

Prepared By: Wine Packagers of Australia

Date of Issue: 30 May 2016

This WPA Guideline contains information on the packaging and delivery of dry goods to third party contract packagers.

Bottling customers should contact their contract packager to discuss whether this Guideline is sufficient for them or whether they have their own Specifications.

1. Purpose

The purpose of this Guideline is to ensure that documentation, packaging and delivery of dry goods conform to the requirements of the contract packager's standards.

2. Guidance

All queries regarding this information should be discussed with the contract packager.

3. Responsibility

It is the responsibility of customers to ensure that the packaging and delivery of their dry goods meet the requirements of this document. This allows the delivery to be correctly received and accurately identified and tracked with your contract packager's warehouse and production facilities.

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

4. Requirements

All goods must be clean and contamination free when delivered.

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.

All documentation attached to deliveries shall completely free from staples and other metal fastening devices. Staples are not permitted on documentation or packaging in our production warehouse.

General

All Cartons or product shall be shrink wrapped to the pallet for transporting with no overhang.

Standard 1165mm square pallets are preferred (except for glass bottles and P.E.T. containers). Any other sizes may incur extra handling costs.

Maximum pallet height is 1.4m (includes pallet and product).

Limit of 1 GTIN per pallet.

Small quantities can be mixed (i.e. less than 1 layer of product).

Quantities greater than 1 layer per pallet must be delivered on individual pallets.

If product is being delivered in even layer quantities, then each layer should have its own pallet.

All boxes on the same pallet are to have the same quantity per box, if a part box is included, this must be clearly marked on the box and documentation.

If “spacer” boxes are used on a pallet to create even layers, then these boxes must be clearly marked on the pallet and documentation.

All delivery documentation shall have the supplier name and address, the customer name, product codes, product description, quantities, order number and weight of goods.

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

Pressure Sensitive Labels

Storage of labels is critical to the stability and performance. Goods must not be stacked on top which can result in damage to the labels. If handled and stored incorrectly labels can be damaged and will not dispense automatically.

Labels should not be stored near a room heating source, transported in direct sunlight or exposed to moisture.

Each carton shall be labelled with:

- Customer code and Product Description.
- Quantity of labels supplied.
- Barcode.

Heat Shrink Capsules

Storage of capsules is critical to the stability and performance. Goods must not be stacked on top which can result in damage to the capsules. If handled and stored incorrectly capsules can be damaged and will not dispense automatically.

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

Each carton must be identified with the following information:

- Customer product code.
- Product description.
- Quantities per carton.
- Supplier name, batch number and production date for traceability.

Muselets

Storage of Muselets is critical to the stability and performance. Goods must not be stacked on top which can damage the Muselets. If handled and stored incorrectly they can be damaged and will not dispense automatically.

Each carton must be identified with the following information:

- Customer product code
- Product description
- Quantities per carton
- Supplier name, batch number and production date for traceability

Cork – Natural, Technical and Synthetic

Storage of Corks is critical to the stability and performance. Goods must not be stacked on top which can damage the corks. Packaging must include moisture proof wrapping suitable to maintain the stock at useable moisture levels until the stated use-by date. Packaging must not contain any hazardous contamination, including dust or insects.

In addition to the requirements in 'General' the delivery docket shall contain:

- Use by Date
- Batch number
- Cork description, Size & Grade
- Customer cork code. Cork code noted on bags must be the same code as supplied on the outer cartons and paperwork
- Packing description breakdown (ie: 2 x 1,000, 1 x 500)
- Total quantity of corks supplied and number of cartons delivered

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

- Product code
- Product description
- Treatment date
- Use by date
- Quantity enclosed
- Batch number
- Grade type
- Size

Screw Cap Closures

Storage of closures is critical to the stability and product performance. Goods must not be stacked on top which can damage the caps. Packaging must not contain any contamination, including dust or insects.

Each carton must be identified with the following information:

- Customer product code
- Product description

- Quantities per carton
- Supplier name, batch number and production date for traceability

Carton Barcode Sticker

Storage of labels is critical to the stability and performance. Goods must not be stacked on top which can result in damage to the labels. If handled and stored incorrectly labels can be damaged and will not dispense automatically.

Labels should not be stored near a room heating source, transported in direct sunlight or exposed to moisture.

Each carton must be identified with the following information:

- Customer name
- Sticker description with Vintage if applicable
- Customer label code
- Total quantity of labels / stickers in each carton

Cartons

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, are not suitable for use on automated bottling lines (refer figure 1).

Carton Bundle Delivery Requirements

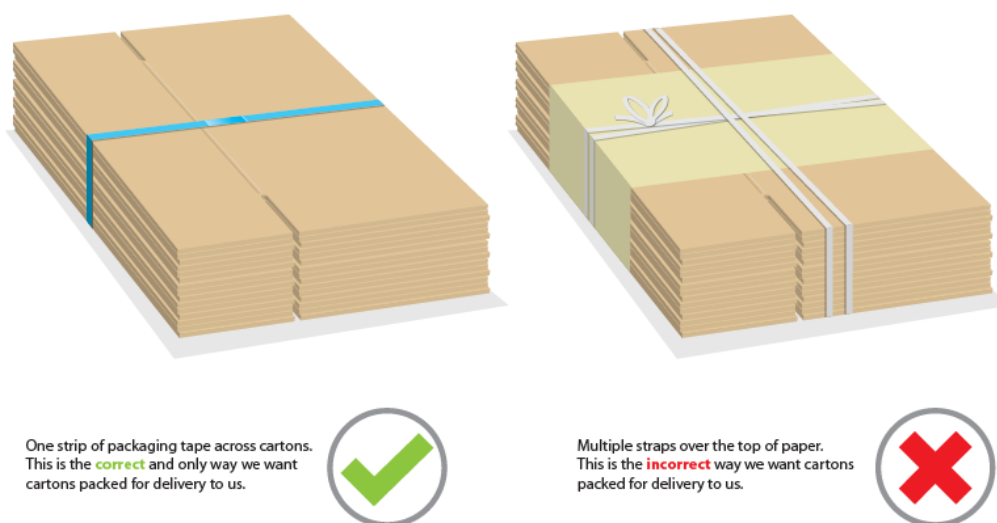


Figure 1

Each pallet must be identified with the following information:

- Customer product code
- Product description
- Quantities per pallet
- Supplier name, batch number and production date for traceability

Poly laminate Sparkling Hoods and Polylam/Tin Caps

Storage of Hoods/Caps is critical to the stability and performance. Goods must not be stacked on top which can damage them. If handled and stored incorrectly they can be damaged and will not dispense automatically.

Each carton must be identified with the following information:

- Customer Name
- Product Description
- Quantify of hoods/caps per carton
- Customer Product Code
- Gross Weight

Glass Bottles including Decorated Glass Bottles and P.E.T. Containers

Packaging of bottles is critical to food safety, product performance and application.

Packaging must not contain any hazardous contamination, including dust, mould or insects.

- The protective pallet shrink wrapping must ensure the bottles are kept clean, free of dirt, free of foreign materials. It shall be dust proof, insect and moisture resistant and UV stable as glass pallets may be stored outside at a contract packager's facility. Bottles must be kept stable during shipment and storage.
- Interlayers must be of a clean contamination resistant material, ideally made of plastic, which is washed before use, using food grade cleaning material. They must be strong enough to provide stability to the pallet in all temperatures.
- Pallets and dividers must be able to be automatically handled by The contract packager's sweep de-palletisers.
 - Pallet size to be 1420 mm x 1090 mm x 132 mm thick. Tolerance allowed in length and width are ± 5 mm and in thickness + 4 mm/ – 8 mm. Gaps between top boards not to be greater than 15 mm. Pallets must be able to bear enough load that they can be stacked 4 high for storage.
 - Full pallets are to be no higher than 1400mm (includes the height of the pallet and height of bottles).
- Metal straps or straps with metal clamps are not to be used.

Each individual pallet of bottles shall display a tag identifying:

- Manufacture or customer code
- Bottle colour

- Quantity
- Production date
- Production time
- Pallet number
- For decorated bottles the Glass manufacturer's pallet tag shall be replaced onto original pallet for traceability
- For P.E.T. Containers Pallet alert tags stating no exposure to sunlight or heat.

Prior to organising a first delivery of glass pallets to your contract packager, please contact them to discuss glass pallet packaging and determine if a trial of the glass will be required.

Any pallets that cannot be unloaded through the automatic de-palletisers will be unloaded by hand and most always incur an extra cost.

5. Recycled Material and Packaging

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

6. References

National Transport Commissions (NTC) "Load Restraint Guide Second Edition 2004".