



Label and Packaging Requirements

At ASC we are committed to ensure smooth transition of deliveries to receipt and payment.

This document defines the label and packaging requirements at ASC North, South and West Facilities and is applicable to all suppliers shipping materials to ASC entities.

As a supplier to ASC you are responsible for ensuring goods are labelled and packaged in the following manner.

1. Labelling

1.1. Label Details

As a minimum, ASC requires the following to be printed on the label, these details can be found on the ASC Purchase order or Work order.

- ASC Purchase order number or Work order number
- ASC Purchase order line number
- ASC part number

Where goods are packed in an outer container each outer container shall be marked with the minimum requirement and shall also include the packed quantity.

Example: Boxes of bolts packed in a larger box– Each box of bolts must be labelled with the minimum requirements, the individual bolts do not need to be labelled. The larger box must also be labelled.

Where multiple parts are packed in an outer container each inner packed item shall be marked with the minimum requirement and quantity.

Example: Mixed crate of individual goods – Each item in the crate must be individually labelled with the minimum requirements. The crate itself also needs to be labelled.

Where OQE states the following:

- UBSL – Use By Date / Shelf Life
- BN – Batch Number
- PKG – Packaging Requirements

Goods shall be marked with the minimum requirement plus any requirements that is defined in the attribute list, this definition can be found at:

http://www.asc.com.au/cms_resources/documents/ASC-AWD-Master-List-of-OQE-Attributes.pdf

1.2. Label Types

The types of label are determined by the packaging used.

ASC requires adhesive labels to be used wherever possible.

If this is not possible then permanent ink or paint marker may be used but should not be on any care or protection such as Shrink Wrap.

For steel products, items should be marked in accordance with the specification or if not specified should be individually marked with a paint marker.

2. Packaging

2.1. Requirements

- That all goods are packed so it can be transported safely and will arrive in good condition.
- All wood crates should be held together with screws to allow easy inspection.
- All international packaging needs to meet AQIS inspection requirements <http://www.daff.gov.au/aqis/import>
- All material needs to be labelled as per section 1.1 of this document, with the labels outwardly facing in the same direction wherever possible.
- All goods should be separated by dividers or similar when multiple items are packed in the one container.
- For small parts, goods should be bagged and bags labelled.
- A Packing slip should be placed on the outer container for the contents this should be in a waterproof holder or alternatively within the container, this list should not cover the label of the goods.
- For goods requiring batch or heat numbers each batch should be bundled by the number and not mixed.

2.2. Kitted Parts

Where multiple parts make up the one ASC part number, parts are to be bundled together in the one container with a configuration list.

If this is not possible then individual parts are to be marked as per the following example:



When marking parts mark as ASC Part # 1 of 3, 2 of 3 and 3 of 3



Part 1 X 2



Part 2 X 1



Part 3 X 1