



Document type	Title	Issue
Instruction	Handling Guideline	1
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Handling Guideline – Standard Assortment

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Changes from the previous issue

Issue	Issue date	Changes
1	2024-04-15	<p>Five documents have been consolidated: OSPB039-Handling Guideline, Scania Plastic Pallets, OSPB045-Plastic boxes, OSPB067-Strapping of units, OSPB078-Recommendation of Stacking Scania Packaging Assortment and OSPB079-Recommendation of Weights in and on pallets.</p> <p>The content from all documents has been reviewed and restructured to correspond with the structure of the Standard Assortment Catalogue – OSPB041.</p>



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1 General information

For the usage of Scania standard returnable assortment **STD4172** – *Logistics Manual* is valid.

1.1 Purpose and background

The purpose of this document is to provide an instruction on how to handle the standard assortment. This handling guideline is an addition to the rules and regulations in the STD4172-series and the information on the Scania Supplier Portal (SSP).

1.2 Usage requirements

All requirements for the usage of Scania packaging are stated in our standards as well as documents on the Scania Supplier Portal, applicable for this document are:

- **STD4172-4** *Packaging*
- **Order packaging** *Scania Supplier Portal – Order Process*

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2 Strapping of units

2.1 Requirements

All straps should be according to *STD4604 One-way packaging*. Goods in pallets with collars, on top of pallets and/or in boxes and packaging materials shall be strapped using plastic straps made from polypropylene (PP), unless otherwise stated in the packaging instruction or distribution unit instruction on PackIT.

The polypropylene strap used shall have an UTS (ultimate tensile strength) of at least 2670N and an elasticity of 8-9%, unless otherwise stated in the packaging instruction on PackIT. The polypropylene strap used for a distribution unit of collars shall have an UTS of at least 6000N and an elasticity of 12%, unless otherwise stated in the distribution unit instruction on PackIT.

The tension force used for strapping the pallets differs per strapping method, e.g. fully automated sealing, sealing by hand or by hand using a connector. For this reason, a standardised tension force setting is not available. The tension force used shall not cause the straps to damage the packaging materials and the tension force used shall secure the units during handling and transport. For plastic pallets, the units shall be strapped with a tension force of a maximum 390N to avoid damage.

It is preferred that the straps are sealed together, ensure no exes stick out at the seam, see figure 1. If connectors are used they shall be made from the same material as the straps (PP), see figure 2. The straps shall be placed over the short side of the pallet. Each unit shall be strapped individually, it is not allowed to strap different units together, an example is shown in figure 3.



Figure 1 – Overlapping strap wich sticks out



Figure 2 – Connector from the same material as the strap

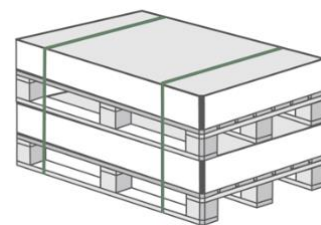


Figure 3 – Example of wrongly strapped units

Straps shall not cover the bar codes of the labels, since it is crucial for Scania Production Units to secure automatic scanning. More information regarding the labelling of the pallets can be found in **STD4172-4 – Packaging**.

Supplying to Scania » Logistics » Automotive Products » [Labelling](#)

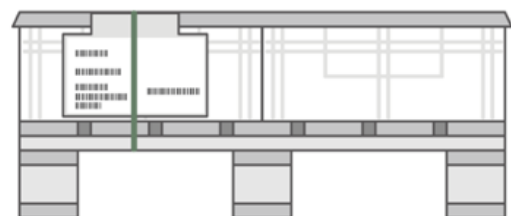


Figure 4 - Example of master label and strap not covering bar codes

2.2 Restrictions

Since certain materials cannot be recycled straps with fibre amplifiers, metal connectors shall not be used. Examples of these can be found in figure 5 to the left. For safety and sustainability reasons, staples shall be avoided on the straps and complete metal straps are not allowed due to safety reasons.



Figure 5 – Straps with metal connectors and nylon amplifiers shall not be used

2.3 Number of straps and position of the straps

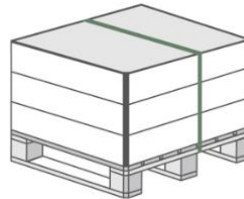
Strapping of returnable units and distribution units shall be done in accordance with the information in the below figures. Important is that each unit shall be strapped individually. It is not allowed to strap two or more units together.

2.3.1 Number of straps and position of the straps per pallet type

H-pallet

Number of straps: 1 or 2

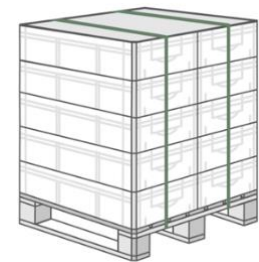
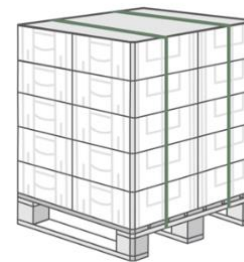
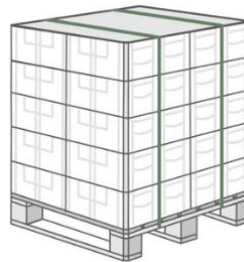
Position of the straps: In the middle of the pallet or 200-250 mm from the outer edge of the pallet



H-pallet with boxes

Number of straps: 2

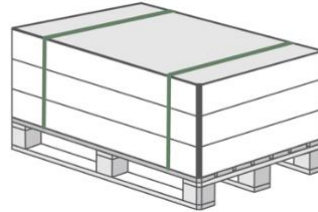
Position of the straps: 200-250 mm from the outer edge of the pallet



E-pallet

Number of straps: 2

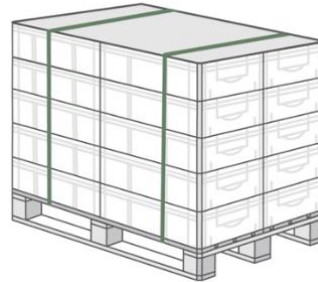
Position of the straps: 200-250 mm from the outer edge of the pallet



E-pallet with boxes

Number of straps: 2

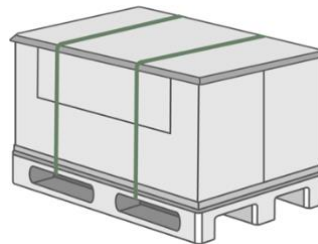
Position of the straps: 200-250 mm from the outer edge of the pallet



Plastic pallet

Number of straps: 2

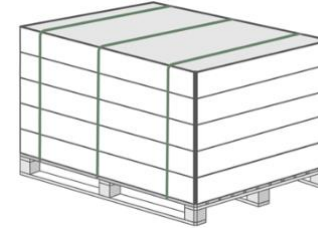
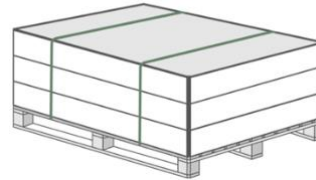
Position of the straps: Strapping shall be done according to the figure. The straps shall not be placed outside the dedicated areas.



S-pallet

Number of straps: 2 (if more than 5 collars are used, 3 straps shall be used)

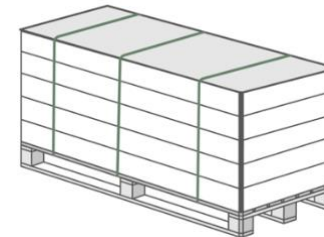
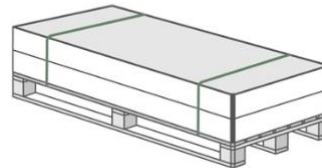
Position of the straps: 200-250 mm from the outer edge of the pallet (if applicable, third strap in the middle of the pallet)



T-pallet

Number of straps: 2 (if more than 5 collars are used, 3 straps shall be used)

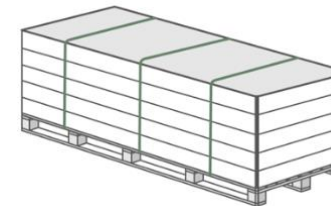
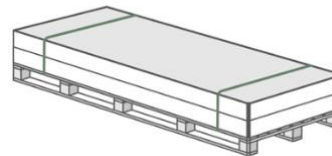
Position of the straps: 200-250 mm from the outer edge of the pallet (if applicable, third strap in the middle of the pallet)



M-pallet

Number of straps: 2 (if more than 5 collars are used, 3 straps shall be used)

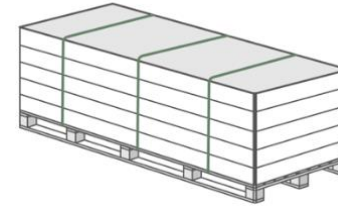
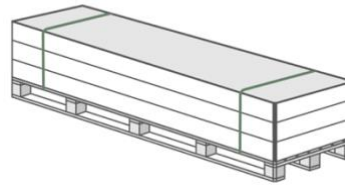
Position of the straps: 200-250 mm from the outer edge of the pallet (if applicable, third strap in the middle of the pallet)



L-pallet

Number of straps: 2 (if more than 5 collars are used, 3 straps shall be used)

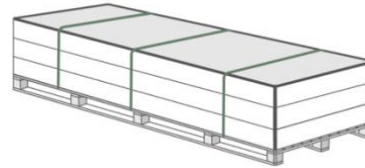
Position of the straps: 200-250 mm from the outer edge of the pallet (if applicable, third strap in the middle of the pallet)



X-pallet

Number of straps: 3

Position of the straps: 200-250 mm from the outer edge of the pallet (if applicable, third strap in the middle of the pallet)

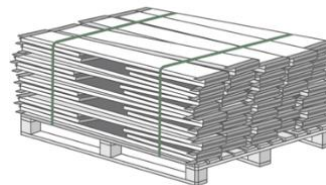


2.3.2 Number of straps and position of the straps per distribution unit type

Collars

Number of straps: 2

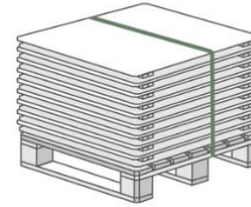
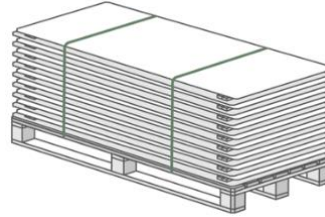
Position of the straps: 200-250 mm from the outer edge of the pallet



Lids

Number of straps: 2 (except H-lid 1 strap)

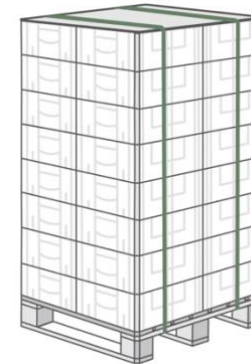
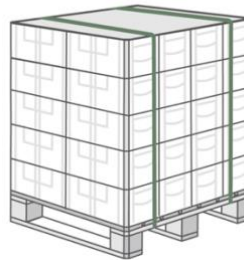
Position of the straps: 200-250 mm from the outer edge of the pallet (H-lid, middle of the pallet)



Plastic boxes

Number of straps: 2

Position of the straps: 200-250 mm from the outer edge of the pallet

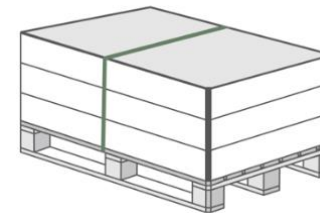
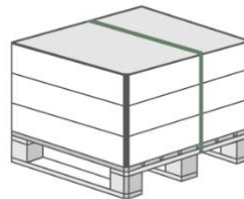


All other MH-numbers

(unless otherwise stated in the distribution unit instruction on PackIT)

Number of straps: 1

Position of the straps: In the middle of the pallet



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2.3.3 Number of straps and position of the straps per one-way type

For one-way packaging strapping shall be done with 1 strap if the net weight of the unit is below 200 kg and with 2 straps if the net weight is above 200 kg. An edge guard is required when strapping the one-way Box on Pallet solution. Shrink wrap shall not be used.

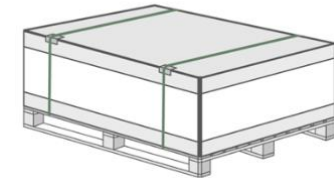
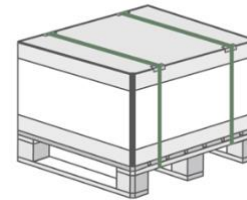
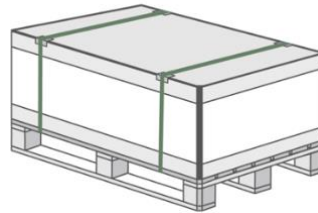
Push double-wall cover and bottom plate with reinforced corners over ready filled pallet and secure the whole load with four straps in longitudinal and transverse direction. Broad plastic straps of PET or PP must be used (VDI Guideline 3968 Sheet 3). A plastic strap with a tearing strength of min. 4200N and an elongation at break of max. 12% has proved to be suitable. The highest possible working tension should be applied (the cardboard settles) but cutting of the straps into the cardboard must be avoided! Edge guard systems must be used to prevent cutting and thus loosening of the straps.

One-way

Number of straps: 2

Edge Guard: 4

Position of the straps: 200-250 mm from the outer edge of the pallet



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3 General handling guidelines

All stacking in this document refers to free stacking. In storage areas, it is not recommended to allow people to walk, stand or stay. It is a safety reason due to the high stacks to optimise the surface. A short time buffer and small stacking in handling areas are allowed.

3.1 Definitions:

- **Free stack:** Pallets placed on a free plane surface without racks or other external protection.
- **Corner stack:** Stack placed in a corner of a transport intersection where visibility is needed.
- **Outer and single stack:** Unprotected stack placed next to a free surface.
- **Protected stack:** Stack surrounded by other stacks, placed next to a wall or protective barrier.
- **Pyramid stack:** To secure pallets free-stacked on an open area pyramid stacking can be used, this means a gradually increased height e.g. 15 – 19 – 24 units.

General stacking recommendations are both mentioned in the number of pallet units and the height in meters. The recommendations work in parallel with the maximum weight limit of the pallets and shall not be exceeded.

3.2 General forklift guideline

The drivers attention shall be on the work task, safely transporting the load or vehicle. Driver shall have oversight of what and where transports are done as well as keeping a safe distance to pedestrians or other transports. Driver must have a clear view otherwise the vehicle shall be driven backwards. The load shall be lowered before turning with the forklift, and the height of the load transported shall not exceed the mast.














Transports shall be done with a low centre of gravity. It is not allowed to push the pallets, they should be raised off the ground to extend their life-time. The recommended number of units to have on a forklift is the following: one collar – 8 units, two collars – 5 units, three collars – 4 units, four collars – 3 units and five collars – 2 units.

3.3 Recommended speed limits for handling with forklift

The setting of the speed limits is dependent on different factors:

- Preconditions in the workshop; space, surface, visibility, etc.
- **Technical restrictions of the work equipment;** rules in the instructions of use from the supplier, type of forklift, number and type of wagons, visibility etc.
- **Organisational aspects;** experience of accidents and near accidents, unsafe situations etc.

The speed limits stated in the table below consist of the most common vehicles for transport of material within *Production & Logistics* in the automotive industry. If there is a need to differ from these speed limits in special situations a risk assessment shall be executed by the supplier and the results must be approved by Scania.

Type	Example	Speed (km/h)
Stand on stacker (and pedestrian stacker)		4 km/h
Low lift order picker (driver lifting height ≤ 1.2 m)		6 km/h
Low order picker (lifting height ≤ 0.2 m)		
Low order stacker (lifting height ≤ 0.2 m)		
Narrow aisle truck		8 km/h
Medium and high order picker		
Reach truck		
Medium and high lift order picker (driver lifting height ≥ 1.2 m)		
Counter balance – indoor		
Counter balance – outdoor		15 km/h
Tow tractor – outdoor		15 km/h
Tow tractor – indoor (for use in transfer areas)		8 km/h
Tow tractor – indoor		6 km/h (4 km/h in curves)

4 Plastic

Handling of plastic packaging material shall be done according to the following rules.

4.1 Stacking recommendation

Max height for Type of stack	E-pallet – Kit ¹	H-pallet – Kit ²	Empty Pallet Kits	Distribution unit ³
Corner stack	3 units / 1,5 meters	4 units / 1,5 meters	4 units / 1,5 meters	1 DU / 1,5 meters
Outer stack / Single stack	2 units / 1,5 meters	3 units / 1,5 meters	4 units / 1,5 meters	1 DU / 1,5 meters
Protected stack	3 units / 2,5 meters	4 units / 2,5 meters	7 units / 2,5 meters	3 DU / 2,5 meters
Stack next to permanent workplace or break area	2 units / 1,5 meters	3 units / 1,5 meters	4 units / 1,5 meters	1 DU / 1,5 meters



Figure 6/7: Raised plastic pallet kit, E-pallet and H-pallet



Figure 8/9: Distribution unit, E-pallet and H-pallet

4.2 Empty packaging

Handling in return flows from production units to breakdown.

For easier handling at the breakdowns, remove the spacers and other inserts from the plastic pallets before sending them to the breakdowns, since they arrive at another location than the wooden pallets.

4.3 Loading a trailer

Plastic pallets and boxes should be on top when loading a trailer with both wood and steel material.

4.4 Weight capacity

Scania euro-sized plastic pallets must not contain more than 650 kg, the maximum stacking weight is 1500 kg. The half-euro-sized can contain up to 250 kg and the stacking capacity is 750 kg.

¹ Refers to a unit as one raised Plastic Pallet Kit, see figure 6

² Refers to a unit as one raised Plastic Pallet Kit, see figure 7

³ Refers to one distribution unit, see figure 8/9

5 Wood

Handling of wood packaging material shall be done according to the following rules.

5.1 Stacking recommendations

Max height for Type of stack	Pallet with boxes	H-pallet	Big pallets (E, T, L, S, X, M, X)	Distribution unit
Corner stack	8 units / 1,6 meters	8 units / 1,6 meters	8 units / 1,6 meters	1 DU / 1,6 meters
Outer stack / Single stack	15 units / 2,6 meters	10 units / 2,1 meters	10 units / 2,1 meters	2 DU / 2,6 meters
Protected stack	25 units / 4,2 meters	15 units / 2,6 meters	15 units / 2,6 meters	2 DU / 2,6 meters
Stack next to permanent workplace or break area	8 units / 1,6 meters	8 units / 1,6 meters	8 units / 1,6 meters	1 DU / 1,6 meters

5.2 Weight capacity

H-pallets can contain a maximum of 500kg and the other pallets (E, T, L, S, X, M, X) can contain a maximum of 1000kg.

Below is a table with the maximum stacking weights of pallet types and number of collars.

Pallet size Number of collars	H	E	T	L	S	X	M
1	9 900kg	9 700kg	– *	7 200kg	– *	7 100kg	– *
2	9 900kg	9 700kg	– *	7 200kg	– *	7 100kg	– *
3	8 200kg	9 700kg	– *	7 200kg	– *	7 100kg	– *
4	8 200kg	7 000kg	– *	6 400kg	– *	6 000kg	– *
5		7 000kg	– *	6 400kg	– *	6 000kg	– *
6		7 000kg	– *	6 400kg	– *	6 000kg	– *

* Currently no data (2024-04-15), will be updated in 1-2 months.

6 One-way

Recommended handling of one-way packaging shall be taken into consideration.

6.1 Stacking recommendations

Max height for Type of stack	Big pallets (>800x1200mm)	H-pallets	Empty Units	Distribution units
Corner stack	3 units / 1,5 meters	4 units / 1,5 meters	4 units / 1,5 meters	1 DU / 1,5 meters
Outer stack / Single stack	2 units / 1,5 meters	3 units / 1,5 meters	4 units / 1,5 meters	1 DU / 1,5 meters
Protected stack	3 units / 2,5 meters	4 units / 2,5 meters	7 units / 2,5 meters	3 DU / 2,5 meters
Stack next to permanent workplace or break area	2 units / 1,5 meters	3 units / 1,5 meters	4 units / 1,5 meters	1 DU / 1,5 meters

6.2 Forklift handling

When handling one-way units, the forks shall be in parallel with the pallet bottom to avoid damage.



Figure 10 – Correct placement of forks

Figure 11 – Incorrect placement of forks

Figure 12 – Damaged unit

6.3 Loading a trailer

One-way pallets should be on top when loading a trailer with returnable and one-way material.

7 Detailed specification

7.1 Plastic – Pallet container kit

7.1.1 Euro-sized plastic pallets

Scania Euro Sized standard plastic pallets must not contain more than **650 kg**, this weight is also the racking limitation. Stackability is **1+2**, this means you can stack the raised kits three units high or until the weight reaches the maximum of **1500 kg**. The weight limit is not allowed to be broken even if the packaging instruction for the part states something different. This limit is from a safety perspective and thus it overrides other instructions.

7.1.2 Half-euro-sized plastic pallets

Scania Half Sized standard plastic pallets must not contain more than **250 kg**, this weight is also the racking limitation. Stackability is **1+3**, this means you can stack the raised kits four units high or until the weight reaches the maximum of **750 kg**. The weight limit is not allowed to be broken even if the packaging instruction for the part states something different. This limit is from a safety perspective and thus it overrides other instructions.

7.1.3 Assembling the plastic pallets

Before placing parts inside the plastic pallet, please make sure that the sleeve is connected well to the tray. You can achieve this by pushing the sleeve against all corners.



Figure 3: Assembled plastic pallet



Figure 4: Assembled plastic pallet



Figure 5: Handling loading doors

7.2 Plastic – Boxes

For the usage of plastic boxes, STD4172 is valid.

7.2.1 Plastic boxes and lids assortment

B1



B2



B3



B4



B5



B6



Description	MH-number	Dimension (LxW)	Qty in dist. unit
B1	MH-3147	300 x 200	The quantity of MH's in the distribution unit is stated on PackIT under distribution units.
B1, lid	MH-3148		
B2	MH-4147	400 x 300	
B2, lid	MH-4374		
B3	MH-6147	600 x 400	
B3, lid	MH-4375		
B4	MH-0476	600 x 400	
B5, ESD	MH-0474	600 x 400	
B6	MH-0475	600 x 400	

The lids for the blue boxes (MH-3148, MH-4374 and MH-4375):

- shall be ordered separately.
- shall not be used for the Chassis and Cab workshops (ME, MZ, MA, MS, MM, MC, MX).
- shall always be used into the component workshop – Engine (DE).
- shall only be used to other component workshops, such as Gearbox and Axles, if stated in the packaging instruction.

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7.2.2 General requirements

- i. The weight limit of the box including parts is 10 kg, unless otherwise stated by the responsible Packaging Engineer.
- ii. Tape, glue, self-adhesive labels or staples on the boxes for labelling or other usages is not allowed. For labelling STD4172-4 is valid.
- iii. Plastic boxes shall be positioned on the pallet in such a way that the pallets can be stacked during transport.
- iv. A plastic H-lid MH-4319 shall be put uppermost on the unit when H-pallet MH-1874 is used.
- v. A wooden E-lid MH-2318 shall be put uppermost on the unit with the lists turned upwards when E-pallet MH-1875 is used.
- vi. Strapping shall be done according to instruction, [2 Strapping of units](#).

Number of boxes on a pallet

Pallet	Allowed boxes	Layer 1	Layer 2	Layer 3	Layer 4	Layer 5
H-	B1	8	16	24	32	40
H-	B2	4	8	12	16	20
H-	B3	2	4	6	8	10
H-	B4	2	4	6	-	-
H-	B5	2	4	6	-	-
E-	B3	-	-	12	16	20
E-	B4	-	8	12	16	-
E-	B5	-	8	12	16	-

The lowest box layer in a stack shall not be loaded with more than:

- B1 – MH-3147, B4 – MH-0476, B5 – MH-0474 400 kg
- B2 – MH-4147, B3 – MH-6147 600 kg

7.2.3 Plastic box as inner unit

Send only one (1) part number on one (1) full pallet with the quantity of boxes ordered by the call-off when a D-, J-, N- or A-code is used.

Document type	Title	Issue
Instruction	Handling Guideline	2
Approved by (department acronym, name)	File name	Info class
packaging.assortmentandselection@scania.com	OSP039-Handling Guideline	External
Issued by (department acronym name phone)	Date	Page
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7.2.4 Plastic box as pallet unit

Plastic boxes can also be used as pallet units to achieve greater flexibility when calling-off parts. The number of parts in each box is specified in the packaging instruction on PackIT. Plastic boxes that are modified as pallet units shall be delivered on a pallet. When there is an uneven number of boxes, use additional boxes with another part number, or use empty boxes without label to fill up the pallet to the given quantity above. Mixing part numbers to different delivery addresses on the same pallet is not allowed. Mixing parts within one box is also not allowed.

The pallet with the boxes goes directly into our warehouse, so please follow the specification of levels on the pallet, otherwise a manual repacking must be done.

By mixing parts going to the same “Ship To/Dock/Gate” location on the VDA transport label the workload and environmental impact from transport can be reduced. This is achieved by reducing empty boxes that needs to be handled and, in many cases, also reducing the number of pallets that needs to build-up with boxes on top of them.

Start by placing the biggest blue boxes to the same “Ship To/Dock/Gate” regardless of part number (see picture below). Go to next size smaller on top and if possible, the final case to fill up 5 layers on a half pallet. A more in-depth explanation with pictures follows below. The normal instructions for how to place and label boxes still applies regardless if you mix part numbers or not and will thus not be discussed in detail here.



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File name

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2

Info class

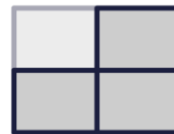
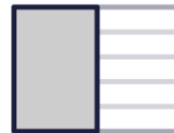
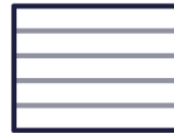
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7.2.5 Detailed description

- i. Start with placing a half pallet (MH-1874) at a suitable work height. Sort out locked Scania box orders for the same day and to the same "Ship To/Dock/Gate".
- ii. Add the biggest blue box on the pallet. In order:
B3 (MH-6147)
B2 (MH-4147)
B1 (MH-3147)
In the example to the right, a B3 box.
- iii. Fill out the layer with the same box type regardless of part number (if possible). In this example, it was possible to fill the first layer with 2 B3 boxes.
- iv. Then start with the next layer with the biggest box available. In the example, it is a B2 that is placed with its long side over the short side of the B3 box. It is not allowed to place B1 on B3, a B2 must be in between.
- v. Keep filling up your layer with the biggest boxes you still have available. In this example, the entire second layer is B2 boxes.
- vi. Continue to the next layer if you still have boxes. In this example, 3 B1 boxes on their long side to cover the short side of a B2 box. Fill up the layers until you run out of boxes that should be shipped that day to the same "Ship To/Dock/Gate".



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- vii. A thing to note in the example to the right, the top right box is placed in the corner to ensure the visibility of the most possible labels. If that is filled 180 degrees from the B1 boxes to the left 3 labels are visible on the top layer. Then add the biggest boxes you have available for stability and reduced workload. In this example, the final layer has 5 filled B1 boxes, 1 empty B2 box and 1 empty B1 box.



In total this pallet then ends up with 2 filled B3, 4 filled B2, 5 filled B1. Without mixing this would at a minimum be 3 pallets due to the different box sizes. Perhaps more if the boxes are also of different part numbers.

Below are more examples of different ways to fill up the last layer depending on the orders you need to ship that day and which types of boxes you have available in your plant. Always fill in with the biggest box you have available to reduce the overall workload.



- viii. Add on the half pallet plastic lid for box pallets MH-4319 and strap according to the general guide.



Note!

Try to keep the weight balance on the pallet if packaging a mix of light and heavy boxes. Don't keep all the heavy parts on one side.

If your order is in Scania unit D1, D2, D3, D4 or D5 you are not allowed to mix the part with other parts. This code is used to show that it goes to a special storage where the box is lifted directly from the pallet to line instead of being unbundled into individual places for each box.

It is allowed to mix boxes of the same packaging code with its own code. For example, a B1 can be mixed with B1, a B2 with a B2, a B3 with a B3, a B4 with a B4, B5 with a B5, B6 with a B6.