



New Product Development Expendable Sketch Form Review Guideline

OBJECTIVE

To define the process for reviewing and approving expendable packaging for new model launch parts used in any H-D manufacturing location. This ensures that each new part's packaging is evaluated by the appropriate stakeholders based on handling method (sequenced, sub-assembled, metered, line side, etc.) and that Harley-Davidson quality, safety, and packaging integrity standards are met through all transportation modes (truck, air, sea, parcel).

SCOPE

This guideline applies to all new inbound production parts supporting a new model launch program.

1. RESPONSIBILITIES

Global Advanced Manufacturing Engineers

- Review the new part list and define **handling type** for each part:
 - Sequenced at 3PL
 - Sub-assembled at 3PL
 - Metered
 - Line-side (direct to assembly line)
 - Other (as defined by operations)
- Confirm handling method in writing (spreadsheet or tracker) to aid in stakeholder assignment.
- Provides specific packaging requirements as needed.

Packaging Engineering

- Responsible for requesting packaging sketch form from supplier
- Responsible for ensuring packaging sketch form is sent to packaging engineer and placed in designated shared folder
- Responsible for escalating to SP if supplier is non-compliant.

Supply Programs

- Responsible for engaging suppliers in the event they are non-compliant to the request and requirement.
- Responsible for holding suppliers accountable for non-compliance.

Supplier

- Responsible for designing and sourcing expendable packaging for the new part.
- Ensures that packaging meets Harley-Davidson requirements for protection, handling, and logistics efficiency.
- Submits packaging sketch form for review and approval.

Harley-Davidson Packaging Engineering

- Collects new part list for project.
- Consolidates feedback from GAM Engineers.
- Identifies the correct stakeholder(s) for each part's packaging review based on part location/strategy from GAM.
- Reviews proposed packaging designs and ensures compliance with all H-D packaging standards.
- Provides final approval and updates PLM (Product Lifecycle Management).

2. PACKAGING DESIGN REQUIREMENTS

- Handheld containers: Must weigh less than 35 lbs.
- Palletized loads: Must have no overhang.
- Packaging must meet Harley-Davidson's specifications for:
 - Protection against damage and corrosion
 - Efficient material handling and storage
 - Suitability for intended transportation modes



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3. INFORMATION REQUIRED FOR NEW PART PACKAGING REVIEW

When reviewing packaging for new launch parts, the following information should be collected or known:

- **Part Details:** Part number, description, part visual, supplier name, supplier location.
- **Handling Method:** Sequenced, sub-assembled, metered, line-side, etc. (As confirmed by GAM)
- **Stakeholder Group:** 3PL, assembly, other functional owner.
- **Packaging Type:** Bulk or handheld pack
- **Effective Timing:** Date of first build or launch milestone
- **Impact Assessment:** Line layout, storage footprint, handling process, etc.

4. ACTIONS AND WORKFLOW

Step 1: New Part List Collection

- Collect the **complete list of new part numbers** tied to the project.

Step 2: GAM Handling Method Confirmation

- GAM Engineers review each part and identify handling type (sequenced, sub-assembled, etc.).
- Responses are consolidated by Packaging Engineering to determine **stakeholder ownership** for review.

Step 3: Packaging Sketch Form Request and Submission

- SPA requests packaging sketch form from supplier.
- Suppliers submit **packaging sketch forms** for each part once packaging design is developed.
- Forms must include container dimensions, pack quantity, and photos or drawings of the proposed packaging.

Step 4: Review and Approval

- Packaging Engineering coordinates review with the appropriate stakeholder(s) based on handling type.
- Stakeholders evaluate packaging suitability for:
 - 3PL operations (for sequenced/sub-assembled parts)
 - Line-side presentation (for direct-to-assembly parts)
- Packaging Engineering provides **final approval** on footprint, container pack quantity (CPQ), and compliance.

Step 5: Update PLM

- Once approved, Packaging Engineering uploads the approved sketch form into **PLM** under the part configuration and promotes to "Concept Approval"

Step 6: Communication and Implementation

- Notify supplier of approved packaging.
- Confirm readiness for launch milestone.
- Validate that first shipments use approved packaging and meet all requirements as needed.

Quick Reference Checklist

- New part list collected
- GAM Engineers reviewed and identified handling strategy
- Stakeholders assigned based on handling type
- Packaging sketch form(s) received and complete
- Stakeholder feedback obtained
- Final Packaging Engineer approval received
- PLM updated (sketch form uploaded)
- Communication sent to supplier on packaging approval
- Packaging verified at launch milestone