

Logistical Specifications and Requirements to Suppliers (LLAL)

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RAS R&D Standard

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Comprehensive declaration of agreement

By signing this agreement the responsible persons listed below confirm, that the requirements and processes defined in this document and all resulting tasks are known and accepted by the concerned divisions.

Name	Div. / Dptm.	Date	Signature
Huber, Timo	RAG-PIX	2025-07-15	Signed
Schmid, Daniel	RAG-PI	2025-08-05	Signed

Comprehensive declaration of agreement - RAC, RAP, RAU

All changes updated in this RSP revision were communicated to RAC, RAP, RAU and confirmed on 05.02.2025. All changes were understood and acknowledged.

Record of revision

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Deleted requirements:	n/a	

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Deleted requirements:	n/a	

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1996; RAS-61995; RAS-61994; RAS-61993; RAS-61992;
Chpt. 4: RAS-61991; RAS-61990; RAS-61989; RAS-61980; RAS-61979;
Chpt. 5: RAS-61998; RAS-62003; RAS-62002; RAS-62005; RAS-62004;
Chpt. 6.1: RAS-62007; RAS-62006;
Chpt. 6.2: RAS-62009; RAS-62008; RAS-61999; RAS-62018; RAS-62017; RAS-62016; RAS-62015; RAS-62014; RAS-62013;
Chpt. 7: RAS-62012;
Chpt. 8: RAS-62011;
Chpt. 9: RAS-61695;
Chpt. 10: RAS-62010; RAS-61697;
Chpt. 11: RAS-61699;
Chpt. 12: RAS-62019; RAS-62000;
Chpt. 13: RAS-48161;
Chpt. 15: RAS-62001;

.....
Modified requirements: none

.....
Deleted requirements: none

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1 General

1.1 Scope

This RECARO specification is to be applied to all suppliers of RECARO Aircraft Seating GmbH & Co. KG.

As shown in the graphic below, the specification forms the basis of cooperation between RECARO Aircraft Seating GmbH & Co. KG and the suppliers. The guidelines apply to all locations of RECARO Aircraft Seating GmbH & Co. KG. In principle, the national laws for the respective location must be observed and adhered to.

The validity of the requirements specification begins with its publication and ends with the publication of an updated version. The supplier is independently responsible for informing themselves about the currently valid version. This can be accessed via the homepage of RECARO Aircraft Seating GmbH & Co. KG.

In exceptional cases, individual contractual agreements can be drawn up between the contracting parties, which deviate from the general conditions or supplement the listed specifications and requirements.

RAS-61688 -



Figure 1: Structure of the logistics agreements

Should any provision of this agreement be wholly or partially ineffective or later lose its legal validity, the validity of the remaining provisions shall not be affected.

1.2 Responsibilities

The following addressee (employee or function) is responsible for the content and the actuality of this document:

1. warehouse logistics
2. purchasing

are responsible for the implementation of the requirements determined in this document.

1.3 Abbreviations and definitions

General abbreviations and definitions are listed in “RECARO Abbreviations and Definitions D-E” (RKN012 latest revision, chapter 5.1).

RAS-61217 - The following terms are specific for this document:

Term	Definition
Must	designation of a requirement
Shall	designation of a requirement
Should	designation of a recommendation
May	designation of a permission
Will	designation of an action to be carried out later

RAS-61219 - The following abbreviations are specific for this document:

Abbreviation	Full Form
VBD	Shipping Accompanying Document
AWB	Air Waybill
CoC	Certificate of Conformity
CMR	Convention on the Contract for the International Carriage of Goods by Road

1.4 Applicable and Referenced Documents

1.4.1 External

Publisher	Spec Number	Issue	Title
DIN	DIN EN 10204	2005-01	Metallic products - Types of inspection documents
DIN	DIN EN ISO 9000	2015-11	Quality management systems - Fundamentals and vocabulary
DIN	DIN EN ISO 9001	2015-11	Quality management systems - Requirements
DIN	DIN EN ISO 9004	2018-08	Quality management - Quality of an organization - Guidance to achieve sustained success
EASA	Part 21 Subpart G	Latest	Production Organisations Approvals (POA)
EASA	Part-145	Latest	Approved Maintenance Organization

1.4.2 Internal

Doc. Type	Doc. Number	Issue	Title
Recaro MSD	RASW13540	latest	List of retention periods for data, documents and records
Standard	RKA001	latest	Guideline for Technical Documents
Standard	RKN012	latest	Specification Lists - Definitions, Assignments, Codes, Overviews
Specification	RSP348	latest	General Procurement Specification

2 Quality of delivery & delivery times

RAS-61977 - The supplier is responsible for the timely delivery of the ordered products according to the customer's order document, in the exact quantity and quality specified in the specification, drawings, spare parts lists, and any separate agreements and/or by a sample for this individual product.

RAS-61982 - For a smooth goods receipt, it is necessary that the supplier ensures the conformity of the order data with the delivery note and the part labeling on the component. The supplier must ensure that the order number is listed on the delivery note. All deliveries must be packed separately by orders and sorted by parts, and labeled with a goods tag (see also Appendix B).

RAS-61981 - Delivery plan allocations of the same material number delivered on the same day are to be consolidated.

RAS-61984 - The goods receipt departments of Recaro Aircraft Seating GmbH & Co. KG are open as follows:

Recaro Aircraft Seating Germany Acceptance times: Monday to Friday from 07:00am – 04:00pm.

Recaro Aircraft Seating USA Acceptance times: Monday to Friday from 07:00am – 04:00 pm.

Recaro Aircraft Seating Poland Acceptance times: Monday to Friday from 07:00am – 04:00 pm.

Recaro Aircraft Seating China Acceptance times: Monday to Friday from 07:00am – 04:00 pm.

Exceptions outside these times must be coordinated individually with our contacts in the goods receipt department.

3 Packaging and load carriers

RAS-61983 - The supplier must package according to the packaging requirements of Recaro Aircraft Seating.

RAS-61986 - Optimal container and packaging design, standardized dimensions, and coordinated packaging contents should ensure a rational and trouble-free material flow between the supplier and Recaro Aircraft Seating. Therefore, these regulations must be strictly adhered to.

RAS-61985 - If the delivery is not in order, Recaro Aircraft Seating reserves the right to demand a change in the packaging. The supplier will be informed of the change by Recaro Aircraft Seating, and all subsequent deliveries must be made according to the change.

RAS-61988 - The goods must be packaged in such a way that they can be delivered and processed without damage. The use of intermediate layers and/or compartments is recommended as protection against impact and shock. It must be ensured that intact forwarding of the goods in internal transport is possible. Inserts that make it impossible to separate the goods because they are then unprotected are not appropriate. Boxes that are fragile must be marked with a "Fragile. Do not stack indicator."

RAS-61987 - The selection of load carrier sizes is to be made based on the article size. For articles that donot fit into the standard load carriers, special arrangements must be made. An optimal fill level per load carrier is to be ensured, and the gross weight per package must not exceed 15 kg.

RAS-61978 - A barcode label according to Appendix B must be attached to each load carrier.

RAS-61997 - Permissible load carriers:

RAS-18169 - Admissible load carriers:

Designation	Length	Width	Height	Type
Wiremesh pallet	1230	840	970	G1
Pallet	1200	800	144	P1
Carton	567	379	245	K1
Carton	567	379	205	K2
Carton	367	279	205	K3
Carton	272	179	123	K4
Carton	725	565	700	K5
Carton	725	565	400	K6
Carton	725	565	240	K7
Wheel cart				W1
Pallet with plug-in frames				P2
Other load carriers				L1

RAS-61996 - The following inner packaging is permissible:

- Intermediate layers (corrugated cardboard, cardboard, etc.)
- Bubble wrap
- Poly bags
- Styrofoam

Compartments made of cardboard or plastic

RAS-61995 - Packaging systems can be used on a swap basis if economically viable for Recaro Aircraft Seating (see chapter Individual Contractual Agreements – Container Management).

RAS-61994 - Surface-treated and scratch-sensitive material must be packaged individually with protection.

Components that are located in the visible zone (Zone A) according to the drawing must always be packaged separately. If an individual part of an assembly is marked with the visible zone (Zone A), the entire assembly must be packaged separately. For highly sensitive components, a part-specific packaging concept must be agreed upon (see chapter Individual Contractual Agreements – Part-Specific Packaging Agreement). Furthermore, it must be ensured that repackaging of the items can be done without damage. Parts with sharp edges must have sufficient packaging that can not be cut in transit. Foam protection is preferred.

RAS-61993 - Prohibited packaging materials include, for example, newspaper or styrofoam pellets, i.e., packaging materials that are considered waste and must be disposed of by Recaro Aircraft Seating. Shrink wrap should not be used as it does not offer sufficient protection during transit and creates a large amount of waste during the counting of products.

RAS-61992 - For electronic components, protection against damage from electrostatic discharge must be ensured throughout the entire logistics process. Therefore, ESD protection must always be implemented in the form of individual packaging so that even if the components are separated, ESD protection is consistently ensured.

4 Labeling load carriers

RAS-61991 - The labeling of the packaging is based on the VDA goods tag according to VDA 4902 (Version 4 or higher). All individually shippable packages as well as multiple item packages must be labeled with a goods tag. The goods tag must be prominently displayed. The labeling must make the designation and material number recognizable. On cartons, this label should be affixed to the top left corner of the front side. All information on the goods tag must be legible. A plausibility check is required before each delivery. The material number on the component must be matched with the goods tag, the order, and the delivery note. The following information is required as minimum requirements on the goods tag:

- Material number including revision status
- Designation
- Number of parts
- Supplier code
- Delivery note number
- Order number
- Date
- Gross weight
- Unloading point / exact address

RAS-61990 - To avoid confusion of parts in the process, only the current goods tag should be on the load carrier. The supplier must remove old tags and labels from the load carriers.

RAS-61989 - The data from the goods tag should also be displayed on the delivery note in addition to the package. A copy of the delivery note must be included with each package.

RAS-61980 - First sample parts, development parts, or other sample parts must be packaged and labeled separately. Inspection documents and certificates of conformity, freight invoice, delivery note, and first sample inspection report must be visibly attached to the load carrier. Boxes must be marked as "FAI" This increased the visibility of FAI parts as they arrive on dock which indicates the priority.

RAS-61979 - For sensitive components, a clear and visible label must be placed on the packaging. For electronic components, protection against electrostatic discharge must be indicated. Highly sensitive electronic components should additionally be labeled with an appropriate warning notice.

5 Required documents & information upon delivery

RAS-61998 - Each delivery must contain the following documents and information:

- Customer's address • Shipping address (if different from the order address)
- Delivery note date
- Delivery note number
- Name and address of the sender
- RECARO Aircraft Seating supplier number
- RECARO Aircraft Seating order number and position
- RECARO Aircraft Seating material number (not the supplier's material number or drawing number)
- Material designation
- Delivery quantity with unit of measure
- Number and type of packaging containers
- Shipping method
- Indication of the carrier
- Shipping condition
- Gross / net weight of the delivered containers
- CoC (Certificate of Conformity), test reports, manufacturer's certificates WZ 2.1 / 2.2, inspection certificate APZ 3.1 / 3.2
- Hazardous material data sheet
- Product data sheet
- Indication of minimum shelf life / expiration date

RAS-62003 - Each delivery from third countries must additionally contain the following documents and information:

- Original – VBD (Shipping document)
- Invoice
- SAP Accompanying Goods Form
- AWB / CMR / Forwarding agent receipt
- Original preference documents

RAS-62002 - Furthermore, the generally applicable regulations of the EU must be observed.

RAS-62005 - First samples must be delivered with a separate delivery note, clearly marked with the note "FAI" (first article inspection) and containing the information on the current drawing status. Additionally, all required documents (e.g., test certificate) needed to carry out the first sample inspection must be included with the initial delivery. If the material from the manufacturer is subject to an expiration date/minimum shelf life, this must be printed or labeled on the packaging of the consumption unit and documented on the delivery note or other accompanying papers. In general, no material with a remaining shelf life of less than 6 months until the expiration date may be delivered.

RAS-62004 - The supplier is obligated to create the delivery note in accordance with the requirements described above. It must be ensured that the data are readable in line with the sample delivery note. You can find a sample delivery note in Appendix C.

6 Individual contractual agreements

6.1 Part-specific additions (packaging agreement)

RAS-62007 - For highly sensitive components, a packaging agreement must be coordinated with the supplier.

RAS-62006 - The contact person for a part-specific agreement is the scheduling department of RECARO Aircraft Seating. The coordinated concept must be recorded using the packaging form and submitted to RECARO Aircraft Seating. Delivery with the approved packaging concept may only occur after written approval has been obtained.

6.2 Other specific additions (container management)

RAS-62009 - RECARO Aircraft Seating provides reusable containers to its suppliers when needed and if it is economically advantageous for RECARO. These reusable containers remain the property of RECARO Aircraft Seating at all times. The reusable containers may only be used for deliveries to RECARO Aircraft Seating (on the same continent from which the containers were received) and not for deliveries to other customers and suppliers or internal processes.

RAS-62008 - In general, the reusable containers are suitable for all parts that meet the required dimensions.

RAS-61999 - If a packing specification (filling quantity and container type) is specified by RECARO Aircraft Seating, it must be adhered to.

RAS-62018 - The supplier is responsible for the timely retrieval of the needed reusable containers. The request for containers is made as described in Appendix D with the respective contacts for empty container management.

RAS-62017 - The cleaning and return of reusable containers into the container cycle is managed by RECARO Aircraft Seating. Reusable containers must not be labeled or written on. If this is disregarded, any costs incurred for removal will be charged to the supplier. If dirty or damaged reusable containers are inadvertently delivered by RECARO Aircraft Seating, the supplier must immediately report this to the empty container management.

RAS-62016 - Small load carriers must be labeled like all other load carriers. The goods tag must be attached on the outside of the end or long side in the designated goods tag pocket. Additionally, the goods tag can be fixed with residue-free removable adhesive dots. For reusable containers such as grid boxes, the goods tags can be fixed with adhesive dots as with small load carriers.

RAS-62015 - Alternatively, residue-free removable shipping pockets can be used.

RAS-62014 - The in- and outflows of reusable containers are monitored via a container management system.

RAS-62013 - Once a year, the supplier must conduct an inventory to reconcile the book balance of the reusable containers. Compensation will be required for verifiable container shortages due to loss or damage caused by the supplier.

7 General purchasing conditions

RAS-62012 - The General Purchasing Conditions (GPC), which are available on the website www.recaro-as.com, are generally applicable. If individual provisions of the GPC and the provisions of this specification contradict each other, the provisions of the GPC shall take precedence.

8 Contacts

RAS-62011 - For logistical issues:

Recaro Aircraft Seating Germany

Head of Logistics

Recaro Aircraft Seating Germany Empty Container Management

leergut@recaro-as.com

Recaro Aircraft Seating USA

Head of Logistics

Recaro Aircraft Seating Poland

Head of Logistics

Recaro Aircraft Seating China

Head of Logistics

For commercial issues:

Commodity Buyer

9 Appendix A: Packing agreement

RAS-61695 -

Contact data	A 1	Supplier	<small>Name / name</small>			
	A 2	Contact person supplier	<small>Name / name</small>		<small>Adresse / address</small>	
	A 3	Contact person RECARO AS	<small>Name / name</small>		<small>Adresse / address</small>	
B. Material data	B 1	Material number				
	B 2	Material description				
C. Packing data	C 1	Type of packing unit	One way packaging	<input type="checkbox"/>	Reusable packaging	Sonstiges Miscellaneous
	C 2	Description packing unit				
	C 3	Abmessungen Verpackungseinheit [mm] Dimensions packing unit [mm]	<small>length</small>	<small>wide</small>	<small>height</small>	
	C 4	Quantity per packaging unit [PC]				
	C 5	Description of the packaging solution				
	C 6	Pictures of the packaging solution				







		Picture packing unit		Picture packaging solution	
D. Approval	D 1	Approval RECARO AS	name	date	signature
	D 2	Approval Supplier	name	date	signature

10 Appendix B: Goods tag (based on VDA 4902) – German version

RAS-62010 - Example (Goods tag creation file can be requested from Recaro through purchasing):

RAS-61697 -

**Barcode label
 Recaro AS**

	
Lieferschein Nummer	1234567890112233
	
SAP Bestell Nummer / Position	45070107757
	
Lief.-Code	4723
	
Teilenummer	135-00-510-37
Benennung	Gelenk LH
	
Menge je Ladungsträger Stk./M/Kg	500
Gewicht je Stk.	0,50 kg
Gewicht Tara Ladungsträger	1,00 kg
Gewicht Brutto Ladungsträger	16,00 kg
Menge lt. Lieferschein/Plan	5000
	
Anzahl Ladungsträger	10
Kennzeichnung Sicherheitsteil	
Charge	07/04
Index	01
Abs.: Fa. Muster	Empf.: Fa. Recaro AS

Lieferscheinnummer muss immer
 16 Stellen haben

Eingabe der SAP Bestellnummer (Lieferplan)
 und Position, ohne jegliche Sonderzeichen

Eingabe vom Lieferanten (ie Artikelnummer)






11 Annex B1: Goods tag VDA 4902 – English Version (except RAU)

RAS-61699 - example: (barcode see German version. Goods tag creation file can be requested from Recaro via purchasing)

0000000000004523		The number of the delivery note must always have 16 digits
Number of delivery note		
450701077570		Entry of SAP order number (delivery plan) and item, without any special characters
SAP order number Item		
Supplier code	4723	Entry by supplier
Part number	139-00-100-01	Entry by supplier
Designation	Seat foot	Entry by supplier
Quantity per load carrier	10.00 Kg	Entry by supplier
Unit weight	1.50 Kg	Entry by supplier
Tare weight of load carriers	1.00 Kg	Entry by supplier
Gross weight of load carriers	16.00 Kg	Entry by supplier
Quantity acc. to deliver plan	50.00	Entry by supplier
Number of load carriers	5	Entry by supplier (per article number)
Safety part identification		Entry by supplier, acc. to RAS specification
Charge	01/07	Entry by supplier
Index	01	Entry by supplier
Sender: X Company	Receiver: Recaro AS	Entry by supplier

12 Annex B2: Goods tag– English Version for RAU

RAS-62019 -

Vendor Name/Info Here
 S U P P L I E R N A M E
Material Code
 1 3 0 - 0 0 - x x x - 0 1 + 0 0
Quantity
 2 5
Purchase Order Number
 4 5 0 2 0 0 x x x x x
Packing List/Delivery Note Number
 3 8 8 x x x
Box 1 of X

RAS-62000 - To install the barcode font you can use a file, which can be requested at RAU. At the vendor they will also have a barcode font in their windows install files.

13 Annex C1: Delivery Note - German Version

RAS-48161 - Musterlieferschein:

Lieferschein Nummer: 36809
 09.04.2007

Datum:

LS	SAP	SAP	Artikel				Anzahl
Pos	Bestell Nr.:	Pos	Bezeichnung	Teilenummer	Menge	Bemerkung	Packstücke
1	450070106	130	Sitzteiler	137-00-212-37AG	200	PVÜ	10
2	450070207	10	Sitzteiler	137-00-212-41EX	40		8
3	450070208	16	Sitzfuß	137-00-102-01	500		5
4	450070356	21	Fußstütze	635-00-296-00	50	Hot Item	10

14 Annex C2: Delivery Note - English Version

RAS-18173 - Sample delivery note:

Delivery note number: 36809
 09.04.2007

Date:

LS	SAP	SAP	Article				Number
Item	Order No.:	Item	Designation	Part number	Quantity	Remark	of parcels
1	450070106	130	Seat divider	137-00-212-37AG	200	PVÜ	10
2	450070207	10	Seat divider	137-00-212-41EX	40		8
3	450070208	16	Seat foot	137-00-102-01	500		5
4	450070356	21	Foot rest	635-00-296-00	50	Hot Item	10

15 Annex D: Order reusable containers – Deutsche/ English Version

RAS-62001 - Reusable containers are ordered by e-mail to the e-mail address agreed in the respective plant.