

Evatec Guideline: Packaging and Labeling

Brief description

This document summarizes the general rules for packaging and labeling in accordance with the specifications of Evatec AG.

Items affected

All Evatec articles

Area of application, responsibility

This document is valid for all employees of Evatec AG as well as for all external service providers and suppliers.

Revision history

Version	Date	Author	Content / Changes	Approval: Sign / Date
1	21.01.2019 16.06.2022	REW STTA	First English translation Document revised	KEG / 22.01.2019 PLM timestamp
2	04.09.2025	BOJE	Document revised 1.2	LOG HAZ

The current version is in PLM. The German version is the original document, other languages are translations thereof.

German Version

The German and original version of this document is stored in PLM as «DOC-129877 Verpacken und Etikettieren».

Contact

If you have any questions regarding this document, please contact:

Evatec AG	Tel	+41 81 403 8000
Hauptstrasse 1a	Fax	+41 81 403 8001
CH-9477 Trübbach SG	Mail	quality.notification@evatecnet.com
Switzerland	Web	www.evatecnet.com

Table of contents

1	Packaging regulations	3
1.1	Handling and packaging	3
1.2	Labeling	3
1.3	Required result.....	3
2	Wooden packaging according to ISPM 15.....	4
3	Evatec Packaging Code	4
4	Work steps for PC 3 packaging.....	6
5	Labels	8
5.1	Label Clean Room Packaging	8
5.2	Label Material Number	8
6	Packaging examples according to code PC 3.....	9

1 Packaging regulations

1.1 Handling and packaging

- After cleaning, the parts may only be handled with clean, lint-free and powder-free gloves. At Evatec AG, Weitacare, Polymer Plus latex gloves are currently used.
- After cooling to room temperature in clean rooms, the parts are covered in polyethylene foil
 - either according to the details of the order, or
 - if no order information is available, to pack and label at least twice.
- Clean room class environments ISO 7 & 8 are required.
This requirement can also be achieved by working under flow boxes.

1.2 Labeling

The labels must be printed as follows:

- with the information of the Evatec material number/index
- Material text
- Date
- Serial numbers
- as well as according to today's technical standard with a QR code.

- ① The labels must be applied to all layers of the packaging and to the transport packaging in a clearly visible way from the outside.
- ① All supplier numbers, manufacturer information and similar information on the plastic packaging must be removed. Only Evatec part numbers may be visible.
- ① Orders that contain a bill of materials on an order item must be delivered in this way, which means that it is clearly recognizable and comprehensible as a set, with the corresponding bill of materials.
- ① The serial numbers must be attached to the product label or delivery note.

1.3 Required result

The aim of this Directive is to ensure that only

- cooled in clean rooms, then
- immediately using appropriate gloves
- (at least) double-packed parts

get into shipping or storage.

This ensures the highest possible quality, uniform and clean packaging. This applies internally to Evatec, but also to the packaging exported by suppliers and helps to meet the high expectations and demands of our customers.

2 Wooden packaging according to ISPM 15

The international standard ISPM 15 applies to all wooden packaging.

3 Evatec Packaging Code

The Evatec packaging code can be seen in SAP and printed on the supplier order for the article.

SAP code	SAP text
PC 0 Standard Packaging Containers	<p>Standard packaging, OEM supplier</p> <p>General Industry Standard:</p> <ul style="list-style-type: none"> • No special Evatec specifications • Packaging in accordance with common standards that guarantee the safety and quality maintenance of the individual parts, components and assemblies <p>Packaging containers:</p> <ul style="list-style-type: none"> • Plastic boxes • Plastic pallets • Wooden pallets, wooden pallets with frame, wooden pallets with frame and lid • Wooden boxes
PC 2 2 x PE-Foil, transparent Outer packaging container Labeling	<p>Standard clean room packaging</p> <p>Specification of inner packaging:</p> <ul style="list-style-type: none"> • Two layers of PE-Foil, transparent • Individual parts, components and assemblies that are at risk of breakage and impact must be protected and stabilized with dust-free packaging materials (see chapter 4 Work steps for PC 3 packaging, step 005). • Protect flanges, sealing surfaces, etc. with plastic covers directly attached to the part (see chapter 4 Work steps for PC 3 packaging, step 001). <p>Specification of outer packaging (if not defined in the Bill of Materials):</p> <ul style="list-style-type: none"> • Preferable reusable containers and plastic boxes • Wrap plastic boxes with transparent foil • Cardboard boxes • Wooden pallets, wooden pallets with frame, wooden pallets with frame and lid • Wooden boxes • For articles or assemblies requiring a serial number, the serial number must be visible on the outside. <p>Specification labeling:</p> <ul style="list-style-type: none"> • A label with the material number must be attached to each foil layer and the outer packaging. • A label indicating cleanroom packaging must be attached to the first foil layer.

SAP code	SAP text
PC 3	Packaging of process relevant parts
3 x PE-Foil, transparent	<p>Specification of inner packaging:</p> <ul style="list-style-type: none"> • First layer PE-Foil, transparent Surface-treated parts (e.g. sandblasted, TWAS coated) must be vacuum-packed. • Second and third layer PE-Foil, transparent. • Individual parts, components and assemblies that are at risk of breakage and impact must be protected and stabilized with dust-free packaging materials (see chapter 4 Work steps for PC 3 packaging, step 005). • Protect flanges, sealing surfaces, etc. with plastic covers directly attached to the part (see chapter 4 Work steps for PC 3 packaging, step 001).
Outer packaging container	<p>Specification of outer packaging (if not defined in the Bill of Materials):</p> <ul style="list-style-type: none"> • Preferable reusable containers and plastic boxes • Wrap plastic boxes with transparent foil • Cardboard boxes • Wooden pallets, wooden pallets with frame, wooden pallets with frame and lid • Wooden boxes • For articles or assemblies requiring a serial number, the serial number must be visible on the outside.
Labeling	<p>Specification labeling:</p> <ul style="list-style-type: none"> • A label with the material number must be attached to each foil layer and the outer packaging. • A label indicating cleanroom packaging must be attached to the first foil layer.

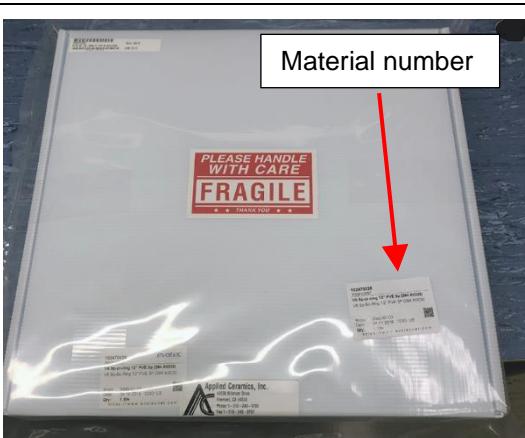
The steps for packaging according to packaging code PC 3 are explained in chapter [4 Work steps for PC 3 packaging](#).

Suppliers are encouraged to implement continuous improvements to packaging on their own initiative and/or to bring potential improvements to the attention of the responsible parties at Evatec AG.

Please send relevant information by E-Mail to quality.notification@evatecnet.com.

4 Work steps for PC 3 packaging

Step	Description, graphic presentation
001	<ul style="list-style-type: none"> Cover flanges, sealing surfaces, etc. with plastic covers. Open air, gas and media lines must be covered with plugs or caps. 
002	<ul style="list-style-type: none"> Shrink-wrap cleaned material in transparent PE-Foil. The film must be suitable for cleanroom packaging. Parts with surface treatment (e.g. sand blasted, TWAS coated) must be vacuum-packed. Attach the labels Clean Room Packaging and Material number to the foil. <p>① If surface specifications (e.g. sandblasting) are indicated on the drawing, these must be checked and the measurement report enclosed.</p> 
003	<p>Second layer: Shrink-wrap the already packaged material in transparent PE-Foil and label it.</p> 

Step	Description, graphic presentation
004	<p>Third layer: Shrink-wrap the already packaged material in an additional transparent PE-Foil and label it.</p> 
005	<ul style="list-style-type: none"> Fragile and impact-sensitive materials must be additionally secured, e.g., with bubble wrap. Use plastic hollow chamber panels for stabilization and label them accordingly. <p>① Carton must not be used.</p> 
006	<p>Pack the material in the outer packaging and attach the material number label to it.</p> <p>If the outer package consists of synthetic material, it will be used in the clean room and has to be covered with an additional transparent PE-Foil.</p> 

5 Labels

5.1 Label Clean Room Packaging

Label Clean Room Packaging
Evatec Article Number 102346255
(can be ordered from Evatec AG)

**Reinraumverpackung
NICHT ÖFFNEN!**
**Clean Room Packaging
DO NOT OPEN!**
**Emballage salle blanche
NE PAS OUVRIR!**

102346255 / DOC-151195-1

5.2 Label Material Number

Example of an Evatec label.

- * mandatory
- ** mandatory for parts or assembly parts with an obligatory serial number

***Material name / index**
Drawing number / index

*** Description (German)**
Description (English)

**SN:

Date

*** Quantity**

***QR -Code**

6 Packaging examples according to code PC 3

