Management System Procedure

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BARCODE LABEL REQUIREMENTS

1.0 Policy

1.1 Purpose:

This application standard provides guidelines for the use and printing of Bar Code Identification Labels. These labels are designed to improve supplier-customer productivity by allowing effective and efficient capture of data for production counts, receiving, warehouse input/output, and traceability.

1.2 Scope:

Applies to all production intent material received at all Daicel Safety Systems Americas, Inc. (DSSA) sites.

1.3 Responsibility:

It is the responsibility of the supplier to provide barcoded labels that meet these specifications.

1.4 References:

AIAG B-10 "Trading Partners Labels Implementation Guide"
4.06-30-004   Supplier Quality Assurance Manual

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BARCODE LABEL REQUIREMENTS

2.0   Procedure

It is the responsibility of the supplier to provide barcoded labels that meet these specifications:

- Labels must comply with requirements in Supplier Quality Assurance Manual (4.06-30-004).
- Label size dimensions shall be 4" X 6".
- Labels shall be printed with black characters on white background.
- Barcode symbology shall be code 128 or code 3 of 9.
- The following items shall be included on the label. Human readable (Text) and bar code symbol (Bar Code) minimum requirements are shown.

Item	Text	Bar Code	Other
Purchase Order Number	X	X	
Daicel Part Number	X	X	MUST include embedded revision (reference Supplier Quality Assurance Manual)
Daicel Part Revision	X		
Quantity	X	X	
Delivery Note Number	X	X	
Supplier Lot Number	X	X	
Heat Number	X		If requested
Production Date	X		Required if shelf life applicable
Expiration Date	X		Required if shelf life applicable

- Labels shall be verified as legible by the supplier per AIAG B-10.
- Label application and placement shall follow Suggested Label Placement per AIAG B-10, including each packaging unit.
- Obsolete labels shall be rendered unusable by being completely removed, defaced, or covered.
- Deviations may be allowed only by written approval by DSSA SDE.

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BARCODE LABEL REQUIREMENTS

Data Identifiers MUST be shown as below:

DI	Suggested Short Title	Maximum Data Length	Description
K	PURCHASE ORDER	DSSA assigned	Purchase order number
P	PART NO + REV	DSSA assigned	Part number with embedded revision (see above)
Q	QUANTITY	12	Quantity (must specify units separately if not EA)
2K	DELIVERY NOTE NO	20	Packing slip number
1T	LOT #	10	Supplier lot number assigned to a unique batch or group of items
V	SUPPLIER CODE	DSSA assigned	Supplier code as assigned by DSSA (**NOT** DUNS)

3.0 Example

To: Special Devices, Inc
3431 North Reseda Circle
Mesa, AZ 85215
U.S.A.

SUPPLIER   The Supplier
123 Main Street
AnyCity, AZ, 12345
USA

PURCHASE ORDER (K)   501234

DELIVERY NOTE NO (2K)   AB123Z456

PART NUMBER (P)   CUSTPART

QUANTITY (Q)   2500

LOT NUMBER (1T)   SUPPLIERLOT

DESCRIPTION   STOCKDESCRIPTION

Supplier's Part Number   SUPPLIER PARTNUM