



LEAR CORPORATION SUPPLIER PACKAGING REQUIREMENTS & GUIDELINES

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SECTION 1

INTRODUCTION

Lear Corporation 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 Corporation Packaging Data Form submission.

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

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

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

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

This guideline is effective October 20, 2016 and replaces all previously issued documents.

NOTE

All forms referenced in this document can be obtained from the Lear Corporate Purchasing Applications and Supplier Tracking web page (CPast | access2.lear.com)

SECTION 2 GENERAL REQUIREMENTS

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

- When responding to a Lear Corporate Purchasing Request for Quotation (RFQ), all packaging components **SHALL** be quoted as new expendable packaging.
- A completed USPEC Packaging Data Form **SHALL** be submitted for approval by Lear packaging & operations during PPAP approval.
- The USPEC packaging data entry portal can be found at:
<http://uspec.surgere.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 **SHALL** 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 **SHALL NOT** exceed 35 lbs (15 kg). Mechanically handled loads **SHALL NOT** exceed 4,000 pounds (1816 kg). Palletized loads on wood skids **SHALL NOT** exceed 2000 pounds (907 kg).

2.3 TRANSPORTATION/SHIPPING

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

Transportation methods **SHALL** be designated by Lear Corporation 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 **SHALL** be coordinated and approved Lear Corporation Corporate Packaging Engineering/Material Handling.

Each test shipment **SHALL** 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 Corporation 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 should consider the ergonomic parameters associated with the operator interaction with the container. For example, the removal of parts from containers **SHALL** take into consideration the proposed assembly process (will a lift assist be used to access parts from the container).

In addition to the 35 lbs (15 kg) weight limit for any manually handled containers, these containers should have the following container dimensions:

- Width - Should be no longer than 20" wide
- Length - Should be no longer than 30" long
- Height - Recommended maximum from bottom of container to handholds is 18"

However, if oversized containers (manually handled) are needed, the following ergonomic criteria must be followed:

- Oversized for only length or width dimension
- Maximum weight limit of 30 lbs / 13.6 kg (lower maximum weight due to less optimal arm position to grasp container handles)

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 ESD Packaging Only

Approved box sizes to be chosen:

All ESD 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
HSCO-242222	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x22"x22"	23.5"x22"x22"	4	2
HSCO-242215	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x22"x15"	23.5"x22"x15"	4	3
HSCO-242211	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x22"x11"	23.5"x22"x11"	4	4
HSCO-242209	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x22"x09"	23.5"x22"x09"	4	5
HSCO-242207	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x22"x07"	23.5"x22"x07"	4	6
HSCO-241515	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x15"x15"	23.5"x14.5"x15"	6	3
HSCO-241511	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x15"x11"	23.5"x14.5"x11"	6	4
HSCO-241509	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x15"x09"	23.5"x14.5"x09"	6	5
HSCO-241507	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x15"x07"	23.5"x14.5"x07"	6	6
HSCO-241111	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x11"x11"	23.5"x11"x11"	8	4
HSCO-241109	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x11"x09"	23.5"x11"x09"	8	5
HSCO-241107	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x11"x07"	23.5"x11"x07"	6	6
HSCO-240909	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x8 3/4"x09"	23.5"x8.75"x09"	8	5
HSCO-240907	HSC Box With Individual Cover	275 # / 44 ECT SW	24"x8 3/4"x07"	23.5"x8.75"x07"	6	6
HSCO-484515	HSC Box With Individual Cover	275 # / 51 ECT DW	48"x 45"x 15"	47"x44"x15"	1	3
HSCO-484520	HSC Box With Individual Cover	275 # / 51 ECT DW	48"x 45"x 20"	47"x44"x20"	1	1
HSCO-484528	HSC Box With Individual Cover	275 # / 51 ECT DW	48"x 45"x 28"	47"x44"x28"	1	1
HSCO-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 48" x 45" (N.A.) or 1194x1118x127 (International) wood pallet

2.7 CORROSION PREVENTION

Parts susceptible to corrosion **SHALL** 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 **SHALL** be used for any sensitive electronic parts.

SECTION 3 SUPPLIER PACKAGING DATA FORM

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

3.1 COMPLETING AND SUBMITTING THE FORM

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

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

Forms **SHALL** be submitted via the [USPEC Online Portal](#). A USPEC Supplier User Guide can be found in the “Logistics Requirements for Suppliers” section of the [Supplier Web Guides](#) on the Lear Corporation public website.

All fields within the USPEC Packaging Data Form **SHALL** be filled out in their entirety. Forms will be rejected back for incomplete data or non compliance to the Lear packaging requirements.

3.2 PACKAGING DISCREPANCY

All discrepancies will be referred to Lear Corporation 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 **SHALL** be factored into the system size. Lear will not finance additional returnable containers as a result of such buffers.

SECTION 4 EXPENDABLE PACKAGING

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

4.1 PALLETS

Packaging failure is often attributed to poorly constructed or poorly sized pallets. Pallet selection **SHALL** be according to the following guidelines. All pallets **SHALL** be new either corrugated or wood and shall 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.

4.1.1 Required Pallet Dimensions

Length	x	Width
48" (1219 mm)	x	45" (1143 mm) (Preferred NA Footprint)
32" (813 mm)	x	30" (762 mm)
48" (1219 mm)	x	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 **SHALL** 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 Corporation 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 **SHALL** have four-way entry for maximizing material handling efficiency. Top deck-boards **SHALL** support each corner of each container for maximum vertical support. Top deck-boards **SHALL** cover 60% of the unitized footprint. For unit loads, a minimum of three bottom pallet boards **SHALL** load on the container corners when stacked.

4.1.3 Pallet Construction

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

Pallets **SHALL** be constructed with cement coated nails or twisted nails. Staples **SHALL NOT** be used. Pallets **SHALL** be strong enough to withstand 4,000 static pounds, 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 specs when shipping overseas.

Corrugated pallets are encouraged to be used for loads under 500 lbs and **SHALL** be used only with proper testing and prior approval of Lear Corporation.

4.2 EXPENDABLE CONTAINERS

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

4.2.1 Expendable Container Construction

Unit loads **SHALL** withstand stacking to 102" (259 cm) in transit and 204" (518 cm) in stationary storage. Expendable containers **SHALL** 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) **SHALL** be used for all products shipped.

When requested, suppliers **SHALL** 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 **SHALL** 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 **SHALL** be considered unacceptable. Asphaltic tape **SHALL NOT** be used due to the adverse effect it has on corrugated recycling. Staples **SHALL** 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 bottom and individual glued lid is the preferred box to be used, because eliminate the usage of tape for box closure and knife at the point of use at LEAR facilities.

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.

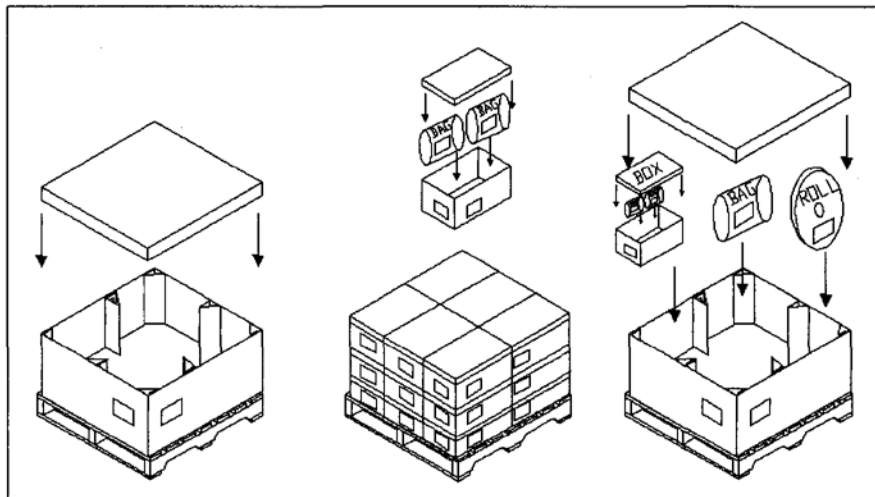
Potential packing options to avoid the use of cutter: perforated box openings, individual box lids, safety box cutters, minimize tape, minimized box cutting, and clips to hold flaps open. Common covers **SHOULD NOT** be used due to spillage and contamination.

4.2.4 Label Adhesive

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

4.2.5 Label Location

There **SHALL** be two labels per container. Labels **SHALL** be located on adjacent length and width panels. Labels **SHALL** be scannable 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 same to the label placed outside.



4.2.6 Label Design

Label design **SHALL** be white in color with bold, black printing. The required label size is 6.0 inch (152 mm) wide by 4.0 inch (102 mm) high. All labels **SHALL** meet the AIAG specifications for quality, reflectivity, and readability, (B-10 format).

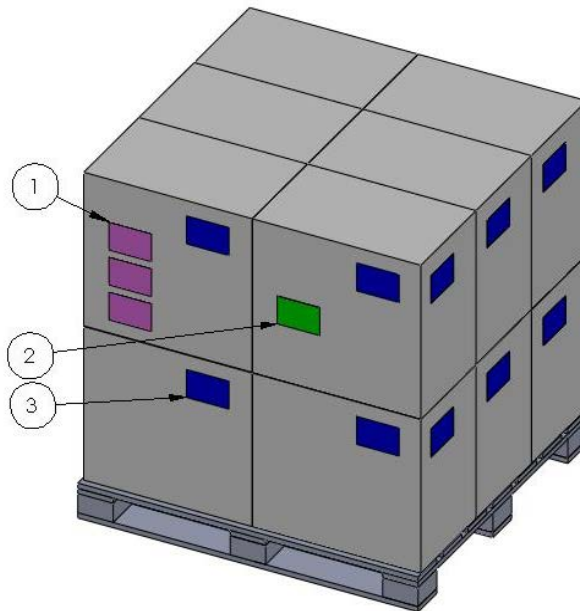
4.2.7 Mixed Load Label – Multiple Single Packs of Differing Parts

The mixing of containers on a single skid/pallet destined for different plants or delivery docks **SHALL NOT** be allowed. The end Lear destination **SHALL** be printed in human readable characters.

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

For a mixed part number skid/pallet, a **MASTER** label for each part number **SHOULD** be required. A Master label of each individual part **SHOULD** be applied on one side of the pallet where each can be scanned easily. When the pack is broken apart, the labels are discarded. See example below:

1. Individual Master labels
2. Mixed label
3. Container label
4. Cardboard placard or similar where Master labels are applied. As an alternative, labels can be neatly applied to the shrink wrap in a way that bar code fields can be scanned.



4.2.8 Label Printing Requirements

Label printing MUST comply with Shipping Parts Identification Label B3 and Bar Code Symbology B I AIAG Manuals and LEAR requirements:

1. PART NUMBER (P)
SHALL be printed in human readable characters and bar code symbology below using data identifier (P) and 6 characters for Prefix, 9 characters for body, 5 characters for suffix and 2 characters for color, leaving empty spaces as needed.
2. QUANTITY (Q)
SHALL be printed in human readable characters and bar code symbology below using data identifier (Q) and six (6) characters maximum length plus the data identifier. Unit of measure is assumed to be pieces unless otherwise agreed between LEAR Corp. and Supplier. If other unit of measure is used, it **SHALL** be directly to the right of the human readable quantity, which **SHALL** not be bar coded. Usage of units of measure abbreviations as defined in the most current American National Standard Institute (ANSI) ASC X12.3 **SHALL** be used.
3. SUPPLIER NUMBER (V)
SHALL be printed in human readable characters and bar code symbology below using data identifier (V).
4. SERIAL NUMBER (S)
SHALL be printed in human readable characters and bar code symbology below using data identifier (S).
5. SHIP TO (D)
SHALL be printed in human readable characters and bar code symbology below using data identifier (D).
6. SUPPLIER PART NUMBER (SP)
SHALL be printed in human readable characters and bar code symbology below using data identifier (SP).
7. SUPPLIER NAME AND ADDRESS
SHALL be printed in human readable characters.
8. PART DESCRIPTION
SHALL be printed in human readable characters.
9. MFG DATE:
SHALL be printed in human readable characters.
10. LOT NUMBER:
SHALL be printed in human readable characters where applicable.
11. MOLD/DIE/MACHINE:
SHALL be printed in human readable characters as applicable.
12. REVISION LETTER:
SHALL be printed in human readable characters.

Sample box label (✓ = required fields)

PART# CUST (P) L0087234AA01		REV. LETTER 78
QUANTITY (Q) 10	SUPPLIER NO (SP) 25757634	MFG. DATE 03/07/06
SUPPLIER (V) 10360	PART DESCRIPTION MODULE ASM - RDO. ANT	LOT NUMBER 92839223
SERIAL# (S) 126509568	SHIP FROM (F) JOAQUIN CAYAZOS ROAD LOS INDIOS TX, 78667	SHIP TO (D) 360 DEAR CORP - MONTGOMERY 200 FOLMAR PARKWAY MONTGOMERY AL, 36105

Sample master label (✓ = required fields)

PART# CUST (P) L0087234AA01		REV. LETTER 78
QUANTITY (Q) 200	SUPPLIER NO (SP) 25757634	MFG. DATE 01/28/09
SUPPLIER (V) 10360	PART DESCRIPTION MODULE ASM - RDO. ANT	LOT NUMBER 92839223
SERIAL# (S) 650000835	SHIP FROM (F) 3000 UNIVERSITY DRIVE 4100 W. HILLS BL. 63262 SAE TX-75242	SHIP TO (D) 360 DEAR CORP - MONTGOMERY 200 FOLMAR PARKWAY MONTGOMERY AL, 36105

4.3 PALLETIZATION

To minimize manual handling, containers **SHALL** 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 **SHALL** 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), **SHALL** be accommodated. The following unit load heights **SHALL** 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
 - 51" (1295 mm) unit height
- Maximum height for 32" x 30" pallets

NOTE

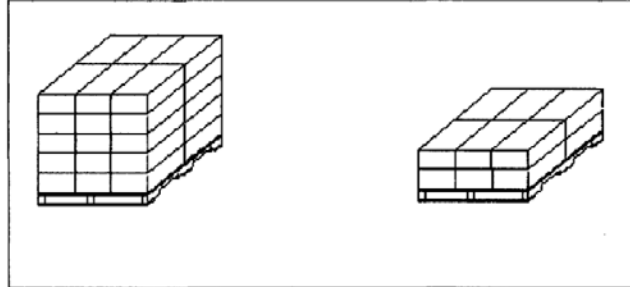
Unit height measurements **MUST** include the pallet.

Load height **SHOULD** be adjusted when shipping via standard height sea container.

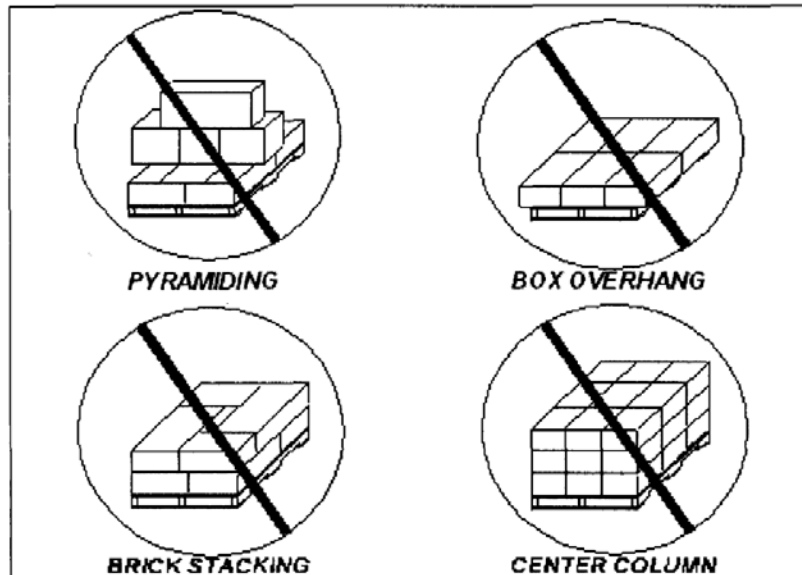
4.3.2 Unit Load Pattern

Containers **SHALL** be palletized in full layers only. When container quantities are insufficient to complete one full palletized layer, the additional containers **SHALL** be consolidated onto a mixed load pallet. Only **one** mixed load pallet is allowed per shipment, per Lear Corporation receiving location. **Pyramiding SHALL NOT be acceptable** for multiple pallets in the same shipment.

ACCEPTABLE



NOT ACCEPTABLE



- Mixed loads **SHALL** be stretch-wrapped.
- Box overhang **SHALL 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 **SHALL 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 **SHALL** be used for unit loads up to 2,000 pounds (909 kg). Polypropylene or polyester banding **SHOULD** be used. Fusing straps or crimp seals **SHOULD** be used to secure the banding. The use of buckles **SHALL NOT** be used. A minimum of two bands in the length and width dimensions **SHALL** be used for multiple containers on a pallet. Banding **SHALL** be located clear of notched fork openings.

Metallic banding **SHOULD** be used for unit loads over 2,000 pounds (909 kg). In the interest of safety, edge protectors or angle boards **SHALL** 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 **SHALL** fully enclose the bottom of the wings. Stretch wrap **SHALL** be fully secured to 3 inches below the deck boards. Stretch wrap **SHALL** have enough clarity to enable bar code scanning.

4.3.5 Stacking Strength

Pallet loads **SHALL** have a minimum stacking strength of 1000 lbs (455 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 **SHALL** be maintained, with the exception of sea-container or truck load payload capacity restrictions. Container density **SHALL** 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 **SHALL** be master packed in double wall containers. Containers **SHALL** be palletized, in accordance with section 4.3.2.

Pyramiding **SHALL NOT** be acceptable.

SECTION 5 RETURNABLE PACKAGING

Through agreement with Lear Corporation, suppliers may utilize returnable packaging. This section assists suppliers in developing returnable packaging that complies with Lear Corporation 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 warrant 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 **SHALL** be used to transport product.

5.1 CONTAINER IDENTIFICATION

Containers **SHALL** be treated as a product. Container numbers **SHALL** 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 **SHALL** be on every packing slip as a separate item. Identification **SHALL** be accomplished through the use of permanently affixed tags or hot stamps. Suppliers **SHALL** use a minimum of two tags or hot stamps per container.

5.2 BACKUP CONTAINERS

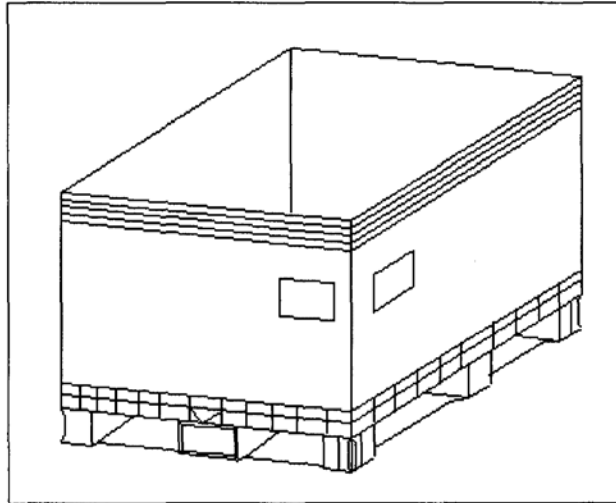
In order to accommodate container shortage, a sufficient supply of backup expendable packaging **SHALL** be maintained. Backup packaging **SHALL** simulate the returnable container and maintain the same dimensions, function and pack quantity while complying with the Lear Corporation expendable packaging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

5.3 LABEL TYPES FOR RETURNABLE PACKAGING

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

5.4 LABEL LOCATION

Two labels **SHALL** be used per container. These labels **SHALL** be attached to manufacturer's designated location.



5.5 DIRECTED RETURNABLE LOOPS

Lear **SHALL** 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.

SECTION 6 Advance Shipping Notification and Shipment Paperwork

All Lear suppliers **SHALL** use Lear's standard EDI guidelines for advanced shipping notifications and shipment paperwork. The EDI guidelines for SSD & ESD are available on the Lear website at www.lear.com and can be accessed via the following link (<https://portal.covisint.com/portal/public/tp/lear/>).

SECTION 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.

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.

VENEZUELAN REGULATIONS FOR WOOD PACKING MATERIALS

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

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 USPEC 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 ISPM15 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

