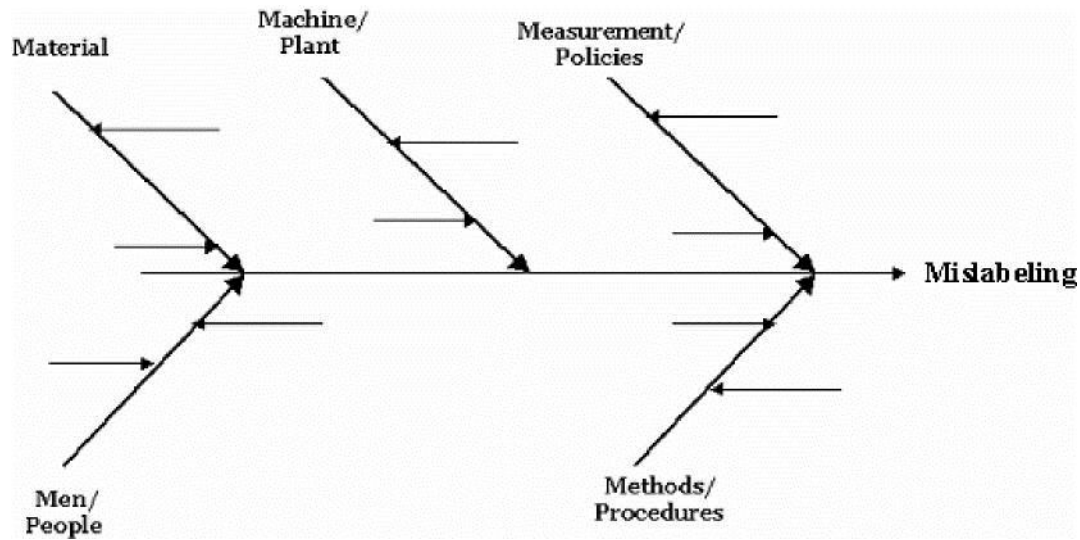


Guidelines to Minimize Mislabeling Occurrences



MAN/PEOPLE - Does the operator have the proper training, experience, and ability to perform the function?

METHODS/PROCEDURES - Are the work instructions available and up-to-date? Do they reflect the best method to perform the task? Are the proper tools available? Are the process parameters specified clearly?

MACHINE/PLANT - Does the machine have the capability to produce the product as specified? Does the machine have the ability to produce the product on a consistent basis? Are there regular routine maintenance and preventative maintenance tasks? Are they performed according to schedule?

MATERIAL - Are the correct materials available for the process? What is the quality of the material used in the process? Is there more than one supplier and does quality vary with different suppliers? What types of material problems could exist?

MEASUREMENT/POLICIES - Are the measurement instruments adequate for the process? Are they maintained correctly and regularly calibrated? Are the measurement instruments affected by environmental conditions such as temperature, vibration, dirt, etc.?

ENVIRONMENT - Is the manufacturing environment affected by temperature, humidity, dust and dirt, power fluctuations or seasonal differences?

MAN/PEOPLE

WI Instructions Up-to-Date and Easy to Understand (Use of Pictures)?
 All Operators Signed Off for Training?
 Regular Refresher Training Scheduled?

Sufficient Time Allowed to Fill Shipping Order after Manufacture?

METHODS/PROCEDURES

Labeling Operation

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Work Area Well Organized?
Clear Separation of Incoming & Outgoing?
Proximity of Printer & Bar Code Scanner?
Avoid Prelabeling Empty Containers
Previous Rev Level Labels Purged from Files?
All Old Labels Removed from Returnables?
Pictures or Example Parts for Comparison to Part Number Labels?
Labels Printed and Applied by Box, by Pallet, by Part Number?
Verifications
 Parts in Each Box Verified to be Correct Before Applying Label?
 Part Label Compared to Tier 2 Label and Marked as Verified?
 Part Label in Correct Location?
 Master Label Compared to Part Label compared to Barcode?
Labeling of Staged Product Completed Before Break or Shift
Change? Left Over Labels Properly Disposed?
Separate Area for Labeling of Rush (UPS) Deliveries?

Use of Checklists in Shipping and Receiving?

Are Dock Audits Performed and the Identified Issues

Corrected? Ways to Distinguish Between Similar Part Numbers

 Color Coding of Labels
 Different Colored Boxes
 Different Colored Packing Tape
 Storage Location Separation

Is there a structured approach in place for the dissemination of new or changed part numbers throughout the various Depts including Shipping & Receiving?

Reviewed packaging requirements on h-dsn?

MACHINE/PLANT

Are barcode and label print outs legible?

Printer on PM Schedule?

Is there a process in place for reporting damaged containers and requesting replacements (if applicable)?

MEASUREMENT/POLICIES

Does the Scale Have the Required Accuracy for the Correct Piece Count?

Scales Calibrated?