

SABRe labelling requirements for serialised materiel

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Job Title: Programme Controller - Serialisation
Business Unit: Civil Large Engines

NTS No: 355
Issue: 1
Date: 14th February 2014

For the attention of the Managing Director and Quality Manager

Dear Sir or Madam,

Scope/Applicability:

All suppliers to Civil Large Engine programmes contracted to supply items in accordance with SABRe.

Introduction:

In addition to NTS 338 (February 2013) and NTS 348 (September 2013), we are further confirming that we have enhanced our receipting systems to enable the recording and tracking of serialised parts. This will affect all deliveries of serialised material into the Integrated Logistics Centre (ILC) & Aftermarket Service Centre (ASC) Warehouses in Derby and the Seletar Assembly and Test unit (SATU) warehouse in Singapore.

To enable the receipt of serialised material, the serial number must be on a barcoded label in accordance with the SABRe Protection, Packaging and Labelling Requirements.

In order to avoid errors and delays when receiving materiel shipped by your company we advise that all suppliers pay particular care and attention in the following areas. *Do not* send serialised parts with:

- No primary packaging label attached to the primary packaging (as defined by the SABRe Protection Packaging and Labelling Requirements, section 8) and/or with no serial number barcode on the label.
- An unreadable serial number barcode on the primary packaging label (due to incorrect format, poor print quality, damaged/obscured labels etc.).
- No Text Element Identifiers (TEIs) on the label. The part number must have a "PNR" prefix, and the serial number must have an "SER" prefix on both the human-readable text *and* coded in to the barcode itself. Refer to the SABRe Protection, Packaging and Labelling Requirements (section 7.3) for full details.

Action Required:

Suppliers are requested to conduct a compliance review related to the SABRe Protection, Packaging and Labelling Requirements, with particular focus on the following;

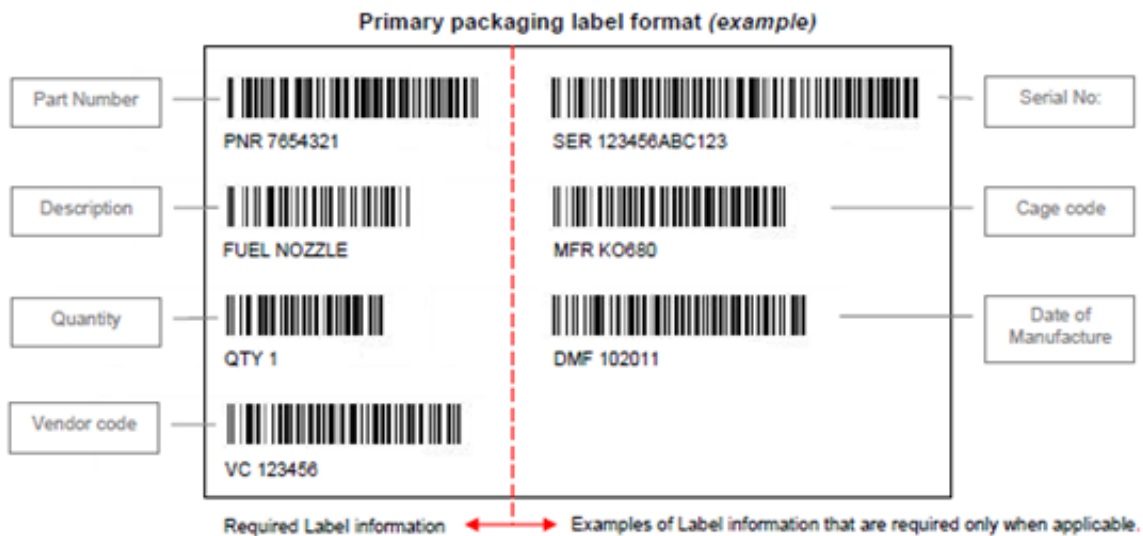
Text Element Identifiers (TEI) for labels

Ensure that the TEIs (i.e., PNR, SER, MFR, DMF) are used to identify the text being read. The TEI shall consist of the characters followed by a space. Additional human-readable text required by Rolls-Royce and/or the supplier (e.g., quantity, vendor code etc.) shall be added anywhere adjacent to the barcode, as required. The barcode, when read, must display exactly the same as the human-readable text, including the TEI.



Primary packaging label information

Ensure that the primary packaging label is attached to the primary packaging.



Labelling requirements for shipments containing multiple serial numbers

Where multiple serial numbers are supplied in one container, the serial number information must be on the outer packaging and the primary packaging. Provide a 1D barcode for each serial number, accompanied by man readable text. The serial number information on the outer packaging can be supplied as a label or multiple sheets (securely attached to the packaging) if a label is not practicable (e.g., if the surface area of the package is too small to support multiple labels). The serial number information on the primary packaging will be in accordance with section 7.4.1 of The SABRe Protection, Packaging & Labelling Requirements.

Please check your packaging labels on dispatch to ensure readability and compliance with the above. Any parts that are delivered without compliant labels will not be receipted into the Rolls-Royce warehouses and a Quality Notification will be raised against the incumbent supplier.

NTS Category Type:

SABRe

Authorised by:

Chris Bassano
Director – Global Physical Logistics & Supply Chain Development