



# Mission Rubber Company LLC Standard Operating Procedure

Document Title: <b>Supplier Labeling Specifications</b>		Document Number: <b>OP7.5.3.01</b>	Rev: <b>AD</b>
Release Date: <b>12/12/2008</b>	Effective Date: <b>6/15/2015</b>	File Name: <b>OP7.5.3.01-AD.doc</b>	Number of pages: <b>9</b>

This document is confidential and proprietary to Mission Rubber Company LLC.  
Unauthorized use or copying without written consent is strictly prohibited.

**NOTE: Once this document is printed, it is considered “Uncontrolled”.**

## 1.0 PURPOSE

The purpose of this document is to specify and provide written requirements for the printing and application of Mission Rubber's packaging label(s). These specifications will provide the Mission Rubber Company LLC supplier the necessary information to become compliant with our latest label formats and placement requirements. Suppliers **SHALL** use the label formats outlined in this document when shipping to Mission Rubber Company LLC. Any questions concerning these specifications should be directed to JaNel Alvarez, Materials Manager [jalvarez@missionrubber.com](mailto:jalvarez@missionrubber.com) or 951-736-1313 ext 228.

## 2.0 SCOPE

## 3.0 RESPONSIBILITY

The Purchasing Manager is responsible for maintaining and distributing this document as appropriate.

## 4.0 REFERENCES

None

## 5.0 DEFINITIONS

None

## 6.0 PROCEDURE

### 6.1 General Information

This document will be revised as our requirements change. In the near future the most current release of this document will be available on our website at [www.missionrubber.com](http://www.missionrubber.com).

In this document the word SHALL indicates a requirement and the word SHOULD indicates a recommendation. The words followed by NOT will help emphasize the opposite of the statement. In order to facilitate efficient and lean practices throughout Mission Rubber's operations, the labeling requirements SHALL be followed exactly. If there is any concern about meeting these requirements, please contact your Mission Rubber Company LLC Materials Manager.

Mission Rubber Company LLC would prefer no additional data be added to the labels other than where outlined in this document. However, if state or federal laws are passed which require a supplier to include information such as health, safety or environmental data to be added to the label, the supplier should use the blank area toward the bottom right corner of the label for this data.

### 6.2 Label Specifications

Mission Rubber Company LLC highly recommends the use of bar coding software and hardware, which allows flexibility in label generation. Printers **SHALL** produce labels that meet AIAG and ANSI specifications. Direct Thermal/Thermal Transfer Bar Code Printers are strongly recommended. Dot matrix printers **SHALL NOT** be used.

#### 6.2.1 Size and Material

The label SHALL be white with black print. The label SHALL be 4.0 inches (101.6 mm) by 6.0 inches (152.4 mm) or 4.0 inches (101.6 mm) by 6.5 inches (165.1). Card stock or adhesive labels are acceptable. Card stock labels SHALL be in a label pocket. It is the supplier's

responsibility to insure the label stays with the product until it is ready for use. Ripped or damaged pockets SHALL be replaced by the supplier prior to use. Adhesive labels SHALL be applied to the packaging material in a WRINKLE FREE fashion for scanner readability.

### 6.2.2 Bar Code Symbology

- **Linear Bar Code:** The Linear Symbology used in this standard **SHALL** be code 39, allowing for quiet zone at the end of each symbol, of at least 0.25 inches (6.4 mm). The minimum height of the symbols **SHALL** be 0.3 inches (7.6 mm).
- **Quiet Zone:** For optimal scanning and readability of bar codes, the symbol **SHALL** be left justified. Leading and trailing clear areas from edges or lines **SHALL** be at least 0.25 inches (6.4 mm).
- **Font:** Font **SHALL** be **Arial** or its equivalent. Font sizes are specified for readability, as determined by the print device’s capability. Data that will not fit at the specified font size should be truncated.

### 6.2.3 Text Lines Per Block

The height of text characters is defined by using a unit of measure called Lines-Per-Block (LPB), rather than inches, millimeters, or points. This enables the printer of the label to determine the actual height and font of text for a given LPB. Eight sizes may be specified for text, ranging from 1 LPB to 8 LPB. The label designer **SHALL** choose the exact height of the text sizes. Labelers **SHALL** choose a single height for each of the eight sizes. The table below shows suggested sizes per AIAG specs.

Lines per Block	Max. Characters per Line	Point	Inches	MM
1 LPB	8	64	0.90	22.0
2 LPB	18	32	0.40	11.0
3 LPB	28	20	0.25	7.0
4 LPB	34	16	0.20	5.0
5 LPB	42	12	0.15	4.0
6 LPB	48	10	0.12	3.0
7 LPB	59	8	0.10	2.0
8 LPB	68	6	0.08	1.5

### 6.2.4 Quality Requirements

Suppliers have a responsibility to provide bar coded labels that meet Mission Rubber’s standards. Code 39 symbols must be readable throughout the system for use. For this reason, quality tests **SHOULD** be performed from label production through end use.

- **Verification:** The supplier per AIAG standards **SHALL** verify labels as legible and easily able to scan. AIAG and Mission Rubber’s standards recommend a minimum scan grade of C, at the receiving point. Mission Rubber also recommends a print quality grade ≥ B at the time of printing.

### 6.2.5 Most Frequent Quality Problems

1. Incorrect label on individual pieces or containers
2. Unable to scan/read bar code.
  - A. Less than ANSI readability scan.

- B. Supplier should ensure print quality grade of B upon label printing to ensure a minimum scan grade of C at receipt time.
- 3. Missing piece or container labels.
- 4. Missing data identifiers on 1D label.
- 5. Incorrect symbology on bar code, i.e., not Code 39

### 6.3 Label Information

Currently, Mission Rubber Company LLC uses only a container label. Master load labels will be addressed at a later time. **The Container label SHALL** be used to identify a single pack containing the see part number. It is the most commonly used shipping label.

#### 6.3.1 Data Identifiers

A data identifier (DI) is a specified character (or string of characters) that defines the general category or intended use of the data that follows. The DI is not part of the data. The bar coded field **SHALL** start with the data identifier and will identify the type of information encoded in that symbol. Care must be taken to use the proper data identifier. The data identifier **SHALL** be printed in human readable characters in parentheses below the data block title. All data identifiers **SHALL** be included in the applicable bar code symbology and **SHALL NOT** appear in the human readable text. **DO NOT** include any parentheses in the bar coded data. The data identifiers shown below **SHALL** be used in 1D bar codes.

Data Identifier	Data Block
P	Part Number
Q	Quantity
V	Supplier ID
S	Serial Number of the Container Label
K	P.O. Number – PO Line Number
2S	Shipment ID

### 6.3.2 Mission Rubber Company LLC Container Label

**Part Number**

Block Title = Part No. (P)  
Title Height = 10 Point (6LBP)  
Data = Mission Rubber Part Number  
 (Source = MR Purchase Order)  
Text Height = 26 Point  
Data Identifier (DI) = (P)  
Maximum Length = 8  
 Max Data Characters = 7  
 DI Characters = 1

Part No. (P)

\*\*The size of this label may not be to scale.\*\*

2906048



**Purchase Order/Line Number**

Block Title = P.O. No. (K)  
Title Height = 10 Point (6LBP)  
Data = PO Number - Line Number  
 (Source = Mission Rubber  
 Purchase Order)  
Text Height = 26 Point  
Data Identifier (DI) = (K)  
Maximum Length = 8  
 Max Data Characters = 7  
 DI Characters = 1

**Quantity**

Block Title = Quantity (Q)  
Title Height = 10 Point (6LBP)  
Data = Quantity shall match the  
 quantity of parts inside the  
 shipping container. (Source =  
 Supplier)  
Text Height = 26 Point  
Data Identifier (DI) = (Q)  
Maximum Length = 6  
 Max Data Characters = 5  
 DI Characters = 1  
 \* Unit of measure is always  
 assumed to be each.

Quantity (Q)

10000



P.O. No. (K)

43923-3



Supplier (V)

5128



Shipment ID (2S)

123456789



Serial No. (S)

10000000



**Serial Number**

Block Title = Serial No. (S)  
Title Height = 10 Point (6LBP)  
Data = A unique serial number, with at  
 least 8 digits, not to be repeated for 366  
 days. (Source = Supplier)  
Text Height = 26 Point  
Data Identifier (DI) = (S)  
Maximum Length = 9  
 Max Data Characters = 8  
 DI Characters = 1

**Shipment ID**

Block Title = Shipment ID (2S)  
Title Height = 10 Point (6LBP)  
Data = Shipper or Packing slip number  
 these parts are on. (Source = Supplier)  
Text Height = 26 Point  
Data Identifier (DI) = (2S)  
Maximum Length = 11  
 Max Data Characters = 9  
 DI Characters = 2




**Supplier**

Block Title = Supplier (V)  
Title Height = 10 Point (6LBP)  
Data = Supplier ID assigned by  
 Mission Rubber  
Text Height = 26 Point  
Data Identifier (DI) = (V)  
Maximum Length = 5  
 Max Data Characters = 4  
 DI Characters = 1

**Blank Space**

Can include information such as:  
 health, safety, or environmental  
 data, that the supplier may use as  
 they deemed necessary.

6.3.3 Sample Container Label

Part No. (P) <b>2906048</b> 	
Quantity (Q) <b>10000</b> 	P.O. No. (K) <b>43923-3</b> 
Supplier (V) <b>5128</b> 	Shipment ID (2S) <b>1234567</b> 
Serial No. (S) <b>10000000</b> 	

## 6.4 Label Placement

Labels **SHOULD** be placed no closer than 1.25 inches (32 mm) from any container edge. See Figure 1.

When label locations are identified on customer containers (especially on returnable containers), they **SHALL NOT** be applied outside the defined area.

Because labels must be accessible for scanning at shipping, transportation, and receiving operations, labels or tags **SHOULD** be applied in an easily accessible location on at least two adjacent sides of each container when possible. See Figures 2a and 2b for guidance on label placement for various types of containers.

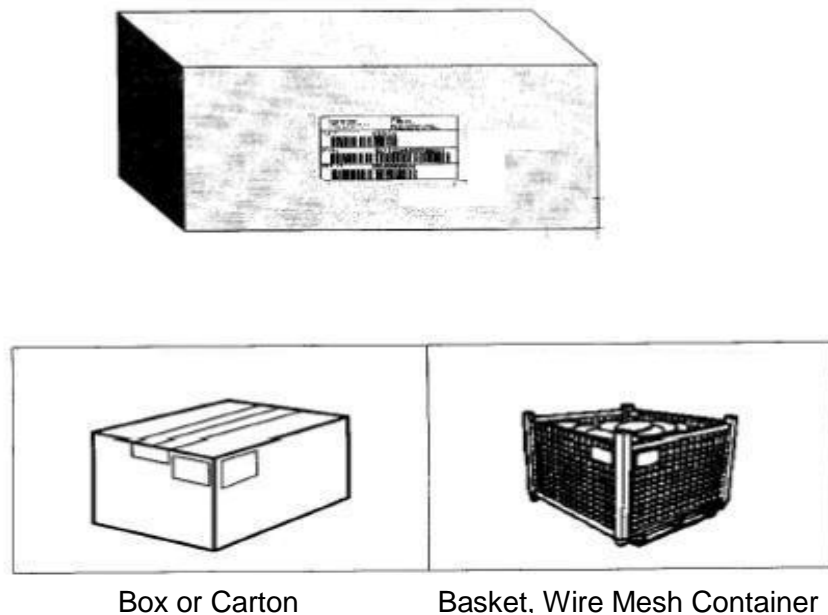
When multiple labels are used on a container, all labels **SHALL** be identical, including the package identifier.

The label **SHOULD NOT** be placed over a seam.

Sealing tape, shrink-wrap, or bands **SHALL NOT** be placed over the label. These will interfere with the scanning of the label.

Each supplying location **SHALL** be responsible to ensure that bar code labels and tags are sufficiently secured and protected and applied wrinkle-free so that they are readable at the point of final customer usage.

Figure 1. Label Orientation



Caution: All labels on the container must be identical. Obsolete labels shall be rendered unusable by complete removal, defaced or covered.

Figure 2a Suggested Label Placement

Figure 2a. Suggested Label Placement (continued)

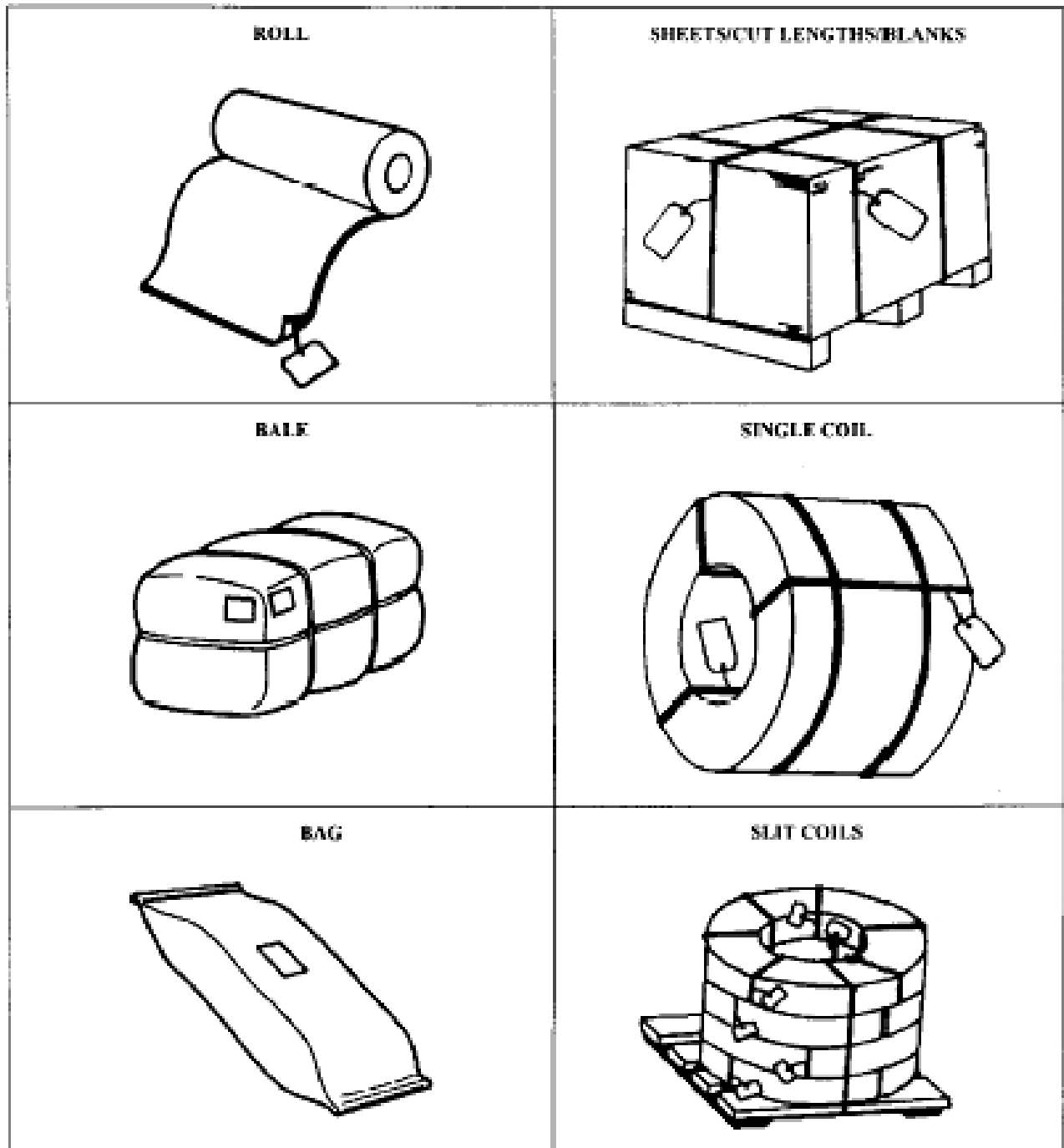
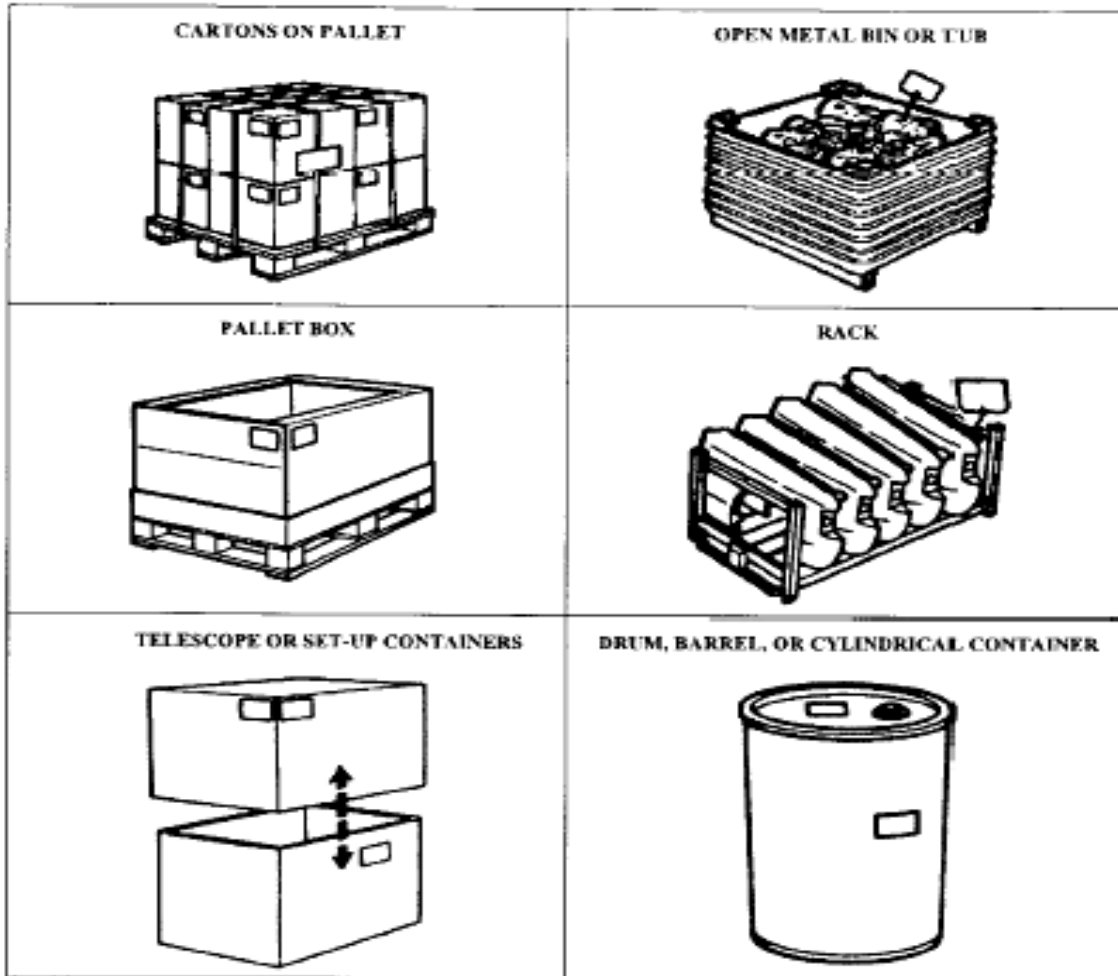




Figure 2b Suggested Label Placement

Figure 2b. Suggested Label Placement (continued)



## 7.0 DOCUMENTS

None

## 8.0 QUALITY RECORDS

None

## 9.0 REVISION HISTORY

Revision	Issue Date	Summary of Changes
AA	12/11/2008	Initial Release.
AB	02/28/2013	Format revision.
AC	10/22/2013	Changed SOP file number to meet the clauses of current ISO 9001:2008 Standards.
AD	6/15/2015	Updated per QA Manager documents review (ISO 9001:2008 Audit). Retitle document, was a Work Instruction, now is Standard Operating Procedure.