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91-6003	B	Identification and Traceability	05/2023	1 of 5
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1.0 Purpose

This procedure describes the process of identifying Product Resource Identification system.

2.0 Scope

The scope of this process is to outline how part numbers, material/document revisions, serial numbers and lot numbers are created, assigned and applied to Product Resources Items.

3.0 Process Owner(s)

- 3.1 Engineering
- 3.2 Quality
- 3.3 Manufacturing
- 3.4 Inside Sales

4.0 Procedure

4.1 PART NUMBERING SYSTEM

All part numbers for materials, product, and documents are unique and describe one and only one item. The ERP system will not permit the creation of more than one instance of the same part number. There shall be no re-use of part numbers for purposes other than their original one once the part has been released to Manufacturing.

- 4.1.1 Each part used in the manufacturing process must have a standard Product Resources part number. The number consists of at least six alpha-numeric digits and one dash (-). The first two digits identify a general category of part (see 43-1040). An effort should be made to place parts in the correct category. Next follows a dash. The following digits are also alpha-numeric and identify the unique part in the category. These digits may be assigned in any appropriate pattern, but the number must be unique within the category. Some categories have their own schemes for these digits; if so, it will be detailed below.

[prefix]-[something unique]

The basic digits may optionally be followed by an additional dash (-) and then additional numbers, characters, and/or symbols. These additional digits represent variations on the same basic part, or members of a common family.

Here are some examples of valid-format Product Resources part numbers*:

15-3213
07-7327-B
52-1423-4-2
91-6003
91-QM-9001
21-5438-7.5kg
15-12654
SC-MT1276

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*These are not necessarily actual company part numbers but are for example only.

Part Number Creation

Refer to 43-2537, Entering a New Part Number, for detailed information about entering a new part number into the ERP system.

For P/N Prefix, and Definitions, Refer to 43-1040.

Engineering creates part numbers for those items that Product Resources sells, typically but not limited to 41-XXXX and 99-XXXX part numbers. For these items, Inside Sales creates cross-references to the customer's part numbers and revision levels using the Customer Item Cross Reference feature of the ERP system.

Additional Information for Regulated Product:

"ATEX" will appear in the Family Code field for products and components of products that are used in potentially explosive atmospheres product. This product type is subject to the requirements of the ISO 80079-34 Quality system.

"MD" will appear in the Family Code field for products and components of products that are medical devices. This product type is subject to the requirements of the ISO 13485 Quality system.

There are additional policies and procedures that apply to regulated product. This designation in the Family Code lets employees know that the item at hand is for regulated product and that they must follow the additional policies and procedures for such product outlined throughout the documented QMS.

Engineering creates part numbers for all items below those items that Product Resources sells. At the same time, Engineering creates cross-references to the customer's part numbers and revision levels (when the revision level differs between Product Resources and customer) when available using the Customer P/N field of the item record in the ERP system.

Quality creates part numbers for Quality system documentation and test equipment; Engineering may also create part numbers for test equipment provided that Quality is notified of new equipment thus facilitating the adding of the new equipment to the calibration database.

It is the QA Department's responsibility, and ultimately the QA Manager's responsibility, to ensure that critical components have been identified for medical devices or explosive atmospheres product. Critical components are determined in cooperation with the customer and are normally based on risk analysis or the Quality standard for a given directive instructing that the given component shall be considered critical.

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4.2 Part/Document Revisions

A part's revision will depend on how many changes have occurred to that part's definition. There are two types of revisions, as follows:

Document Revision = Document Revision (XX)

ERP Revision = The routing revision if applicable (YY)

Document Revision

Note: this is controlled via the QMS system and is not editable in the ERP system.

If the part is released under document control in the QMS system and there is a drawing/document, then Document Revision = A, B, C... The letters I and O are to be avoided due to their similar appearance to the numbers 1 and 0. But if our customer uses the letters I and O, we may use them for the sake of having matching revisions. **Note: Rev - (dash) was formerly used as the starting revision level but is no longer used for new items.**

The first-release document/part revision may be chosen to be other than A for the convenience of being able to match a customer's revision. For instance, if a customer has a part that is at Rev. C, and if Product Resources' first contact with that part is at that Rev. C, then Product Resources will typically for convenience use Rev. C for the first release of the corresponding Product Resources part number.

(Redline Revisions: Redline revisions, indicated by "r" followed by a two-digit number following the current letter revision, are used when intermediary revisions are needed. The typical scenario is that we must document a change or clarification, but we do not want to (yet) go up to the next letter revision because we are waiting to do so in lockstep with the customer. In this scenario, we will make a redline revision, do an ECN that moves the document to the redline revision, provide our customer with the redline document as input, and then move to the next letter revision when our customer makes the change. Another scenario is that a quickly-done revision is needed, and a redline revision will be produced by hand, by writing on the current revision, adding notes, crossing out and correcting, etc.; this will be followed up by the next revision as soon as possible incorporating these changes via, for example, CAD software. Here is an example of how redline revisions are written, starting with B as the last full release: B, Br01, Br02, and so on.

If the part is not released to Manufacturing and there is a drawing (such as Engineering projects that are pre-release), then XX = 01, 02, 03, 04...

If there is a significant change to purchased catalog item (i.e., standard, off-the-shelf, not made to Product Resources' specifications, no drawing) that requires or would benefit from an ECN, then XX = *N where N = A, B, C... The * (asterisk) indicates that there is no drawing.

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A purchased catalog item when initially created may be created with a XX = *N revision (as above) if ECNs should be required upon changes. If a part already has such a revision, then an ECN must be used upon any significant change to this part.

If an administrative document change is needed, such as correcting a typo or adding clarification and there is no impact change to the material/assembly, a number is added to the current revision when creating the new document. Example, a document that was revision A, needed a clarification note, the revision would then become revision A1. A courtesy email should be sent to purchasing and/or manufacturing, so any jobs or PO's can be adjusted.

If, at a later point in time the material was to have an impact change, requiring a new revision document, the next revision would become solely revision B.

ERP / Routing Revision

If the part has a routing, then YY = 01, 02, 03, 04... This represents the routing's revision. The initial release of a routing is 01. Parts that have routings for ERP administrative purposes only, for example a Document Control operation which is required to process an ECN on a part that would otherwise have no routing (normally a purchased custom part described by a specification drawing), do not receive routing revisions, however.

4.3 LOT NUMBERS

When a lot number is required for a product, the lot number is the equal to the job order number that created that product.

In addition, lot numbers are also assigned to purchased items that have a shelf life. This is defined in procedure 43-2269.

4.4 SERIAL NUMBER SYSTEM

The default system is described below. Other serial numbering systems may be used as the customer and/or the product may require. Such other systems are documented either by the inclusion of a product-specific (or product-family-specific) serial number procedure in the product's routing or by the inclusion of a specific label part in the product's routing, or both.

Medical devices or explosive atmospheres product will always receive serial numbers. The Manufacturing Manager shall ensure that, for such products, serialization is enabled on the item for sale in the ERP system.

Production Control shall ensure that such finished product is received into inventory by serial number. (The ERP system will enforce this once the feature is enabled.)

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4.4.1 A Product Resources Part Number and a Serial Number will uniquely identify a specific product. The serial number consists of at least nine (9) digits. The first digit is always a P (for Product Resources). The next four digits are a date code (month/year), and the final four are serially or otherwise assigned as the units are processed – they are unique to the part and to the month/year. If Product Resources manufactures more than 9999 units of a part in a single month, then the serial number will have more digits added to the end as required.

MM = Month Number

01 = January

02 = February

...

12 = December

YY = Year of Assembly

01 = 2001

...

05 = 2005...

XXXX = Number of Unit

The Serial Number is constructed:

PMMYYXXXX

Example: P11120246

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the unit 246 built in November of 2012

Whenever possible, serial numbers should be created with bar codes to enhance the ease and accuracy of tracking by serial number.

5.0 Control of Records

The storage location and retention period for records referenced above is given in **91-6002**, Control of Records.