consolidated into one Transportation Handling Unit (THU).
- b.) Consolidating multiple P.O. line items into one THU is acceptable but each P.O. line item must be properly packaged and enclosed within its own carton. There may be multiple parts per carton but all parts must be of the same P.O. line item and properly protected.
- c.) Machined or Composite Parts shall be properly protected by individually enclosing each line item (Part Number) in a carton segregating it from other items. Add packaging materials to avoid excessive movement of contents. Do not use loose-fill packing materials.

4.1.2 Shipping Containers – General:

- a.) All shipments shall be packaged and labeled in accordance with ATA 300 specifications, and utilize containers that meet the minimum packaging requirements of the common carriers (if so shipped) for acceptance for safe transportation at the lowest rate applicable.
- b.) Staff shall make maximum use of corrugated fiberboard containers which meet or exceed those specifications of ASTM D 5118/D5118M, and which shall be closed by taping or banding so they may be opened without damaging the packaged item.
- c.) If staff determines the capacity of fiberboard containers is exceeded, staff shall use wood packaging material “WPM”, crates/pallets/skids/etc. that comply with the transportation requirements. Closure by use of removable fasteners such as “Phillips screws” or steel banding is desirable unless other means are required for item protection. Staff shall install all inner bracing on wooden crates with Phillips head wood screws.

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- d.) Machined or Composite Parts shall be properly protected by segregating each line item (Part Number) preventing contact with other items. The shipping lead or designee will perform an integrity check and authorize the release of the parts prior to shipment.
- e.) If the appropriate shipping container is not on hand or cannot be manufactured to facilitate expedited shipment, staff shall not offer any parts for shipment until the proper container can be fabricated.

Revision History:

Revision Date:	Revision:	Sections / Page Revised:	Description / Reason for Revision:	Approved by:
4/1/19	Original	All	New Procedure	Keenan Keen
10/23/20	1	4.1.2 (a) 4.1.2 (d)	Added "packaged and labeled IAW ATA 300 specifications." Changed quality lead to shipping lead	Keenan Keen