

SUPPLY CHAIN MANAGEMENT: MARKING OF PARTS AND ASSEMBLIES

BP CP07.07



Rev. No.	Date	Figure, Table or Paragraph No.	A M D	Brief Description	Author	Approved
001	30 Apr 2020		A	Initial release	L. Visagie	H. Cosmé

* **A** - Added **M** - Modified **D** - Deleted

ABBREVIATIONS

EP: External Providers (re. suppliers)
 PN: Part Number
 PO: Purchase Order
 BOM: Bill of Material

PURPOSE

This procedure defines the requirements, stipulating the marking identification and method, for all manufactured components and assemblies supplied to AAT Composites.

SCOPE

This document is relevant to all manufactured components and assemblies supplied to AAT Composites through the procurement and supply chain management processes.

DOCUMENT REFERENCES

Doc. No.	Title
CP07	Process Analysis (Turtle Diagram): Supply Chain Management
BP CP07.01	Purchasing
QA-BMS WI 005	Quality Alerts

PROCEDURE

A. GENERAL

1. Marking requirements serves the purpose to clearly communicate components and assembly's identification to all involved.
2. Marking requirements are noted and indicated on the supplied drawings to the EP.
3. **Any additional or other marking requirements (e.g. AAT Composite customer instructions) will be communicated by the AAT Composites Engineering Configuration Department upon drawing revision verification as described in (BP CP07.01) Purchasing points F.**
4. If the supplier procures individual parts from sub-suppliers for his component, he must implement the identification marking of the individual parts of this component in such a way that the sub-suppliers concerned are included in the identification marking.

B. MARKING LOCATION

1. The exact position for the marking of the item will be given in the drawing detail (i.e. a circle divided into four quadrants; xxxxx, etc.) - with the location dimensions, if deemed necessary.
2. The location of the marking shall be in a position that will not cause deterioration from the aesthetic appearance of the component and/or assembly.

C. MARKING DESCRIPTION

1. As a minimum, all components and assemblies must be marked with the following:
 - a) PN or drawing number; and
 - b) AAT Composites PO number.

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2. As noted in point A.3, for special cases and with the written approval from the project engineer, the following additional information may be added:
 - a) Material batch code number;
 - b) Foundry stamps;
 - c) Inspection stamps;
 - d) Heat treatment marking;
 - e) Serial number (if any);
 - f) Date of manufacture;
 - g) BOM or drawing revision number;
 - h) Any other special marking.

D. MARKING METHODS

Unless additionally specified as noted in point A.3, only the following methods of identification marking will be allowed:

1. Technical Documentation or Referenced AAT Composites Customer Specifications:

- a) In cases where the drawing dictates or specify acceptable and allowable marking methods and positioning means, the requirement instruction must be followed.
 - If any technical documentation (for example drawings etc.) refers to a specific customer specifications (as for example described in EPS No. 3009-Contour: Methods of Marking Parts and Assemblies; or RKN105-Recaro: Marking of Parts and Assemblies), AAT Composites Engineering Configuration Department will communicate such information to the EP as described in point A.3.

2. Permanent Marker Pen:

- a) To be used for all applications unless deemed impractical.
- b) Should permanent marker pen identification markings be deemed impractical, the project engineer must give written approval and instruction on the way forward and the acceptable means of marking.

3. Bagging:

- a) If an assembly or part is deemed too small, or if it is otherwise impractical to mark the item, the component or assembly must be bagged and labelled, with the required information as noted in point C above.

E. CONDITIONS FOR MARKING

The conditions controlling the marking shall be as follows:

1. Marking shall always be permanent and legible:
 - a) It must remain legible during transport and storage.
 - b) It must be suited for the intended operational and storage environment of the component.
 - c) It must remain legible during its entire service life.
2. The formation and life of the part shall not be impaired.
3. An excessive number of markings shall be avoided.
4. Bearing in mind point B.2, marking must not cause deterioration from the aesthetic appearance of the component and/or assembly.

AUTHORITY AND RESPONSIBILITY

1. The project engineer is the only authority to approve or instruct changes to part and assemblies marking of a project.
2. Requirements engineering will be deemed a support function to the project engineering.

DOCUMENTED INFORMATION (RECORDS)

1. The project engineering department must ensure that all additional requirements and instructions be clearly communicated (internally and externally) by using the (QA-BMS WI 005) Quality Alert process, which will ensure that it gets incorporated into formally configuration-controlled documents (i.e. drawings; work instructions etc.).