



Title: Supplier Special Samples Shipment Labelling and Tagging Standard Operating Procedure		Number: 900 500 350
Author: Jim Lee		Page: 1 of 3
Issue Date: 6/29/2016	Revision: 3	Revision Date: 11/30/2022
Approved By: Mike Watkins		

UNCONTROLLED DOCUMENT IF PRINTED

1. PURPOSE

This Standard Operating Procedure (SOP) describes supplier’s labelling and tagging procedure for special shipment samples and its container to Regal Rexnord to ensure sample part information, container information, and its intended use and review are clearly identified.

2. SCOPE

This procedure applies to all non-serial (**non-normal**) production special shipment samples and components that are shipped to Regal Rexnord plants and other Regal Rexnord sites for production feasibility evaluation or engineering evaluation.

Applies to direct material only and does not apply to MRO / indirect material, equipment, and tool and gages.

Applies to all Regal Rexnord plants and all global regions.

This requirement DOES NOT affect normal production order labelling, tagging, or any other documentation processes.

3. ASSOCIATED DOCUMENTS

3.1. Tag Template (excel file)

The form is titled "SPECIAL SHIPMENT IDENTIFICATION TAG" and includes the RegalRexnord logo and a PO# field. It contains several sections for data entry:

- NEW MODEL / NEW PART INDICATOR:** Includes checkboxes for "PPAP SAMPLES" and "Parts individually marked", a checkbox for "PILOT PRODUCTION BUILD" with a "clarify" field, a checkbox for "1ST SHIPMENT OF APPROVED MATERIAL", and a checkbox for "ENGINEERING SAMPLE".
- ATTN TO:** A field for the recipient's name at the Regal Site.
- CHANGE PART INDICATOR:** Includes fields for "Part Number", "Rev Level", "ECN#", and "TEMP DEV#".
- COMMENTS:** A large text area for additional notes.
- Logistics:** Fields for "BOX" and "OF" (quantity), "SHIP DATE", "SUPPLIER", "QC MANAGER", and "LOCATION".

4. TAGGING PROCEDURES

- 4.1. Container Tagging
- 4.2. Sample Tagging

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4.1. CONTAINER TAGGING

Special Shipment Identification Tag

When to Use	RegalRexnord SPECIAL SHIPMENT IDENTIFICATION TAG
New Production Components	<div style="font-size: small;"> <input type="checkbox"/> NEW MODEL / NEW PART INDICATOR <input type="checkbox"/> Parts individually marked <input type="checkbox"/> PPAP SAMPLES <input type="checkbox"/> PILOT PRODUCTION BUILD if NOT, clarify _____ <input type="checkbox"/> 1ST SHIPMENT OF APPROVED MATERIAL <input type="checkbox"/> ENGINEERING SAMPLE ATTN TO: _____ at Regal Site _____ CHANGE PART INDICATOR Part Number _____ Rev Level _____ ECN# _____ TEMP DEV# _____ COMMENTS _____ BOX _____ OF _____ SHIP DATE _____ SUPPLIER _____ QC MANAGER _____ LOCATION _____ </div>
PPAP Samples	
Pilot Production Build Samples	
1st Shipment of Approved Material	
Concept / Deviated Production Components	
Engineering Samples	
SCR (Supplier Change Request) Samples	
Temporary Deviation	
Certified Shipment	
Production Components shipped as a part of Corrective Action	

How to complete:

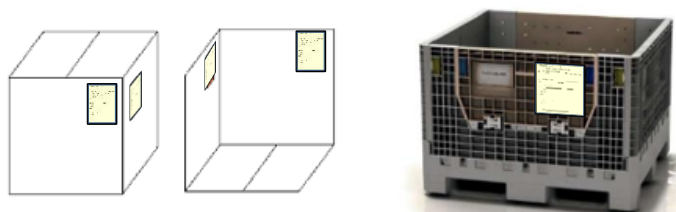
- 1 Enter the PO number. If PO is not required for the shipment, enter 'Not Required'.
- 2 Check the box that describes the shipment.
- 3 If the shipment contains an Engineering Sample, list the name of requestor.
- 4 If the Shipment is due to an Engineering Change provide the ECN# from the PO.
- 5 If the Shipment is due to an SCR, list the SCR # and responsible SQE
- 6 If the Shipment is the result of a deviation, list the deviation #
- 7 If the shipment is part of a certified shipment, list the number of the shipment out of the total certified shipments required. (1 of 3, 2 of 3, 3 of 3, etc.)
- 8 Add any comments that would clarify the shipment contents for intended receiver.
- 9 If shipment consists of more than one container, identify each box as box X of X where second X represents total qty in shipments. (1 of 1, 2 of 3, 6 of 9, etc.)
- 10 Enter the details of the shipper (Supplier Name, QC Mgr name, Shipping from Location)

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How to Apply:

Container Type	Label Placement
Standard - Individual Boxes	Two adjacent sides or on top of box for small packages that cannot fit 2 labels
Returnable Dunnage	Clear vinyl envelopes or equivalent to allow for clean removal of label upon Dunnage return.
Palletized Containers	Two adjacent sides of container
Shrink wrapped Skids (unboxed bulk material or single piece)	Two adjacent sides of skid



Supplies Required: U-Line (<http://www.uline.com>) Fluorescent Orange Model No. S-170490 or equivalent, Printer, MS Word 2003 or higher, Blank Label template (adhesive backside), or equivalent

4.2. SAMPLE TAGGING

How to complete:

- 1 Use blank tag and wire.
- 2 Wire tie tag to each sample if not in a bag. if samples are in a bag, tie tag to the bag (tags on individual samples not required).

Wire tag each sample if sample size is 10 or less per container. For sample size greater 10, labeling on container is acceptable.

- 3 Labeling Each Tag:

- > Use the same container label and print with fields filled out
- > Use a blank tag 5 1/4" x 2 5/8" (U-Line S-1152 or equivalent)
- > Fold over the adhesive printed container label on to blank tag



5. REVISION HISTORY

Date	Author	Version	Change Reference
07/01/2016	James Lee	Initial	Initial
08/17/2016	James Lee	Rev 1	Updated SCOPE
05/07/18	James Lee	Rev 2	Updated tagging supply
11/30/2022	Doug Edyvean	Rev3	Updated to RegalRexnord, SOP no defined