

EN60-0779:

PART LABELING, PACKAGING, AND PACKAGING
LABELING STANDARDS

Rev 3

April 4th, 2016

This document is controlled by:

LG Chem Power, Inc.
1857 Technology Drive
Troy MI, 48083

All prior editions are obsolete and should not be used

It is the user's responsibility to assure that only the latest revision of this standard is used. (Go to www.lgpi.com for the current standard. Click on "Suppliers")

PART LABELING, PACKAGING, AND PACKAGING LABELING STANDARDS

1.0 Introduction	
1.1 Purpose	4
1.2 Scope	4
1.3 Partnership	4
2.0 Supplier Responsibility	
2.1 General Statement	4
2.2 Submit a Proposal	5
2.3 Mechanical Testing	5
2.4 Sample Shipments	5
2.5 Returnable Packaging as the Preferred Method	5
2.6 Returnable Packaging Expectations	5
3.0 Packaging Alternatives and Requirements	
3.1 Alternatives	6
3.2 Requirements	
3.2.1 Pallet Load Dimensions	6
3.2.2 Corrugated Specifications	6
3.2.3 Weight Limitation	7
3.2.4 Pallet Style/Type	7
3.2.5 Imports into the US	7
3.2.6 Static Sensitive Components	7
4.0 Packaging Authorization	
Packaging Authorization Flowchart	8
5.0 Shipping Label Requirements	
5.1 Introduction	9
5.1.1 AIAG/Odette (VDA) Compliance	9
5.1.2 General Label Specifications	9
5.2 Shipping/Parts Identification Label (AIAG)	10
5.2.1 Data Areas and Titles	10
+ Exhibit 1 Shipping/Parts I.D. Label Dimensions	11
+ Exhibit 2 Sample Shipping/Parts I.D. Label	11
+ Exhibit 3 Label Data Table	12
5.2.2 Master Labels (Exhibit 4)	13
5.3 Mixed Load Label Data Table (Exhibit 5) and Sample (Exhibit 6)	14
5.4 Label Location	15
5.5 Address Label Data Table (Exhibit 7) and Sample (Exhibit 8)	15
5.6 Odette, European Supplier Labeling Option (Exhibit 9)	16
6.0 Part and Assembly Labeling and Marking Requirements	18
6.1 Label and Marking Requirements	18
6.1.1 Type and Environmental considerations	18
6.1.2 External Labels	18
6.1.3 Content and Data Table (Exhibit 11)	18
6.1.4 PIA or sub-components of assemblies:	19

PART LABELING, PACKAGING, AND PACKAGING LABELING STANDARDS

6.1.5 Bundling of Small Parts..... 19

6.1.6 Barcode Requirements 19

6.1.7 Approval 22

6.1.8 Supplier Identification 22

6.2 Labeling method alternatives and Labeling Methods Alternatives Table (Exhibit 12) 22

6.3 Assembly Aid Labels and Markings 23

7.0 Contacts 24

8.0 Terms & Definitions 24

9.0 Approval Form and Instructions..... 25

10.0 Document Change Summary 25

1.0 Introduction

- 1.1 **Purpose:** To clearly define packaging and labeling requirements to LGCPI suppliers.
- 1.2 **Scope:** This standard applies to direct material items shipped to LGCPI's North American facilities. It applies to all suppliers including other LG plants. This includes both packaging of parts as well as individual parts and assemblies inside the packaging.
- 1.3 **Partnership:** Packaging development requires partnership. It can only function as intended when both supplier and customer work together from proposal through implementation. And then, it is absolutely crucial that both parties adhere to authorized packaging. The key is open, two-way communication.

2.0 Supplier Responsibility

2.1 General Statements:

- 2.1.1 The supplier is responsible for the packaging of direct materials to assure their proper condition and quality upon delivery to LGCPI. **Parts must arrive at LGCPI without damage, rust/corrosion, or contamination.** Packaging shall be defined and agreed upon prior to the first direct material shipment to LGCPI.
- 2.1.2 **Although packaging authorization is required, such authorization does not relieve the supplier of their responsibility to ensure adequate packaging for proper delivery of parts to LGCPI.**
- 2.1.3 Packaging shall not be a source of contamination. Barrier materials, (e.g. plastic bags), may be required. The supplier shall be responsible to wash returnable packaging when necessary.
- 2.1.4 Packaging is part of the supplier manufacturing process and shall be included as appropriate in the supplier's FMEA, Quality Plan, Source Release Plan, PPAP when these "tools" are used.
- 2.1.5 Standard Packaging - Each supplier shall utilize a single size container, package, and/or pallet containing a standard quantity for each part number supplied. This requirement shall be valid for expendable and returnable packaging.

PART LABELING, PACKAGING, AND PACKAGING LABELING STANDARDS

- 2.1.6 The supplier is responsible for completing and submitting the LGCPI Packaging Data Sheet to the appropriate LGCPI packaging representative.
- 2.2 **Submit Proposal:** All packaging "modifications" or "new" proposals require authorization.
- 2.3 **Laboratory simulation testing** may be required and should be considered by the supplier to assure that the product and packaging will withstand "real-world" load conditions, handling, and any applicable transportation modes that may become necessary. If testing is required, contact LGCPI Purchasing.
- 2.4 A **sample shipment** may be required to test and prove that the packaging withstands delivery conditions and to allow LGCPI to review the packaging. (See section 4.0)
- 2.5 **Returnable packaging** shall be used when it is cost effective or when it is needed to meet specific LGCPI objectives. When returnable packaging is not justifiable or feasible, environmentally friendly materials (recyclable) shall be used. If returnable packaging is required, suppliers shall be responsible for storing returnable packaging at their site.
- 2.6 **Returnable packaging expectations:** LGCPI expects suppliers to proactively support and participate in actions to assure that the following conditions always exist when returnable packaging is utilized:
1. The supplier uses the shipping pack as authorized. This pack has been designed to meet the requirements set forth in this document.
 2. Management of returnables and transportation logistics are performed in the most cost effective method compatible with delivery requirements.
 3. An established minimum number of containers are available at the supplier's location when they are needed.
 4. The supplier shall have authorized back-up packaging available. The internal dimensions and quantity of parts in the back-up packaging shall be the same as the authorized returnable packaging. The external dimensions shall not exceed the dimensions of the returnable packaging. Whenever back-up packaging is used, LGCPI shall be notified prior to shipping with an explanation.
 5. Parts must arrive at LGCPI without damage, rust/corrosion, or contamination.
 6. LGCPI owned packaging shall not be used for storage and shipment of non-LGCPI owned parts.

In addition, suppliers are expected to notify LGCPI immediately in the event that containers are returned to the supplier:

1. With supplied direct materials (parts) inside,
2. Not properly identified (e.g. incorrect address),
3. Without the full complement of returnable packaging components in the correct proportions (e.g. no lids, or more lids than totes),

4. With trash or other foreign materials inside,
5. Not properly prepared for safe transport (e.g. totes are banded or stretch wrapped to the pallet versus being stacked loosely),
6. At a lower return rate than full packs being shipped to LGCPI.

3.0

Packaging Alternatives and Requirements

3.1 Alternatives:

- a. Returnables using AIAG bulk containers, pallets, and totes that cube-out on AIAG standard footprint sized pallets (45" x 48" , 30" x 36" , or 30" x 32") (*Preferred Method*)
- b. Expendable
- c. Expendable/Returnable Combination

3.2 Requirements: (*Exceptions are subject to specific approval by LGCPI*)

3.2.1 Pallet-Load Dimensions: (Expendable or Returnable)

+ Footprint Size:

Face	x	Depth		Height, Maximum
48" (1150mm)	x	45" (1220mm)	AIAG Standard	51" (1295mm)
32" (760mm)	x	30" (820mm)	AIAG Standard	40" (1016mm)
36" (914mm)	x	30" (820mm)	AIAG Standard	40" (1016mm)
1200mm	x	1000mm	European Standard	1000mm
1200mm	x	800mm	European Standard	1000mm

- + Height Restriction: Includes pallet
- + No material shall extend over the pallet edge.

3.2.2 Corrugated Specifications:

Corrugated (paper fiber board) packaging material must have strength to adequately withstand transportation and handling rigors from the supplier's shipping dock to LGCPI's receiving dock. Corrugated packaging shall be of adequate strength to support multiple stacking of unit pallet loads. Corrugated material must have adequate ECT or burst test strength to protect the product.

- + If stacking exceptions are required, label accordingly: "DO NOT STACK, STACK ONLY 2 HIGH," etc.

PART LABELING, PACKAGING, AND PACKAGING LABELING STANDARDS

3.2.3 **Weight Limitation:**

- + Max. Shipping Pack = 1,500 Lbs. (681 Kg) or as uniquely specified
- + Max. Sub Pack < 30 Lbs. (13.6 Kg)

3.2.4 **Pallet Style/Type:**

- + Wood
 - All wood pallets shall conform to the National Wood Pallet Container Association Voluntary Standard for Wood pallets (NWPCA).
 - Stringers for wooden pallets shall have a minimum height of 3½”.
- + Plastic
 - All Plastic pallets shall have its material identified for recycling purposes
- + All pallets shall be 4-way entry.

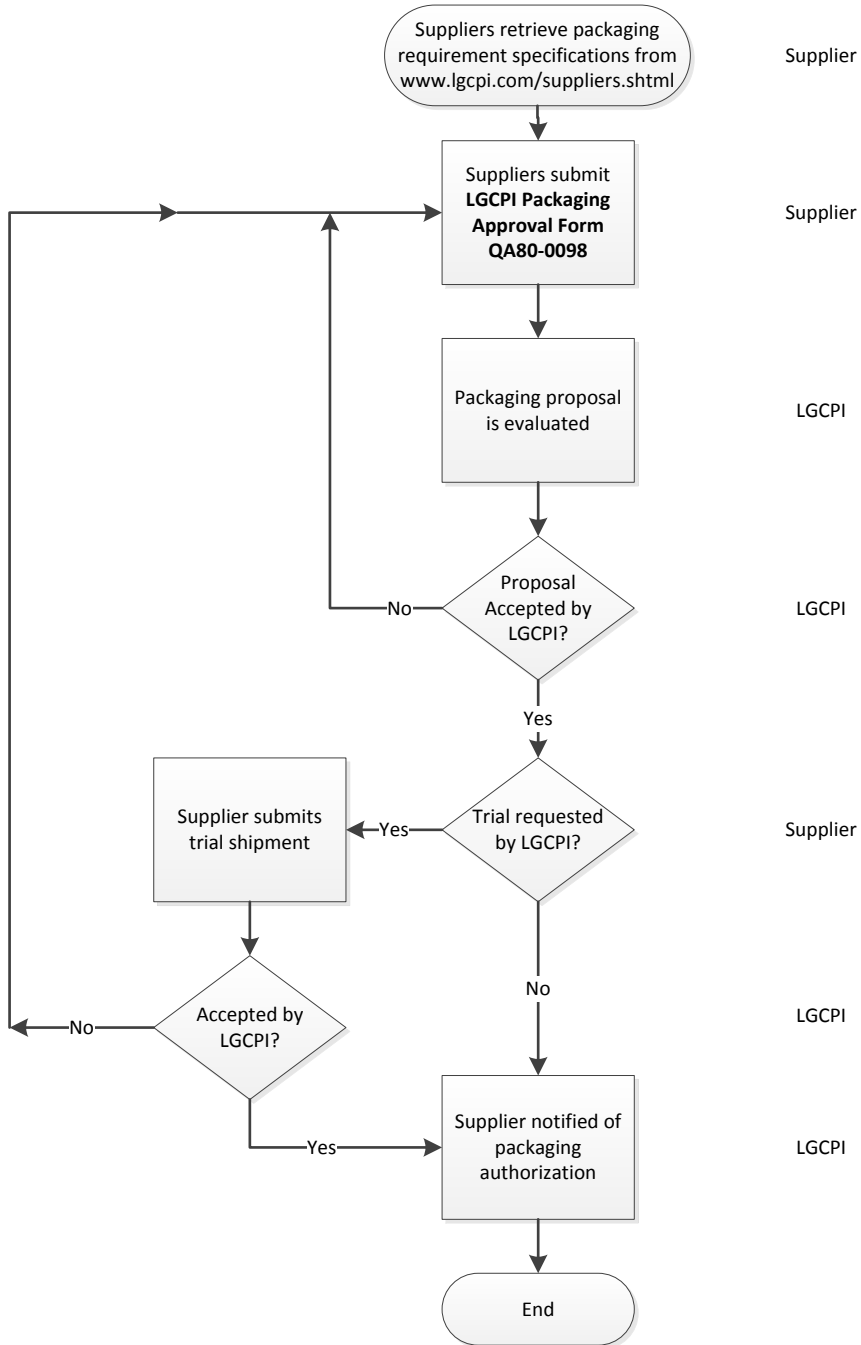
3.2.5 **Imports** into the U.S. utilizing wooden packaging shall be free of bark and pests and according to U.S. regulations. See Internet site for the most current regulations:

<http://www.aphis.usda.gov>

3.2.6 **Static Sensitive Components:** Static sensitive components shall be packaged in ESD packaging

4.0 Packaging Authorization

Packaging Authorization Flow Chart:



5.0 Shipping Label Requirements

5.1 Introduction

The quality of the information on labels is essential. Bar code labels are required and used to eliminate opportunity for error. Errors made because of label deficiency are serious in nature. (Bar code print quality must pass verification per ANSI guidelines.) Suppliers shall not include information relating to quality on shipping identification labels.

5.1.1 AIAG Compliance:

Labels are to adhere to the specifications as detailed and illustrated in the Automotive Industry Action Group's publication "Shipping/Parts Identification Label Standard" (AIAG-B-4) Version 3, June 2002.

For a copy or additional information contact the Automotive Industry Action Group at (248)-358-3003, 26200 Lahser Road, Suite 200, Southfield, Michigan 48034-7100, or their web site: <http://www.aiag.org/>

Excerpts of AIAG-B-4 are included herein. Areas of the label not specified in AIAG-B-4, left to LGCPI's option, are denoted by (*). In case of conflict, LGCPI Supplier Labeling Requirements take precedence.

Odette (VDA) Compliance:

For Odette labels, see Section 5.6

5.1.2 General Label Specifications:

+ Label Size (AIAG):

4.0 inches (102mm) high by 6.0 inches (152mm) or 6.5 inches (165mm) wide (refer to Exhibit 1).

+ Label Quantity and Placement:

Minimum 2 labels per Shipping Pack on 2 different sides. (Unless otherwise specified by a particular LGCPI facility)

+ Label Color:

White in color with black printing.

+ Adhesives:

Adhesive types can be pressure sensitive or dry gummed as long as adherence to the package substrate is assured and application is wrinkle-free. Note: If labels are applied to returnable packaging, the adhesive **must not** leave a residue after the label is removed, and the label must be easily removed without tearing. Paper is not preferred on returnable packaging.

+ Returnable Packaging:

Card holders are recommended to contain and protect labels in conjunction with returnable packaging. Adhesive-backed labels shall be applied directly to placards or to stretch/shrink wrap. DO NOT APPLY LABELS DIRECTLY TO THE RETURNABLE, unless the label stock is polyester material or equivalent AND the adhesive is classified as a "removable" type. The supplier is responsible for the removal of all old labels.

+ Data Identifiers:

Use data identifier codes as defined by ANSI DI/AI standard MLH10.8.2 available from the American National Standard Institute (212)-642-4900 or their web site: <http://www.ansi.org/>.

+ Human Readable Zeroes (θ)

Show human readable zeroes (θ) with a diagonal slash to differentiate them from alphabetic Os.

5.2 Shipping/Parts I.D. Label

5.2.1 Data Area and Titles (per AIAG B-4)

AIAG Standard Data: (Four data areas required by AIAG-B-4)

- + Part Number
- + Quantity
- + Supplier Number
- + Serial Number

AIAG Special Data Area:

LGCPPI requires suppliers to provide 6 additional data areas within the portion of the label designated by AIAG-B-4 as the "Special Data Area". These fields are:

1. Description
2. LGCPPI's Purchase Order Number
3. LGCPPI's Revision Level Designator
4. Production Date - for materials which have a shelf life, provide both the production date and expiration date. Individual container/packages within a multi-pack carton shall also be labeled with the expiration date.
5. Lot Number
6. Supplier Name and Address

PART LABELING, PACKAGING, AND PACKAGING LABELING STANDARDS

Exhibit 1 – Shipping/Parts I.D. Label Dimensions (not to scale)

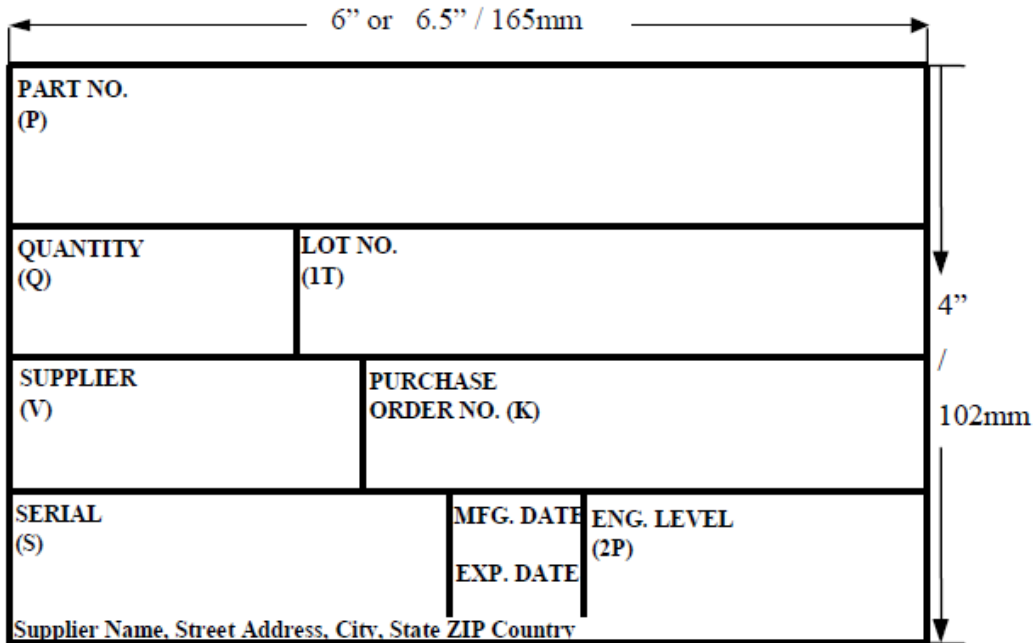


Exhibit 2 – Sample Shipping/parts I.D. Label (not to scale)

PART NO. (P)	0204212030BKC15		LEFT HAND ABS CABLE BRACKET
QUANTITY (Q)	99999	LOT NO. (1T)	1234567890
SUPPLIER (V)	49810A	PURCHASE ORDER NO. (K)	5500004190
SERIAL (S)	123456789	MFG. DATE	ENG. LEVEL (2P)
		10-17-02	12
		EXP. DATE	
		10-19-02	
Supplier Name, Street Address, City, State Zip Country			

PART LABELING, PACKAGING, AND PACKAGING LABELING STANDARDS

Exhibit 3 – Label Data Table

The following table defines the 10 required data areas:

DATA AREA NAME ¹	DESCRIPTION	HUMAN READABLE CHARACTERS HEIGHT	BAR CODE HEIGHT	DATA IDENTIFIER	COMMENTS
Part Number (Part No.) or (P/N)	LGCPPI Designated Part Number	0.4-0.5 in	.5 in	P	
		(10-13mm)	(13mm)		
Quantity (Qty.)	Part Quantity	.5 in	.5 in	Q	
		(13mm)	(13mm)		
Supplier Code (Supplier)	LGCPPI Designated Supplier Code	0.25in	0.4in	V	
		(6.5mm)	(10mm)		
Serial Number (Serial) or (S/N)	Unique sequence of characters designated by the supplier. This number will enable the supplier to trace part history by manufacturing lot.			S	Use data identifier 4S on Master Label. Use data identifier 5S on Mixed Load Labels.)
		0.25in	0.4in	4S	
		(6.5mm)	(10mm)	5S	
*Part Revision Level (Rev.)	LGCPPI's Part Revision Level as printed on LGCPPI's part drawing	0.19-0.25in	0.4in	2P	
		(4.8-6.5mm)	(10mm)		
*LGCPPI's Purchase Order Number (PO No.)	LGCPPI designated purchase order number	0.19-0.25in	0.4in	K	
		(4.8-6.5mm)	(10mm)		
*Description & Supplier Part Number (Description)	Common name of item. Supplier part number is optional but must not be in barcode symbology.	0.25-0.5in	N/A	N/A	Locate description above supplier part number
		(6.5-13mm)			
*Manufacturing and Expiration Date	Manufacturing date of parts in pack. Include Expiration date if item has a shelf life.	0.2in	N/A	D	MM-DD-YY Format (e.g. 09-30-04)
		(5mm)			
*Lot No.	Supplier lot number. Supplier lot number is used for lot traceability, and should therefore be associated with supplier internal processes, the time period manufactured, and the supplier's ability to do lot traceability with their own suppliers. Lot numbers can span multiple boxes and shipments, but shall never be reused!	0.4-0.5in	0.5in	1T	US and recommended for foreign suppliers
		(10-13mm)	(13mm)		
* Supplier Name	Supplier's name & address	0.125in	N/A	N/A	
		(3mm)			

¹ Acceptable abbreviations are shown in column 1 within parenthesis.

* Areas of the label not specified in AIAG-B-3, left to LGCPPI's option

5.2.2 Master Labels

Master labels are required when shipping multiple packages of the same part number on one pallet. (e.g.. several small cartons inside a larger pallet box)

Individual packs (sub-packs) shall have an AIAG label on each pack as per Exhibit 1.

A unique serial number must be placed on the master label. The data identifier 4S must be used on master labels.

When a master label is used, serial numbers on individual sub packs may be optional (obtain approval if serial numbers are not included on sub pack labels).

When a shipping pack requiring a master label is stretch or shrink wrapped, securely attach the master label to the outside of the wrap.

Exhibit 4 - "Sample" Master Label for Common Items Packs (not to scale)

MASTER LABEL			
PART NO. (P)	0204212030BKC15	LEFT HAND ABS CABLE BRACKET	
QUANTITY (Q) 99999		LOT NO. (1T) 1234567890	
SUPPLIER (V) 49810A		PURCHASE ORDER NO. (K) 5500004190	
SERIAL (S) 123456789	MFG. DATE 10-17-02	ENG. LEVEL (2P) 12	
EXP. DATE 10-19-02			
Supplier Name, Street Address, City, State Zip Country			

5.3 Mixed Load Label

PART LABELING, PACKAGING, AND PACKAGING LABELING STANDARDS

Mixed item packs are only permitted in conjunction with a mixed load label. The different part numbers within the mixed item pack must be separated and contained inside sub packs. Each sub pack must be individually labeled with at least one shipping/parts I.D. label or master label if applicable.

Exhibit 5 – Label Data Table

DATA AREA NAME	DESCRIPTION	HUMAN READABLE CHARACTERS HEIGHT	BAR CODE HEIGHT	DATA IDENTIFIER	COMMENTS
Supplier Code (Supplier)	LGCPI Designated Supplier Code	0.25in	0.4in	V	Same as on Shipping/Parts I.D. Label
		(6.5mm)	(10mm)		
Serial Number (Serial) or (S/N)	Unique sequence of characters designated by the supplier.	0.25in	0.4in	5S	This number allows the supplier to track shipping pack history.
		(6.5mm)	(10mm)		

Exhibit 6 - "Sample" Mixed Load Label for Mixed Item Packs (not to scale)



5.4 Label Location

PART LABELING, PACKAGING, AND PACKAGING LABELING STANDARDS

Shipping/Parts I.D. Label:

A minimum of two shipping/parts identification labels shall be placed on each shipping pack on adjacent sides (wraparound label is acceptable).

5.5 Address Label

In addition to the AIAG shipping/parts I.D. label or master label, include 2 address labels on the outer shipping pack.


- + Place these labels near the parts I.D. label, where possible, on adjacent sides.
- + Include address as per LGCPI Purchasing documentation.
- + Include the invoice number in human readable and in bar code format. LGCPI requires invoice numbers to be 10 or fewer characters in length.

Exhibit 7 - Label Data Table

DATA AREA NAME	DESCRIPTION	HUMAN READABLE CHARACTERS HEIGHT	BAR CODE HEIGHT	DATA IDENTIFIER	COMMENTS
Address	Company, Street, City, State, Zip Code	0.5 in (Typ)	N/A	N/A	As Specified in Purchase Order
		(13mm)			
SID No. (US) or Lieferschein No. (Europe)	Shipping Identification Number	0.5 in (Typ)	0.5 in (Typ)	2S	The SID Number may be or is the Invoice Number
		(13mm)	(13mm)		

Exhibit 8 - Sample Address Label (not to scale)

* Shipping address as specified in the Purchase Order.

SHIP TO:	LG CHEM POWER INC
	1064 CHICAGO RD
	TROY MI, 48083
SID I.D.:	9999999999
(2S)	
ABC INC, ANYWHERE PLAZA, ANYSTATE 55555	

5.6 Odette, Euro-Supplier Labeling Option

LGCPPI recognizes the European automotive industry approved Odette transport label for the identification of packaging and container contents for suppliers located in Europe. (However, LGCPPI strongly urges the use of the AIAG-B-4 standard label.)







The label is 'A5' size, and has standard printing with the addition of bar coding. It may be self-adhesive for expendable packaging, a tie on label for durable packaging, or can be held in integral document holders on the container, if provided. LGCPPI will accept the Odette label format with bar coding provided that it conforms to the Odette standard and satisfies informational requirements in this specification.

Include Delivery Note Number on Odette labels.

The full specification of the label is obtainable from the Odette organization through the national offices of the SMMT (UK) and the VDA (Germany) representing ODETTE.

PART LABELING, PACKAGING, AND PACKAGING LABELING STANDARDS

Exhibit 9 – Foreign (Odette) Label Sample (not to scale)

<small>RECEIVER</small> LG CHEM POWER INC		<small>DOCK/GATE</small> N/A	
<small>ADVICE NOTENO (N)</small>		<small>SUPPLIER ADDR</small> SUPPLIER XXX	
		<small>NET WT (KG)</small> 100	<small>GROSS WT (KG)</small> 100
		<small>NO OF BOXES</small> 1	
<small>PART NO (P)</small> ASM-001647-AC 			
<small>QUANTITY (Q)</small> 100 		<small>DESCRIPTION</small> REINFORCEMENT BRACKET	
<small>SUPPLIER (V)</small> 5522 		<small>SUPPLIER PART NO (30 S)</small> 200010793 	
<small>SERIAL (S)</small> 100000012 		<small>DATE</small> 07-28-97	
<small>ABC INC, ANYWHERE PLAZA, ANYSTATE USA, 55555</small>		<small>BATCH NO (H)</small> 90004 	
		<small>ENG CHANGE</small> AC	
		<small>Odette Ver.1 Rev.4</small>	

6.0

Part and Assembly Labeling and Marking Requirements

6.1 Label and Marking Requirements

The quality of the information on parts or assemblies is essential. Labels and other markings are required and used to eliminate opportunity for error. Errors made because of label or marking deficiency are serious in nature.

6.1.1 Type and Environmental considerations

Supplier shall follow AIAG standards for readability and performance

*See **AIAG Compliance**, section 5.1.1 in this document*

6.1.2 External Labels

Labels that will be exposed to the environment must last 10 years (Unless otherwise specified on the part drawing)

6.1.3 Content

LGCPi requires suppliers to provide the following data areas within the part label or marked on the part. See **Exhibit 11**

All assemblies and/or parts not shipped PIA:

- Part Number
- Revision Level
- Date of Manufacture, Lot Code, or Serial Number
- Supplier Code

All plastic components (Whether shipped as an assembly or shipped as a PIA):

- Material Code or Material Recycling Code
- Cavity number (If tool contains multiple cavities)

Fasteners:

- Class or Grade marking (Per ISO, ASTM, or SAE standards)

Electronic Assemblies containing software:

- Software Version

6.1.4 PIA (Part In Assembly) or sub-components of assemblies

Individual sub-components of an assembly do not need to be individually labeled unless otherwise specified on the drawing.

6.1.5 Bundling of small parts

Small parts such as fasteners or thermistors do not require an individual labeling unless otherwise specified on the drawing. The supplier shall propose a consistent packaging and labeling method. The method must be approved by LG.

Example: Combining 30 thermistors in a bundle and labeling each bundle.

Example: Packaging 100 bolts into a box and labeling the box.

Each bundle or sub-package shall have all required label information as indicated in 6.1.3

6.1.6 Barcode Requirements

Parts and assemblies may require a barcode for traceability purposes.

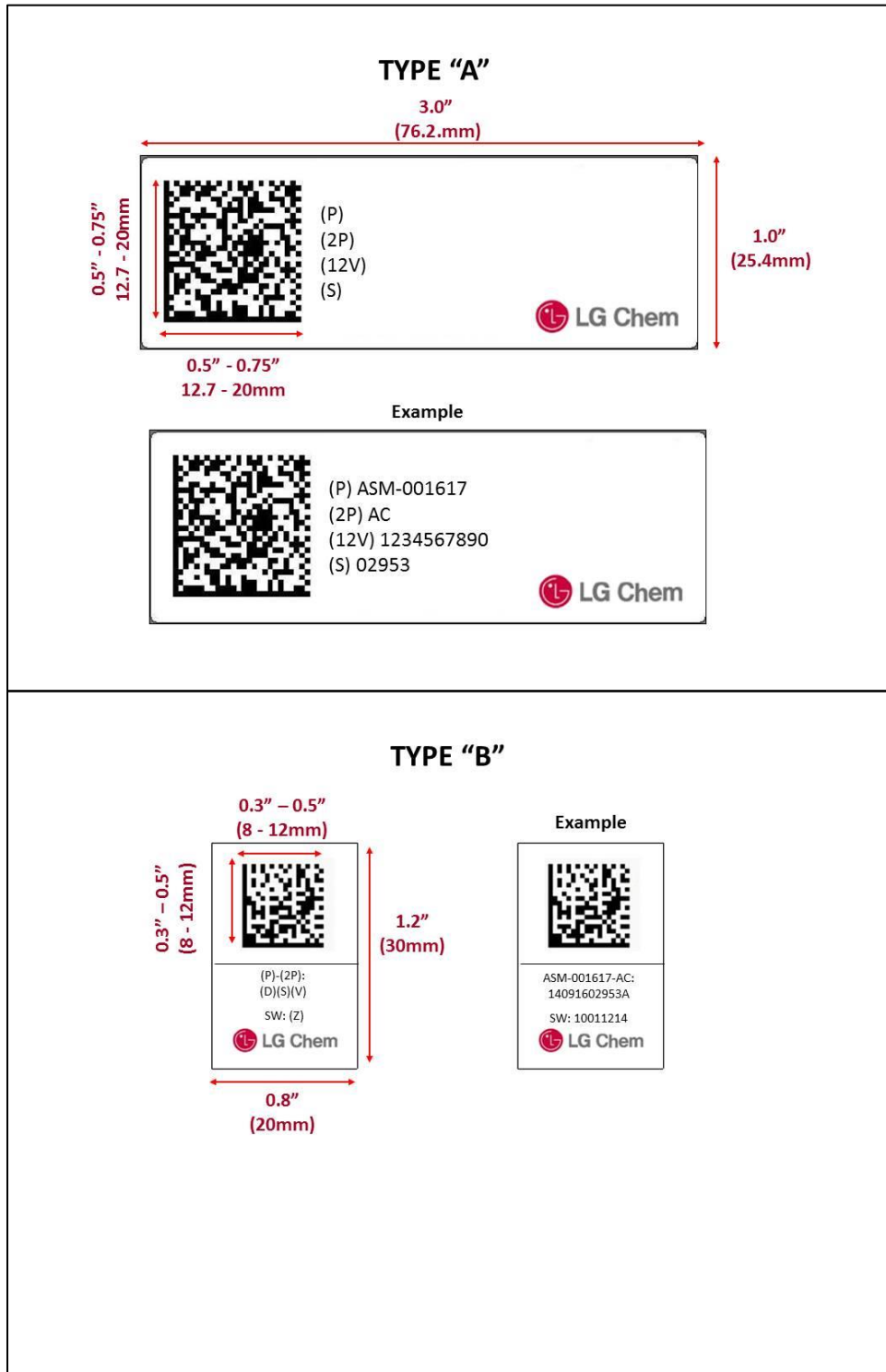
- All electronic assemblies shall have a barcode
- If specified on a drawing, other assemblies may require a barcode label. (See the assembly drawing notes)

If a barcode is required, the appropriate label information must be contained in a barcode on the label as specified in Exhibit 11. The barcode may be specified as a 1D or 2D barcode. If it not specified on the drawing, the supplier may choose 1D or 2D (which shall not be changed without approval once chosen).

Typical barcode labels are shown below in Exhibit 10. When specified on a drawing, Type "A" or Type "B" shall be used. If the drawing does not specify "A" or "B", the supplier may choose either, but shall not change types once approved. The size and required human readable information is shown in **Exhibit 10 and 11**.

Other sizes or styles of labels may be acceptable. Prior approval from LG is required for any label type or size beside the ones shown below.

Exhibit 10 – 2D Label Size and Barcode Size – Type “A” and “B”



PART LABELING, PACKAGING, AND PACKAGING LABELING STANDARDS

Exhibit 11 – Part Labeling Data Table

DATA AREA NAME ¹	DESCRIPTION	HUMAN READABLE CHARACTERS HEIGHT	BAR CODE HEIGHT	DATA IDENTIFIER	COMMENTS
Part Number (Part No.) or (P/N)	LGCPI Designated Part Number	0.07-0.25in	0.25-0.4in	P	
		(1.8-6.4mm)	(6.4-10mm)		
Part Revision Level (Rev.)	LGCPI's Part Revision Level as printed on LGCPI's part drawing	0.07-0.25in	0.25-0.4in	2P	
		(1.8-6.4mm)	(6.4-10mm)		
Manufacturing and Expiration Date	Manufacturing date of parts in pack. Include Expiration date if item has a shelf life.	0.07-0.25in	N/A	D	YYMMDD Format (e.q. 141001 for October 1 st , 2014)
		(1.8-6.4mm)			
Material Recycling Code	Recycling symbol	N/A	N/A		Per ASTM D7611 and ISO 11469
		(1.8-6.4mm)			
Supplier Code (Supplier)	LGCPI Designated Supplier Code	0.07-0.25in	N/A	V	Contact purchasing department to get designated control code
		(1.8-6.4mm)			
Serial Number (Serial) or (S/N)	Unique sequence of characters designated by the supplier. This number will enable the supplier to trace part history.	0.07-0.25in	0.25-0.4in	S	A minimum of 5 digits is recommended (00001 through 99999)
		(1.8-6.4mm)	(6.4-10mm)		
Class/Grade	Class or Grade of the fastener (Grade 2 or Class 8.8)	N/A	N/A		Use industry (ANSI/ISO) standard markings
		(1.8-6.4mm)			
Software Version (SW)	Version of software/firmware. Eight characters. I.e, 10081501 represents SW version 10.08.15.01	0.07-0.25in	N/A	Z	Only applicable to electronic assemblies with software
		(1.8-6.4mm)			

Note 1: Acceptable abbreviations are shown in the first column within the parenthesis.

PART LABELING, PACKAGING, AND PACKAGING LABELING STANDARDS

6.1.7 **Approval**

Location and Method must be approved by LGCPI Engineering

6.1.8 **Supplier Identification**

Other than the supplier code provided by LGCPI purchasing, there shall be no other information on the part identifying the supplier.

The supplier name and/or logo shall not be present on the parts or assemblies.

6.2 **Labeling method alternatives:**

Suppliers may propose any of the indicated labeling methods as indicated in **Exhibit 12**

Exhibit 12 – Labeling Method Alternatives Table

Part, Assembly, or Substrate type	Adhesive-backed vinyl label	Laser Etched	Laser Printed	Stamped or Embossed	Pad Printed (Stencil or Stamp)	Molded	Barcode Required?	COMMENTS
Metal (Coated)	<i>Preferred</i>	Okay	Okay	Okay	Okay	No	No	
Metal (Uncoated)	<i>Preferred</i>	No	Okay	Okay	Okay	No	No	
Plastic	Okay	Okay	Okay	Okay	Okay	<i>Preferred</i>	No	
Fasteners	No	No	No	<i>Preferred</i>	No	No	No	Only Class/Grade and Supplier Marking required
Foam Pads/Blocks	Okay	No	Okay	Okay	Okay	<i>Preferred</i>	No	Only for non-sealing components
Seals (Rubber or Foam)	No	No	No	No	<i>Preferred</i>	No	No	
Wiring Harness	-	-	-	-	-	-	-	See EN60-0175 for labeling requirements
Electronic Assemblies	<i>Preferred</i>	No	Okay	No	Okay	No	Yes	Assemblies that include circuit boards as a sub-component
Assemblies	<i>Preferred</i>	Okay	Okay	Okay	Okay	Okay	See Assembly Drawing	

6.3 Assembly Aid Labels and Markings

When assembly aid labels or markings are called out on a component drawing the marking must be highly visible. This applies whether the required marking is a number, letter, or symbol.

- + Colors
 - If the specific color is not called out on the drawing, colors must be the most contrasting color available
 - Symbol must be legible
- + Size
 - Size shall be considered for readability
 - Minimum height shall be 0.25in(6.35mm)

7.0

Contacts

Contacts/Responsibility: Can be obtained through LGC or LGCPi Purchasing

8.0

Terms & Definitions

Address Label

Label to denote shipping address. (See section 5.5)

Data Identifier

The first character(s) of a bar code.

Direct Material

Material that becomes part of the finished product during manufacturing processes at LGCPi. (See section 1.2)

Master Label

A label used to identify and summarize the contents of a multiple pack of same part number. (See section 5.2.2)

Mixed Item Pack

A pack containing items with different part numbers from the same supplier. (See section 5.3)

Pack or Package

A device which provides component protection, containment, ease of use, and information.

Shipping Pack or Pallet Load

A package used for shipping items from the supplier's facility to a LGCPi facility. It's description includes all the packaging materials that are used. It may be returnable or expendable.

Shipping/Parts Identification Label (AIAG or Odette Label)

A bar coded label used to identify the contents of a shipping pack and sub pack.

Sub Pack

The lowest level of packaging that contains the part, e.g. plastic bag, carton, tote, et al.

Wraparound Label

Consists of continuous label stock on which two labels are printed side by side designed to attach to adjacent sides of a carton or pallet box.

