

# Quality management guideline

**ZA-QM-0002**

Revision: 004

## Parts Labeling 部件标识分类

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### 1. Scope of Application 适用范围

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

这是一份组织性指导文件和说明书，用作于所有部门的工作指南，适用于施乐百中国以及所有与之相关联的供应商。

### 2. Purpose 目的

This specification serves to ensure that parts can be traced back and tracked by means of labeling the parts according to standard ZIEHL-ABEGG China 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.

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此说明书的目的是为了确保按照施乐百中国的标准要求，通过部件分类标识系统，所有的部件都能追溯到源头和追踪到用途。相应的，此系统也能确保了在部件从接收入库，经过流程内各个环节直到安装并入上一级组装单元，一直能有清晰的描述并进行分类。

### 3. Terminology 术语

No longer applicable 不再适用。

### 4. Responsibilities 职责

Task distribution according to departments: 职责任务分配到部门	Development 发展	Quality assurance 质量保证	Logistics 物流/ material planning 物料计划	Purchasing 采购/ materials management 物料计划	Incoming goods 来料/ stock 库存	Internal supplier 内部供应 商/ internal customer 内部 客户	Supplier 供应商	Process optimization 流程优化
Compilation of requirements for Parts labelling 部件标识要求文 件汇编	<b>C</b>	<b>C</b>	<b>A</b>	<b>A</b>				<b>A</b>
Inspection of attached Labels 标识检测		<b>A</b>			<b>C</b>	<b>C</b>	<b>C</b>	
Attachment of labels 标识		<b>A</b>	<b>A</b>	<b>A</b>	<b>C</b>	<b>C</b>	<b>C</b>	

**C** = Conducted by designated area 由指定区域主导

**A** = Assistance and cooperation of designated area 协助配合指定区域

**I** = Information of designated area 指定区域信息

### 5. Description 说明

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

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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 labelling 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.

所有需进行标识的部件均按以下的标准部件标识流程进行标识。总的来说，施乐百中国内部的部件都需要贴上详细清晰的标识，如标明部件编号和来源细节，或者贴有供应商提供的清楚标识。本说明规定的不需要标识的部件和不属于此标识系统的部件除外。部件如具有特殊用途不适用于贴标识，则需要在部件外部包装上进行贴识，或采用其他方法，该方法由施乐百德国相应的职能部门协同决定该标贴的形式。带条形码的VDA4902版本4所支持的VDA标识是首选，并贴覆在定义的最小包装单位上（参考8.附件）。清晰明了的标识同样是部件规格的一部份，甚至在部件技术规格中没有明确提级，或是没有对供应商明确说明时也是如此，例如，在物料类别中的定义过程。

#### Labelling requirement: 标贴要求

Parts are always to be labelled in an unambiguous and permanent manner. Parts can be labelled with the complete ZIEHL-ABEGG part number in several ways:

部件的标贴需要是清晰和持久的。可通过以下几种方式对部件贴覆印有施乐百部件完整编号的标识：

- a. Individual part labelling according to specifications, e.g. in drawings.  
根据部件规格如图纸对单个部件贴标识
- b. Individual part labelling according to specifications defined in ZIEHL-ABEGG material groups.  
These are to be coordinated and agreed with the supplier prior to production approval.  
根据施乐百物料分组的规格定义来对单个部件贴标识。这种方式需要在生产许可前和供应商达成协议。
- c. Labelling of smallest packaging unit.  
对最小包装单位贴标识。

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 labelling may be used for this purpose:

对于带有独立包装，并且直至随后的处理前包装仍然保有的部件，需要给到一个额外的附加识别形式。以下部件标识形式可用于这种需求：

- Labelling 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.

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根据VDA4902第4版本，在最小包装上贴覆带可读条形码标识，该标识上必须具有供应商编号，部件编号和包装数量信息。

- The ZIEHL-ABEGG part number may be engraved or stamped at the designated position on the part.  
在部件指定部位刻写或印记施乐百部件编号。
- The ZIEHL-ABEGG part number may be cast-in (for cast / injection-molded parts).  
施乐百部件编号需要被铸入到部件上（针对浇铸 / 注塑的部件）
- Sufficiently permanent stamps are to be used.  
选用的图章需是充分持久的。
- Inscription carriers are to be glued on.  
铭文媒介物可以使用胶水粘合。
- Written inscription of the parts to be conducted using a waterproof labelling system.  
部件需要铭文手写的标识需防水。
- Type label to include ZIEHL-ABEGG part number.  
类别标识需要具有施乐百部件编号。

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 labelling 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 labelling systems). It must be ensured that any identification carriers can be removed without the surface being impaired in any way.

来料部件如果上面有制造商的型号标贴同样还需要贴覆包含施乐百部件编号的标贴。对于采用施乐百图纸或规格制造的部件，根据技术规格要求，需要在指定部位该写或印记用于区别。应用文件也应包含更多的标识要求如设计说明或是批次名称。铭文媒介不能损害和破坏部件的表面（如，喷漆或喷塑的表面不能被不适当的粘合剂或标识所损害）。必须说明的是，任何的标识媒介都可在不损害部件表面的情况下被移除。

Parts that are not clearly labeled or insufficiently labeled are not suited for the internal material flow at ZIEHL-ABEGG China, 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 China and is also valid for internal suppliers.

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在施乐百中国，任何没有清晰或完整被标识的部件都不适合用于内部物料周转，所以供应商将承担由此产生的额外标识和检测费用。在施乐百中国，所有在规格中定义的标识内容都是来料检测流程中的一部份，同样这也适用于内部供应商。

### **Goods and parts not subject to labelling requirements** 无标识需求的货物和部件：

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

总的来说，施乐百中国所有在入库前的货物和部件都必须按要求标识，以下情况例外：

- Operating supplies 营业用品
- Parts, which on account of their shape and properties, can clearly be assigned to an existing generally-valid standard (e.g. DIN standards).  
那些可以根据部件形状和属性就能清楚进行标准区份的部件（如DIN标准）

### **Labeling systematics in the ZIEHL-ABEGG stores** 施乐百仓库的标识系统:

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 labelled will be regarded as ones that are probably faulty, and therefore - before they can be used - they must be inspected accordingly and then labelled in line with the test result and requirements as stated in this guideline.

所有被存放在仓库的部件都必须按照这个管理指南贴标识。部件需要被制造商（内部或外部）或者供应商贴标识。部件如没有贴标识就可能被认定为是不合格件，因此，在它们被使用前，必须进行相应的检测并且将根据检测结果和标识需求贴标识。

## **6. Notes and applicable documentation** 注释和适用文件

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:

本指南中定义的要求与任何其他定义无关。以上的协议和法规在个别情况下由进一步的法规和相关文件或数据载体记录。这些措施包括：

- Drawings 图纸
- Part lists 部件清单
- Test instructions, test charts 测试说明，测试图

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- General standards 一般标准
- Factory standards (including technical delivery instructions)  
工厂标准 (包括工艺交货说明)
- Characteristic specifications 特性规格
- Order documents 订单文件
- Process instructions and work instructions 流程指导和作业指导

For parts subject to both labelling requirements and sample delivery requirements, the practical labelling 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.

那些需要同时满足标贴需求和样品发运需求的部件，我们需要考虑实际的操作—无特殊规格-当批准后，数据将被记录在相关的初始样品测试报告中。

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:

与VDA 4902一致的表单模版信息可以从VDA中获得。规格说明和相对应的格式也可以从以下地址中获得：

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

## 7. Amendments 修订

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

该指南任何的修改和修订都由质量部门进行并且归档为技术规范。

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**8. Attachment 附件**

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

VDA4902版本4所支持的VDA样本:

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

**Comments 注解:**

Barcode layout (Code 39) 条形码设计 (编码39)

In the barcodes, along with the field content, the field identifier is also encrypted.

在条形码中，连同字段内容，字段标识符也被加密。

That facilitates a plausibility check during reading to see if the field contents are written into the right field:

这有助于在读取期间检查是否检查字段内容是否被写入正确的字段：

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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.

例如：（8）客户参照码01002225.条形码内容为：\*P01002225\*。\*号符指明编码的开头和结束，P是客户编号的标识符。

(7) Number of packages: = The number of packages or load carriers

包装编号 = 包装或装载车的编号

(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.

包装容量 = 每个包装所装数量。如果交货数量由几个包装构成，那收货记帐的发货数数量必须从发货通知中提取

(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.

订单号 = 施乐百采购订单号不包含额外的信息比如仓位或成本中心。仓位在（2）中卸货点-仓库-使用点。