

Labelling and Packaging Requirements



ASC

Labelling 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 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.

- 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 and quantity per box; 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: A 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
- DOM – Date of Manufacture
- PKG – Packaging Requirements

Goods shall be marked with the minimum requirement plus any requirements that is defined in the attribute list; these definitions can be found at www.asc.com.au

1.2. Label Details

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 plastic 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, and include the ASC Catalogue Number, batch and heat number (if applicable).

2. Packaging

2.1. Requirements

The following standards must be adhered to in relation to packaging of goods. ASC requires all goods to be:

- Packed so they can be transported safely and will arrive in good condition.
- Held together with screws to allow easy inspection – wooden crates.
- Delivered with the labels outwardly facing in the same direction wherever possible.

- Separated by dividers or similar when multiple items are packed in the one container.
- Bagged and labelled – small parts.
- Packed with a packing slip, placed on the outer container in a waterproof holder or within the container. This slip should not cover the label of the goods.
- Bundled by the number and not mixed - goods requiring batch or heat numbers.

2.2. Kitted Parts

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