

# HANDLING & IDENTIFICATION MARKING OF PACKAGES

## RECORD OF CHANGES

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**CORPORATE STANDARD**

**File No. 19-0**

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## 1.0 SCOPE

This document describes standard symbols that promote safe handling of packages delivered to and within Snap-on facilities. This document is not intended to supersede any local or international regulations nor any specific requirement of the Purchase Order or other agreement.

*This document does not address all safety concerns. It is the user's responsibility to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

## 2.0 GENERAL

1. Apply only those symbols necessary for the protection of the product and its safe handling throughout the distribution and warehouse environment. Absence of a symbol(s) implies the packaged product is safe to handle by all normal means.
2. Use of the “do not stack” symbol must be preapproved by Snap-on.
3. Symbols follow the international format described by ISO 7000 & ISO 780 (without circles, borders or frames). The use of alternate symbols is discouraged and may cause receiving delays and/or corrective action for the supplier.
4. Symbols fall into two basic categories: “Affirmative” – unobstructed symbol without borders or frames and, “Negative” – symbols obstructed with a slash or x-mark.
  - Generally, each type uses the same icon. So it is permissible to convert an “Affirmative” symbol to the negative by simply hand marking a same colored slash mark through the symbol.
5. Symbols provide communication from the operator's position.
  - Example #1: If using the “no clamp” symbol, apply the icon on the side of the package facing the tow motor driver to indicate that clamp pressure is not allowed on adjacent sides.
  - Example #2: If using the “do not fork lift” symbol, apply the icon on the side of the package facing the tow motor driver to indicate that a fork lift is not allowed on same side.
6. Apply the appropriate symbol to each side of the package that may be affected.
  - Example: If the package cannot be handled by clamp truck, then apply the “no clamp” symbol to all four sides. If the package can be clamped from one direction only, then apply the “no clamp” to two sides and the “clamp” symbol to the other two sides.
7. Symbols may be used with or without basic text below the symbol. Without text is the preferred method. However, when used, text shall be in English.
8. Symbols may be printed or stenciled directly onto the package or on a label applied to the package.
9. Symbols should be black. If the package itself does not provide for significant contrast, then a white background shall be applied.

10. Do not use colors that can lead to confusion with dangerous goods labeling (e.g., yellow, orange, red, blue). Red text may be used sparingly when increased emphasis is required.
11. Symbol height shall be 2", 4", 6", or 8" (50, 100, 150, or 200 mm) where possible. The size or shape of the package may necessitate smaller or larger sizes scaled proportionately.
12. Except as noted below, symbols must be unobscured on a vertical surface and away from other markings/graphics. The preferred location is the upper left corner on each side of the package.

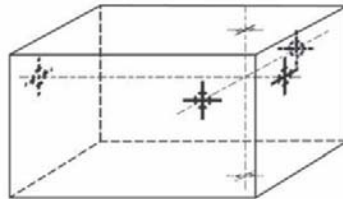
*NOTE: Symbol 0627 "Center of Gravity" is location specific on the package. Ensure those areas are free from other markings when using this symbol.*

### 3.0 HANDLING SYMBOLS



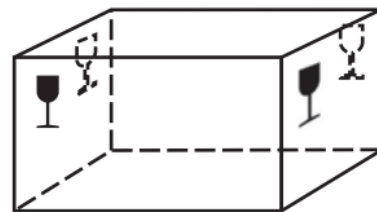
#### SYMBOL 0627 "CENTER OF GRAVITY"

Used for heavy packages when the center of gravity isn't the same as the physical center of the box. Apply to 4 vertical sides plus two horizontal sides when possible.



#### SYMBOL 0621 "FRAGILE HANDLE WITH CARE"

Contents are Fragile and may be damaged by careless handling. Apply to all four vertical sides in an upper corner.



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**CORPORATE STANDARD****File No. 19-0****SYMBOL 0629 “NO HAND TRUCK”**

Do not use hand truck from this side. Apply to any side of the package for which it would be unsafe to handle with a hand truck. If this symbol is absent then it is assumed safe to handle with a hand truck.

**SYMBOL 2406 “NO FORK LIFT”**

Do not fork lift from this side. Apply to any side of the package for which it would be unsafe to handle with a fork lift. If this symbol is absent then it is assumed safe to handle with a fork lift.

**SYMBOL 2404 “NO CLAMP”**

Do not clamp from this direction. Apply to any side where clamping of the adjacent sides is not allowed.

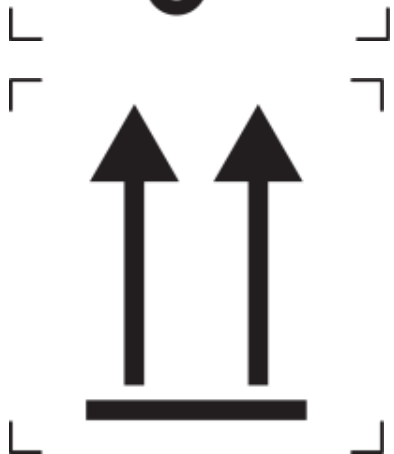
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**CORPORATE STANDARD****File No. 19-0****SYMBOL 0631 "CLAMP"**

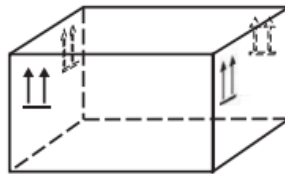
Permitted to clamp lift from this direction. Apply to any side where clamping of the adjacent sides is allowed.

**SYMBOL 0626 "KEEP DRY"**

Rain may damage the package or product. Keep in dry conditions. Apply to upper left corner on all four vertical sides.

**SYMBOL 0623 "THIS WAY UP"**

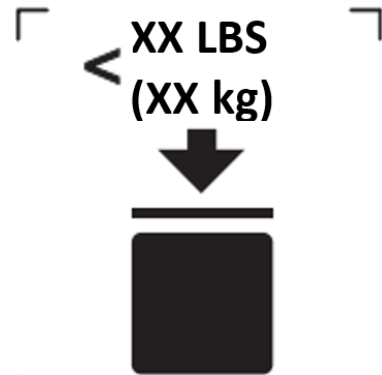
To indicate correct upright position, apply to upper left corner on all four vertical sides. When used with other symbols, this symbol is closest to the corner.

**SYMBOL 0632 "TEMPERATURE CONTROL"**

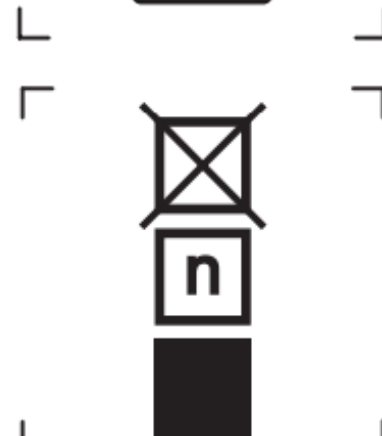
To indicate safe temperature limits during distribution & storage.

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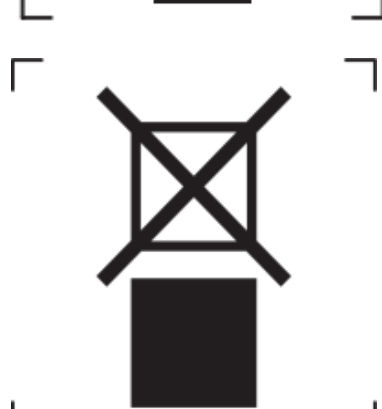
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**CORPORATE STANDARD****File No. 19-0****SYMBOL 0630 “MAX STACK LOAD”**

To indicate the maximum weight from unlike products that may safely be stacked on the bottom package. Replace the “XX” with the appropriate whole numbers.

**SYMBOL 2403 “MAX STACK LIMIT”**

To indicate the maximum number of identical products that can be safely stacked on the bottom package. Replace the “n” with the appropriate whole numbers. The number “n” does not include the bottom package.

**SYMBOL 2402 “DO NOT STACK”**

No stack or additional load may be placed on the package. Apply only with prior approval from Snap-on.

**ASTM D5445, Symbol 39 – “FLOOR LOAD ONLY”**

To indicate that the package or pallet load must be floor loaded on the truck. Apply the symbol on two adjacent sides.

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ASTM D5445, Symbol 8 – “TIP OVER CAUTION”  
To indicate the package is top heavy and may tip easily. Apply whenever the gross wt. is > 200 lbs. (90 kg) AND the center of gravity is above the mid-point and also more than twice the smallest footprint dimension. Apply on two opposite sides. Required by the National Motor Freight Classification Item 680 rules.



**25 - 35 lbs. (12 - 16 kg)**

Heavy or Awkward Package – “1 PERSON LIFT”  
Applied when the package is in the range of 25-35 lbs. (12-16 kg) OR one dimension is greater than 30” (760-mm). The package should have two handles or hand holes to make it easier for lifting/carrying.



**36 - 70 lbs. (16 - 32 kg)**

Large Heavy Package – “2 PERSON LIFT”  
Applied when the package is in the range of 36-70 lbs. (16-32 kg) OR two dimensions are greater than 30” (760-mm) OR one dimension is greater than 42” (1060-mm).



**over 70 lbs. (32 kg)**

Very Heavy Package – “MECHANICAL LIFT ONLY”  
Applied whenever the package weight exceeds 70 lbs. (32 kg) or is of such size as to be conveyed on a pallet.



**4.0 REFERENCE DOCUMENTS**

- ISO 780** International Organization for Standards; Graphical symbols for handling and storage of packages.
- ISO 7000** International Organization for Standards; Graphical symbols for use on equipment.
- ASTM D5445** ASTM International – Standard Practice for Pictorial Markings for Handling of Goods