

## **Packaging and Identification Requirements**

### **1) General Requirements**

- Suppliers are responsible for designing their own packaging. WMI reserves the right to assist in developing acceptable or specific packaging in certain circumstances.
- Standard packs must be established and used. Multiples of the standard packs must be used to meet WMI material control release quantities.
- All containers must be adequately secured to pallets. Stretch film or non-metallic strapping (at least two bands) are recommended.
- All material must be identified with a bar code label. (refer to bar code label requirements Sec. 4).

### **2) Carton – Preferred Size**

- Corrugated material – regular slotted container.
- Burst test min. 275 lbs. Per square inch.
- Length 16 in. x width 14 in. x height 9 in.
- Length 23 in. x width 22 in. x height 9 in.
- Manually handled cartons maximum weight is 40 lbs.

### **3) Pallet – Meet ISPM #15**

- Standard footprints: 48 x 45 and 32 x 30
- Maximum load height (pallet & cartons) is 42 in.
- Maximum box stacked height of 45 in.
- No blind boxes.

### **4) Bar Code Identification Label (See Westbrook Label Requirements)**

- All shipments sent to WMI must have a bar code identification label attached to each container.
- The identification label must include the following information:

- |                      |                    |                                |
|----------------------|--------------------|--------------------------------|
| A) Part Numbers*     | D) Serial Numbers  | G) Lot Traceability Identifier |
| B) Quantity          | E) Purchase Order* | (Please specify what you       |
| C) Supplier Numbers* | F) Revision Level  | are using for traceability     |
|                      |                    | Information)                   |

\* Information can be found on shipping release and material authorization form.

- The information must appear on the label in printed as well as coded form.

# Westbrook Mfg. Inc.

## Label Requirements

### 1.0 WMI LABEL REQUIREMENTS

#### 1.1 Size and Materials

Minimum label size **shall** be 4.0 in. (102 mm) high x 6.0 in. (152.4 mm) wide (See Exhibit 1). Maximum label size **shall** be 4.0 in. (102 mm) high x 6.5 in. (165 mm) wide and should handle all known conditions (See Exhibit 2). Label paper **shall** be white in color with black printing.

#### 1.2 Adhesives

Adhesive types can be pressure sensitive or dry gummed as long as adherence to package substrate is assured and application is wrinkle-free.

If specified label cannot be affixed to package/container because of container size or design, special arrangements **shall** be required.

### 2.0 DATA AREA CHARACTERISTICS

Part number, quantity, purchase order number, supplier, lot and revision number **shall** be included on each label in designated data areas and **shall** be displayed in both human readable characters and bar code symbols. All data may vary in number of characters.

#### 2.1 Data Areas and Titles

There are seven data areas for each label: Part Number, Quantity, Purchase Order Number, Supplier, Description, Lot, and Revision.

Each data area **shall** be separated by thin lines and **shall** contain its title in upper left hand corner, as shown in exhibits. Outer border lines are not required. Titles should be printed in 0.06 in. (1.5 mm) high letters. Data area titles are: Part Number, Quantity, P.O. Number, Supplier, Description, Lot and Revision.

#### 2.2 Part Number Area

Human readable part number characters **shall** be bold and a minimum 0.5 in. (13 mm) high. Bar code symbol of part number **shall** be directly below the human readable characters and **shall** be a maximum 0.5 in. (13 mm) high.

Maximum length for Part Number is fourteen (14) alphanumeric/numeric characters plus data identifier (P).

**Part number shall be designated by WMI**

**If revision letter/numbers are included in Part Number, revision letters/numbers shall be printed in this area, in addition to the revision area (See Exhibit 4A). If revision letter is not included in Part Number, revision letter shall be printed in Revision area (See Exhibit 4B).**

**2.3 Quantity Area\***

Human readable quantity characters **shall** be a minimum 0.5 in. (13 mm) high.

Bar code symbol for quantity **shall** be a minimum of 0.5 in. (13 mm) high.

Maximum length for Quantity is eight (8) numeric characters plus data identifier (Q).

Unit of measure is required and **shall** be noted in human readable form only. Unit of measure **shall** be directly to right of human readable quantity and **shall** be a minimum of 0.2 in. (5 mm) high. Unit of Measure Abbreviations as defined in ASC X12.3 Data Element Dictionary **shall** be used.

**2.4 Purchase Order Number Area\***

Human readable purchase order number characters **shall** be a minimum of 0.2 in. (5 mm) high.

Bar code symbol of purchase order number **shall** be directly below human readable characters and **shall** be minimum 0.5 in. (13 mm) high.

Maximum length for Purchase Order number is eight (8) numeric characters plus data identifier (F).

Purchase order number **shall** be issued by WMI Purchasing Department.

## 2.5 Supplier Area

Human readable supplier number characters **shall** be a minimum 0.2 in. (5 mm) high.

Bar code symbol for supplier number **shall** be directly below human readable characters and **shall** be a minimum 0.5 in. (13 mm) high.

Maximum length for Supplier is thirteen (13) numeric characters plus data identifier (V).

Supplier number **shall** be designated by WMI.

## 2.6 Description Area

Human readable description characters **shall** be in minimum of 0.2 in. (5 mm) high. Description **shall** not be bar coded. Two line description is acceptable.

## 2.7 Lot Area\*

Human readable lot number characters **shall** be a minimum of 0.2 in. (5 mm) high.

Bar code symbol for lot number **shall** be directly below human readable characters and **shall** be a minimum of 0.5 in. (13 mm) high.

Maximum length for Lot is thirteen (13) alphanumeric/numeric characters plus data identifier (S).

Lot number **shall** be a unique number (not necessarily in sequential order). Suppliers **shall** avoid repeating serial numbers within any calendar year. Each shipping container bearing a Shipping/Parts Identification Label **shall** have a lot number.

Supplier name, city, state and zip code **shall** be directly below bar code Symbol and should be 0.1 in. (2.5 mm) high.

## 2.8 Revision Area\*

Human readable revision characters **shall** be a minimum 0.2 in. (5 mm) high.

Bar code symbol for revision number **shall** be directly below human readable characters and **shall** be a minimum of 0.5 in. (13 mm) high.

Maximum length for Revision is three (3) alpha character plus data identifier (R).

### **3.0 BAR CODE SYMBOLOGY**

Bar codes **shall** be 3 of 9 (Code 39) type and **shall** conform to “Bar Code Symbology Standard for 3 of 9 Bar Codes” published by The Automotive Industry Action Groups (AIAG-B-1).

#### **3.1 Code Configuration**

The four (4) characters (\$,/,+,% ) of 3 of 9 symbology **shall** not be used on Shipping/Parts Identification Label.

#### **3.2 Code Density and Dimensions**

Bar heights **shall** be a minimum of 0.5 in. (13 mm). For each bar code symbol, average width of narrow elements **shall** be within range of .013 to .017 inches. Ratio of nominal width of wide elements **shall** be 3:1, with an allowable range of 1.8:1 to 3.2:1.

#### **3.3 Check Digits**

Check digits **shall** not be added in bar codes.

#### **3.4 Reflectivity and Contrast**

Printed bar code symbols **shall** meet reflectivity and contrast requirements specified in Section 4.1 of AIAG-B-1, at all electromagnetic wave lengths from B633 to B900 nanometers.

#### **3.5 Quality Assurance Requirements**

It is the responsibility of the supplier to provide bar coded labels that meet these specifications. Equipment is available to verify that bar code symbols meet these requirements. Use of statistical process control techniques to minimize printing variability is recommended.

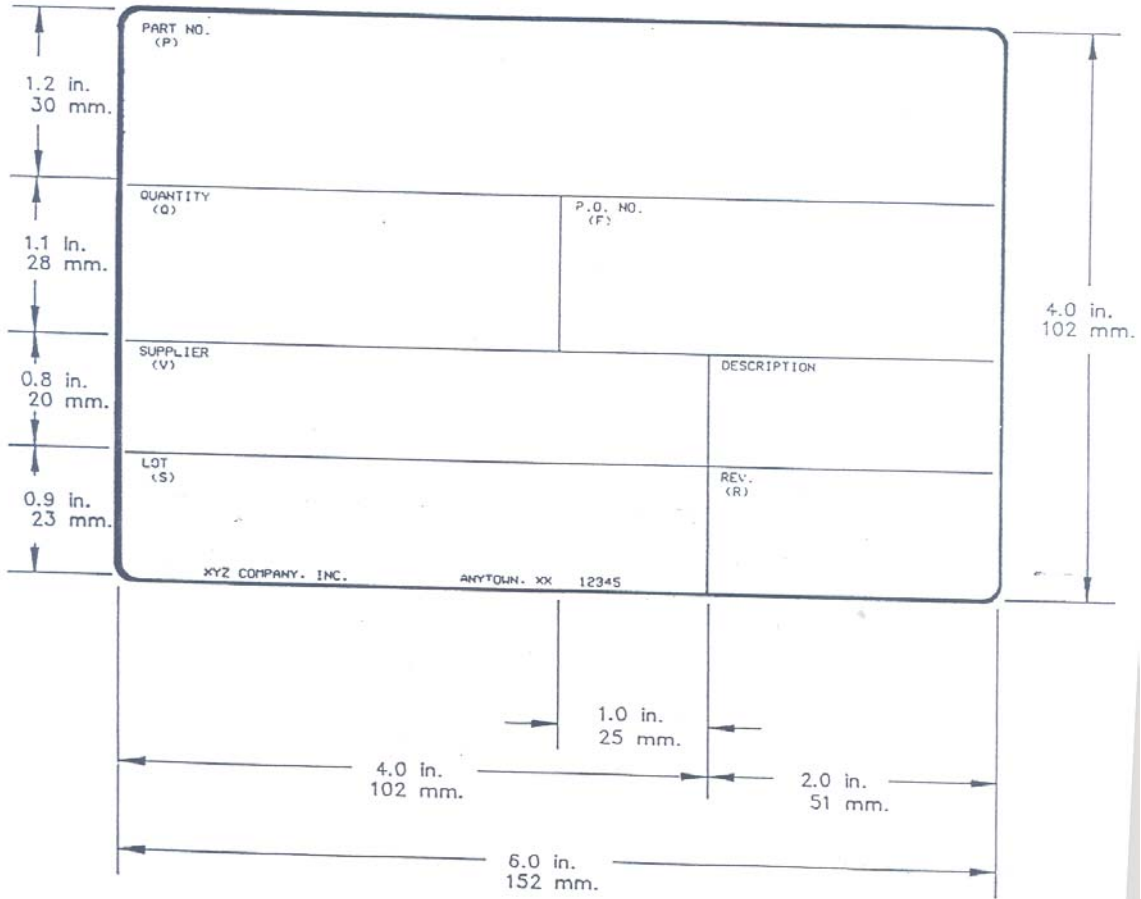
### **4.0 LABEL LOCATION AND PROTECTION**

**4.1** Illustrations of most common shipping packs and recommended label locations are shown in Exhibit 4. In most cases, two labels are specified. Bottom edge of label should be parallel to base of package/container. To facilitate automatic reading of bar code symbols, top edge of label, where possible, should be 20 inches from bottom of container. Wraparound labels are acceptable as long as quiet zones are within specifications.

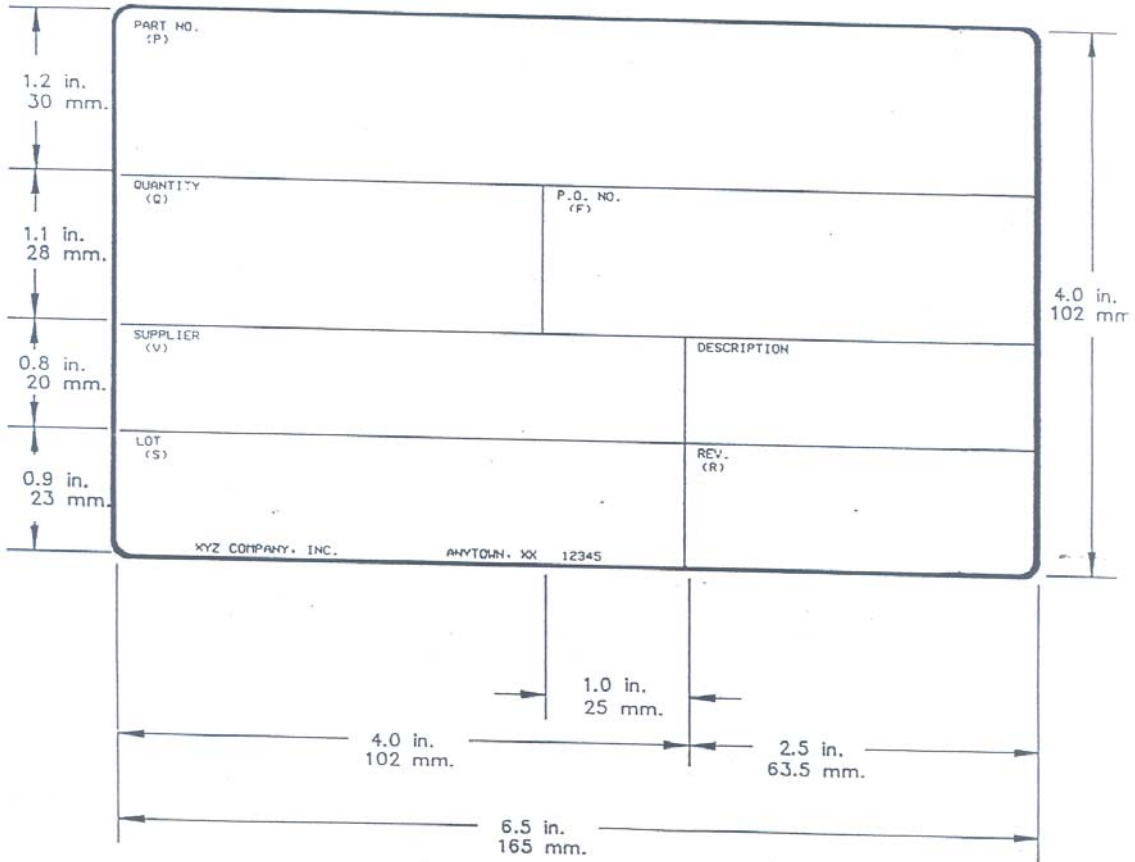
## **4.2 Label Protection**

Label protection against moisture, weathering, abrasion, etc., may be required in harsh environments and is encouraged wherever practical. Laminates, sprays, window envelopes and clear plastic pouches are examples of possible protection methods. In choosing any protection method, care must be taken to assure that labels meet reflectivity and contrast requirements and can be scanned with contact and non-contact devices.

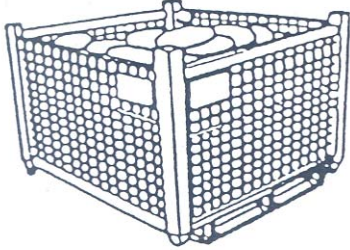
**SHIPPING/PARTS IDENTIFICATION LABEL DIMENSIONS  
(4" x 6" Label)  
Exhibit 1**



**SHIPPING/PARTS IDENTIFICATION LABEL DIMENSIONS  
(4" x 6.5" Label)  
Exhibit 2**

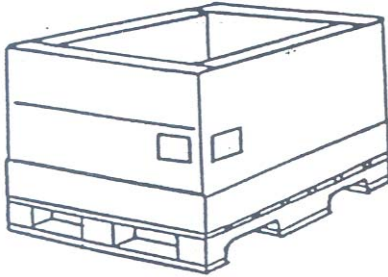


**LABEL LOCATIONS ON VARIOUS SHIPPING PACKS**  
**Exhibit 3**



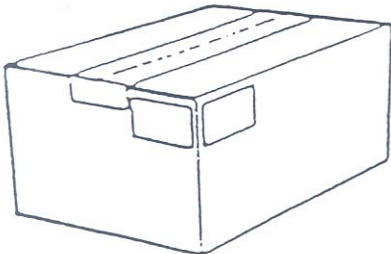
**BASKET, WIRE MESH CONTAINER**

Identical labels shall be located on two adjacent sides.



**PALLET BOX**

Identical labels shall be located on two adjacent sides (wrap around label acceptable).



**BOX OR CARTON**

Identical labels shall be located on two adjacent sides (wrap around label acceptable). Upper edges of the labels should be as high as possible up to 20 inches from bottom of carton.



**DRUMS, BARRELS, OR CYLINDER CONTAINERS**

Identical labels shall be located on top and near center of side.

**SHIPPING / PARTS IDENTIFICATION LABEL  
(Samples)**

PART NO. (P)		<b>12345678BWD</b>	
QUANTITY (Q)	<b>200000</b>	PC	P.O. NO. (F)
			<b>X24684</b>
SUPPLIER (V)		DESCRIPTION	
<b>17627</b>		<b>WIDGET</b>	
LOT (S)	<b>ABCD123456</b>		REV. (R)
			<b>B11</b>
XYZ COMPANY, INC.		ANYTOWN, XX 12345	

Exhibit 4B

PART NO. (P)		<b>12345678C</b>	
QUANTITY (Q)	<b>250</b>	EA	P.O. NO. (F)
			<b>X24684</b>
SUPPLIER (V)		DESCRIPTION	
<b>17627</b>		<b>BIG WIDGET</b>	
LOT (S)	<b>ABCD123456</b>		REV. (R)
			<b>C</b>
XYZ COMPANY, INC.		ANYTOWN, XX 12345	