



OMW Specification

Title:	Supplier Shipping and Packaging Requirements
Doc. No.:	OMW-000001
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1. REVISION HISTORY AND APPROVALS

Rev.	Date	Nature of Changes	Approved By
A		Original issue.	Michael Langston

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2. INTRODUCTION

2.1. Purpose

2.1.1. This document defines the packaging and shipping requirements and expectations for OMW suppliers.

2.2. Scope

2.2.1. This standard applies to all production, purchasing, and plating of all products supplied and/or handled by suppliers to OMW.

2.3. Partnership

2.3.1. For this standard to properly function, it is critical for all responsible parties involved in procurement, processing, and handling to adhere to the authorized packaging guidelines.

2.4. Supplier Performance Rating

2.4.1. Supplier conformance and adherence to the authorized packaging and shipping guidelines will be taken into consideration at the time of review.

2.4.2. Adherence to the guidelines will be determined at OMW's receiving inspection.

3. SUPPLIER RESPONSIBILITY

3.1. Parts must be packed properly to protect the products under transit conditions.

3.2. Parts must arrive at OMW without damage, contamination, and/or additional surface defects.

3.3. Parts must be packaged according to the following guidelines unless otherwise specifically indicated by the Purchase Order or supporting packaging and shipping documents provided with the order.

3.4. All responsible employees and personnel are responsible for adhering to protective packaging requirements when applicable.

3.5. All employees and personnel are responsible for proper handling and protection of parts through the production, plating, and cleaning processes.

3.6. OMW packaged shipments are to be used as reference condition and expectation of return.

3.7. OMW must be immediately notified of damaged shipments received by Suppliers. Suppliers are expected to package for protection.

4. PACKAGING REQUIREMENTS

4.1. Packaging Criteria includes:

4.1.1. Durability under long-term sustained loads such as stacking.



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- 4.1.2. Sufficient cushion around the contents for shock absorbance in the case where a package may be dropped.
 - 4.1.3. Effective and protective packaging.
 - 4.1.4. Packages must withstand transit conditions.
 - 4.2. Vendors should follow general packaging guidelines that best protect the parts for shipment.
 - 4.3. Weight requirements
 - 4.3.1. Maximum box weight: 55 lbs.
 - 4.3.2. Parts over 10 lbs. in weight must be packaged individually.
 - 4.3.3. Shipments requiring double boxing are expected to return in double box.

5. PROTECTIVE PACKAGING FOR SPECIAL HANDLING CONSIDERATIONS

- 5.1. Some parts may require special packaging. This can include:
 - 5.1.1. Antistatic tape
 - 5.1.2. Antistatic bags
 - 5.1.3. UAV bags
 - 5.1.4. ESD bubble wrap
 - 5.1.5. Plastic casings
- 5.2. Special requirements will be listed on the Purchase Order.
- 5.3. Part specific packaging may apply and will be specified on the Purchase Order. Supporting packaging and shipping documents may be provided in this case.

6. SHIPMENT REQUIREMENTS

- 6.1. All packaged parts must withstand shipment.
- 6.2. Vendors will be notified of non-conformances, if applicable.