



Movement by Perfection



The Royal League in ventilation, control and drive technology

Guideline

Parts procurement and parts labeling

Applies to all parts of ZIEHL-ABEGG SE
and their supplier

Quality management guideline	Parts Labeling	ZA-QM-0002 Page 1 from 6
------------------------------	-----------------------	-----------------------------

Author(s): J. Schokatz / D-QA, Sandra Kallausch/QE (rev. 003)	Date of first edition: 2006-06-29
Released by: Uwe Richter / Q	Current approval date: 2013-09-26
Original in: ProAlpha DMS	
Distribution list: Q, QAV, QAB, QAG, QAE, QAK, QAS, P, PE, PD, PP, PV, D-QA, D-T, D-TM, D-TE, D-PP, D-P/L, V-T, V-TCA, V-TCC, V-TCE, V-TCM, V-TL, V-TS, V-B, V-PPB, V-G, V-PPG, V-W, V-PPK, E-P, all Ziehl-Abegg Supplier	

Contents

1. Scope of Application
2. Purpose
3. Terminology
4. Responsibilities
5. Description
6. Notes and applicable documentation
7. Amendments
8. Attachment

1. Scope of Application

This organizational instruction and delivery specification represents a guideline for all the departments within the ZIEHL-ABEGG SE company and its associate suppliers.

2. Purpose

This specification serves to ensure that parts can be traced back and tracked by means of labeling the parts according to standard ZIEHL-ABEGG SE requirements. This in turn also ensures that parts can be clearly identified and classified at any given time from the moment at which they are received, throughout all the further processing phases and on to installation in primary modules.

3. Terminology

No longer applicable

Quality management guideline	Parts Labeling	ZA-QM-0002 Page 2 from 6
------------------------------	-----------------------	-----------------------------

4. Responsibilities

Task distribution according to departments:	Development	Quality assurance	Logistics / material planning	Purchasing / materials management	Incoming goods / stock	Internal supplier / internal customer	Supplier	Process optimization
Compilation of requirements for Parts labeling	C	C	A	A				A
Inspection of attached labels		A			C	C	C	
Attachment of labels		A	A	A	C	C	C	

- C = Conducted by designated area
- A = Assistance and cooperation of designated area
- I = Information of designated area

5. Description

The standard part labeling procedure is clearly defined below for all parts subject to labeling requirements. Generally, parts within the ZIEHL-ABEGG SE company are to be unambiguously labeled with the part number and details on part origin, or they are to be delivered clearly labeled by the supplier. Exceptions hereto are stipulated in this specification and they are defined as parts not subject to the labeling requirements. Parts with specific properties that prevent any practical individual labeling, should instead have individual labeling on the packaging units or alternatively, a form of labeling should be provided that is coordinated with the responsible department at ZIEHL-ABEGG SE. Preferably a VDA label

in accordance with VDA 4902 Version 4 with a barcode should be attached to the smallest defined packaging unit (Refer also to 8. Attachment). The unambiguous labeling of components is a part of the parts specification, even where this is not expressly defined as such in the technical specifications or where this was not expressly stated to the supplier, e.g. during the definition process within each material group.

<p style="text-align: center;">Quality management guideline</p>	<p style="text-align: center;">Parts Labeling</p>	<p style="text-align: center;">ZA-QM-0002 Page 3 from 6</p>
---	--	---

Labeling requirement:

Parts are always to be labeled in an unambiguous and permanent manner. Parts can be labeled with the complete Ziehl-Abegg part number in several ways:

- a. Individual part labeling according to specifications, e.g. in drawings.
- b. Individual part labeling according to specifications defined in Ziehl-Abegg material groups. These are to be coordinated and agreed with the supplier prior to production approval.
- c. Labeling of smallest packaging unit.

Parts that are delivered in individual packaging and which remain there until further processing, are to be provided with an additional form of identification. The following types of part labeling may be used for this purpose:

- Labeling in accordance with VDA 4902 Version 4, with readable barcode label on smallest packaging unit. The supplier number, part number and the packaging quantity must always be stated.
- The Ziehl-Abegg part number may be engraved or stamped at the designated position on the part.
- The Ziehl-Abegg part number may be cast-in (for cast / injection-molded parts).
- Sufficiently permanent stamps are to be used.
- Inscription carriers are to be glued on.
- Written inscription of the parts to be conducted using a waterproof labeling system.
- Type label to include Ziehl-Abegg part number.

Parts that are provided with a manufacturer's type label are also to be labeled with the Ziehl-Abegg part number. Parts that are made in accordance with Ziehl-Abegg drawings or specifications, have the designated location for identification by engraving or stamping, defined on the technical specifications. Applicable documentation may also contain more detailed labeling requirements such as, e.g. design states or batch designation. The attachment of inscription carriers must not impair or damage component surfaces (e.g. painted or coated surfaces must not be subjected to unsuitable adhesive or labeling systems). It must be ensured that any identification carriers can be removed without the surface being impaired in any way.

Parts that are not clearly labeled or insufficiently labeled are not suited for the internal material flow at ZIEHL-ABEGG SE, and therefore the supplier will bear the costs for additional labeling and any extra inspection. All labeling as defined in this specification is a part of the incoming goods inspection process at ZIEHL-ABEGG SE and is also valid for internal suppliers.

Quality management guideline	Parts Labeling	ZA-QM-0002 Page 4 from 6
------------------------------	-----------------------	-----------------------------

Goods and parts not subject to labeling requirements:

Generally, all goods and parts are to be sufficiently labeled as stated prior to being put into stores at Ziehl-Abegg. Exceptions hereto are listed below:

- Operating supplies
- Parts, which on account of their shape and properties, can clearly be assigned to an existing generally-valid standard (e.g. DIN standards).

Labeling systematics in the Ziehl-Abegg stores:

All parts put into stores must be labeled in accordance with this organizational instruction. Parts are to be labeled by the manufacturer (internal and external) or by the supplier. Parts that have not been labeled will be regarded as ones that are probably faulty, and therefore - before they can be used - they must be inspected accordingly and then labeled in line with the test result and requirements as stated in this guideline.

6. Notes and applicable documentation

The requirements defined in this guideline are binding irrespective of any other definitions. Agreements and regulations over and beyond this are governed in individual instances by further regulations and documented in relevant documentation or data carriers. These include:

- Drawings
- Part lists
- Test instructions, test charts
- General standards
- Factory standards (including technical delivery instructions)
- Characteristic specifications
- Order documents
- Process instructions and work instructions

For parts subject to both labeling requirements and sample delivery requirements, the practical labeling of such parts will be taken into consideration – without any special specification - when an approval decision is made and then be documented in the relevant initial-sample test report.

Information pertaining to the form templates in accordance with VDA 4902 is available from VDA. Valid specifications and corresponding forms are also available from the following address:

<http://webshop.vda.de/gmc>

Quality management guideline	Parts Labeling	ZA-QM-0002 Page 5 from 6
------------------------------	-----------------------	-----------------------------

7. Amendments

Amendments of and revisions to this document will be made by the Q Department and archived as a technical instruction.

8. Attachment

Example of VDA label in accordance with VDA 4902 Version 4:

(1) Warenempfänger ZIEHL-ABEGG SE Heinz-Ziehl-Straße D – 74653 Künzelsau	(2) Abladestelle – Lagerort – Verwendungsstelle Lagerort-Adresse		
(3) Lieferschein-Nr.. (N) <div style="text-align: center;"> 1234567890  </div>	(4) Lieferantenanschrift (Kurzname, Werk PLZ, Ort) Karl Mustermann GmbH		
(8) Sach-Nr. Kunde (P) <div style="text-align: center;"> 01002225  </div>	(5) Gewicht netto <div style="text-align: center;">1000 kg</div>	(6) Gewicht brutto <div style="text-align: center;">1030 kg</div>	(7) Anzahl Packstücke <div style="text-align: center;">3</div>
(9) Füllmenge (Q) <div style="text-align: center;"> 6 St.  </div>	(10) Bezeichnung Lieferung – Leistung Treibscheibe Gussteil		
(12) Lieferanten-Nr. (V) <div style="text-align: center;"> 1004921  </div>	(11.1) Sach-Nr. Lieferant (30S) 47114812		
(15) Packstück-Nr. (S) <div style="text-align: center;"> 103000103  </div>	(11.2) Bestell-Nr. Empfänger (B) <div style="text-align: center;"> 544538  </div>		
(13) Datum <div style="text-align: center;">13.09.2013</div>		(14) Änderungsstand Konstruktion	
(16) Chargen.Nr. (H) <div style="text-align: center;"> 1481781001  </div>			

Comments:

Barcode layout (Code 39):

In the barcodes, along with the field content, the field identifier is also encrypted. That facilitates a plausibility check during reading to see if the field contents are written into the right field:

Example: (8) Customer ref. no. 01002225 Barcode content: *P01002225*

The * character indicates the beginning and end of the code, P is the identifier for customer ref. no.

Quality management guideline	Parts Labeling	ZA-QM-0002 Page 6 from 6
------------------------------------	-----------------------	-----------------------------

- (7) Number of packages: = The number of packages or load carriers
- (9) Filling quantity: = The quantity per package
If the delivery quantity consists of several packages, the delivery quantity for the goods receipt posting must be taken from the delivery note.
- (11.2) Order no. Recipient: = Ziehl-Abegg purchase order no. without additional information, such as storage location or cost centre.
The storage location is stated in (2) Unloading point - Storage - point of use.

The Royal League

