**CHANGE CONTROL SHEET**

<table>
<thead>
<tr>
<th>Date</th>
<th>Rev</th>
<th>CO Reference and/or description of change</th>
<th>Changed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/10/01</td>
<td>A</td>
<td>Create document</td>
<td>Fred Simmons</td>
</tr>
<tr>
<td>5/22/01</td>
<td>00</td>
<td>Release document per CR 6263</td>
<td>Fred Simmons</td>
</tr>
<tr>
<td>5/29/08</td>
<td>01</td>
<td>Revise document per CR 11554</td>
<td>Fred Simmons</td>
</tr>
<tr>
<td>1/24/14</td>
<td>D</td>
<td>Revise logo and title, add info on marking part numbers and supplier date codes to parts per USR-16874.</td>
<td>Fred Simmons</td>
</tr>
<tr>
<td>8/29/14</td>
<td>E</td>
<td>Revise section 5 of the Date Coding, Serialization and Identification of Purchased Parts, 78582, work instruction to indicate the different methods of identification to be used for various types of parts per USRX-17706.</td>
<td>Fred Simmons</td>
</tr>
<tr>
<td>7/1/15</td>
<td>F</td>
<td>Rewrite to include vendor code and more specific language per USRX-18855</td>
<td>Fred Simmons / JB</td>
</tr>
<tr>
<td>7/26/17</td>
<td>H</td>
<td>Revise per USRX-22175</td>
<td>Jameson Woods</td>
</tr>
<tr>
<td>7/3/18</td>
<td>J</td>
<td>Rewrite to make clarify part marking, and provide Date Code and Serialization requirements. USRX-23885</td>
<td>Bill King</td>
</tr>
</tbody>
</table>

**Quality System Procedure**

78582

**Procedure Title:** Part Marking – Identification

**Originator:** Fred Simmons
1. **Purpose**

1.1. This document provides the requirements for part identification on PerkinElmer (PKI) custom designed parts per PKI drawings.

2. **Scope**

2.1. This document is to be referenced by PKI suppliers who are providing parts or assemblies that require marking with part identifying information. This is to be used on PerkinElmer custom designed parts.

3. **Responsibilities**

3.1. Engineering is responsible for identifying part marking requirements on the drawings. Procurement (purchasing) is responsible to ensure suppliers are provided with the current revision of this document. Quality Control has responsibility for assuring suppliers who fall under the scope of this document adhere to the requirements.

4. **Procedure**

4.1. **GENERAL**

4.1.1. Marking requirements, including the location, shall be identified on the drawing.

4.1.2. Marking requirements shall be indicated in a drawing Note, with a corresponding reference location.

4.1.3. If the drawing does not indicate a marking location, the part packaging shall be marked per the Part Marking Requirements.

4.1.4. Marking shall be clear, legible, and permanent.

4.2. **PART MARKING REQUIREMENTS**

4.2.1. Parts shall be marked with the PKI part number, the revision, and the six-digit PKI supplier code of the supplier making the part as shown below. The supplier code is listed on the Purchase Order.

   Part Number – Rev / Supplier Code

   **CLS140500 – A / 123456**

   *Spaces shown between data for clarity only.*

4.2.2. The marking may be multiple lines to address space limitations.

   508117-01/718795 or 508117-01
   718795

4.2.3. Marking should be block or equivalent, no italics or script.

4.2.4. Character height should be 3/32” minimum and 3/16” maximum unless otherwise noted on the drawing. Machined and sheet metal parts may use 1/8” high characters.
4.3. METHOD OF APPLICATION

4.3.1. Unless otherwise specified on the drawing, the method of application is optional. The following are acceptable methods.
   4.3.1.1. Machining
   4.3.1.2. Engraving
   4.3.1.3. Machine-Stamping
   4.3.1.4. Molded-In (molded parts)
   4.3.1.5. Laser Engraving
   4.3.1.6. Permanent Ink-Stamping

4.3.2. The method used shall not cause damage to the part or its performance.

4.3.3. Arial Font or similar is preferred, size may be based on available space, but must be legible to the naked eye.

4.3.4. Cable and wiring assemblies may use either flag or self-laminating machine-printed labels printed using indelible ink.
   4.3.4.1. Except for optical elements, hand marking is not acceptable.

4.4. SUPPLIER INFORMATION MARKING

4.4.1. Marking of parts with the supplier’s own part number, date code, lot number, etc., must be approved in advance by engineering and if approved, identified in notes on the part’s detail drawing before implementation.

4.5. DATE CODE and SERIALIZATION MARKING

4.5.1. In addition to the part marking, a Date Code and/or Serial Number may be required per the PKI drawing.

4.5.2. DATE CODE MARKING shall be composed of the 2-digit year and 2-digit week of manufacture. Ex. Week 25 of 2017, would be indicated as; 1725

4.5.3. SERIAL NUMBER MARKING shall be a sequential number format, with the number of digits optional. The supplier is responsible for maintaining serial number traceability.

4.5.4. A COMBINATION DATE CODE AND SERIAL NUMBER format may be utilized, with the Date Code, dash and Serial Number. Ex. 1725-00001

4.5.5. The following depicts the basic numbering format for part marking, date code and/or serial number.

   Supplier       Date
   Part Number   - Rev / Date Code - Code - Serial No.

   CLS140500 - A / 123456 - 1725 – 00001

   Spaces shown between data for clarity only.

4.5.5.1. Spacing between data sets (part No, Rev, Supplier Code, Date Code and Serial number) is optional. Data may be in multiple lines as needed.

5. Related Documents

6. Records

6.1. N/A