**Defense Packaging Worksheet for Sumitomo Shipments**

SHIPPER # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Today’s Date:­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Steps 1 through 8 for the employee to complete.**  ***\*Employee initials are entered showing step was completed.***  ***\*An X in place of employee initials means the step is not applicable to this shipment.*** | | |
|  | 1. Check Sumitomo Sumisho Customer Requirements Manual for packaging requirements.   **Business Management System (BMS) >7. AAR Supply Chain, Inc > Wood Dale > Customer Requirements Manuals > DSL CRM** | |
|  | 1. Identify that Order Management has provided two envelopes. The envelopes are marked “Inside”/“Outside”. | |
|  | 1. Identify all IFS tags to be picked and ensure the lower right-hand corner of the Packing List cover sheet is checked for additional pages and tags.   Using the AAR packing list, ensure all Lot Batches listed have been accounted for and are being packed in the shipment.  Proceed to do a quantity check of the parts.  Example:  ***(2 is second page)*** | |
|  | 1. Identify if any solid wood material is used and ensure pallets, crates, and supports are heat treated and marked with the IPPC symbol and stamp. | |
|  | 1. Identify that new boxes or bags are used to pack shipment. | |
|  | 1. Ensure the correct IFS **address label** is printed and placed onto the outer container box matching the shipper and ship to address. | |
|  | 1. Make sure the “Outside” envelope is secured tightly to the outside of the package. | |
|  | 1. **UN2911:** If your shipment contains hazardous material, notify the Shipping Lead or trained hazmat personnel. All hazmat shipments must be accompanied by form ASC-WDL-0008 – Outbound Hazmat Checklist. | |
| **Steps 1 Through 8 have been completed and are 100% accurate**.  **Employee is responsible for completing and verifying their work.** | | |
| **Employee Print Name:** | | **Employee Signature: Date:** |

**Ref. AAR DSL CRM, Sumitomo/Sumisho Aero-Systems Corporation**