# Conditions for stocking MII materials

| *Revision* | *Date* | *Description of modifications* |
|---|---|---|
| *00* | *10/08/2017* | *First emission* |
| *01* | *03/07/2020* | *Reduced the interval for brake material storage and for communication of non-conformities. Translation revised.* |

*NOTE: the changes introduced in this revision are highlighted on the right side of the page.*

## 0. Preamble

In the following, for sake of brevity, the company (maintenance supplier) to which MII entrusts its material to third parties will be referred to as "Warehouse".

This Technical Note provides the minimum storage provisions for spare parts for MII-owned railway wagons on consignment at maintenance providers' warehouses. This Note applies to all MII-owned materials and to those owned by the Warehouse when used for wagons of which MII is ECM (Entity in Charge of Maintenance).

In the following, depending on the type of material (wheelsets, brake components, other material), the criteria for the acceptance of incoming material, the storage criteria, the deadlines, the criteria for pick-up from stock and, finally, the methods of communication to MII of loading/unloading and stocks are described.

## 1. Acceptance of material

Upon receipt of the material, the Warehouse checks:

- The presence of the documentation accompanying the goods:
  o Certificates of Compliance of the product.
  o Delivery Notes.
- Integrity of the packaging and seal of the product.
- The correspondence between declared quantities and physically present parts.
- The correspondence of the serial numbers listed in the documents with those physically present on the pieces.
- The conformity of the pieces received and their integrity.

The material received shall be stored on the same day in the place of storage provided for in point 2.

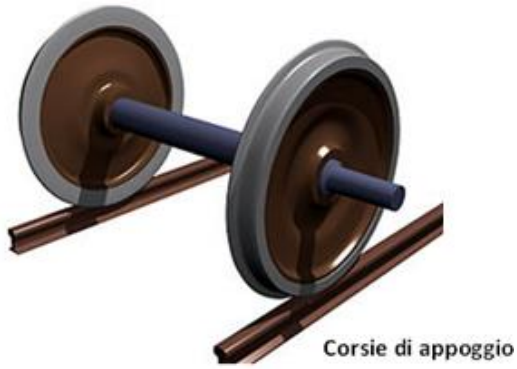
## 2. Storage conditions

The following indications are intended to ensure the correct storage for the different types of material, in the absence or lack of requirements by the manufacturer/overhaul supplier. All the materials must be stocked inside the private property of the Warehouse. In case of missing material, the Warehouse is responsible of the stocked items. All the hard copy of the documentation must be kept in a safe place and must be always accessible.

*a)* *Wheelsets*

The wheelsets can be stored outdoors. The storage place must be free of vegetation and the wheelsets must remain suspended from the ground, using support lanes or wooden saddles, so that they never come into contact with standing water. Storage of wheelsets in stacks is not allowed.




The handling of the wheelsets can be carried out by means of forklifts, if equipped with guards so as not to damage the axle, or by means of lifting jaws.

*b)* *Brake components*

The brake devices must be stored in a closed, dry and temperature-controlled place. The Warehouse must store the material separately between the different types of devices. The overhauled devices must be stored on shelves and without mutual contact, the devices to be overhauled/repaired can be collected in boxes, provided that this does not risk compromising the functionality of the parts themselves. The overhauled devices must also be stored according to an expiry date logic of the parts, in order to make the picking of the parts easier (described in §4 below).

*c)* *Other materials*

The remaining materials must be stored in a covered (unless otherwise expressly agreed by MII) and dry place, within their original packaging, so that the production batch to which they belong can be traced.

# 3. Storage time limits

The following time limits are intended for all those materials for which the manufacturer/overhaul supplier does not have or does not have the necessary requirements

*a)* *Wheelsets*

A maintained wheelset may be stored for a maximum of one year from the date of reconditioning, at the end of which an inspection of the condition of the axle boxes and grease (subject to MII approval) must be carried out before it can be used on a wagon/shipped for external request.

*b)* *Brake components*

Overhauled brake devices may remain in stock for up to 2 years from the overhaul date.

*c) Other materials*

For the other types of material, other than brake components and wheelsets, please refer to the provisions contained in the individual manuals for the use and storage of the material, where present.

# 4. Pick-up from stock

*a) Wheelsets*

The wheelsets can be taken from stock, with the same type and diameter, starting with those that have been overhauled less recently. In general, priority should be given, if possible, to the use of reconditioned wheelsets over first assembly wheelsets.

*b) Brake components*

The picking logic for braking devices is to use devices with an older revision date as a priority.

*c) Other materials*

The use of the material must in general respect the FIFO (*First In First Out*) logic.

# 5. Communications to MII

In case of non-compliance with one of the checks provided for in the acceptance phase, the Warehouse decides at its own discretion under its own responsibility whether to accept the incoming material.

Any visible not-compliance condition must be received by MII within 5 working days of receipt of the material. A not-compliance condition must always be followed by a not-compliance report signed by qualified Workshop personnel.

The Warehouse must promptly notify any change in stock and send frequent reports, including the minimum required procedures and deadlines (unless otherwise contractually agreed):

| Frequency (*) | Documentation to be sent to MII |
|---|---|
| Within 3 days from the entry of the goods | Transmission transport document and Certificates of Compliance |
| Within 3 days after sending material | Transmission transport document |
| In concomitanza con la trasmissione del Certificato di Conformità dei carri riparati | List of disassembled/installed parts (quantities and serial numbers) |
| By the 2nd day of the month | Movement list of the previous month (quantities and serial numbers) |
| By the 2nd day of the month | Inventory (quantity and serial numbers) |

**working days*

In case of lack of brake components serial number, the Warehouse must punch the serial number that can be either directly chosen by the Warehouse itself or assigned by MII (at the discretion of the Warehouse). In either case, MII must be notified promptly.