



Hotstart Packaging Guidelines

This specification outlines the general packaging requirements for shipments of purchased components and assemblies from all Hotstart suppliers. These guidelines are in addition to any other special packaging requirements which may be outlined on the drawing or purchase order. All packaging questions not outlined within this specification should be directed to Hotstart Purchasing.

Packing Lists

Packing lists must be attached to the package exterior, preferably affixed to a side. When packages are affixed to a skid, the packing slip must be accessible on the outside of the package.

All packing slips must include the following information:

- Hotstart Purchase Order Number
- Hotstart Part Number
- Part Description
- Quantity Shipped
- Name and Address of Consignee

Package Numbering

When the shipment contains multiple packages, the packages should be numbered externally (1 of N, 2 of N, etc. where N=Total Packages). This requirement does not apply when packages are affixed to a skid or pallet.

Pallet Numbering

When the shipment contains multiple pallets, the pallets must be numbered externally (1 of N, 2 of N, etc. where N=Total Pallets).

Carton Labeling

Each carton is to be marked externally with the following information:

- Hotstart Part Number (visible on one side of carton, clear and legible text)
- Quantity in Carton

Additional Shipment Documentation

Material Certifications, C of C's, and Inspection Records as required on the purchase order must be packaged with the packing slips.