

# Logistics specification

## for SBB load carriers

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### Change control

Version	Date	Implementing body	Comments/type of change
V0.01	6.1.11	Heinz Baumann	Draft
V0.02	4.7.11	Heinz Baumann	Textual change
V0.03	15.7.11	Heinz Baumann	Textual change from M. Blass
V0.04	14.7.11	Marie-Fr. Schaad, P-RD	Made consistent with tender documents and Group directives. Reference to GTC-RComp. July 2011 version checked.
V0.05	7.9.11	Heinz Baumann	Textual change EK
V0.06	24.4.13	Heinz Baumann Marie-Fr. Schaad	Textual change, new GTC
V0.07	14.1.15	Raoul Büttiker Marie-Fr. Schaad	Textual adaptation in line with new organisation/OP 2016 Adaptation in line with chemicals legislation
V2.1	28.9.15	Raoul Büttiker	Adaptation of section 3.1.3 in line with BCA 20109252
V3.0	19.04.2017	Prparim Vejseli	Change to Prparim Vejseli

### Check

Version	Date of check	Checking body	Comments
V 2.0	14.5.15	Specialist Service for Group Technical Railway Law	Approved by: u118330 Schaad Marie-Françoise
V 2.1	28.5.15	P-OP-MLO-LOG	Approved by: u214997 Döös Roger
V3.0	19.04.2017	P-OP-MLO-LOG	U208343 Christof Spielmann

### P-OP approval

Version	Approval date	Approving body/bodies	Comments
V 2.0	14.5.15	P-UE-RD	Approved by Corporate Law u118330 Schaad Marie-Francoise
V 2.1	28.5.15	P-OP-MLO-LOG-KU	Approved by: u218873 Büttiker Raoul
V 2.1	26.5.15	P-OP-MLO-LOG	Approved by: u214997 Döös Roger
V3.0	19.04.2017	P-OP-MLO-LOG-KU	U166183 Prparim Vejseli

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## 1 Objectives and content of this document

This logistics specification, “SBB load carriers”, contains general requirements for the load carriers to be used by the company (supplier). It therefore enables deliveries to be processed and handling to be carried out efficiently and cost-effectively at SBB’s logistics and production sites. This specification also regulates the consequences if the requirements it contains are not complied with.

Specific requirements for special load carriers are set out in additional documents that are subordinate to this specification.

## 2 Framework

### 2.1 Condition for quotation submission and contractual validity

- This logistics specification, “SBB load carriers”, regulates the use of load carriers for SBB.
- This logistics specification is an integral part of the company’s quotation and, if an order is to be placed, of the contract to be concluded with the company. It supplements section 3.4 of SBB AG’s General Terms and Conditions for the Procurement of Rolling Stock Components (GTC-RComp) issued in September 2013 and its Annex “Logistical requirements”.
- The company shall comply with this “SBB load carriers” logistics specification.
- The company shall point out any deviations from the standard specified in the “SBB load carriers” logistics specification in writing in its quotation.
- New versions and deviations must be approved by SBB (the head of load carriers in section 3.1.6 below) before their first delivery without exception during the performance of the contract.
- The measures and consequences if the prescribed standard, the “SBB load carriers” logistics specification, is not complied with are described in section 3.4 below.

## 3 Requirements for load carriers at SBB P-OP

### 3.1 General instructions and standard definitions

#### 3.1.1 Packaging proposal

The company shall submit a packaging proposal to SBB in its quotation for the attention of the head of load carriers in section 3.1.6. This proposal shall be approved in writing by SBB (the head of load carriers in section 3.1.6 below) before the contract is signed or before the first delivery for new versions or deviations.

#### 3.1.2 Description of the condition of SBB load carriers

- The load carriers delivered must be in perfect condition.
- Defective load carriers will not be accepted by SBB (the head of load carriers in section 3.1.6 below).
- Only the load carriers specified by SBB (the head of load carriers in section 3.1.6 below) ensure the seamless flow of materials at both company and international level – in terms of logistics, shipping and storage.

### 3.1.3 Product labelling on the load carrier and the product itself

Product labelling on the load carrier and the product itself shall be carried out in accordance with the document "Delivery specification – labelling of components and products – BCA 20109252".

### 3.1.4 Application/use of load carriers

The company shall notify the relevant head of load carriers in section 3.1.6 below by e-mail or letter of all deviations from the specified standard in accordance with section 3.2 without exception at least 30 working days before the first delivery and obtain the express approval of SBB.

### 3.1.5 Weather protection

The items shall be given sufficient and cost-effective protection from the effects of the weather. The weather protection must remain intact throughout the whole transport and logistics supply chain until the items are unpacked at SBB. The items shall be shipped and put into temporary storage in dry locations.

### 3.1.6 Contact

For general enquiries and approvals/changes:

Position – location	Contact	Telephone/mobile/e-mail
Contact for load carriers and logistics specifications	Prparim Vejseli P-OP-MLO-LOG-KU Industriestrasse 153 4600 Olten	+41 79 751 84 59 <a href="mailto:prparim.vejseli@sbb.ch">prparim.vejseli@sbb.ch</a>

## 3.2 SBB's right to make changes

SBB expressly reserves the right to make changes to the standard definition specified in section 3.1.1 for operational reasons. It shall inform the company at least 30 working days in advance.

## 3.3 Packaging, shipping, unloading and disposal costs

The company is responsible for procuring and paying for the single-use or reusable packaging. The company is responsible for ensuring that the packaging and load carriers required for the delivery are available and in a condition that guarantees seamless delivery. In accordance with section 5.3 of the GTC-RComp, all packaging, shipping and unloading costs and the cost of disposing of or collecting packaging which is not environmentally friendly must – in addition to other elements of the payment – be included in the flat-rate price for the item. The costs of shipping and packaging (load carriers) shall be shown as individual items in the quotation. After the end of the contract, the load carriers paid for under the contract shall become the property of SBB. Deliveries in standard containers such as Euro-pallets/pallet frames and lids will be exchanged on receipt of the goods.

### **3.4 Measures in the event of non-compliance with the “SBB load carriers” instruction**

If the company does not comply with the requirements in this logistics specification, this is deemed to be a defect in accordance with section 1.6 of the Annex to the GTC-RComp “Logistical requirements”. This means that, in accordance with the process described in section 4, SBB may return the products at the company’s expense or bill the company in full for all costs incurred by the breach of this specification (in particular SBB’s sorting outlay, etc.) and to comply with this specification (new load carriers, repackaging, additional handling, etc.).

## **4 Monitoring at SBB**

The responsible warehouse manager in accordance with section 3.1.6 monitors compliance with this specification and records deviations in an RNC+ report.

The responsible warehouse manager also ensures that:

- the relevant member of purchasing staff and head of load carriers are informed (for the purpose of implementing the measures in section 5 below)
- the company is billed by SBB Purchasing

## **5 Supplier continuous improvement process (CIP)/assessment**

Compliance with this specification is checked and measured as part of the supplier CIP/assessment.