

TITLE: STANDARD FOR BAR CODED LABELS	ISSUE DATE: 10/16/2014	PROCEDURE: BY-106
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APPROVALS

Avis Duncan
Director of Operations

Avis Duncan 10-16-14

Randy Ingram
Director of Information Technologies

Randy Ingram 10/17/14

Doug Toby
Director – Strategic and Global Sourcing

Doug Toby 10-16-14

Karen Huff-Winters
Director of Quality Assurance

Karen Huff-Winters 10/16/14

DOCUMENT HISTORY

Revision	Date	Comment
A	October 16, 2014	New Release

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1 PURPOSE

This document provides standards for bar codes used on outer shipping labels, and product serialization labels for materials shipped to Luminator.

2 REFERENCE DOCUMENTS

2.1 ISO 3166: Country Codes. See <http://www.iso.org/iso/country-codes> for the most current list of 2-character country codes.

2.2 ISO 8160: Date Codes. For week numbering, Week 1 is the week that contains the first Thursday of the year. Weeks begin on Monday.

2.3 CEA-556: Outer Shipping Container Label Standard.

2.4 CEA-624: Linear Barcode and Two-Dimensional Symbols for the Labeling of Product Packages.

3 SHIPPING LABELS

3.1 Bar codes on shipping labels shall use Code 39 symbology.

3.2 Each coded field will contain a separate bar code. It is preferred for the human-readable component to be placed in line with the field header, although it is also acceptable to place it below the bar code.

3.3 Products or Materials with expiration date shall show the Expiration date on the label. Where Expiration Date is not available, it can be calculated by using either the Cure Date or the Born-On date and the shelf life period.

3.3.1 Expiration date = Cure Date (or Born-On Date) + shelf life.

3.3.2 Expiration date is the date when the product or material is no longer fit for use.

3.3.3 For elastomer/rubber materials, Cure Date is the date that the material is fully cured. For all other materials with expiration dates, the Born-On date shall be listed. For the purpose of this document, Born-On date and Cure Date are used interchangeably to indicate the start date for shelf life calculation.

3.3.4 Shelf life is the maximum period of time (weeks, months or years), from Cure Date or Born-On date, to the date a product or material is used as a component part in assemblies, sub-assemblies, and systems.

3.3.5 The format for the Expiration date, Cure Date, and Born-On date is MM/DD/YYYY.

3.4 Precedence: In the event of a conflict between this document and a drawing/spec requirement, the drawing/spec requirement shall take precedence.

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4 PRODUCT SERIAL NUMBER LABELS

4.1 Serial numbers are applied only to PWAs (printed wiring assemblies).

4.2 Where room allows, serial number labels should be printed using Code 39 (1D) symbology with the human-readable component centered beneath the bar code.

4.3 The serial number format is all numeric. Format is SSSSYWWnnnn. Blanks must be filled with 0 "zeros".

- SSSSS: 5-digit supplier code, assigned by Luminator.
- YY: 2-digit year.
- WW: 2-digit week number per ISO 8601.
- nnnn: 4-digit sequential number.

5 LABEL SIZE AND MATERIALS

5.1 Labels shall be white with permanent pressure-sensitive adhesive. Packing labels shall be non-glossy (e.g., paper-based). Serial number labels shall be abrasion and chemical-resistant (e.g., glossy polyester).







5.2 Labels should be wrinkle-free after application.

5.3 The preferred shipping label size is approximately 4" x 6", oriented vertically. Excepting the From/To fields, each block should be between 0.75" to 1" high.

5.4 Product serial number labels should be approximately 0.25" high and the minimum width to accommodate the data being printed.

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6 EXAMPLE OF SHIPPING LABEL WITH CODE 39

FROM: Company Name Company Address City, State ZIP Country	SHIP TO: Luminator 900 Klein Rd. Plano, TX 75074 USA
LUMINATOR P/N: 0206097001 	
PO NUMBER: 785961 	LINE ITEM: 2 
QUANTITY: 50 	PACKAGE COUNT: 1 OF 1
EXPIRATION DATE: 12/31/2016 	
PACKING SLIP: 123456 	
COUNTRY OF ORIGIN: US	PACKAGE WEIGHT: 20 lb (9.1 kg)

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7 SHIPPING LABEL LOCATION

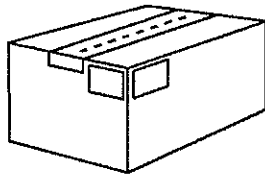
Bar code labels are required to be affixed on the packing slip and separate labels affixed to the shipping container, (see container instructions below).

Illustrations of the most common shipping packs and recommended label locations are shown in the examples. In most cases, two labels are specified.

Where possible, the bottom edge of the label should be parallel to the base of the package/container. Wrap-around-labels are acceptable as long as quiet zones are within specification.

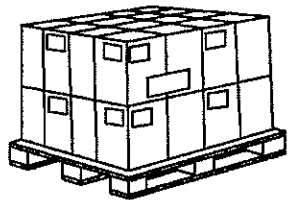
When multiple shipments are contained within one package, separate bar code labels for each purchase order/item number combination are required.

LABEL LOCATIONS ON VARIOUS SHIPPING PACKS



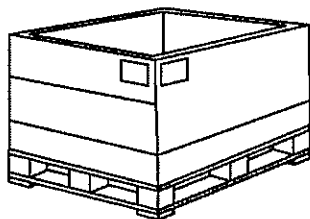
BOX OR CARTON

Identical labels should be placed on the upper corner of two adjacent sides (Wrap around label acceptable).



CARTONS ON PALLET

Each carton should be individually labeled as described above. One master label may be used.



PALLET BOX

Identical labels should be placed on the upper corner of two adjacent sides (Wrap around label acceptable).

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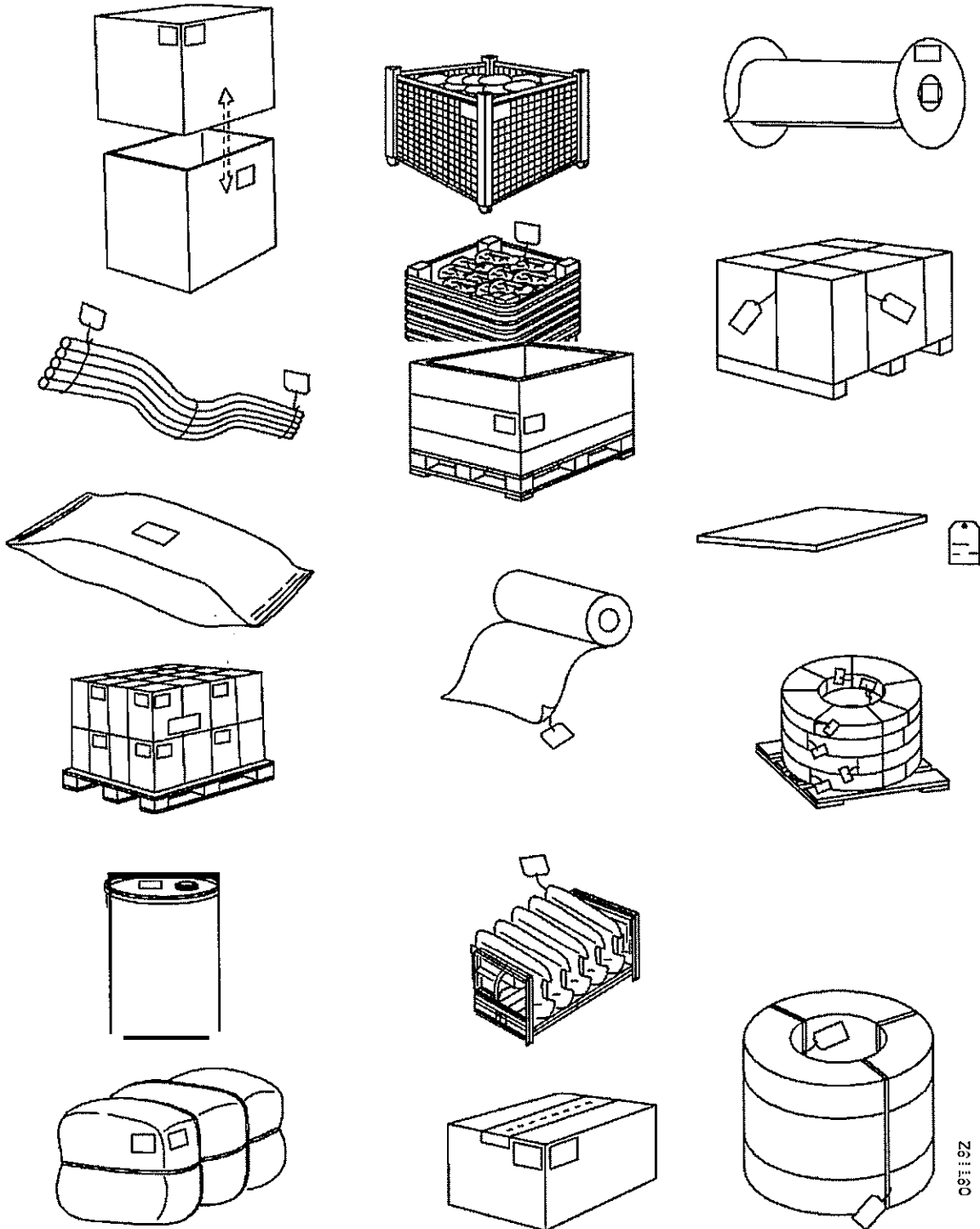
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APPENDIX B CONT'D



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