Packaging and Identification Requirements

General Requirements

Suppliers are responsible for designing their own packaging. Telamon 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 Telamon 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).

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.

Bar Code Identification Label

All shipments sent to Telamon must have a bar code identification label attached to each container.

The identification label must include the following information:

Part Numbers*
Quantity
Supplier Numbers*
Serial Numbers
Purchase Order*
Revision Level
Lot Traceability identifier (Please specify what you are using for traceability Information)
Telamon Label Requirements

Size and Materials

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

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.

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.

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 it's title in upper left hand corner, as shown in exhibits. Outer border lines are not required. Titles should be printed in 0.06" (1.5mm) high letters. Data area titles are: Part Number, Quantity, P.O. Number, Supplier, Description, Lot and Revision.

Part Number Area

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

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

**Part Number shall be designated by Telamon**

*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)*

**Quantity Area***

- Human readable quantity characters shall be a minimum of 0.5” (13mm) high
- Bar code symbol for quantity shall be a minimum of 0.5” (13mm) 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 the right of human readable quantity and shall be a minimum of 0.2” (5mm) high. Unit of Measure Abbreviations as defined in ASC X12.3 Data Element Dictionary shall be used.

**Purchase Order Number Area***

- Human readable purchase order number characters shall be a minimum of 0.2” (5mm) high
- Bar code symbol of purchase order number shall be directly below human readable characters and shall be a minimum of 0.5” (13mm) high
- Maximum length for Purchase Order number is eight (8) numeric characters plus data identifier (F)
- Purchase order number shall be issue by Telamon Purchasing Department

**Supplier area**

- Human readable supplier number characters shall be a minimum of 0.2” (5mm) high.
- Bar code symbol for supplier number shall be directly below human readable characters and shall be a minimum of 0.5” (13mm) high.
Packaging and Identification Requirements

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

Supplier number shall be designated by Telamon.

Description Area

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

Lot Area*

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

Bar code symbol for lot number shall be directly below human readable characters and shall be a minimum of 0.5” (13mm) 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 the bar code symbol and should be 0.1” (2.5mm) high.

Revision Area*

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

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

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

Bar Code Symbology

Bar codes shall be 3 of 9 (Code 39) type and shall conform to ISO 16388 Code 39 Bar Code Symbology Specification
Packaging and Identification Requirements

Code Configuration

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

Code Density and Dimensions

Bar code heights shall be a minimum of 0.5” (13mm). For each bar code symbol, average width of narrow elements shall be within range of 0.13” to .017”. Ratio of nominal width of wide elements shall be 3:1, with an allowable range of 1.8:1 to 3.2:1.

Check Digits

Check digits shall not be added in bar codes.

Reflectivity and Contrast

Printed bar code symbols shall meet reflectivity and contract requirements specified in ISO 16388 Code 39 Bar Code Symbology, at all electromagnetic wave lengths from B633 to B900 nanometers.

Quality Assurance Requirements

It is the responsibility of the supplier to provide bar codes 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.

Label Location and Protection

Label Location

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, the top edge of label, where possible, should be 20 inches from the bottom of the container. Wraparound labels are acceptable as long as quiet zones are within specifications.

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.
Packaging and Identification Requirements

Label Locations on Various Shipping Packs

- **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 80 inches from bottom of carton.
- **Barrels or Cylinder Containers**: Identical labels shall be located on top and near center of side.