

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
002	17 Feb 2021	C.1.a	A	Instruction clarified regarding PN vs drawing number identification.	J. Fourie	J. Fourie
003	12 Jan 2024	Document References C.1 D E Authority and Responsibility 3,4	A M D A D D	BP CP07.06 The drawing will specify the minimum part marking requirements Removed paragraph Added reference to (BP CP07.06) Supplier Concessions and Production Permits Removed paragraph Removed	J vdSpuy	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
BP CP07.06	Supplier Concessions and Production Permits
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.**

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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. The drawing will specify the minimum part marking requirements, if this is not the case all components and assemblies must be marked with the following:
 - a) PN (or drawing number if no part number is given); and
 - b) AAT Composites PO number.
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,
 - a) Foundry stamps,
 - b) Inspection stamps,
 - c) Heat treatment marking,
 - d) Serial number (if any),
 - e) Date of manufacture,
 - f) BOM or drawing revision number,
 - g) Any other special marking.

D. MARKING METHODS

The marking method will always be specified on the drawing and must be adhered to as far as practicable. If the marking method is not practicable the (BP CP07.06) Supplier Concessions and Production Permits process must be followed to request an unspecified marking method.

Please take note of the following important points:

1. **Parts marked by handwriting is not acceptable!**
2. **Laser engraving** is the preferred marking method.
3. **Bagging:** If parts are marked on the bag each part must be bagged and marked individually.
4. **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 specification (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.

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.

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AUTHORITY AND RESPONSIBILITY

1. The part drawing dictates the part marking method.
2. If the marking method is not practicable the quality engineer will approach the design authority to request a change of the drawing.

DOCUMENTED INFORMATION (RECORDS)

1. The 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.).