

# ATL Identification Standards for Suppliers

## Purpose:

This document outlines Alpha Technologies Ltd. (“ATL”) standard identification requirements for custom manufactured, fabricated or otherwise processed parts.

## Scope:

This document applies to all Suppliers who supply to ATL manufactured, fabricated or processed parts as part of meeting the contractual requirements of an ATL-issued and Supplier-accepted Purchase Order. Specific requirements within this document apply as appropriate to the parts or services being supplied to ATL.

## Definitions:

*ATL:* Alpha Technologies Limited.

*ATL Part Number:* The unique identifier applied to an ATL-custom designed or manufactured part. This number is explicitly noted on any ATL-provided drawing(s) as well as the ATL PO.

*Batch Code:* WW-YYYY where WW is the work week and YYYY is the calendar year that corresponds to the date of manufacturing of a part.

*Revision:* A character or digit that identifies an unique configuration of a part. The revision of a part will, in general, increment if a change is made to the configuration.

*Supplier:* An organization that supplies finished goods, raw materials and/or services to ATL.

*Supplier Part Number:* A Supplier-generated and controlled unique identifier, if one exists, that is applied to a Supplier standard part. This number may be noted on ATL POs.

*Supplier Code:* ATL-assigned three-digit code which is a unique identifier for an ATL Supplier. This code is noted on the ATL PO, beginning with “V” (zeroes that trail the “V” character only may be dropped i.e.: “164” may be used in place of “V000164”, but “16” would not be an acceptable substitution for “V000160”).

## 1.0 General Identification Requirements

All parts, assemblies and finished goods shall be identified with the following minimum information:

Line 1.	ATL Part Number
Line 2.	Revision
Line 3.	Supplier Code and Batch Code.

Additionally, if specified on the ATL drawing :

Line 4.            Tested By

The text shall be formatted as follows:

- Left justified
- Uppercase
- Bold
- Font Type “Arial”
- Font Size no smaller than 3pt (3mm) and no larger than 7pt (7mm).

If a part/assembly is packaged in a box, a label must be placed on the outside of the box, on the front so that if a number of the boxes are stacked, the label is readable without having to unstack the boxes.

## 2.0 Specific Identification Requirements

### *2.1 Cable/Wire Assemblies*

The choice of label size for cable/wire assemblies is at the discretion of the Supplier. The label shall be positioned as close to the primary connector as reasonable, with a min. 2”/5cm and max. 4”/10cm distance from this connector. Where there is no primary connector (ex. lugs at both ends), labeling either end is acceptable.

All cables and wire assemblies longer than 6ft/1.8m shall be labeled in two places, one at each end.

Where cable assemblies comprise of multiple wires (two or more wires), the label(s) shall be applied over heatshrink tubing cut 0.2”/5mm to 0.4”/10mm longer than the label.

The clear portion of the label shall completely cover the white printable area. When possible the label shall be completely wrapped around the cable. Where cable/wire size dictates the label may be wrapped as a “flag”.

### *2.2 Stamped/Engraved Parts*

Certain ATL parts are required to be identified by any one of the following methods:

- hot stamping;
- silk screening pad printing;
- embossed printing or;
- machine engraving in upper case characters.

The following requirements apply to marking of ATL parts as per the above listed methods:

- Font Type at the discretion of the Supplier.
- Font Size no smaller than 3pt and no larger than 7pt. (Character height to be 3.0mm min. 5.0mm max.)
- Engraved depth shall be deep enough as to be clearly visible post finishing processes that include but is not limited to plating and epoxy powder coating.

- The location and orientation of the marking is in accordance with any ATL-supplied drawings, where applicable.

### *2.3 Marking “Bag and Tag” Parts*

Parts that are too small or impractical to stamp, engrave or otherwise mark, for example: kits, fasteners, electrical components, etc., shall be supplied appropriately “bagged and tagged”.

The bag shall be preferably labeled with a printed label. Clearly hand written with indelible marker is also acceptable. Bag markings shall at a minimum contain:

SUPPLIER NAME, SUPPLIER (OR ATL) PART NUMBER(S) AND REVISION(S)  
TOTAL QUANTITY OF PARTS CONTAINED

The type and size of bag used is at the discretion of the Supplier but is expected to be sufficiently robust to undergo typical handling without tearing or failing.

### *2.4 Marking with Pen*

In general, marking of ATL parts with a pen is not acceptable unless explicitly noted on the associated drawing(s). Where appropriate, parts shall be clearly marked with an indelible pen.

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