

Coded Note Number: **T1040**

Revision: **C002**

Date: **October 31, 2015**

Title: **STANDARD PACKAGING & TAGGING REQUIREMENTS**

This revision history is provided for convenience and does not alleviate the supplier's responsibility with understanding and complying with the full coded note.

Change from Revision C001. Addition of Preventive Maintenance Requirements.

Bolded font indicates changed/added content.

[Text deleted] inserted in the document indicates the removal of content.

The material furnished for each item on the purchase order shall be packaged separately unless the purchase order specifically requires multiple items to be either assembled or packaged together for delivery, and each individual container shall be substantially tagged or clearly marked with:

- Newport News Purchase Order Number
- Item Number
- Newport News Part Number (if applicable)

A container is defined as a box, crate, bag, etc. The use of material such as shrink wrap is not considered to be a container.

For separable assemblies:

- 1) The supplier shall provide a shipping list with the following information in response to the purchaser's "Request For Quote" or no later than 30 days after official work release of the purchase order with the supplier.

Identify all loose piece parts, which will not be mounted thereon, or broken down to suit shipping, and specify how the supplier intends to package these parts for shipment in the absence of specific purchaser packaging instructions: see items 2 and 3 of this text.

- 2) All material required by this purchase order must be readily identifiable upon receipt by the purchaser. All material related to the basic component of any one item on this purchase order that will not be mounted thereon during shipment must be identified to the purchaser with the following minimum information:
 - (a) NNS Purchase Order Number
 - (b) Purchase Order Line Item (if applicable)
 - (c) Description of item assembly (if applicable)

- (d) Assembly number (if applicable)
- (e) Drawing number:
- (f) Drawing item number:
- (g) Drawing item description
- (h) Drawing item quantity shipped

The purchaser is to be provided this information in sufficient time prior to shipment (see item 1 of this text) to allow this purchase order to be modified to assign separate purchase order item numbers for all material not to be mounted on the basic component during shipment.

The material not to be mounted on the basic component during shipment must be identified (tagged and marked) with the information identified in paragraph (2) above by the supplier and with the purchaser's item numbers as assigned by the purchase order modification.

Where practical, material shall be packaged in such a manner that required markings on the material (or tags if applicable) will be visible for verification at purchaser's receipt inspection function without removing material from the shipping container/packaging.

- 3) If the purchase order identifies more than one "NNS End Use" of the material, the supplier shall package each set separately and identify each set quantity to a specific "NNS End Use". If identifiable by purchase order line items, or if not, then identify as "Set #1, Set #2, etc." Material shall be segregated by "NNS End Use" (set) and not commingled such that the total "NNS End Use" (set) quantity can be received and processed separately.
- 4) The supplier shall provide two copies of a detailed packing list which identifies all components and their associated loose piece parts which are included in the purchase order shipment. Detailed information required by items 2 and 3 of this text shall be provided on the packing list.
 - a. **The packing list shall indicate Preventative Maintenance is required, when maintenance is required:**
 - i. **During long term storage to maintain the item in like new condition.**
 - ii. **When the purchase order indicates that Preventative Maintenance is required.**
- 5) Components of equipment which must be assembled as a matched set shall be clearly marked to assure proper assembly.

- 6) Equipment which is certified for or otherwise intended for use in a specific "NNS End Use" shall be clearly marked to assure installation in the correct "NNS End Use".

The use of yellow wrapping material and attached yellow protection devices, such as caps and plugs, are strictly prohibited.

Failure to comply with the requirements of this paragraph shall be cause for rejection.