



SPECIFICATIONS FOR THE DOCUMENTATION, PACKAGING AND DELIVERY OF CUSTOMER SUPPLIED DRY GOODS

Prepared by Ozpak Pty Ltd	Date of Issue
Based on Guidelines prepared by W.P.A. members: Barossa Bottling Services, Best Bottlers, Hunter Bottling Co., McLaren Vale Bottlers, Ozpak, Portavin, Prowine, Torresan Estate & Vinpac	12 th August 2014

THIS IS A SPECIFICATION FOR CIRCULATION TO CUSTOMERS AND SUPPLIERS OF DRY GOODS. PLEASE MAKE SURE THE APPROPRIATE PEOPLE IN YOUR COMPANY ARE GIVEN A COPY OF THIS DOCUMENT.

PURPOSE

To inform customers and suppliers of the Ozpak Specification for Documentation, Packaging and Delivery of Customer Supplied Dry Goods into Ozpak.

These Specifications apply to all Customers and suppliers who deliver on behalf of Ozpak customers

RESPONSIBILITY

Ozpak customers must ensure that the packaging and delivery of their dry goods meet the requirements of this document so that their delivery can be correctly received and accurately identified and tracked within Ozpak's warehouse and production facility.

The customer and supplier are responsible to ensure goods are adequately protected, packaged and delivered in their proper condition without damage or contamination.

INFORMATION

For further details contact your account manager

RECEIVING

1. All goods should be dust, insect and hazardous contamination free when delivered.
2. All deliveries are signed for in the good faith that there are no discrepancies; the signature is not confirmation that the quantities delivered are correct.
3. Under the Woolworths QA Program (if applicable) all documentation attached to deliveries must be completely free from staples. Staples are not permitted on documentation or packaging in Ozpak's production warehouse.

PACKAGING REQUIREMENTS

1. Chep or Loscam pallets only, and must be in good condition for all stock deliveries to Ozpak (Excluding Glass). Pallets will be transferred to your Ozpak's Chep or Loscam account. Please contact Ozpak for its Chep and Loscam account numbers:
2. All Cartons or product to be shrink wrapped to the pallet for transporting with no overhang.
3. Pallet Specifications: Standard 1165mm Square Pallets preferred. Any other sizes may incur extra handling costs.
 - a. Maximum height is 1.4m (includes pallet and product)
 - b. Limit to 1 GTIN per pallet.
 - (i) Small quantities can be mixed (i.e. < 1 layer of product)
 - (ii) Quantities > 1 layer per pallet must be delivered on individual pallets
 - (iii) If product is being delivered in even layer quantities, then each layer should have its own Chep or Loscam pallet.
 - d. All boxes on the same pallet are to have the same quantity per box, if a part box is included, then this must be clearly marked on the box and documentation.
 - e. If "spacer" boxes are used on a pallet to create even layers, then these boxes must be clearly marked on the pallet and documentation.
4. All delivery documentation to have Ozpak's product codes, product description, quantities, supplier name and address, date and customer order number.
5. Where products are being delivered in individual cartons or bags, each carton or bag must be identified with the following information – Ozpak's code, barcode (if applicable), product description, quantity per carton or bag, supplier name, batch number (if applicable) and production date
6. Storage of labels, muselet, corks, capsules, screw caps & synthetic cork closures, decorative metal capsules and sparkling hoods is critical to the stability and performance. Goods must not be stacked on top which can result in damage to these dry goods. If handled and stored incorrectly they can be damaged and will not dispense automatically.

All loads must be secured in accordance with the National Transport Commissions (NTC) "Load Restraint Guide Second Edition 2004"

DRYGOODS SPECIFIC

1. Pressure Sensitive Labels
 - a. Labels should not be stored near a room heating source or transported in direct sunlight or exposed to moisture.
 - b. Additional Delivery Docket information required:
 - (i) Packing description – as examples
 1. 3 x 3,000
 2. 1 x 1,500

c. One label type only per carton – check with your account manager as to roll direction

2. Heat Shrink Capsules

Capsules should not be stored near a room heating source or transported in direct sunlight as heat may pre-shrink the capsules.

3. Decorative Metal Capsules

a. Length per stick < 600mm

b. Sticks must be packed horizontally into recessed trays with end caps in a suitable carton to avoid crush damage, sealed to prevent ingress of foreign material and in clean packaging that is made of contamination resistant recyclable material

c. To eliminate compaction during transportation and enable smooth and consistent application during bottling, sticks should be aligned to forklift entry on pallets and placed across the direction of travel on transport

4. Sparkling Hoods

To eliminate compaction during transportation and enable smooth and consistent application during bottling, sticks should be aligned to forklift entry on pallets and placed across the direction of travel on transport

5. Cork – Natural, Technical and Synthetic

a. Packaging must include moisture proof wrapping suitable to maintain the stock at useable moisture levels until the stated use-by date.

b. Delivery docket to contain:

i. Use by Date

ii. Batch number

iii. Cork description, Size & Grade

iv. Ozpak's customer cork code - Cork code noted on bags must be the same code as supplied on the outer cartons and paperwork.

v. Packing description breakdown (ie: 2 x 1,000 1 x 500)

vi. Total quantity of corks supplied

vii. Number of cartons delivered

c. Each cork bag to be tagged (in English) with the following information:

i. Grade type

ii. Size

6. Screw Cap and Synthetic Cork Closures.

a. Each pallet must be identified with the following information which must be readable when delivered to your bottler:

i. Customer Order number

ii. Total net weight (excluding pallet weight) – AI (310n)

7. Carton Barcode Sticker

- a. All carton labels to be addressed to your bottler and be accompanied by a cart note/delivery docket detailing the following additional information:
 - i. Number of cartons delivered
- b. Each carton must be identified with the following additional information:
 - i. Sticker description with Vintage if applicable

8. Cartons

- a. All cartons to be addressed to Ozpak and be accompanied by a cart note/delivery docket detailing the following additional information:
 - i. Quantity supplied
 - ii. Production Date
 - iii. Carton Contents i.e. 12 x 750ml
- b. All cartons are to be strapped in to bundles of 25 using only a single strap, then stacked on pallets. Multiple straps around bundles, or other wrapping like paper or plastic, may not be suitable for use on some members bottling lines.

9. Decorated bottles

- a. Packaging of decorated bottles is critical to food safety, product performance and application.
 - i. The protective pallet wrapping must ensure the bottles are kept clean, free of dirt, free of foreign materials and be dust proof, insect and moisture resistant.
 - ii. The wrapping must ensure bottles are kept stable during shipment and storage. Shrink wrapping is preferred.
 - iii. Dividers must be of a clean contamination resistant material, ideally made of plastic, which is washed before use, using food grade cleaning material.
 - iv. Pallets and dividers must be able to be automatically handled by Ozpak's sweep depalletisers.
 - v. Metal straps or straps with metal clamps are not to be used.
- b. When decorated bottles are delivered to your bottler, they must be accompanied by a cart note/delivery docket detailing the following information as a minimum:
 - i. Glass Manufacturer name and code
 - ii. Quantity of bottles per pallet
 - iii. Decorated date and time
 - iv. Pallet number
 - v. Glass manufacturers pallet tag to be replaced onto original pallet for traceability

10. PET Containers

- a. Packaging of PET Containers is critical to food safety, product performance and application.
 - i. The protective pallet wrapping must ensure the PET bottles are kept clean, free of dirt, free of foreign materials and be dust proof and moisture resistant. PET bottle wrapping must also protect the contents from exposure to sunlight.
 - ii. The wrapping must ensure bottles are kept stable during shipment and storage
 - iii. Dividers must be of a clean contamination resistant material, ideally made of plastic, which is washed before use, using food grade cleaning material.
 - iv. Pallets and dividers must be able to be automatically handled by Ozpak's sweep depalletisers.
 - v. Metal straps or straps with metal clamps are not to be used.
- b. Stock rotation is critical for PET bottles and to ensure PET bottles supplied are used within their recommended storage lifespan, each individual pallet of bottles shall contain a batch ticket identifying:
 - i. Manufacture or customer code
 - ii. Bottle colour
 - iii. Quantity
 - iv. Production date
 - v. Production time
 - vi. Pallet number
 - viii. Pallet alert tickets stating no exposure to sunlight or heat.

11. GLASS

- a. Packaging of bottles is critical to food safety, product performance and application.
 - i. The protective pallet wrapping must be free of any tears or holes to ensure the bottles are kept clean, free of dirt, free of foreign materials and be dust proof, insect and moisture resistant.
 - ii. The wrapping must ensure bottles are kept stable during shipment and storage. Shrink wrapping is preferred.
 - iii. Dividers must be of a clean contamination resistant material, ideally made of plastic, which is washed before use, using food grade cleaning material.
 - iv. Pallets and dividers must be able to be automatically handled by Ozpak's sweep depalletisers.
- b. Metal straps or straps with metal clamps are not to be used.

- c. When bottles are delivered to your bottler they must be accompanied by a cart note/delivery docket detailing the following additional information:
 - i. Glass Manufacturer name and code.
 - ii. Quantity of bottles per pallet
 - iii. Pallet number and pallet tag

12. RETURNABLE PACKAGING

When returnable packaging is not justifiable or feasible, environmentally friendly materials (recyclable) shall be used.

REFERENCE

- 1.1 GS1 Australia – Numbering and barcoding guidelines for the Liquor industry
<http://www.gs1au.org/industry/liquor.asp>



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