

DOCUMENT NUMBER 91-6006	REVISION A	TITLE Labeling and Marking	REV DATE 12/2022	Page 1 of 4
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1.0 Purpose of Procedure

This document describes Product Resources' labeling and marking process. It provides for a procedure and assigns responsibilities.

2.0 Scope of Process

The scope of this process is marking and labelling product during the manufacturing process

3.0 Process Owner(s)

3.1 Engineering

3.2 Production

3.3 QA

4.0 Procedure

For the purposes of this procedure, Labelling and marking have been grouped into two classifications: Component Descriptor labels and Product labels.

4.1 Component Descriptor labels

4.1.1 Overview

- Component Descriptor labels is the term used to describe labels whose primary purpose is to identify components of an assembly for service or reference purposes. Wire/cable marking labels and component identification labels are examples. These are generally designed ad hoc at first use.

Where appropriate, Component Descriptor labels (or collections thereof) can be retained for future re-use by assigning a part number and revision and adding them to an appropriate assembly routing. Adding a Component Descriptor label to a routing or updating a Component Descriptor label PN does not require an ECN in most cases, although the ECN process is still available as needed.

4.1.2 Definition

To fall under the category of Component Descriptor labels, the following statements must all be true:

- Labeling is required by a controlled document (such as an assembly drawing, wire run list, schematic, etc.) OR would otherwise represent good workmanship practice (e.g. Run ID labels for a product with extensive point-to-point wiring)
- Label content is indicated by a controlled document
- Label placement is indicated by a controlled document OR would not be conspicuous to an end user

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Note that information from multiple documents may be aggregated to fulfill the requirements above. For example, a customer workmanship standard may state that all cables be labeled with a PN and Rev, with the positioning of the label indicated by each individual cable assembly drawing.

4.1.3 Label Design & Creation

- Component Descriptor labels may be designed by Engineering as part of Release to Manufacturing. However, more often they are designed at the time of first use by Manufacturing or Test.

To retain Component Descriptor labels for future re-use, the label designer shall pull a part number with the prefix “CD-” for the file per the Part Number Creation procedure, assigning a revision in the “Syteline Revision” field. The label designer shall then save the label to a designated “Component Descriptor Labels” directory on the company server. The file name of the label shall indicate both the PN and Rev of the label from Syteline.

The label creator shall then add the Component Descriptor label to the appropriate routing(s). This action does not require an ECN. If adding the Component Descriptor labels to the routing represents a change to previous practice (as opposed to documentation of existing practice or first build scenarios), the Syteline revision of all affected routings shall be incremented.

4.1.4 Change Control

- Since the content and placement of Component Descriptor labels generally follows from controlled documents, a change to Component Descriptor label file does not necessarily require control via the ECN process. If a change to Component Descriptor labels for an assembly is required, an employee may make the needed changes to the label file in the “Component Descriptor Labels” share, and then save the modified file with a new revision. They shall then update the Syteline Revision field of the label that was modified.

4.2 Product Labels

4.2.1 Overview

- Product Labels are the class of labels that are most visible to customers and end users, and as such are subject to the higher level of control than other types of labels. They are designed by Engineering and are subject to the same Document Control and ECN processes as other types of custom components.

4.2.2 Definition

- Product Labels refer to custom labels whose primary purpose is product identification or conveyance of safety or regulatory information to a customer or end user. These labels are typically placed on the exterior of a product’s enclosure, but the

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designation can also apply to labels on the exterior of the product's packaging.

4.2.3 Creation and Storage

- The artwork for Product Labels shall be designed by Engineering. Product Labels shall be identified by a part number with a "39-" prefix and a revision. Where practical, this part number and revision should appear somewhere on the label's artwork.

The artwork for all Product Labels shall be stored in Document Control, identified by PN and revision. The record in Document Control shall include, as applicable:

- 4.2.3..1 Label file, in the native format of the label design software used (LabelView, P-touch editor, etc.)
- 4.2.3..2 Image of a sample or representative label, in PDF, JPEG, or similar format
- 4.2.3..3 Image files referenced by the label file
- 4.2.3..4 Databases queried by the label file
- 4.2.3..5 Label design in vector graphic format
- 4.2.3..6 Label specification document
- 4.2.3..7 Any other document related to the design, inspection, or production of the label

In addition to the record in Document Control, all released Product Labels shall have a working copy made available on "39 – Labels" directory of the company network for production purposes¹. Each Product Label shall have its own subdirectory within the "39 – Labels" space, identified by part number and revision. This subdirectory shall be the repository for the artwork files needed to reproduce these labels in production. Examples include:

- 4.2.3..8 Label file, in the native format of the label design software used (LabelView, P-touch editor, etc.)
- 4.2.3..9 Image files referenced by the label file
- 4.2.3..10 Databases queried by the label file

4.2.4 Change Control

- Product Labels shall be changed per the ECN process. Upon completion of an ECN and updating Document Control, the party responsible for the change shall upload a new set of working files to the "39 – Labels" directory. That person shall concurrently move the old rev of the changed Product Label to a special "Old

¹ This working copy is made necessary due to technical restrictions in Labelview, a commonly used labeling software at Product Resources.

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Revision” folder of the “39 – Labels” directory, to which production access is restricted.

5.0 Control of Records

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