



Bar Code Label Specification

1.0 Purpose

This standard provides instructions for the printing and application of a bar code Shipping/Parts Identification label by all suppliers of production material to Colson Group operations.

2.0 Label and Tag Size and Materials

The minimum size of the Shipping/Parts ID label shall be 4.0 inches high by 6.0 inches wide and the label stock shall be white in color unless otherwise stated within the purchase agreement. Label data area (field) dimensions shall be as appropriate to accommodate all requirements identified in Section 4.0.

Adhesive types can be pressure sensitive or dry gummed as long as the label is able to adhere to the package surface throughout the supply chain and the application is wrinkle free.

The label shall be printed in black only. Package/package sizes and design adequate for accepting the label shall be used wherever possible. When special physical constraints are identified, a tag (hang tag) may be used in place of the affixed label upon approval from the Colson receiving location.

Hang tag size, symbology, and data are characteristics are the same. The tag material must be adequate to add a reinforced eyelet and shall be durable and sufficiently waterproof to assure readability at the Colson receiving location.

3.0 Bar Code Symbology

Bar codes shall be of the 3-of-9 (Code 39) type and shall be compliant to the Automotive Industry Action Group (AIAG) Code 39 Bar Code Symbology Specification.

Check digits shall not be used in the bar codes.

The bar heights shall be a minimum of 0.5 inches high (13 mm). The average narrow elements shall be within the range of 0.013 to 0.017 inches. The ratio of the average width of the narrow elements to the average width of the wide elements shall be 3:1

Bar Codes and font size must be legible and able to be scanned from 18 inches away.

4.0 Data Area Characteristics

The data contained on the label shall be consistent with the data printed on the purchase order.

All human readable characters shall be a minimum of 0.2 inches in height and all bar code symbols shall be a minimum of 0.4 inches in height

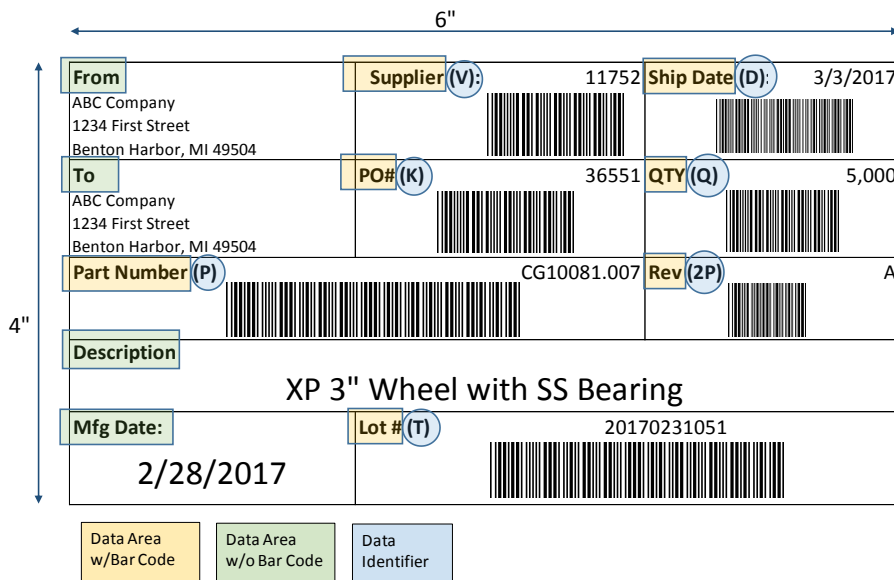


Data Areas (Fields) and Titles

There are eleven (11) data areas for each label (Figure A):

- From
 - Address of supplier as identified on the PO
- To
 - Address of Colson receiving location
- **Supplier ID (Supplier) – BAR CODE & Data Identifier (V) Required**
 - Colson vendor code as identified on the PO
- **Ship Date – BAR CODE & Data Identifier (D) Required**
 - Date the product left the supplier shipping dock
- **Purchase Order Number (PO#) – BAR CODE & Data Identifier (K) Required**
 - The unique number identified on the Colson purchase order
- **Quantity (QTY) – BAR CODE & Data Identifier (Q) Required**
 - The number of parts in the package (unit of measure to match the Colson PO)
- **Part Number – BAR CODE & Data Identifier (P) Required**
 - The Colson part number shipped
- **Engineering Revision (REV) – BAR CODE & Data Identifier (2P) Required**
 - The Colson engineering revision level of the parts shipped
- Description
 - Part Description as identified on the Colson PO
- Manufactured Date of Product (Mfg. Date)
 - Date the product was manufactured (aligned to Lot ID)
- **Supplier Lot Number (Lot #) – BAR CODE & Data Identifier (T) Required**
 - Supplier traceability identifier for product being shipped

Figure A (Example Bar Code Label)





5.0 Label Location and Protection

Labels are to be placed on designated placard locations for returnable packages or on top adjacent corners (e.g. front facing right hand top and adjacent side left hand top) for expendable packages.

The bottom edge of the applied label shall be parallel to the base of the package. Labels shall not wrap around edges or corners unless special physical constraints of the package are identified and approval from the Colson receiving location is obtained for the proposed labeling scheme.

The supplier is responsible to ensure label protection against moisture, weathering, abrasion, etc. Laminates, window envelopes, clear plastic pouches, and similar protection methods are acceptable provided the label maintains compliance to the Symbology requirements in section 3.0.

6.0 Multiple, Common-Item Packs and Kits

A master label can be used to identify the total contents of a multiple, common-item pack. Each individual package within shall be identified with an individual label.

Suppliers shall ship one part number per package. Items shall not be mixed within individual packages.

For packages that contain kits (i.e. multiple components shipped together as one Colson part number), the supplier shall apply a second label near the package label that lists the description and quantity of the component parts that make up one kit (Figure B).

Figure B. Example of kit label

<u>Part Number: CG4567</u>	
4" Rig	(1)
1/4-20 x 3 1/2" hex bolt	(4)
Spanner	(1)
1/4-20 lock nut	(4)

7.0 Quality Requirements

The supplier is responsible for adherence and compliance to the requirements within this specification. Label non-conformances may require the supplier to take corrective actions and accept costs incurred by Colson associated with the non-conformance.

8.0 End Document

<i>Revision</i>	<i>Description</i>	<i>Date</i>	<i>Changed By</i>
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A	<i>Initial Release</i>	<i>5/5/17</i>	<i>LHJ</i>