



# PACKAGING CONDITIONS

EDITION II

HUTA STALOWA WOLA S.A.



15 813 42 15



UL T. Kasprzyckiego 8,  
37-450 Stalowa Wola



[www.hsw.pl/en/for-suppliers/](http://www.hsw.pl/en/for-suppliers/)

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## 1. Introduction

This document is intended to specify the standards of packaging, marking, and protecting materials delivered to HSW S.A. and Branches.

These requirements are aimed at ensuring safe transport, handling, and storage, as well as facilitating the identification and quality control of the delivered materials.

## 2. Scope of application

The Packaging Conditions apply to all suppliers and subcontractors carrying out the delivery of materials and goods to HSW S.A. and Branches. The document is available on the HSW S.A. website at:

<https://www.hsw.pl/en/for-suppliers/>

## 3. Supplier responsibility

The Supplier is responsible for:

- Quality and method of packaging of the materials.
- Marking in accordance with the requirements of HSW S.A.
- Damage resulting from inadequate packaging or protection during transport, loading, and unloading.
- Complete documentation in accordance with the terms of the order/contract of HSW S.A.
- Deliveries of materials in accordance with the conditions of transport of hazardous materials (SDS).
- Deliveries of licensed materials in accordance with applicable legal regulations resulting from the *Act of June 13, 2019 on the performance of business activities, in the field of manufacturing and trading of explosives, weapons, ammunition and products and technology for military or police use (Journal of Laws No. 2022.1650, as amended)* and executive legislation to the above-mentioned Act.

## 4. Health and safety rules on the plant premises

### Personal protective equipment:

- Wear a hard hat.
- Wear safety shoes.
- Wear safety goggles.
- Wear a reflective vest.

### Traffic safety:

- Permitted speed on the plant premises: 20 km/h.
- Permitted speed inside the production and storage hall: 5 km/h.
- Parking only in designated areas.
- The unloading location is designated by an HSW S.A employee.

### Prohibitions:

- No smoking.
- No photography or filming.
- No unauthorized movement on HSW S.A. premises.
- No blocking of emergency exits, fire hydrants, or fire extinguishers.

### WARNING!



-  WEAR A HARD HAT
-  WEAR SAFETY SHOES
-  WEAR SAFETY GOGGLES
-  WEAR A SAFETY VEST
-  MAX. MAXIMUM SPEED FOR VEHICLES ON INTERNAL COMPANY ROADS
-  MAX. SPEED INSIDE THE PRODUCTION AND WAREHOUSE HALLS
-  NO SMOKING
-  PARKING ON COMPANY PREMISES IS PERMITTED ONLY IN DESIGNATED AREAS
-  NO PHOTOGRAPHY OR FILMING
-  TRAFFIC RULES APPLY WHEN MOVING AROUND THE COMPANY PREMISES
-  DO NOT BLOCK ACCESS TO EMERGENCY EXITS, FIRE HYDRANTS, OR FIRE EXTINGUISHERS

## 5. Delivery notification and address

Each delivery requires a written notification at least 2 working days before the planned delivery date.

For deliveries of oversized materials, the notification should be submitted at least 5 working days before the planned delivery date.

- Registered office of the Company: Huta Stalowa Wola S.A.  
ul. gen. Tadeusza Kasprzyckiego 8  
37-450 Stalowa Wola
- Huta Stalowa Wola S.A. Branch I in Stalowa Wola

IP Production Department:

ul. Władysława Grabskiego 48  
37-450 Stalowa Wola

IN Powertrain Assembly Department:

ul. Władysława Grabskiego 23  
37-450 Stalowa Wola

- Huta Stalowa Wola S.A. Branch in Dęblin  
ul. 15-go Pułku Piechoty „Wilków” 3  
08-530 Dęblin
- Huta Stalowa Wola S.A. Branch in Sanok  
ul. Lipińskiego 109  
38-500 Sanok

## 6. Warehouse working hours

Deliveries are accepted from **07:00 to 13:30** from Monday to Friday.

Any deviations are only permitted with prior approval from HSW S.A.

## 7. Marking and packing requirements


### 7.1 Unit labels

**Unit labels** should be placed on each piece of material. For deliveries of batches of the same material, it is possible to use collective packaging and labelling, broken down by project.

#### Information required on unit labels (if applicable):


- Supplier name
- Supplier number
- HSW S.A. order/contract number
- Material/goods name
- HSW S.A. drawing/index number
- Project number
- Serial number (if required by HSW S.A. order/contract)
- Sample lot designation
- For sets of interconnected devices, each device should be marked with its individual serial number as well as the serial numbers of all related devices.
- Quantity per pallet and unit of measure
- HSW S.A. drawing/index barcode\*
- For metallurgical materials: dimensions, format, grade
- Service life for materials with a specified expiration date
- Controlled material designation

\*Contractors who do not use barcodes should place the HSW S.A. order barcode on the label. The contractor is responsible for correctly transferring and placing the barcode on the label. HSW S.A. uses barcodes in the GS01 system.

Order	Z71001668		Page 1
Huta Stalowa Wola S.A. gen. Tadeusza Kasprzyckiego 8 37-450 Stalowa Wola		Z71001668 HSW S.A. order barcode	Stalowa Wola, 18/09/2025



## Sample unit label:

Supplier name	Armex Industries
Supplier number	A00004101
HSW S.A. order/contract number	Z01000222
Material/goods name	Periscope
HSW S.A. drawing/index number	345-12-9840-1
Project number	103430115
Serial number	221
Sample lot designation	SAMPLE LOT
Quantity and unit of measure	2 pcs.
HSW S.A. drawing/index barcode	
Dimensions, format, grade	For metallurgical materials
Service life	For materials with a specified expiration date
Controlled material designation	OK

## 7.2 Bulk labels





**Bulk labels** should be placed on collective packaging (cardboard boxes, pallets, crates).

Bulk labels should include:

- Supplier name
- List of materials in collective packaging
- HSW S.A. index number
- Barcodes\*
- Number of sales units per pallet and unit of measure
- HSW S.A. order/contract number
- Number of the packaging, pallet, crate, etc.

\*Contractors who do not use barcodes should place the HSW S.A. order barcode on the label. The contractor is responsible for correctly transferring and placing the barcode on the label. HSW S.A. uses barcodes in the GS01 system.

Sample bulk label:

Supplier name: .....			
Order number: .....			
Pallet number:.....			
No.	Drawing	Quantity	Unit
1	345-12-9840-1 	5	pcs
2	567-98-7342-2 	8	pcs
3	890-34-8765-3 	2	pcs
4	234-56-9876-4 	10	pcs

## 7.3 Courier packages

For courier packages, the waybill should additionally include:

- Order number
- HSW S.A. destination warehouse

## 8. Material packaging requirements

### 8.1 Standard pallets

- Pallet dimensions: 1200×800 mm.
- Maximum pallet height with load: 1000 mm.
- Maximum pallet weight with load: 1000 kg.
- The weight of the load should be adjusted to the maximum pallet capacity to ensure safe transport and storage.
- The load should not extend beyond the edge of the pallet.
- The load on a single pallet should consist of only one type of item.



- The load should be protected against movement. For securing the load, use tape, belts, bands, or other required materials.
- Crates and cardboard boxes should be arranged on the pallet so that the labels are clearly visible for easy identification.
- Cardboard packaging should be placed on the pallet in a way that ensures load stability.

## **8.2 Packaging of LCL goods**

- LCL (Less than Container Load) goods should be packed in cardboard boxes or collective containers.
- Cardboard boxes should be stacked in layers, allowing for easy counting.
- Labels should be visible on the outside of the packaging, in a way that allows for easy identification during storage in high-rack shelving.
- The maximum weight of the package may not exceed 20 kg.
- Materials with a total volume of over 0.5 m<sup>3</sup> should be placed on a pallet.

## **8.3 Packaging of metallurgical materials**

- Metallurgical materials should be packed in bundles, secured with steel or polypropylene bundling tape.
- Sheet metal should be stacked with wooden or plastic spacers.
- Sheet metal should be arranged uniformly in terms of grade and dimensions.
- Long items should be packed on openwork pallets or wooden platforms.
- The edges of the load should be protected with angle bars.
- The entire load should be secured with bundling tape.
- The total weight of the transport unit may not exceed 3000 kg.
- The maximum length may not exceed 6 m.
- Materials should be protected against movement during transport.

## **8.4 Packaging of painted, anodised, or otherwise surface-treated components**

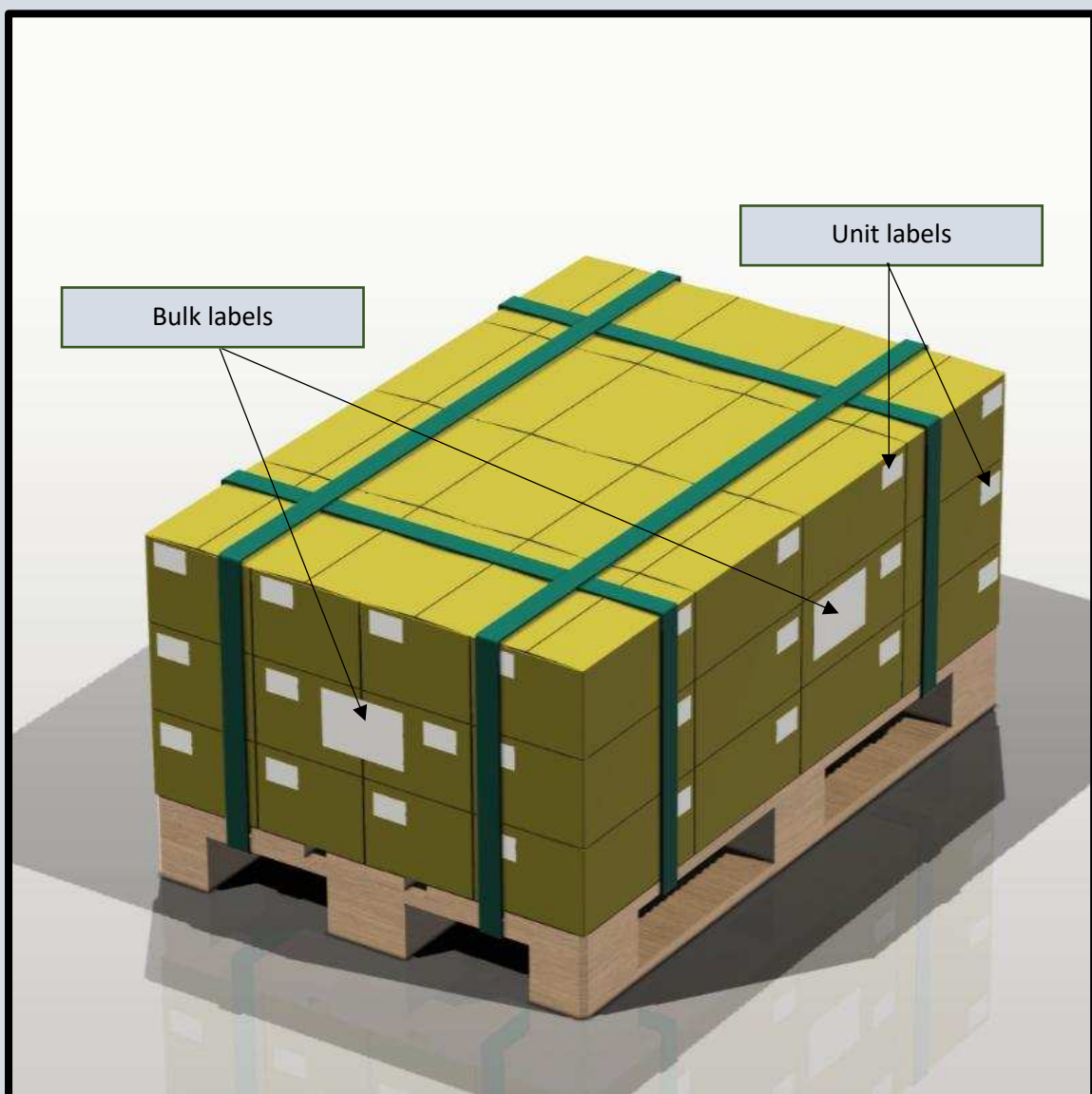
- Painted components must not be in contact with each other or with other surfaces of the transport unit.
- Use spacers, e.g. foil, cardboard, or paper, to protect components against mechanical damage.

## 8.5 Packaging of components cut by thermal or water jet processes

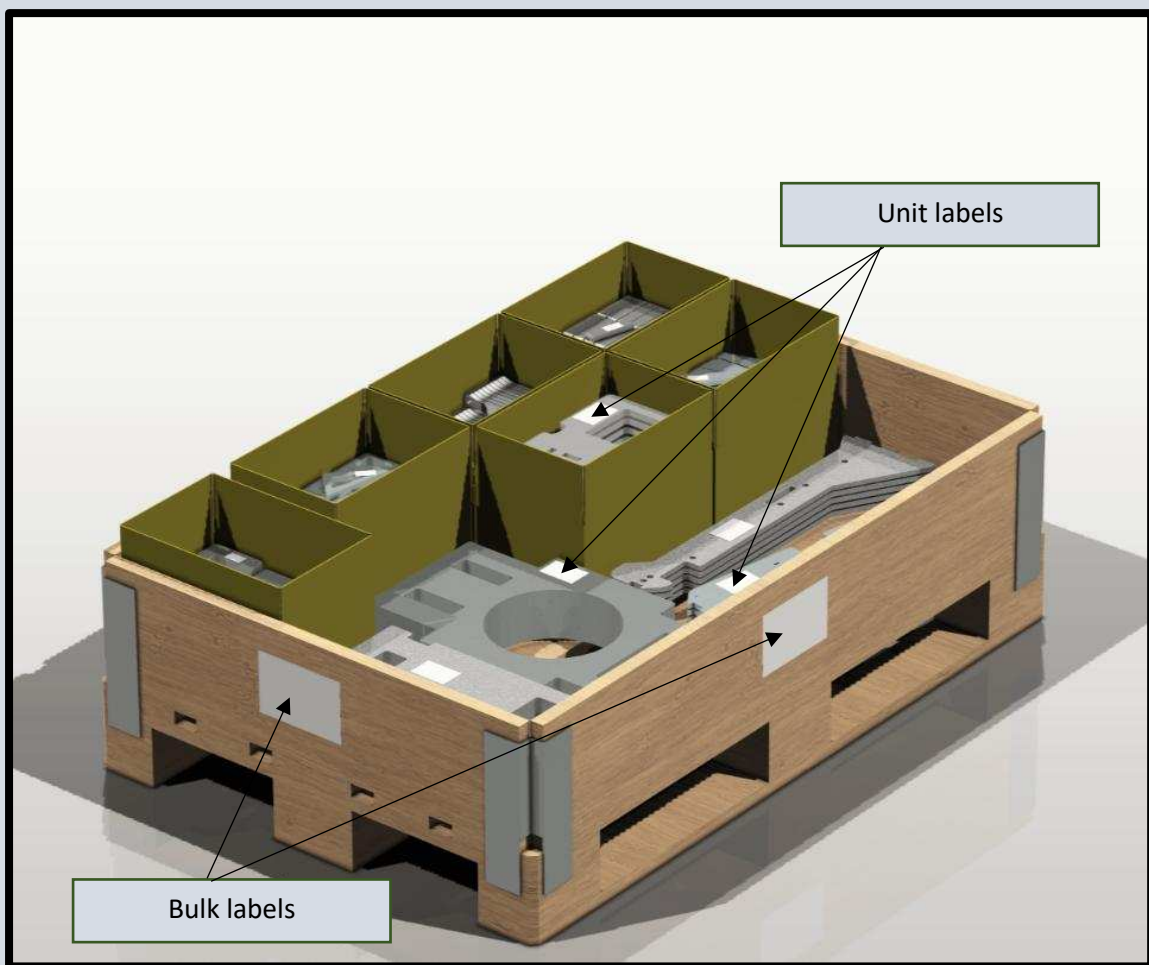
- The load should be secured with pallet collars.
- Cut LCL goods should be packed in collective packaging (e.g. cardboard packaging).
- Stacking of different types of components is prohibited.

## 9. Visualization of proper packaging

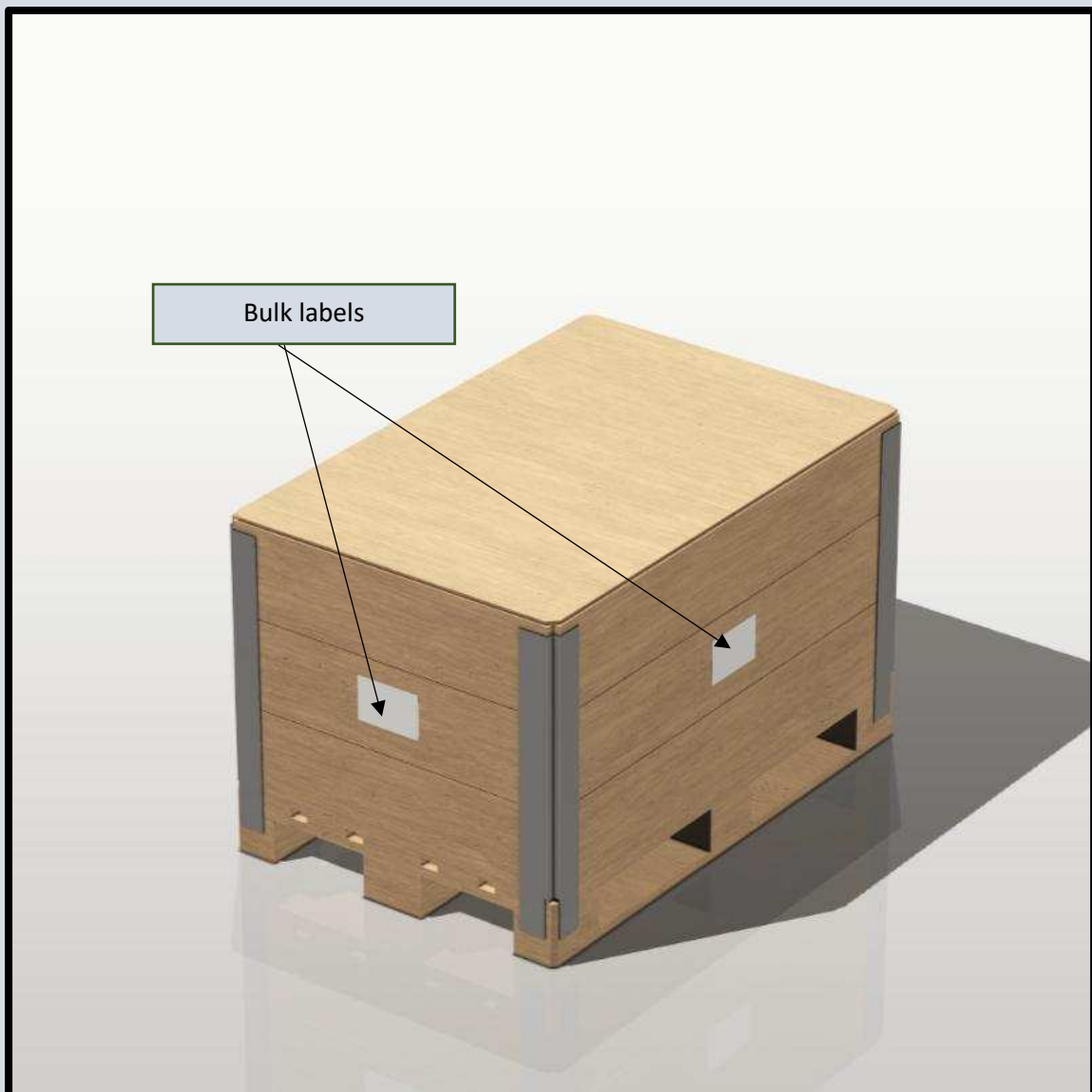
### 9.1 Cardboard packaging/LCL goods



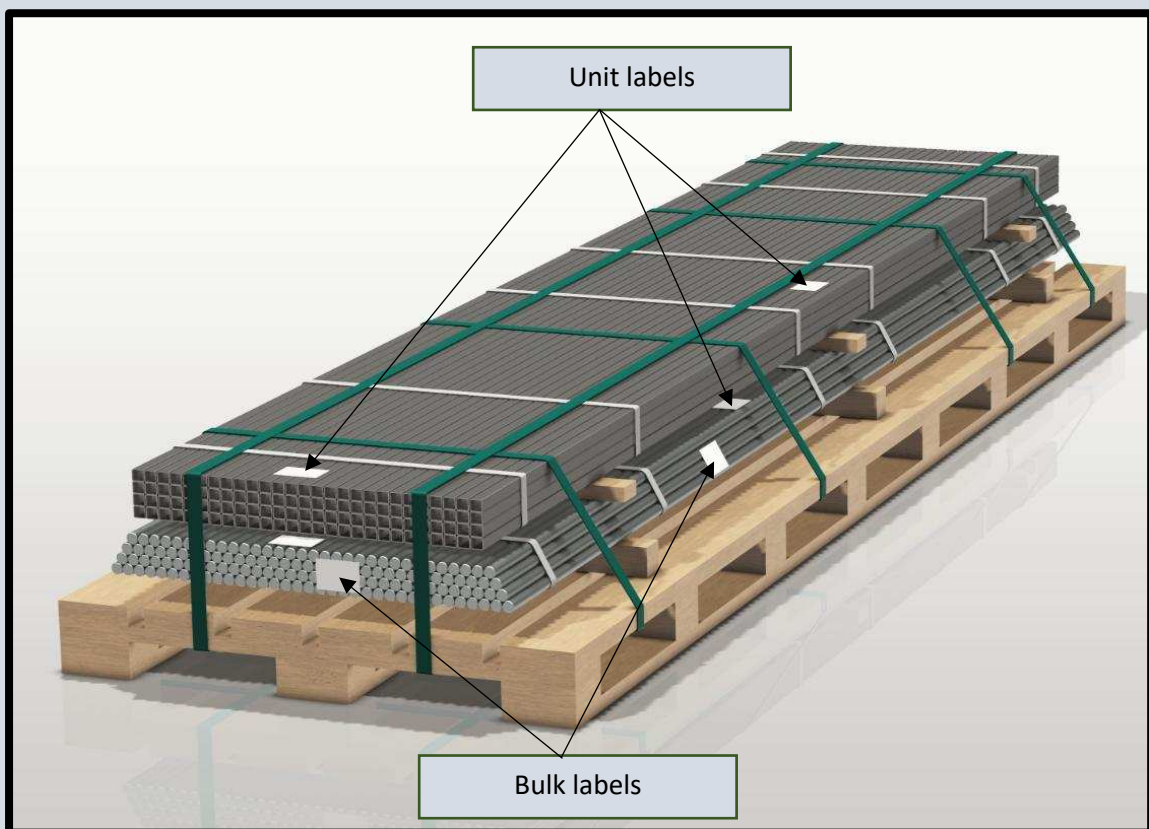
## 9.2 Components cut by thermal or water jet processes

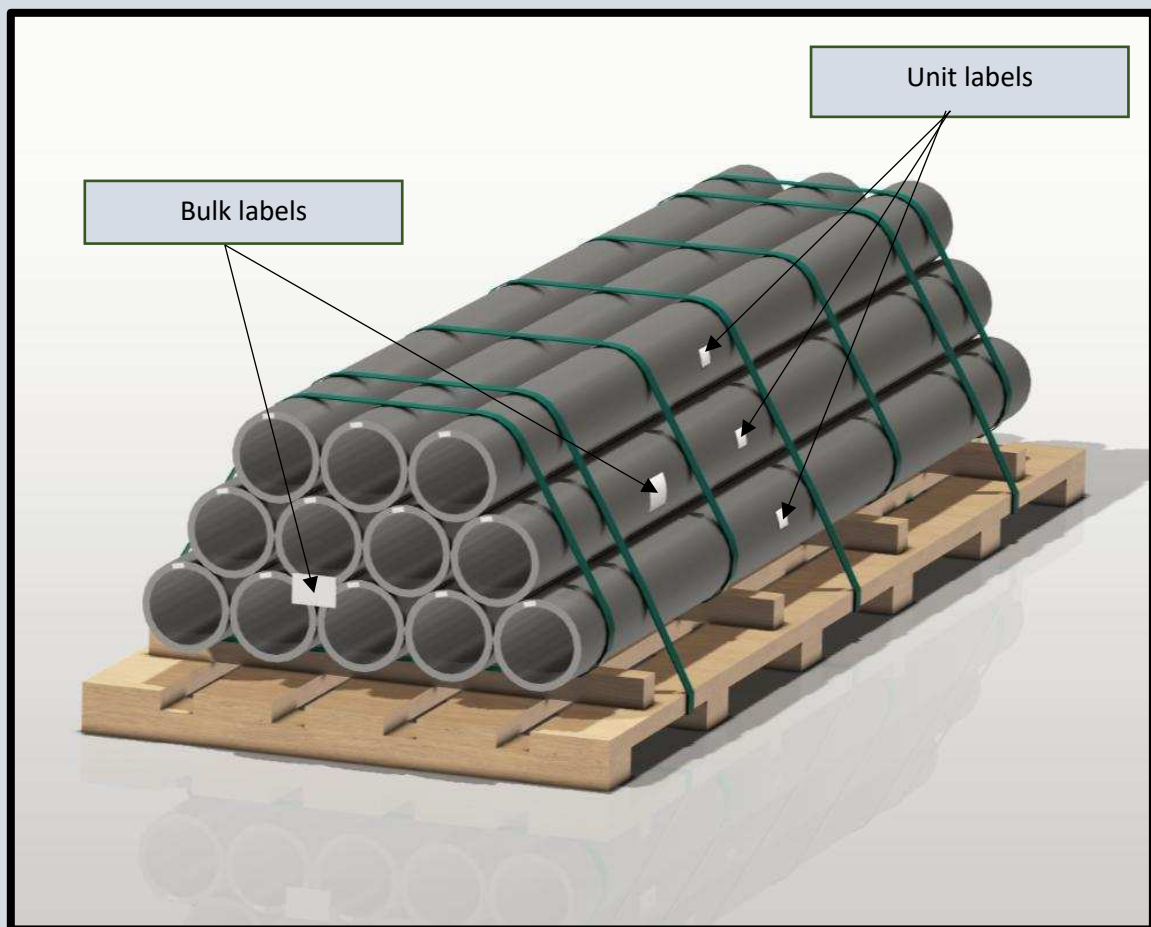


### 9.3 Crates



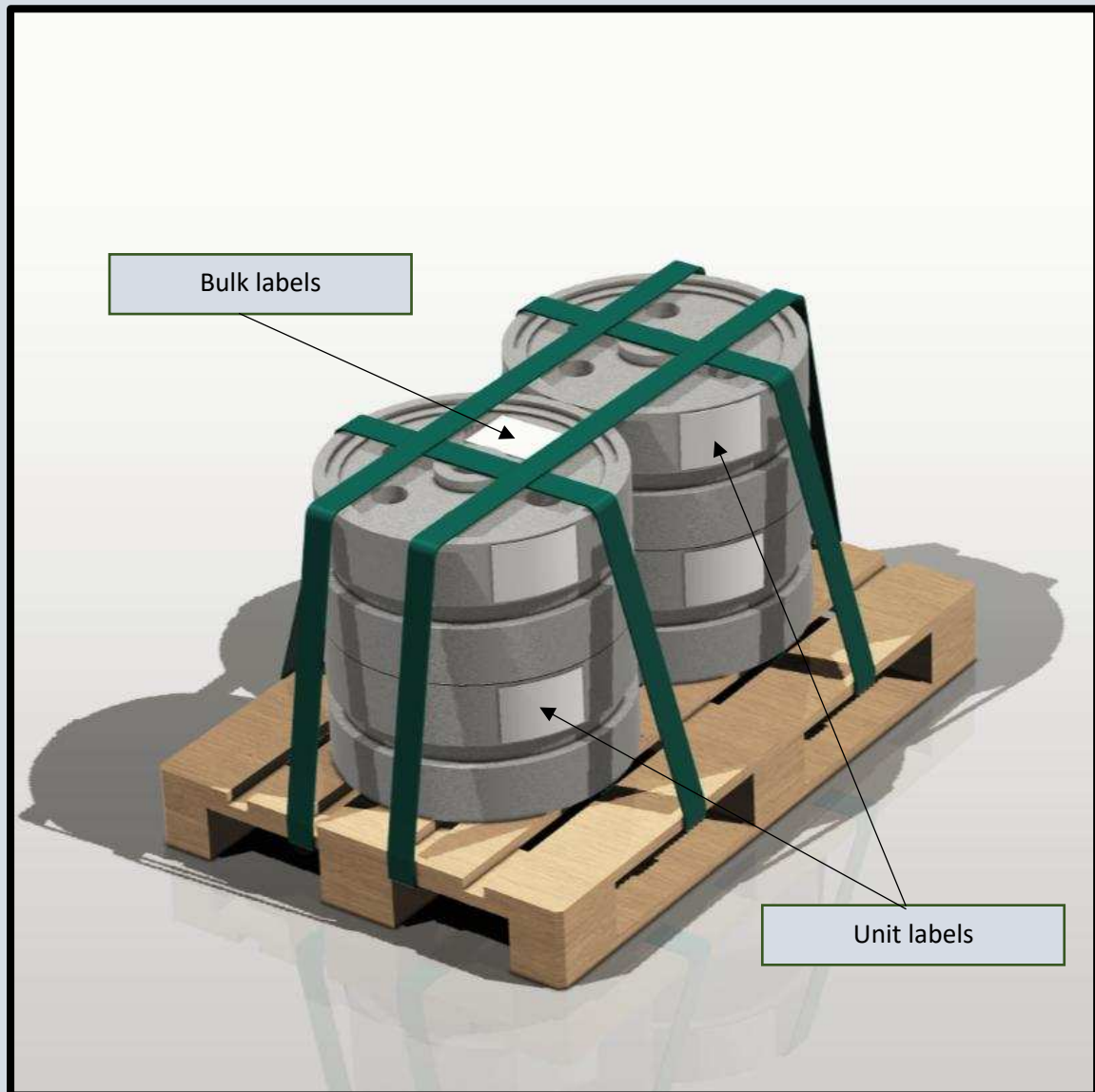
## 9.4 Long items





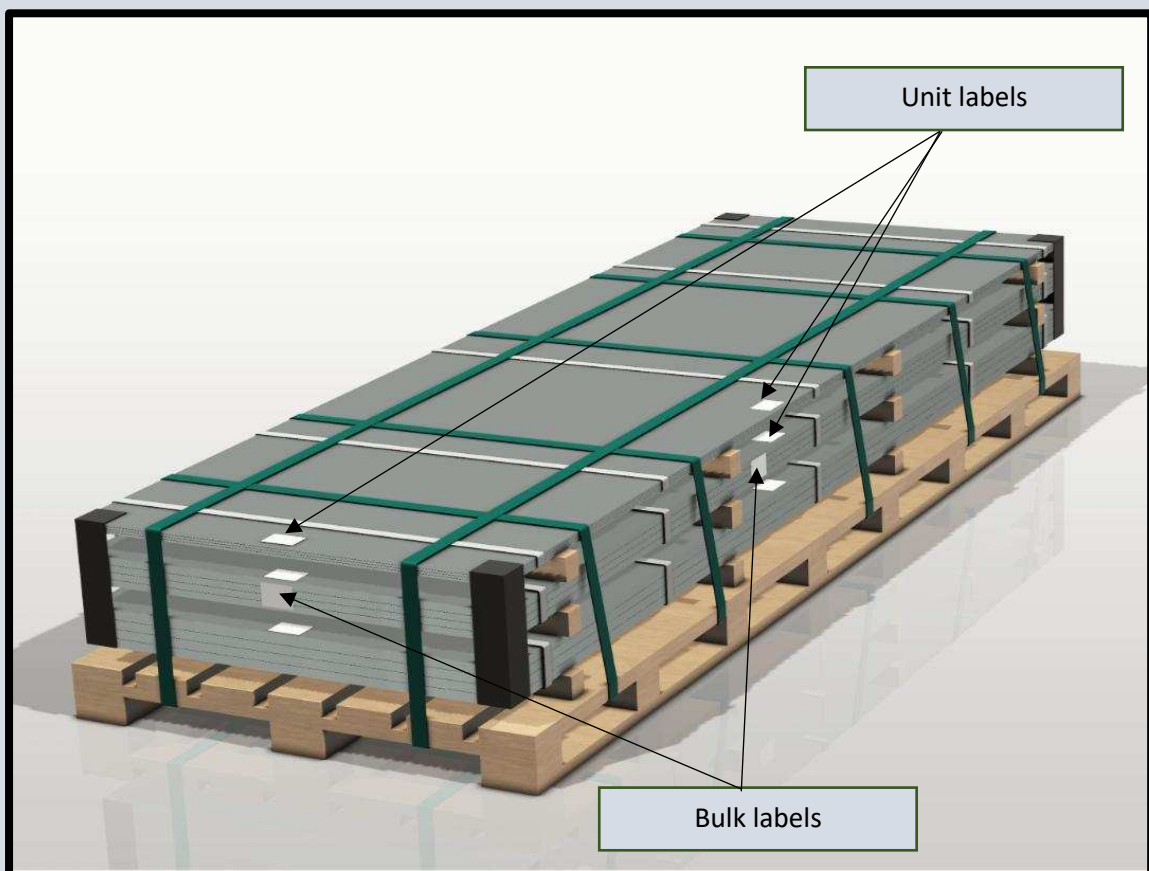


## 9.5 Forgings and castings





## 9.6 Sheet metals



## **10. Storage conditions**

The Supplier is responsible for specifying the storage conditions.

## **11. Requirements for deliveries of oversized materials**

- Oversized materials should be properly secured against movement during transport, with the use of fastening systems such as belts, wedges, or pallets with increased strength.
- The transport units used should be adjusted to the size, weight, and specificity of the materials.
- For transport in open vehicles, materials should be secured against weather conditions (e.g. tarpaulins or waterproof film).
- The method of packaging should ensure full protection of the transported materials against any contaminants.
- Each load should be marked with an identification label.

## **12. Requirements for vehicle / chassis deliveries**

- Chassis or vehicles should be delivered with the documentation of the specific chassis or vehicle, as well the quality documentation specified in the order or contract.
- Delivered vehicles or chassis should be free from contamination. If any contamination is found on the vehicle or chassis, the delivering party is obliged to clean them before handover.

## **13. Requirements for cooperative material deliveries**

- All materials delivered as part of cooperation with subcontractors must comply with packaging and labelling guidelines.
- It is required to attach the documents indicated in the purchase order.
- Packaging should be adapted to the type of materials to ensure their identification and safety during loading, transport, and unloading.

## 14. Delivery documentation

Each delivery should be accompanied by a full set of documents in accordance with the requirements of the order/contract.

### 1. Delivery note (WZ document) – containing:

- supplier details with company stamp,
- recipient details,
- delivery address, if different from the address of the recipient,
- HSW S.A. order number,
- index numbers and name (HSW S.A. and supplier numbers),
- quantity and units of measure,
- indication whether the material is controlled,
- legible signature, or illegible signature accompanied by the name stamp of the person receiving.

The delivery note should be provided before delivery in electronic form, as well as in paper form with the delivery. The electronic version of the delivery note must be in Excel file format.

In the case of components cut by thermal or water jet processes, information about the type of material and its thickness is required for each item.

### 2. Material certificate:

- The material certificate should be provided before delivery in electronic form, as well as in paper form with the delivery.
- Material certificates should be sent in electronic form, organised in separate files, labelled with names corresponding to their purpose or to the designation of the items to which they pertain. File name example: company name order number material name grade dimension heat.

3. **Quality certificate** – confirming the compliance of the materials with technical requirements and quality standards.
4. **Declaration of Conformity for Defence and Safety** – Declaration of Conformity for Defence and Safety (OiB), referred to in Article 3(4) of the Act of November 17, 2006 on the conformity assessment system for products intended for the State's defences and security (Journal of Laws of 2022, item 747).
5. **Certificate of Conformity (CoC)** – quality confirmation by the supplier, indicating the manufacturer and country of origin.
6. **Material Safety Data Sheets (SDS/MSDS)** – mandatory for chemical materials, in accordance with the regulations on transport and storage of hazardous substances.
7. **Shipping documents** – including: waybill (CMR for international transport, national waybill for domestic transport),
8. **Sample batch report** – if applicable for a new launch or the first delivery from a given supplier.
9. **Customs documentation** – for import, including the customs declaration, export/import declarations, and border clearance documents.

- 10. **Instructions for use or assembly** – for supplies of components requiring special rules for assembly or use.
- 11. **Test or inspection reports** – if the delivery requires prior quality or strength tests.
- 12. **Warranty cards** – required for products under manufacturer or supplier's warranty.

## 15. Unloading refusal

HSW S.A. reserves the right to refuse unloading in the event of:

- Blocking of the material with goods intended for other recipients.
- Failure to meet the packaging requirements set out in this document.
- Failure to comply with the requirements for delivery documentation set out in this document.
- Placing goods intended for different recipients on the same transport unit.
- Damage to the packaging.

## 16. Responsibility

HSW S.A. shall not be liable for damages resulting from the lack of or inadequate packaging/protection of materials/goods.