

Document type Instruction	Title Scania Plastic Pallets Handling Guideline	Issue 2
Approved by (department acronym, name)	File name SPG039-INST-Scania plastic pallets handling guideline	Info class External
Issued by (department acronym name phone) OIPH Doris Lanke +31618581150	Date 2022-05-23	Page 1(6)
To (department acronym name)	For information (department acronym name)	

Scania plastic pallets handling guideline

This is general guideline from Scania on how to use the Scania Plastic pallet kit in a safe way both for the personnel and packaging. This document is aimed at providing instructions for the following MH-numbers:

MH-1612	MH-1621
MH-1613	MH-1622
MH-1614	MH-1623
	MH-1624

Ordering the plastic pallet

Follow the ordering procedures as described on the Scania Supplier Portal > Supplying to Scania > Logistics > Automotive Products > Packaging > Ordering Scania Packaging Material.

In Embassy you only need to order the sleeve (e.g.: MH-1612). When you order the sleeve, you will also receive the pallet, lid and tray along with it. Each distribution unit consists of pallets, trays, sleeves and lids. Please check PackIT for the latest distribution unit information.

On the label of the distribution unit you will see the MH-number and the number of sleeves it contains.



Figure 1: Example of a distribution unit

Storing the empty packaging

Plastic pallet distribution units shall always be stored indoors. Storing the distribution units outside without any cover is not allowed. See the Scania standard STD4172-4 (packaging material/logistics manual) via the Scania Supplier Portal > Supplying to Scania > Logistics > Logistics Manual for more details regarding the storage of packaging materials.

Document type
Instruction

Approved by (department acronym, name)

Issued by (department acronym name phone)
OIPH Doris Lanke +31618581150

Title
Scania Plastic Pallets Handling
Guideline

File name
SPG039-INST-Scania plastic
pallets handling guideline

Date
2022-05-23

Issue
2

Info class
External

Page
2(6)

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 2: Assembled plastic pallet

Handling loading doors

Only applicable for:

MH-1613 MH-1614
MH-1623 MH-1624



Figure 3: Handling loading doors

Labelling of plastic pallets



Figure 4: Placement of the label

Labels shall only be placed in the available label holder on the sleeve. Tape may be used to secure the label on top of the label holder, but only if it's easy to be removed. Please consult the responsible Packaging Engineer in case of any doubts. Labels shall

Document type	Title	Issue
Instruction	Scania Plastic Pallets Handling Guideline	2
Approved by (department acronym, name)	File name	Info class
	SPG039-INST-Scania plastic pallets handling guideline	External
Issued by (department acronym name phone)	Date	Page
OIPH Doris Lanke +31618581150	2022-05-23	3(6)

not be stapled or glued and shall not be placed on any other location than in the label holder.

Follow the Scania standard STD4172, accessible via the Scania Supplier Portal > Supplying to Scania > Logistics > Logistics Manual, regarding the labelling of pallets.

Strapping plastic pallets

Strapping shall be done in accordance with the strapping instruction on the Scania Supplier Portal > Supplying to Scania > Logistics > Automotive Products > Packaging > Packaging Instruction > Strapping of Units.

Reporting broken packaging

Follow the procedure as described on the Scania Supplier Portal > Supplying to Scania > Logistics > Automotive Products > Packaging > Ordering Scania Packaging Material.

Stacking of plastic pallets (free stacking)

Stacking of plastic pallets shall be done according to the following rules.

The maximum weight to be placed on top of a plastic pallet unit is **1500 kg** for an E-pallet dimension (1200x800 mm) and **750 kg** for a H-pallet dimension (800x600 mm).

For the plastic pallet kits the corners of the sleeve are the strongest part of the sleeve and should therefore be aligned with the pallet above.

Definitions:

- **Free-stacking:** Placement of pallets on a free plane surface without use of racks or other external protection.
- **Corner stack:** Stack placed in a corner of an intersection of a transport route where visibility is needed.
- **Outer and single stack:** Unprotected stack that is placed next to a free surface.
- **Protected stack:** Stack that is surrounded by other stacks or placed next to a wall or protective barrier.

General stacking recommendation are both mentioned in the amount of pallet units and the height in meters. The recommendations are working in parallel. The maximum weight limitation of 750 kg (H-pallet) and 1500 kg (E-pallet) shall not be overwritten. See the table below for the general stacking recommendations.

Document type
Instruction

Title
Scania Plastic Pallets Handling
Guideline

Issue
2

Approved by (department acronym, name)

File name
SPG039-INST-Scania plastic
pallets handling guideline

Info class
External

Issued by (department acronym name phone)
OIPH Doris Lanke +31618581150

Date
2022-05-23

Page
4(6)

Table 1: General stacking recommendations

Type of stack	Max. height for pallets and boxes	Max. height for H-pallet	Max. height for empty packaging	Max. height for distribution unit ¹
Corner stack	4 units ² / 1,5 meters	4 units / 1,5 meters	4 units / 1,5 meters	1 distribution unit / 1,5 meters
Outer stack/Single stack	4 units / 1,5 meters	4 units / 1,5 meters	4 units / 1,5 meters	1 distribution unit / 1,5 meters
Protected stack	7 units / 2,5 meters	7 units / 2,5 meters	7 units / 2,5 meters	3 distribution units / 2,5 meters
Stack next to permanent work- place or break area	4 units / 1,5 meters	4 units / 1,5 meters	4 units / 1,5 meters	1 distribution unit / 1,5 meters



Figure 5: Plastic pallet kit (unit)



Figure 6: Distribution unit

¹ See figure 6 for an example

² 1 unit = 1 complete plastic pallet kit, see figure 5

Document type
Instruction

Title
Scania Plastic Pallets Handling
Guideline

Issue
2

Approved by (department acronym, name)

File name
SPG039-INST-Scania plastic
pallets handling guideline

Info class
External

Issued by (department acronym name phone)
OIPH Doris Lanke +31618581150

Date
2022-05-23

Page
5(6)










Handling the plastic pallet with forklifts

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.

Table 2: Speed limitations for handling plastic pallets

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		

Document type
Instruction

Title
**Scania Plastic Pallets Handling
Guideline**

Issue
2

Approved by (department acronym, name)





File name
**SPG039-INST-Scania plastic
pallets handling guideline**

Info class
External

Issued by (department acronym name phone)
OIPH Doris Lanke +31618581150

Date
2022-05-23

Page
6(6)

Type	Example	Speed (km/h)
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 (reduction to 4 km/h in curves)