# ESG Identification Standards for Suppliers

**Purpose:**

This document outlines the EnerSys ESG standard identification requirements for custom manufactured, fabricated or otherwise processed parts.

**Scope:**

This document applies to all suppliers who supply to ESG manufactured, fabricated, or processed custom parts as part of meeting the contractual requirements of an ESG-issued and Supplier-accepted Purchase Order. Specific requirements within this document apply to custom parts supplying to ESG when this document is referenced in the part drawings.

**Precedence Level:**

In case of requirements conflict, follow this priority from highest to lowest:

1: TDN (Temporary Deviation Note/Waiver)

2: ESG Engineering Drawing/Documentation

3: This standard

4: Other ESG Engineering published standards where applicable

5: Supplier/manufacturer internal standard

**Definitions:**

***ESG*:** Energy Systems Global

**Custom Part:** A part, component or assembly that is fabricated, processed or manufactured per requirements specified in an ESG part or assembly drawings/documents.

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

***Date Code*:** An identifier that corresponds to the date of manufacturing of a part. Preferred format in WW-YYYY where WW is the workweek and YYYY is the calendar year(ex: 24-2021). Other acceptable formats: DD-MMM-YYYY or MMM-DD-YYYY where DD is the day and MMM is the month in alphabetical format(25-OCT-2021 or OCT-25-2021).

***Revision*:** A character or digit that identifies a 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 goods, raw materials and/or services to ESG.

***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 ESG POs.

***Supplier Code:*** A code that identifies the supplier to ESG, due to the harmonization of the previous Alpha and Purcell sites, this code may vary but should have been provided by one of the legacy sites:

ATL – A multi-digit numeric code assigned by ATL as a unique identifier for an ATL supplier, 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". This code is noted on the ATL PO.

ATI – An alphanumeric identifier, maximum 3 digits, assigned or self-assigned for custom part suppliers.

Purcell – Maximum 3 digits alphanumeric identifier or logo, assigned or self-assigned for custom part suppliers.

Either one of the supplier codes above is acceptable.

## 1.0 General Identification Requirements

Parts and assemblies supplying ESG shall be identified with the following minimum information:

Line 1. ESG Part Number and Revision Letter
Line 2. Supplier Code and Date Code

The text shall be formatted as follows:

- Uppercase
- Bold
- Common, easy to read font types such as Arial, San Serif, Gothic, Helvetica
- Font Size no smaller than 3pt (3mm) and no larger than 7pt (7mm).

Examples of Part ID Stamp:


**593-478-B1 A**
**ww 32-2020**

**5700039-001 F**
**1065 OCT-13-2021**

## 2.0 Part Identification Methods

Part Identification could be achieved by one of the following methods.

2.1 Stamping Part
ESG parts specified with this method in the drawing are to be identified by one of these processes:

- Metal letter punch or machine engraving (typical for sheet metal or metal parts)
- Hot stamping, ink, pad or screen printing (typical for sheet or film insulator parts)
- Mold-in embossing (typical for injection molded or die-cast parts)
- Laser marking (any part types where appropriate)

Requirements:

- Letter punching and engraving shall be deep enough as to be clearly visible post finishing processes that include but are not limited to plating and powder coating.
- Laser marking of a finished metal part shall not expose substrate metal leading to corrosion during the service life of the part.

2.2 Tagging box or bag
When parts become too small or impractical to stamp with the above method, the part drawing may specify this method. A printed tag or label shall be placed outside the packaging box or bag. Legible and clear hand-written with indelible marker is also acceptable. If this is a box, the label with identification must be placed on the outside, front of the box so that if several boxes are stacked, the label is readable without having to unstack the boxes. If the box or bag contains multiple parts, an additional line shall be added to the identification with the total quantity of parts contained.

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

2.4 Labelling Part
Some parts (e.g. wire assemblies) may be more practical to be labelled. Use a minimum size label that accommodates the identification.

2.5 Mixed methods
Although rare, when indicated in the part drawing, a part could be identified with more than one method. The supplier has the choice to select the most cost-effective way to part identification.

## 3.0 Identification Location and Orientation

Part drawings usually specify where the identification should be located and orientated for custom parts. If not specified, the supplier may select a location and orientation based on their processes. Once the part is approved, the location and orientation should be kept consistent for all future deliveries.

## 4.0 Specific Identification Requirements

*4.1 Cable/Wire Assemblies*

Unless otherwise specified, use the labelling part method for cable/wire assemblies. 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), labelling either end is acceptable.

All cables and wire assemblies longer than 6ft/1.8m shall be labelled 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 heat shrink 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”.

**END OF DOCUMENT**