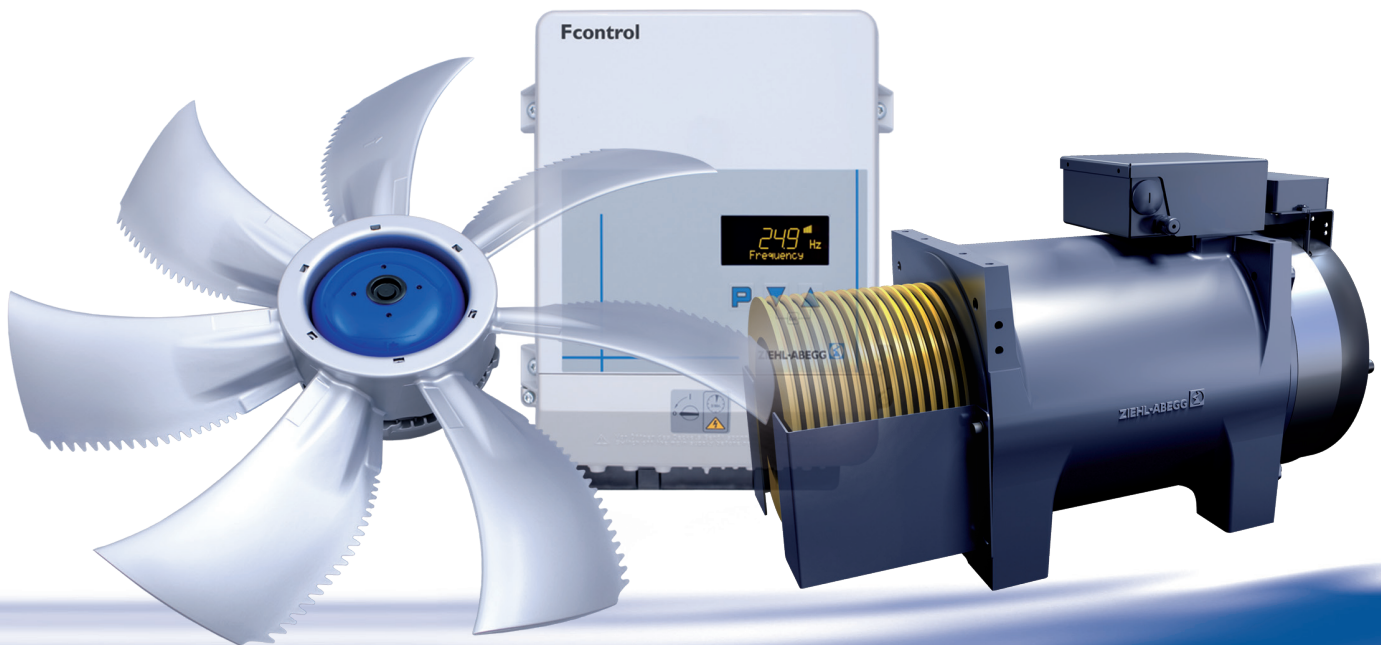


Quality Management Guideline for Purchasing

Parts Labeling

06/2010



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1. Scope of Application:

This organizational instruction and delivery specification represents a guideline for all the departments within the Ziehl–Abegg AG 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 AG 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No longer applicable

4. Responsibilities:

Task distribution according to departments:	Development	Quality assurance	Logistics / material planning	Purchasing / materials management	Incoming goods / stores	Internal supplier / internal customer	Supplier	Process optimization / Operations planning and scheduling
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 AG 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 AG. 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.

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 AG, 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 AG and is also valid for internal suppliers.

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>

Person in charge: J. Schokatz Date: 29.06.2006 Amend. Index: 01 Amendment dated: 16.10.2006
Original in: ProA-DMS/QSYS
Distribution list: All Ziehl-Abegg Suppliers

Ziehl-Abegg AG

Heinz-Ziehl-Straße Tel: + 49 (0) 79 40 / 16-0
D-74653 Künzelsau Fax: + 49 (0) 79 40 / 16-300

<http://www.ziehl-abegg.de>
info@ziehl-abegg.de

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ZIEHL-ABEGG 

7. Amendments:

Amendments and revisions to this document are to be conducted by the A-QS department and archived as a process instruction by Quality Management. This is to be taken into consideration for new issues or amendments.

8. Attachment:

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

(1) Warenempfänger Musterkunde GmbH & Co. D-12345 Musterort		(2) Abladestelle - Lagerort - Verwendungsschlüssel	
(3) Lieferscheinnr. (N) 	123456	(4) Lieferantenanschrift (Kurzname, Werk, PLZ, Ort) Musterlieferant, D-654321 Musterort	
(8) Sachnr. Kunde (P) 1234567890 		(5) Gewicht netto	(6) Gewicht brutto
(9) Füllmenge (Q) 		(10) Bezeichnung Lieferung, Leistung Testartikel	
(12) Lieferantennr. (V) 		(11) Sachnr. Lieferant (30S) 	
(15) Packstücknr. (M) 		(13) Datum 07.12.2006	(14) Änderungsstand Konstruktion
(17) Musterlieferant, D-654321 Musterort		(16) Chargennr. (H)	

Warenanhänger VDA 4902, Version 4

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