

# Packaging Specification for Suppliers



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## Packaging Specifications for suppliers

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## 1. General

The following guidelines and specifications for the delivery of goods to the KTM AG are regarded as supplementary agreements to the general purchasing specifications.

### 1.1 Target of the specification

The target is to establish and maintain a continuous packaging from the supplier to the assembly area in accordance with quality and commercial aspects. The packaging specification of the delivery partners informs about the packaging requirements under following aspects:

- Quality
- Logistics
- Receiving
- Storage
- Material supply
- Manufacturing / Assembly / Packaging
- Process planning

The following specifications are designed to gain with

- ideal planning of the packaging
- standardized dimensions
- coordinated quantities and weights of the loading units

awareness regarding the requirements for the packaging of each article. In addition, the correct packaging is helpful to ensure a rational, smooth material flow between the delivery partners and the KTM AG.

### 1.2 Coverage of the specification

This packaging specification is valid for sample-, preassembly and assembly shipments to the KTM plants

- Vehicle Assembly (Mattighofen)
- Engine Plant (Munderfing)
- Spare Parts Centre (Mattighofen)
- Logistics Centre (Munderfing)

as well as for the delivery of P3-Parts.

## 2. Packaging requirements

Basically the supplier is up to define a proper packaging for the parts. However he has to choose a packaging method according to the latest version of the Packaging Specification, to ensure, that the packaging standards will be observed.

It needs to be considered, that the usage of the packaging for serial deliveries is only allowed as soon as the proposals haven been approved in written form by the KTM AG. This process is valid for possible packaging adaption as well that have been inquired by the KTM AG or the supplier.

Regarding the the development of the packaging following criteria needs to be fulfilled:

- Damage-free parts delivery (no quality deterioration)
- No quality interference
- Easy part removal
- Consideration of packaging quantity
  - **3, 4, 6, 12 or 24 parts per packing unit**
- Homogeneous delivery per packing unit
- Adherence of given packaging standards and dimensions
- Unmistakable labelling of the pallet and carton box
- Adherence of the stated maximum weight
- Optimal utilization of the boxes
  - reduction of internal and external logistics costs
- Transport safety according to international guidelines
- Problem-free unloading of the pallets by forklift truck
- Stack- and long term storage ability
- Use of reusable or recyclable materials
  - Avoidance of packaging waste
- Protection against external factors that lead to reduction in quality
  - Dust
  - Humidity
  - Other pollutions
- Wooden packages from non-EU countries have to match IPPC-standards
- Corrosion protection

## 2.1 Packing Units

While planning or adapting the packaging it is necessary that a packaging quantity of

**3, 4, 6, 12 or 24**

parts per carton box or small load carrier needs to be considered. For bulk cargo is a multiple of 24 parts requested per package. Any deviation needs to be communicated to the KTM AG and is only allowed for serial deliveries after approval in written form by the KTM AG.

Any change request regarding packaging has to be sent in written form to the responsible colleague in the purchasing department. For better visualisation a completed Packaging Catalogue (more information in chapter 3) and the provision of a sample shipment is required.

The adapted packaging can only be used after authorization by the KTM AG. If damages are detected due to not approved packaging, the caused costs will be charged to the supplier without any exception.

## 2.2 Maximum measurement and weight

The acceptable maximum weight per carton box, reusable box or other “non-palettized packaging” must not exceed 15 kg to ensure manual handling at our site.

Following measurements for single and reusable packaging are required to ensure a continuous process to the assembly line without any repacking measures:

Types of boxes (dimensions in mm)		
Length	Width	Height
139	87	68
199	129	116
299	186	134
400	300	220
600	400	220

Any proposal, which deviates from the mentioned measurements e.g. packaging for bulky parts, has to be communicated to KTM AG in written form. The supplier can use the packaging after internal examination and approval by the KTM AG.

## 2.3 Delivery Addresses

Delivery Address	Billing Address	Maximum weight per pallet	Maximum height per pallet
KTM AG <b>VEHICLE ASSEMBLY</b> Stallhofnerstrasse 3 A-5230 Mattighofen	KTM AG Stallhofnerstrasse 3 A-5230 Mattighofen	1.000kg	138cm
KTM AG <b>ENGINE PLANT</b> Gewerbegebiet Nord 4 A-5222 Munderfing	KTM AG Stallhofnerstrasse 3 A-5230 Mattighofen	1.000kg	97cm
KTM AG <b>SPARE PARTS CENTRE</b> KTM-Strasse 1 A-5230 Mattighofen	KTM AG Stallhofnerstrasse 3 A-5230 Mattighofen	1.000kg	130cm
KTM AG <b>LOGISTICS CENTRE</b> Gewerbegebiet Nord 16 A-5222 Munderfing	KTM AG Stallhofnerstrasse 3 A-5230 Mattighofen	1.000 kg	138 cm

## 3. Transmission of Packaging Proposals – Packaging Catalogue

To evaluate all essential information in a more compact way it is necessary that a Packaging Data Sheet will be created for each article number (see annex 2) respectively is a completed packaging catalogue required, that will be transmitted to the Purchasing department. It must be ensured, that the requirements mentioned in chapter 2 will be considered while creating the Packaging Data Sheet.

It has to be considered, that every article will be mentioned in the packaging catalogue and that new parts will be added regularly so that it is ensured, that the latest packaging for specific parts can be looked up at any moment. As soon as the packaging catalogue has been approved, it needs to be uploaded on VEMAP.

The packaging is only permitted for usage once the proposal has been evaluated and approved for serial and spare part deliveries by the KTM AG.

If one party voices misgivings regarding the packaging, the supplier has to propose alternative solutions and to prepare sample shipments for the internal evaluation. The usage of the packaging is only allowed after approval in written form. The process flow regarding defining and evaluating packaging can be seen in annex 1.

**The approval of packaging does not relieve the supplier of his responsibility for a damage-free parts delivery. If any failure is detected during serial deliveries, that can be attributed to inadequate packaging, that does not meet the requirements, the supplier has to develop proper solutions for alternative packaging possibilities.**



If the package requirement is not met, KTM AG will not hesitate to debit the additional costs to the supplier. The supplier is liable in case of packaging caused damage of the parts or reduction in quality (e.g. polluted or wet parts).

### 3.1 Types of packaging

The following chapters will explain the demand for packaging standards regarding serial- and spare parts in more detail.

#### 3.1.1 Packaging for serial deliveries

The chapter “Packaging for serial deliveries” includes all packaging possibilities for shipments to the

- Vehicle Assembly (Mattighofen)
- Engine Plant (Munderfing)
- Logistics Centre (Munderfing)

and describes the requirements regarding packaging more precisely.

##### 3.1.1.1 Disposable Packaging

Disposable packaging should be avoided whenever possible. Exceptions must be agreed in each case with the logistics department. Generally one-way packaging has to be defined by the the supplier and has to meet the following requirements:

- Damage-free, easy handling by ground transportation vehicles
- Transport security
- Easy part removal
- Environmentally friendly disposal
- Moisture protection
- Identification of the maximum payload or stacking factor

It has to be considered, that a quantity of 3, 4, 6, 12 or 24 parts per packing unit is necessary for disposable packaging as well.

Assembly parts that are prone to damages due to a scratch-sensitive surface or during the transport needs either proper protection (e.g. fleece bags) or separators (e.g. blister) to ensure damage-free delivery.

The stability of the packaging needs to be checked by KTM in advance by sending a sample shipment respectively is the usage only allowed after approval in written form by the KTM AG.

Any additional costs that are caused by damages due to non-approved or insufficient disposable packaging, will be charged to the supplier without exception.

### 3.1.1.2 Reusable packaging

The usage of circulation packaging has to be decided by the KTM AG packaging planning in coordination with the supplier considering following criteria:

- Annual quantity
- Distance
- Frequency of delivery
- Delivery quantity
- Sensitivity of the parts
- Reduction of efforts
  - Universal packaging
  - Relief regarding handling
  - Reduction of time efforts

**Reusable boxes, that are property of the KTM AG, are only intended for the transport of parts between the supplier and the KTM AG.**

It is not allowed to use small and large load carriers as well as their inlays for:

- The storage of semi-finished parts
- The temporary storage of pre-produced parts at the warehouse at the supplier
- The delivery to any other sub suppliers

The container requirement is calculated in accordance with the delivery schedules and monitored by the KTM AG.

Special cases e.g. an early pre-production to cover the peak season respectively seasonal fluctuations will be evaluated separately. For this purpose regular communication between the supplier and the KTM AG is required necessarily. If the pre-production is not necessary to avoid any bottleneck regarding deliveries to the KTM AG, however of advantage for the supplier, the supplier has to bear the costs for additional required reusable packaging unless otherwise negotiated.

Every considerably increased demand on reusable packaging needs to be communicated at least four to six weeks in advance by the supplier. Any needed information by the KTM AG has to be provided by the supplier, if they are necessary for the calculation of the demand for reusable packaging. Any additional cost that occur due to lack of information (e.g. arrangement of special transports) will be charged to the supplier.

If a lack of packaging occurs due to withheld information, the supplier has to organize alternative packaging that the KTM AG has approved.



### 3.1.1.3 Alternative packaging

If the serial packaging is not available due to several reasons (e.g. packaging will be provided after sample shipments or significant changes in the delivery schedule) the supplier has to propose in time alternative packaging solutions in coordination with KTM that will be used in the meantime. It is necessary, that the boxes are accordingly marked as "alternative packaging". Furthermore, a note on the delivery documents will be required as well.

Alternative packaging has to be approved by the KTM AG and is only allowed to use, until the serial packaging is available. The supplier is liable for any damage caused by non-approved packaging.

### 3.1.1.4 Special container

KTM AG decides, if special containers will be used or not. The quantity of necessary containers will be calculated by the KTM AG. It is not allowed to use these packaging for:

- The storage of semi-finished parts
- The temporary storage of pre-produced parts at the warehouse at the supplier
- For delivery to any other address

### 3.1.1.5 Container from suppliers

In coordination with the packaging planning and the KTM internal divisions the supplier can use his own small load carriers or other reusable packaging considering the requirements from the KTM AG mentioned in this Packaging Specification. The usage of reusable packaging, that belongs to the supplier is only allowed after approval by the KTM AG.

### 3.1.1.6 Special cases

Special Cases must be approved with the responsible procurement manager at KTM AG in written form. Special Cases are:

- Packaging for prototypes and sample parts
- Unpalletised goods

However it needs to be ensured, that serial and spare parts deliveries are delivered palletized to avoid any additional effort.

### 3.1.2 Loading units

Following loading units can be used for shipments to the KTM AG:



#### EUROPALLET

TARE (in kg)	Max. payload (in kg)	Overall dimensions (in mm)	Inside dimensions (in mm)
25 kg	1.000 kg	1200 x 800 x 150	-



#### PLASTIC PALLET

TARE (in kg)	Max. payload (in kg)	Outside dimension (in mm)	Inside dimensions (in mm)
18 kg	1.000 kg	1200 x 800 x 160	-



#### BARRED BOX

TARE (in kg)	Max. payload (in kg)	Outside dimension (in mm)	Inside dimensions (in mm)
85 kg	1.000 kg	1240 x 835 x 970	1200 x 800 x 800



#### PALLET COLLAR

TARE (in kg)	Max. payload (in kg)	Outside dimension (in mm)	Inside dimensions (in mm)
22 kg	1.000 kg	1200 x 800 x 400	1160 x 760 x 400

### 3.1.3 Packaging for spare parts deliveries

The functionality of spare parts packaging has to be tailored to the requirements of the following product groups:

- KTM/HQV-PowerParts
- KTM/HQV-PowerWear
- KTM/HQV-Original Spare Parts

The aim is a single unit packaging for the end customer. Motorcycle parts and clothing must meet KTM's packaging quality criteria. Packaging for KTM-PowerParts and KTM-PowerWear should be additionally designed to meet the requirements for presentation in the shelves at dealerships.

Each part except bulk cargo has to be single packed. A lot size of 5, 8, 10 or 12 units per carton box is required for bulk material.

Following types of packaging can be used for individual packaging:

- Plastic bag with tape / staple (foil thickness 70 – 100 µm)
- Plastic bag with “bag-holder” and staple (foil thickness 70 – 100 µm)
- Polybag (foil thickness 0,10-0,15µm)
- Pressure lock bag
- Skin - pack with deposit box
- Blister - pack
- Blister - pack with deposit box
- Box with press lock
- Box with press lock and additional insert
- Box with “bag-holder” plus press lock
- Overlap box with tape
- Overlap box with tape plus additional insert
- Special packaging (small load carriers, packaging including styrofoam, foamed insert ...)

Only boxes with a design approved by KTM AG may be used. These designs are:

- Blank Boxes
- Boxes with KTM logo
- Boxes with KTM layout

The layout template file in format pdf has to be requested from the responsible procurement manager at the KTM AG. Any other visible parts of the packaging, especially paper/carton-parts need to be designed according to the text-requirements of KTM AG. The text needs to be obtained from the responsible procurement manager at KTM AG.

Special cases must be approved with the responsible procurement manager at KTM AG in written form. Deliveries in **barred boxes** are not allowed in the spare parts centre. The standard measurements have to be considered. Any deviation has to be communicated to the responsible dispatcher.

The exchange of containers (europallet, barred box...) has to be made upon delivery in the receiving area. If this is not possible the supplier has to send a monthly report about the status of inventory. This will be matched with the according inventory from KTM AG. Both parties nominate a contact person.

## 4. Obligation to supply

If the agreed disposable or reusable packaging is not available in an adequate quantity to perform according to the delivery schedule, the supplier still has to fulfil his obligation to supply despite any bottleneck regarding packaging material e.g. with the usage of alternative packaging that has been coordinated with the KTM AG.

If the supplier causes a shortage of packaging due to

- Missed reorders or shortfalls
- Not communicating essential information
- Loss of packaging material

he still has to perform according to the received delivery schedules and has to deliver in alternative packaging. Any extra costs resulting from the bottleneck must be taken by the supplier especially if the shortage has not been reported timely.

## 5. Quality of the carriers / Returnable packaging

Depending on the Incoterm in the latest version, the supplier or the KTM AG ensure that only fully functional containers / reusable packaging will be used.

Containers / reusable packaging should neither pose any risk for a person nor a quality risk for the parts and should not disrupt the transport and storage processes. The containers / reusable packaging will be transported by fork lift trucks and forklifts.

**Below mentioned criteria for loading units/reusable boxes have to be fulfilled necessarily so that they will be accepted or exchanged.**

### Wooden pallet:

- It is only allowed to use pallets without damaged boards
- There must be no boards or blocks standing out beyond the outer contours
- It is not allowed to use containers with nails sticking out from the boards
- Wooden pallets from non-EU countries must comply to the IPPC guidelines
- The pallet feet must be unharmed
- The pallet has to bear the payload of the shipment without suffering any damage

### Barred box:

- The collars or the corners may not be deformed
- The front wall flap must not be damaged
- The soil or the feet must not be bent, so the skeleton cannot stand on four feet
- Wire mesh must not be torn
- The boards must be complete and undamaged
- Barred boxes must be dirt-free
- Broken hinge or dysfunctional locks are not allowed

### Reusable packaging:

- The definition of the necessary quality standards of the reusable packaging or load carrier will take place individually.

## 6. Corrosion protection of the purchased parts

Purchased parts, that are prone to corrosion during transport or storage have to be protected by the supplier through appropriate measures agreed with KTM AG. The supplier has to ensure that following corrosion protection periods are guaranteed in the original packaging:

- Production 12 month
- Spare parts center: 36 month

## 7. Protection against electrostatic discharge

Electronic components like console units or sensors need in addition to the mentioned packaging requirements sufficient protection against electronic discharge. More details to this topic can be looked up in Annex 3 – ESD-Protection.

## 8. Labelling of the Packaging

In addition to the already mentioned packaging requirements it is necessary to consider a proper labelling of the articles. To ease the identification of the parts it needs to be ensured that loading units, cartons or loading carriers will:

- contain only one article number
  - mixed cartons (several articles per package) are not allowed
  - Sets with only one article number for all parts, that have been predefined with KTM, are the only exception for mixed cartons.
- be marked at the front and the back with a VDA-label that contains every required information that are listed in the following chapters.
  - It needs to be ensured, that the label matches the content of the carton box
  - A swap of the labels e.g. for left and right parts or similar article numbers will cause additional efforts and has to be avoided.

### 8.1 Label for serial deliveries

All fields of the label should be completed as specified VDA-recommendation 4902 version 4. The type size must not to be smaller than 40 points (10mm high). The resistance of the label to environmental factors should be selected in a way, that the label can be read automatically (barcode) and manually (fading from light exposure) six months after delivery.

It is essential that the barcode type 39 is used.



## VDA - goods tag (example):

<b>Warenempfänger / Consignee</b> KTM AG Stallhofnerstraße 3 A-5230 Mattighofen Lieferschein-Nr.: 123456 Sach-Nr. KTM: 63507113000		<b>Abladestelle / Delivery Address</b> Assemblierung Stallhofnerstraße 3 A-5230 Mattighofen Lieferantenanschrift (Kurzname, Werk, PLZ, Ort): Musterlieferant, Werk 1, Mustersta Gewicht netto: 7 kg Gewicht brutto: 10 kg Anzahl Packstücke: 1	
1	2	3	4
5	6	7	8
<b>Füllmenge:</b> 1 Lieferanten-Nr.: 123456 Bestellnummer: 2539103		<b>Bezeichnung, Lieferung, Leistung:</b> Kraftstofftank Sach-Nr. Lieferant: 077855699 Datum: 29.07.2013 Änderung: 02 Chargen-Nr.: 123456	
9	10	11	12
13	14	15	16

The VDA-label has to be filled out according to below table:

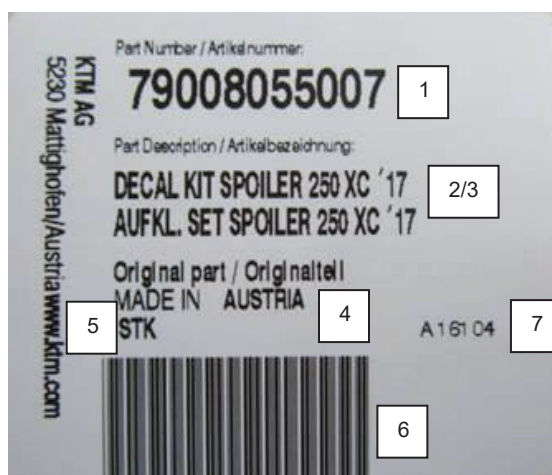
No.	Description	Comment
(1)	Cosignee	Address of the consignee
(2)	Place of unloading	Delivery address of the plant
(3)	Delivery note number	Delivery note number of the supplier
(4)	Supplier contact	Name, factory, street, zip, Location of supplier
(5)	Net weight	Net weight of the package
(6)	Gross weight	Gross weight of the package
(7)	Number of packages	Number of delivered carton boxes or small loading carriers
(8)	Part number customer	KTM-article number
(9)	Quantity	Quantity of articles per box or pallet
(10)	Description	Article description
(11)	Part number supplier	Part number supplier
(12)	Supplier number	Identity number, which KTM assigns to the supplier
(13)	Date	Production or shipping date
(14)	Drawing Index	Identity number, assigned by KTM to a design change
(15)	Number of Package	Unique number per package used by the supplier
(16)	Batch number	Identy number, assigned to the manufacturer of a batch.

In particular, the drawing index (14) should be indicated to ensure a smooth entry into the CAQ-software of the KTM AG.

## 8.2 Label for spare parts deliveries

For spare parts deliveries the barcode type “39 with full ASCII, no check sum” has to be used. All fields have to be completed and filled out according to the sample below. Inside labels must always be readable.

### VDA-Label – KTM/HQV spare parts



Below you can find the description of the areas that have to be filled out.

Nr.	Description	Comment
(1)	Part number	KTM-part number
(2)	Description german	Desription of the KTM-part number
(3)	Description english	Description of the KTM-part number
(4)	Country of origin	
(5)	Quantity per package	
(6)	Barcode	Barcode type 39 full ASCII, no check sum KTM -Motorrad AG / 5230 Mattighofen / Austria / <a href="http://www.ktm.com">www.ktm.com</a> "KTM"-Logo KTM original part / KTM Originalteil.
(7)	Production date	Week and year has to be visible

### 8.3. Further requirements regarding labelling

Each packaging unit (box, container...) has to be clearly marked. If there is more than one packaging unit on a carrier (e.g. europallet), an additional main label per carrier has to be used (master label).

Any old material label on the packing unit has always to be removed when filled by the supplier (especially for reusable packaging!).

If the VDA label cannot be placed on the packaging, each package has to be marked at least with delivery address, article number, article description, quantity and batch number.

Supplier/Lieferant <b>Musterlieferant</b>	Abladeadresse/Delivery Address <b>Stallhofnerstraße 3 A-5230 Mattighofen</b>
Part number KTM/Sach-Nr. KTM: <b>63507113000</b> 	Quantity/Füllmenge: <b>1</b> 
Article description/Artikelbezeichnung <b>Fuel tank</b>	
Batch number/Chargennummer <b>12345</b>	

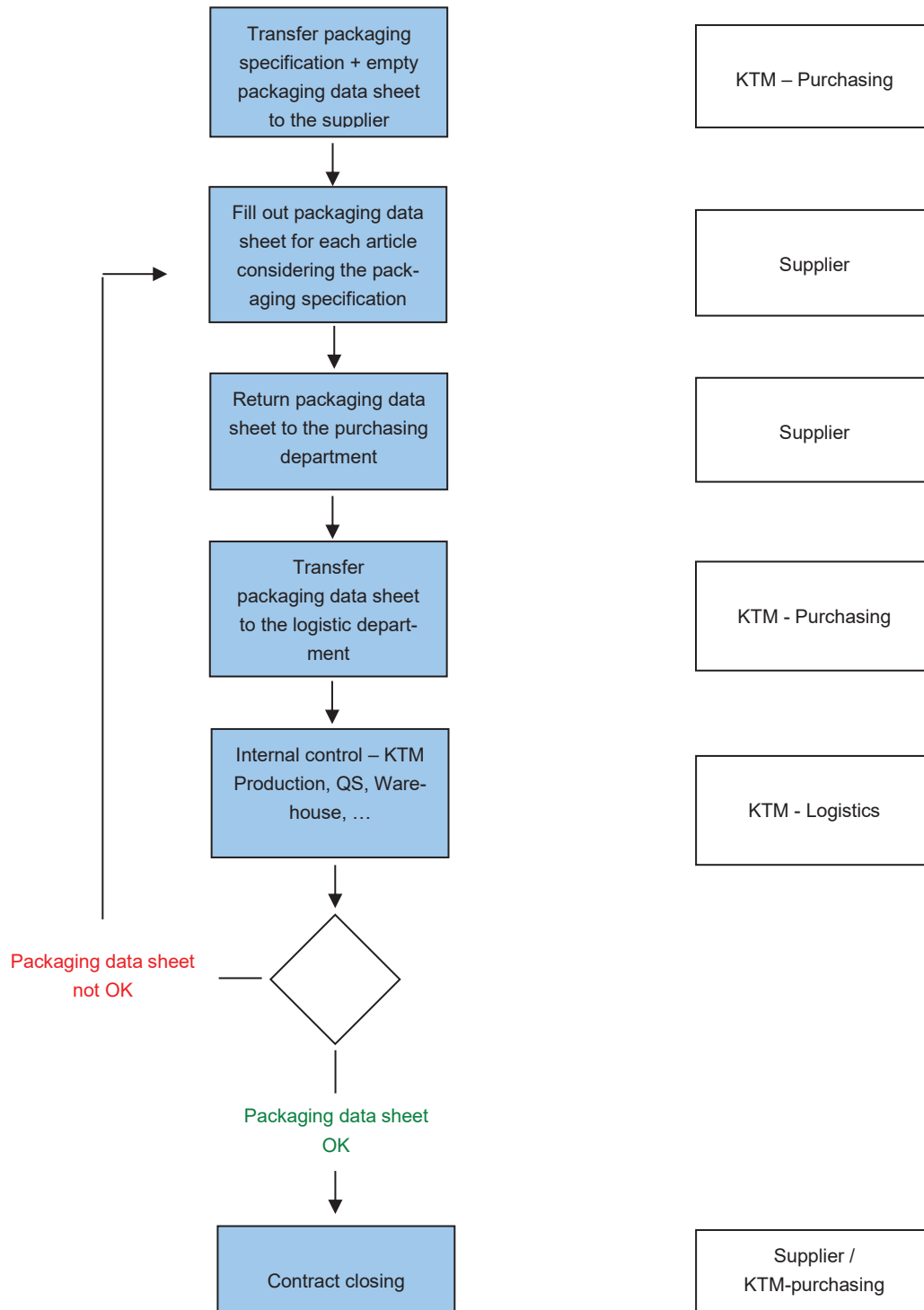
The usage of data matrix codes is optionally possible. Missing information has to be mentioned on the delivery note including barcodes. This affects:

- Supplier number
- Delivery note number
- Order number

Place....., Date.....

.....  
Supplier

## Annex 1 – Process packaging examination





## Annex 2 – Packaging Data Sheet



<b>KTM Article Number + Description</b> KTM Artikelnummer + Beschreibung		<b>61301012345 Musterteil</b>	
<b>Information Packing Unit</b> Informationen Packeinheit		<b>Inner View Packing Unit</b> Innenansicht Verpackungseinheit	
<b>Choose a type of packaging</b> Wählen Sie eine Verpackungsart			
Parts per layer: 12 Parts Stück pro Lage:			
Layers per box: 2 Layers Lagen pro Box:			
Quantity per box: 24 Parts Stück pro Karton:			
Dimensions of box: 300 x 200 x 117 mm Abmessungen Karton:			
Weight per box: 5 kg Gewicht je Packeinheit:			
<b>Pallet Information</b> Informationen Palette		<b>Outer View Pallet</b> Außenansicht Palette	
Type of Loading Unit: Euro pallet Art des Lademittels:			
Dimensions of pallet: 1200 x 800 x 500 mm Palettenabmessungen:			
Packing units per layer: 16 Boxes Packeinheiten pro Lage:			
Layers per pallet: 2 Layers Lagen pro Palette:			
Boxes per Loading Unit: 32 Boxes Boxen pro Lademittel:			
Parts per Loading Unit: 768 Parts Teile je Lademittel:			
Weight per pallet: 175 kg Gewicht je Palette:			
Stackable: no Stapelbar:			
<b>Additional Remarks</b> Sonstige Bemerkungen			
<b>Route of Delivery</b> Transportweg			

## Annex 3 – ESD-Specification

Due to the influence of electrostatic discharge components can be impaired in its functionality. This may lead to a reduction of the durability of the electronic parts or even harm them. In the normal case the damage cannot be seen at first sight! ESD-impairments result on an intense charge of the human body followed by a quick discharge.

Beside the necessary steps to avoid electrostatic discharge on the workplace (work clothing, foot-mats,...) an appropriate packaging for the sensitive components and its labelling is required.

ESD-endangered components need to be packed according to EN 61340-5 respectively has the packaging to be marked with the label below:



The protective packaging (ESD-bag, ESD-foil, ...) has to be marked both with this label and letter of its protective function:



- S shielding
- C conductive
- D dissipative
- L low charging

### Classification of the materials

- Shielding materials avoid the passage of current and absorb the energy, which is released during the electrostatic discharge. This packaging is required during the handling outside the ESD-protection zone.
- Conductive materials ensure a quick flow off of the charge.





- Dissipative materials compensate possible charging differences within a short moment
- Low charging materials ensure, that there will not be any charge as there is not enough energy to release.

The supplier takes care to ensure the packaging according to the ESD-Standard. For the transport of the parts to the KTM AG shielding materials as per EN-61340-5 have to be used to ensure damage free delivery.

Any packaging proposal has to be sent to the KTM AG in written form for internal validation. Its usage is only allowed after receiving the approval by the KTM AG.

Many plastics (bubble wrap, stretch film ...) are inappropriate for ESD-sensitive components as they are good charge carriers and can cause intense electrostatic discharges that damages the parts. The usage of stuffing material to the ESD-packaging reverse the desired protection and can harm the parts as well.

Any deviation to the approved ESD-packaging has to be communicated to the KTM AG. The change of the packaging is only allowed if the KTM AG agrees in written form.