

Rimco inc.

LRTEPS.

RIMCO • EDUCATING • PEOPLE • CREATING • SYNERGY

GUIDE TO LABEL TERMINOLOGY



GUIDE TO LABELS OVERVIEW

Welcome to the R.E.P.S. (Rimco, Educating People, Creating Synergy) Training - Guide to Label Terminology. We have one set of standard labels for our family of companies. This standard helps to keep everyone organized and on the same page and minimize confusion. As you continue your career here at IWS Sales and Inventive Group, you will become more familiar with all of the labels that we have in our facilities. The point of this guide is so that when you see a label – you immediately know how to react.

By the time you finish this guide, you should have a complete understanding of not only the labels themselves, but understand how each of these labels are used throughout the companies. If at any point while reading this guide, you come to a point where you are not clear on something, please ask a lead. It is a core philosophy here at Rimco Inc. that we “teach and learn and learn and teach”. We are all here for each other and want you to be successful during your career here. Let’s get started!

TABLE OF CONTENTS

5"x3" CARDS.....	Pgs. 5-11
BUILD ORDER CARDS.....	Pg. 6
ENGINEERING BUILD ORDER CARDS.....	Pg. 7
PRIORITY BUILD ORDER CARDS.....	Pg. 8
RECUT CARDS.....	Pg. 9
PARTS FLOW CARDS.....	Pg. 10
SENT OUT FOR FINISHING CARDS.....	Pg. 11
3.35"x2.3" CARDS.....	Pgs. 12-20
EMERGENCY STOCK CARD.....	Pg. 13
EXTRA STOCK CARD.....	Pg. 14
LABEL BEING MADE CARD.....	Pg. 15
VIDEO DEPT. IN USE CARD.....	Pg. 16
ORDER CARD.....	Pg. 17
NOTES CARD.....	Pg. 18
KANBAN CARD.....	Pg. 19
PARTS FLOW CARD.....	Pg. 20
KANBAN SYSTEM LABELS.....	Pgs. 21-
KANBAN LABELS.....	Pgs. 21
KANBAN SYSTEM.....	Pg. 22
HOW KANBANS WORK.....	Pg. 23
KANBAN EXAMPLES.....	Pgs. 23-24
IMAGE BIN LABELS.....	Pg. 25
FLOOR LABELS.....	Pg. 26
PEGBOARD SYSTEM LABELS.....	Pg. 27

TABLE OF CONTENTS

CONSUMABLE LABELS.....	Pg. 28
UTILITY LABELS	Pg. 29
TOOL LABELS	Pg. 30
TOOLBOX DRAWER LABELS.....	Pg. 31
WARNING & SAFETY LABELS	Pg. 32
FIRST-AID LABELS.....	Pg. 33
DEPARTMENT CELL SIGNS AND LABELS	Pg. 34
CELL SIGN	Pg. 34
TOOL CELL IDENTIFIER LABEL	Pg. 34
WAYFINDER, EQUIPMENT AND MAINTENANCE LABELS.....	Pg. 35
ADDITIONAL LABELS.....	Pg. 36
BLUE SHOP LABELS	Pg. 36
SMILEY FACE LABELS.....	Pg. 36
QUARANTINE AND TOE TAGS.....	Pg. 36
PRODUCT LABELS	Pgs. 37
BOX BIN LABELS.....	Pg.38
PRESS BRAKE LABELS.....	Pgs. 39-40
IWS PARTS LABELS.....	Pgs. 41-42
INDEX.....	Pgs. 44-45
LIST OF APPROVED LABELS.....	Pgs. 46-51

5"X 3" CARDS

The ITD4378 is a "Large Wall Hanger Card" and is used to house the label cards listed below.



BUILD ORDER CARD

BUILD ORDER		
PART#: <input type="text"/>	QTY: <input type="text"/>	QR CODE
Desc.		
CUSTOMER:	SALES ORDER:	
NOTES:		

Used to trigger production of internal products for a customer.

ENGINEERING BUILD ORDER CARD

ENGINEERING BUILD ORDER		
CHAMPION: <input type="text"/>		
PART#: <input type="text"/>	QTY: <input type="text"/>	PAINT COLOR: <input type="text"/>
Desc.		
FILE PATH:		

Used to trigger production of any internal engineering projects.

PARTS FLOW CARD

PART FLOW:	FINISHED BY: INITIALS	DATE:
<input type="checkbox"/> LASER		
<input type="checkbox"/> BEND		
<input type="checkbox"/> MACHINE		
<input type="checkbox"/> TUBE FAB		
<input type="checkbox"/> WELD		
<input type="checkbox"/> COATINGS		
<input type="checkbox"/> HARDWARE		
<input type="checkbox"/> ASSEM		

Used to define the flow of an individual product through the shop. Finished By/ Date section is used to indicate who did the work and the date of completion.

PRIORITY BUILD ORDER CARD

PRIORITY BUILD ORDER		
PART#: <input type="text"/>	QTY: <input type="text"/>	
Desc.		
Customer	Sales Order	
NOTES:		
HOT! PLEASE FAST TRACK		

Used on priority orders and should be fast tracked through the system.

SENT OUT FOR FINISHING CARD

SENT OUT FOR FINISHING	
PART#: <input type="text"/>	QTY: <input type="text"/>
Desc.	
VENDOR:	
PO: <input type="text"/>	ETA: <input type="text"/>
NOTES:	

Used to indicate product has been sent out for finishing.

RECUT CARD

RECUT		HOT! PLEASE FAST TRACK	
PART#: <input type="text"/>	DATE: <input type="text"/>		
Desc.			
PART#	QTY.		
PART#	QTY.		
PART#	QTY.		
PART#	QTY.		

Used when a defect is found in an internal product or part, and needs top internal priority to be pulled through the system.

BUILD ORDER CARD

Build Order Cards are used to trigger the production of internal products for a customer.



This section is where the cards home is located.

This is where the part number goes

This section is for the product description

This is where the customer's name goes

BUILD ORDER SCHEDULER

PART#: QTY: QR CODE

Desc.

CUSTOMER: SALES ORDER:

NOTES:

This is where the product quantity goes

The (QR) code is used to direct users to the parts library

This section is for the sales order number

This section is for notes relevant to the build order

EXAMPLE

BUILD ORDER SCHEDULER

PART#: **RB04084** QTY: **1** QR CODE

Desc. **TURBO S FRONT FOLDING WINDSHIELD**

CUSTOMER: **Johnson** SALES ORDER: **36445**

NOTES:

REVERSE SIDE
(SEE PARTS FLOW CARD
FOR MORE DETAILS)

PART FLOW:	FINISHED BY: INITIALS	DATE:
<input checked="" type="checkbox"/> LASER	DP	10/19
<input checked="" type="checkbox"/> BEND	SC	10/19
<input type="checkbox"/> MACHINE		
<input type="checkbox"/> TUBE FAB		
<input checked="" type="checkbox"/> WELD	JA	10/10
<input checked="" type="checkbox"/> COATINGS	ES	10/11
<input checked="" type="checkbox"/> HARDWARE	LM	10/12
<input checked="" type="checkbox"/> ASSEM	NP	10/12

ENGINEERING BUILD ORDER CARD

Used to trigger production of any internal engineering projects.



This is where the part number goes

This is where the product quantity goes

ENGINEERING BUILD ORDER
CHAMPION:

PART#: <input style="width: 90%;" type="text"/>	QTY: <input style="width: 90%;" type="text"/>	PAINT COLOR: <input style="width: 95%;" type="text"/>
Desc. <input style="width: 100%; height: 30px;" type="text"/>		
FILE PATH: <input style="width: 100%; height: 60px;" type="text"/>		

Who is the leading the project

Paint Color

This section is for the PRODUCT DESCRIPTION

Where you will find the necessary info for the item

EXAMPLE

ENGINEERING BUILD ORDER
CHAMPION: *Andrew*

PART#: <i>RBO4100</i>	QTY: <i>1</i>	PAINT COLOR: <i>Black</i>
Desc. <i>Hanger Folding Front Windshield</i>		
FILE PATH: <i>\\filestore\networkstorage\1\Data\Part Library\RBO4100-Polaris-Hanger-Folding-Front-Windshield\Shop-Laser-Cut-List</i>		

REVERSE SIDE
(SEE PARTS FLOW CARD FOR MORE DETAILS)

PART FLOW:	FINISHED BY:	DATE:
<input checked="" type="checkbox"/> LASER	<i>DP</i>	<i>10/19</i>
<input checked="" type="checkbox"/> BEND	<i>SC</i>	<i>10/19</i>
<input type="checkbox"/> MACHINE		
<input type="checkbox"/> TUBE FAB		
<input checked="" type="checkbox"/> WELD	<i>JH</i>	<i>10/10</i>
<input checked="" type="checkbox"/> COATINGS	<i>ES</i>	<i>10/11</i>
<input checked="" type="checkbox"/> HARDWARE	<i>LM</i>	<i>10/12</i>
<input checked="" type="checkbox"/> ASSEM	<i>NP</i>	<i>10/12</i>

PRIORITY BUILD ORDER CARD

Used on priority orders and should be fast tracked through the system.



This is where the part number goes

This section is for the product description

Customer name

Additional Notes

This is where the product quantity goes

Sales Order number

PRIORITY BUILD ORDER
☰

PART#:

QTY:

Desc.

Customer

Sales Order

Notes:

**HOT!
PLEASE
FAST TRACK**

EXAMPLE

PRIORITY BUILD ORDER
☰

PART#: 11D9129

QTY: 2

Desc. Left Hand SLS SD Spindle

Customer Winn Street

Sales Order 3200

Notes:

**HOT!
PLEASE
FAST TRACK**

REVERSE SIDE
(SEE PARTS FLOW CARD
FOR MORE DETAILS)

PART FLOW:	FINISHED BY:	DATE:
<input checked="" type="checkbox"/> LASER	DP	10/19
<input checked="" type="checkbox"/> BEND	SC	10/19
<input type="checkbox"/> MACHINE		
<input type="checkbox"/> TUBE FAB		
<input checked="" type="checkbox"/> WELD	JH	10/10
<input checked="" type="checkbox"/> COATINGS	LS	10/11
<input checked="" type="checkbox"/> HARDWARE	LM	10/12
<input checked="" type="checkbox"/> ASSEM	NP	10/12

RECUT CARD

Used when a defect is found in an internal product or part, and needs top internal priority to be pulled through the system.



This is where the assembly part number goes

This section is for the product description

The part number of the individual parts that need to be fixed

RECUT
HOT! PLEASE FAST TRACK

PART#: **DATE:**

Desc.

PART#	QTY.
PART#	QTY.
PART#	QTY.
PART#	QTY.
PART#	QTY.

This is where the date of the recut goes

This is where the part quantity goes

EXAMPLE

RECUT
HOT! PLEASE FAST TRACK

PART#: 1TD1561 **DATE:** 10/15

Desc. Locking Simple Mount

PART#	QTY.
1TD1562	2

REVERSE SIDE
(SEE PARTS FLOW CARD
FOR MORE DETAILS)

PART FLOW:	FINISHED BY:	DATE:
<input checked="" type="checkbox"/> LASER	DP	10/19
<input checked="" type="checkbox"/> BEND	gc	10/19
<input type="checkbox"/> MACHINE		
<input type="checkbox"/> TUBE FAB		
<input checked="" type="checkbox"/> WELD	JK	10/10
<input checked="" type="checkbox"/> COATINGS	LS	10/11
<input checked="" type="checkbox"/> HARDWARE	LM	10/12
<input checked="" type="checkbox"/> ASSEM	NP	10/12

PARTS FLOW CARD

Used to define the flow of an individual product through the shop. Finished By/ Date section is used to indicate who did the work and the date of completion.



These boxes are checked to indicate product flow through the shop

PART FLOW:	FINISHED BY: INITIALS	DATE:
<input checked="" type="checkbox"/> LASER		
<input type="checkbox"/> BEND		
<input type="checkbox"/> MACHINE		
<input type="checkbox"/> TUBE FAB		
<input type="checkbox"/> WELD		
<input type="checkbox"/> COATINGS		
<input type="checkbox"/> HARDWARE		
<input type="checkbox"/> ASSEM		

Finished by is used to indicate who did the work

Date: is used to indicate the completion date of the work

EXAMPLE

REVERSE SIDES

PART FLOW:	FINISHED BY: INITIALS	DATE:
<input checked="" type="checkbox"/> LASER	DW	10/9
<input checked="" type="checkbox"/> BEND	EC	10/9
<input type="checkbox"/> MACHINE		
<input type="checkbox"/> TUBE FAB		
<input checked="" type="checkbox"/> WELD	JH	10/10
<input checked="" type="checkbox"/> COATINGS	KS	10/11
<input checked="" type="checkbox"/> HARDWARE	LM	10/12
<input checked="" type="checkbox"/> ASSEM	NP	10/12

BUILD ORDER CARD

BUILD ORDER		SCHEDULE
PART#: RB04084	QTY: 1	OR CODE
DESC: TURBO S FRONT FOLDING WINDSHIELD		
OPERATOR: Johnson	SALE #/BIN: 36445	
NOTES:		

ENGINEERING ORDER CARD

ENGINEERING BUILD ORDER		CHAMPION: <i>Black</i>
PART#: RB04100	QTY: 1	PART COLOR: <i>Black</i>
DESC: <i>Pranger Folding Front Windshield</i>		
FILE PATH: <i>Workshop\administrators\Draw\Part Library\RB04100-Pranger-Folding-Front-Windshield-SBR-Laser-Cut-Kit</i>		

PRIORITY BUILD ORDER CARD

PRIORITY BUILD ORDER		NOTI PLEASE FAST TRACK
PART#: 11D9129	QTY: 2	
DESC: <i>LA Hand SLS SD Spindle</i>		
Customer: <i>Winn Street</i>	Sales Order: <i>3900</i>	NOTI PLEASE FAST TRACK

RECUT CARD

RECUT		NOTI PLEASE FAST TRACK
PART#: 11D1561	QTY: 2	DATE: 10/15
DESC: <i>Locking Simple Mount</i>		
PART#: 11D1562	QTY: 2	
PART#:	QTY:	
PART#:	QTY:	

SENT OUT FOR FINISHING CARD

Used to indicate product has been sent out for finishing.



This is where the part number goes

This section is for the product description

The PO number associated with the product

Add any additional notes

SENT OUT FOR FINISHING	
PART#: <input type="text"/>	QTY: <input type="text"/>
Desc. <input type="text"/>	
VENDOR: <input type="text"/>	
PO: <input type="text"/>	ETA: <input type="text"/>
NOTES: <input type="text"/>	

This is where the product quantity goes

The vendor where the product was sent out to

Estimated time of arrival

EXAMPLE

SENT OUT FOR FINISHING	
PART#: ITD5100	QTY: 40
Desc. Kwik - Pull	
VENDOR: Sapphire	
PO: 27030	ETA: Oct. 3
NOTES:	

Types of Finishing

- Galvanized
- Anodized
- Zinc Plated

3.35" x 2.3" CARDS



The ITD4446 "Small Wall Hanger Card" is used to house the label cards listed below.

EMERGENCY STOCK CARD

EMERGENCY STOCK		DO NOT USE	
CONTACT RED TEAM BEFORE USE			
LOCATION:			
QTY:	RE-EVALUATION DATE:		
ORIGINATOR:			

Used to indicate that there is temporary Emergency Stock in a separate location. Approval needed before consumption. Place Emergency stock card behind Order Card.

EXTRA STOCK CARD

EXTRA STOCK	PULL FIRST
WHERE EXTRA STOCK IS STORED	
QUANTITY AT OTHER LOCATION	

Used to indicate there is extra stock that needs to be pulled first.

LABEL BEING MADE CARD

LABEL BEING MADE	
Desc:	
By:	
Date:	
Label ETA	Lead time 5 days

Used to indicate that a label is being made. Card should be hung in place of the label until it arrives.

VIDEO DEPT. IN USE CARD

Video Dept. In Use Card		
Item:	Qty:	
Date Taken:	Return ETA:	
Contact:		

Used to signify that the video department has borrowed the item. Or that an item belonging to the video department has been checked out and its ETA.

ORDER CARD

ORDER CARD	AREA
PART#:	
VENDOR:	
DESCRIPTION:	
Qty:	PO:
ETA:	

Used to request an **external** order of product.

NOTES CARD

NOTES
Vendor P.N.:
Freight Pol:
Pkg Qty:
Lead Time:
Notes:

Used to give vendor information or special instruction for order cards (Placed on backside of order card).

KANBAN CARD

KANBAN CARD	
PN:	QR CODE
QTY:	
DESC:	
NOTES:	

Used to trigger production of **internal** products for a kanban.

PARTS FLOW CARD

PART FLOW:	FINISHED BY:	DATE:
■ LASER	DW	10/9
■ BEND	SC	10/9
□ MACHINE		
□ TUBE FAB		
■ WELD	JA	10/10
■ COATINGS	PS	10/11
■ HARDWARE	LM	10/12
■ ASSEM	JP	10/12

Used to define the flow of an individual product through the shop. Finished By/ Date section is used to indicate who did the work and the date of completion.

EMERGENCY STOCK CARD

Used to indicate that there is temporary Emergency Stock in a separate location. Approval needed before consumption. Place Emergency stock card behind Order Card.



EMERGENCY STOCK		DO NOT USE	
CONTACT RED TEAM BEFORE USE			
LOCATION:			
QTY:	RE-EVALUATION DATE:		
ORIGINATOR:			

Quantity of stock reserved for emergencies

Stock location

Date of next team evaluation

The person that set the emergency stock qty.

EXAMPLE

EMERGENCY STOCK		DO NOT USE	
CONTACT RED TEAM BEFORE USE			
LOCATION: HRS Warehouse			
QTY:	RE-EVALUATION DATE:		
23	Jan 1, 2022		
ORIGINATOR: DERRON			

Contact Red Team before using Emergency stock.

EXTRA STOCK CARD

Used to indicate there is extra stock that needs to be pulled first.



EXTRA STOCK	PULL FIRST
WHERE EXTRA STOCK IS STORED	
QUANTITY AT OTHER LOCATION	

Stock location

Quantity of stock at other location

EXAMPLE

EXTRA STOCK	PULL FIRST
WHERE EXTRA STOCK IS STORED	
Shipping Extra Stock	
QUANTITY AT OTHER LOCATION	10

When Extra Stock is pulled the Qty on the card must be updated.

LABEL BEING MADE CARD

Used to indicate that a label is being made. Card should be hung in place of the label until it arrives.



Description for label

Who ordered the label

LABEL BEING MADE

Desc. _____

By _____

Date _____

Label ETA _____

Lead time 5 days

Date label was requested

Estimated time of arrival for label

EXAMPLE

LABEL BEING MADE

Desc. Vacuum Hoses

By Clay

Date 9/18/2019

Label ETA 9/24/2019

Lead time 5 days

VIDEO DEPT. IN USE CARD

Used to signify that the video department has borrowed the item, or that an item belonging to the video department has been checked out and its ETA. It is placed in the location of said item, either hanging or laid flat. The Video Dept. In Use Card is located in the Video Office.



Video Dept. In Use Card	
Item:	Qty:
Date Taken:	Return ETA:
Contact:	

Item being used

Quantity of items being used

Date the item was taken

Estimated time of arrival to return item

Who to contact for item

EXAMPLE 1

Video Dept. In Use Card	
Item: <i>Canon 80D</i>	Qty: <i>1</i>
Date Taken: <i>09/23</i>	Return ETA: <i>09/24</i>
Contact: <i>Michelle</i>	

WHEN CHECKING OUT AN ITEM FROM THE VIDEO DEPT.

EXAMPLE 2

Video Dept. In Use Card	
Item: <i>Orange Hotopax</i>	Qty: <i>1</i>
Date Taken: <i>9/20</i>	Return ETA: <i>9/21</i>
Contact: <i>Zack Bartlett</i>	

WHEN CHECKING OUT AN ITEM FROM ANOTHER DEPT. SUCH AS AN RBO PRODUCT

ORDER CARD

Used to request an **EXTERNAL** order of product



ORDER CARD		AREA
PART#:		
VENDOR:		
DESCRIPTION:		
Qty:	PO:	
ETA:		

Indicates where the product's home is

Part Number

Vendor of the product

Product Description

Quantity of product

Estimated time of arrival for product

The PO# number associated with the order

EXAMPLE

ORDER CARD		ITD KITCHEN
PART#: 645929		
VENDOR: STAPLES		
DESCRIPTION:		MAXWELL HOUSE ORIGINAL ROAST COFFEE 30.6 OZ CANISTER
Qty: 1	PO: DP1016	
ETA: 10-18		

REVERSE SIDE
(SEE NOTES CARD FOR MORE DETAILS)

NOTES
Vendor P.N.: 8H095
Freight Pol: VENDOR DELIVERY
Pkg Qty: 1
Lead Time: 2 DAYS
Notes: CALL (208) 377-1666 AND ORDER.

NOTES CARD

Used to give vendor information or special instruction for order cards
(Placed on backside of order card).



NOTES	
Vendor P.N.:	○
Freight Pol:	○
Pkg Qty:	○
Lead Time:	○
Notes:	○

Vendor part number

Shipping information

Quantity that comes in a package

Lead time for item to arrive

Additional Notes

EXAMPLE

NOTES	
Vendor P.N.:	8H095
Freight Pol:	VENDOR DELIVERY
Pkg Qty:	1
Lead Time:	2 DAYS
Notes:	CALL (208) 377-1666 AND ORDER.

REVERSE SIDE
(SEE ORDER CARD FOR MORE DETAILS)

ORDER CARD		ITD KITCHEN	
PART#: 645929			
VENDOR: STAPLES			
DESCRIPTION: MAXWELL HOUSE ORIGINAL ROAST COFFEE 30.6 OZ CANISTER			
Qty: 1	PO: DP1016		
ETA: 10-18			

KANBAN CARD

Used to trigger production of internal products for a kanban.



KANBAN CARD

Indicates where the Kanban's home is

Part Number

PN:

This is where the Product quantity goes

QTY:

Product Description

DESC.

NOTES:

Additional Notes

EXAMPLE

KANBAN CARD IWS PARTS

PN: ITD13280

QTY: 2

DESC. Nozzle Wrench

NOTES:

REVERSE SIDE (SEE PARTS FLOW CARD FOR MORE DETAILS)

PART FLOW:	FINISHED BY: INITIALS	DATE:
<input checked="" type="checkbox"/> LASER	DW	10/9
<input checked="" type="checkbox"/> BEND	SC	10/9
<input type="checkbox"/> MACHINE		
<input type="checkbox"/> TUBE FAB		
<input checked="" type="checkbox"/> WELD	JA	10/10
<input checked="" type="checkbox"/> COATINGS	KS	10/11
<input checked="" type="checkbox"/> HARDWARE	LM	10/12
<input checked="" type="checkbox"/> ASSEM	JP	10/12

PARTS FLOW CARD

Used to define the flow of an individual product through the shop. Finished By/ Date section is used to indicate who did the work and the date of completion.



These boxes are checked to indicate product flow through the shop

PART FLOW:	FINISHED BY: INITIALS	DATE:
<input type="checkbox"/> LASER		
<input checked="" type="checkbox"/> BEND		
<input type="checkbox"/> MACHINE	<input type="checkbox"/>	
<input type="checkbox"/> TUBE FAB		
<input type="checkbox"/> WELD		
<input type="checkbox"/> COATINGS		<input type="checkbox"/>
<input type="checkbox"/> HARDWARE		
<input type="checkbox"/> ASSEM		

Finished by is used to indicate who did the work

Date: is used to indicate the completion date of the work

EXAMPLE

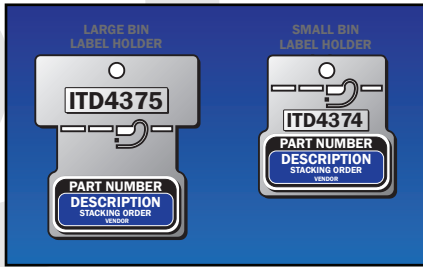
PART FLOW:	FINISHED BY: INITIALS	DATE:
<input checked="" type="checkbox"/> LASER	DW	10/9
<input checked="" type="checkbox"/> BEND	SC	10/9
<input type="checkbox"/> MACHINE		
<input type="checkbox"/> TUBE FAB		
<input checked="" type="checkbox"/> WELD	JR	10/10
<input checked="" type="checkbox"/> COATINGS	KS	10/11
<input checked="" type="checkbox"/> HARDWARE	LM	10/12
<input checked="" type="checkbox"/> ASSEM	JP	10/12

REVERSE SIDE

SEE KANBAN CARD FOR MORE DETAILS

KANBAN LABELS

Kanban labels are paired with Kanban cards and Order cards to make up the Kanban System. When pairing Kanban Labels with Kanban cards, the vendor for internal ordering is always listed as Inventive Group or IWS Sales, depending on which company is the vendor.



Black Bin Kanban Labels
2.5" x 1"

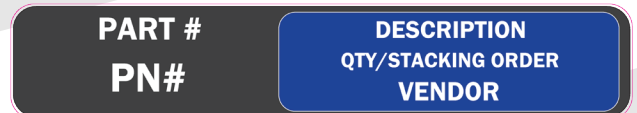
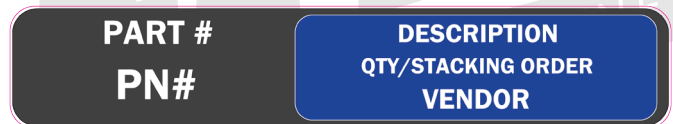


Standard (Blue Bin) Kanban Labels
3.25" x 1.5"



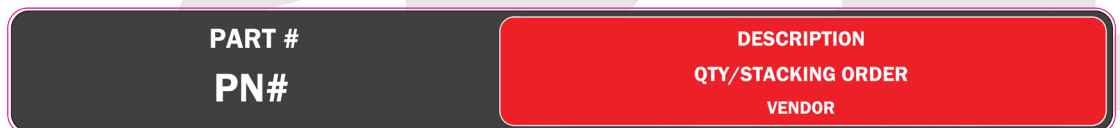
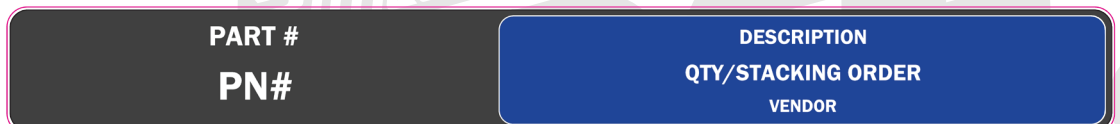
Actual size

Office Shelving Kanban Labels
3.25" x 0.75"



Actual size

Pallet Shelving Kanban Labels
14" x 1.6"



Not actual size

KANBAN SYSTEM

The Kanban system is a visual system which shows you when to replace what has been consumed.

KANBANED INTERNAL PRODUCTS

For items **produced internally**, a Kanban system will be set up with the following labels. A Kanban Card, a Part Flow Card on the back side, and Kanban labels with desired numbers of Blue and Red

KANBAN CARD

PN: _____

QTY: _____

DESC: _____

NOTES: _____

FRONT SIDE OF CARD

PART FLOW:	FINISHED BY:	DATE:
	INITIALS	
<input type="checkbox"/> LASER		
<input type="checkbox"/> BEND		
<input type="checkbox"/> MACHINE		
<input type="checkbox"/> TUBE FAB		
<input type="checkbox"/> WELD		
<input type="checkbox"/> COATINGS		
<input type="checkbox"/> HARDWARE		
<input type="checkbox"/> ASSEM		

BACK SIDE OF CARD



ALUMINUM CARD USED

KANBANED EXTERNAL PRODUCTS

For items **purchased externally**, a Kanban system will be set up with the following labels. An Order Card, a Notes Card on the back side, and Kanban labels with desired numbers of Blue and Red labels.

ORDER CARD **AREA**

PART#: _____

VENDOR: _____

DESCRIPTION: _____

Qty: _____ PO: _____

ETA: _____

FRONT SIDE OF CARD

NOTES

Vendor P.N.: _____

Freight Pol: _____

Pkg Qty: _____

Lead Time: _____

Notes: _____

BACK SIDE OF CARD



ALUMINUM CARD USED

KANBAN LABELS

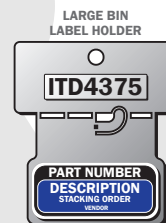


BLUE KANBAN LABEL. FIRST LABEL IN KANBAN. PULL PRODUCT FROM LEFT TO RIGHT



RED KANBAN LABEL. PULL ORDER CARD AT THIS POINT FOR REORDER.

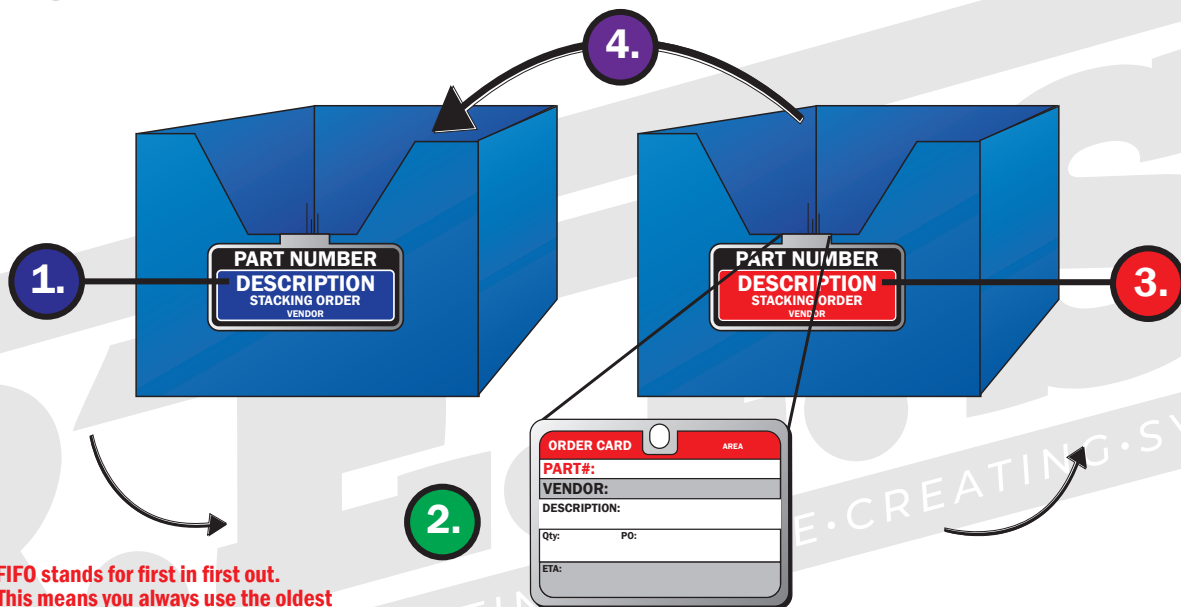
ALUMINUM LABEL HOLDERS



HOW KANBANS WORK

By following the Kanban system, we should never run out of any product. It is extremely important to follow this process to keep flow going. If we do run out of any product, inform your lead and help fix the issue.

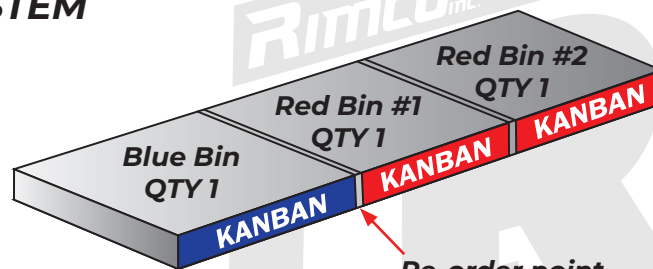
1. Always pull from the **BLUE** first.
2. Once the **BLUE** is empty, product is ordered
3. Pull from the **RED**.
4. When new product comes in ***FIFO** the remaining product by dumping the **RED** in the **BLUE**, and then put the new product in the **RED**. Then erase the card.



* FIFO stands for first in first out. This means you always use the oldest product first to prevent defects from age.

KANBAN EXAMPLES

#1 - SHELF SYSTEM

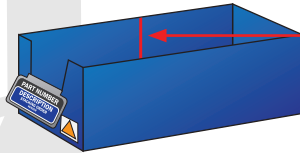


Re-order point
When the QTY in the bin reaches this point the kanban should be reordered

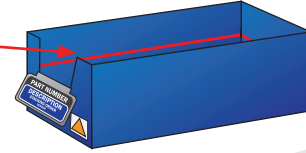
KANBAN EXAMPLES CONT'D

#2 - SINGLE BIN SYSTEM

SINGLE (Front/Back)



SINGLE (Top/Bottom)

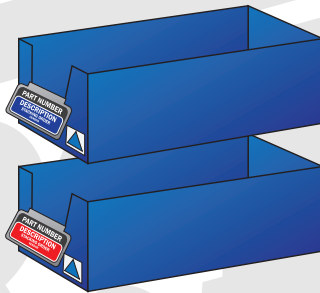


Re-order point

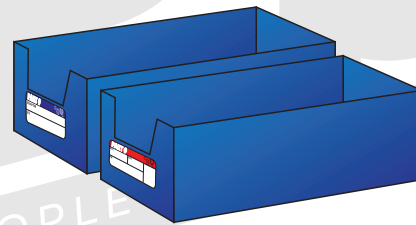
When the QTY in the bin reaches this point the kanban should be reordered

#3 - TWO BIN SYSTEMS

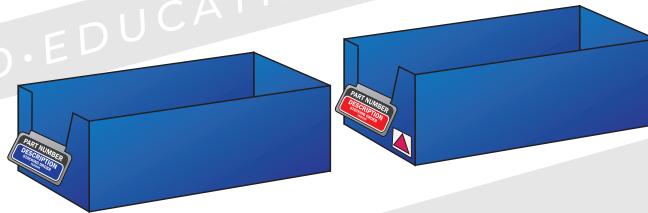
TOP & BOTTOM



SIDE BY SIDE



BACK TO FRONT



A variation of the Back to Front system is how we have our bins set up in hardware. Blue bin is forward, Red bin is behind but stacked on top.

IMAGE BIN LABELS

Image bin labels are used to easily identify what is in the bin.

Many parts look very similar to each other, but may have slight variations, these labels act as a poka yoke, giving someone a visual on parts variations. The label can contain information such as: part number, bin quantity, descriptor, a small image of part, and notes.



EXAMPLE

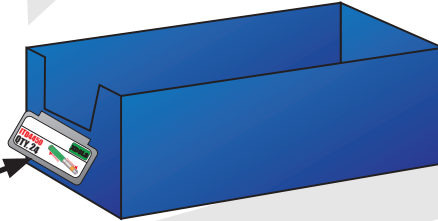
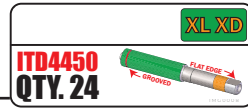


Image bin labels are 3.5" x 1.5" and are placed on the front of blue bins, like the example below.

Part Number

Bin Quantity

ITD4450
QTY. 24

XL XD

Descriptor (This shows that this is an XL XD Dolly part)

Image

GROOVED

FLAT EDGE

IMG0008

Notes (These help point out any defining features of the part, or something that someone may need to know about the part.)

ALTERNATE VERSION

HINGE (DOOR SIDE)

ITD6262
QTY. 64

FLOOR LABELS

Floor labels are used to mark out objects whose home is on the ground. These labels are made with a stronger adhesive and coating to withstand excessive wear and tear.

Please see page 46 for the full list of approved floor labels.

The standard floor label are printed with yellow background a black font and trimmed to 1" on each side of the text. Maximum of 18 characters to fit on a 24" maximum size label.

Variations of different colored floor labels exist around the shop. These can only be ordered by a lead after a Kaizen event. They mark out special areas, and warnings for more hazardous areas of the shop.



SUPPLIES NEEDED

- Brake clean
- Snap Knife
- Chalk Line
- Measuring Tape
- Tape Smasher (Located in NIF compressor room)
- Mighty Liner Floor Taper (Located in NIF compressor room)
- Floor Marker Corners 2"x6" (2 per 90° corner)

STEP 1

Clean area (Floor) where floor labels will go with BRAKE CLEAN.

- Make sure area is fully dried or floor label may not stick.



STEP 2

Measure out and snap a chalk line 4 1/2" offset of where you want the floor tape. Place floor marker corners marking out the 90° corners. You may have continuous floor tape, not just the corners



STEP 3

Line the guide of the floor taper up with your chalk line and adhere the first of the floor tape. Push the floor taper down the line following the guide to the chalk line. Once you get to the end, cut the tape free and trim edges.



STEP 4

Place your ordered Floor label in position on top of your line of floor tape. If yellow tape goes all the way around, printed labels will be on the tape. If only corners, printed label will be directly on the floor.



STEP 5

Roll over all of the floor tape and labels making sure that they get a good adhesion to the floor.

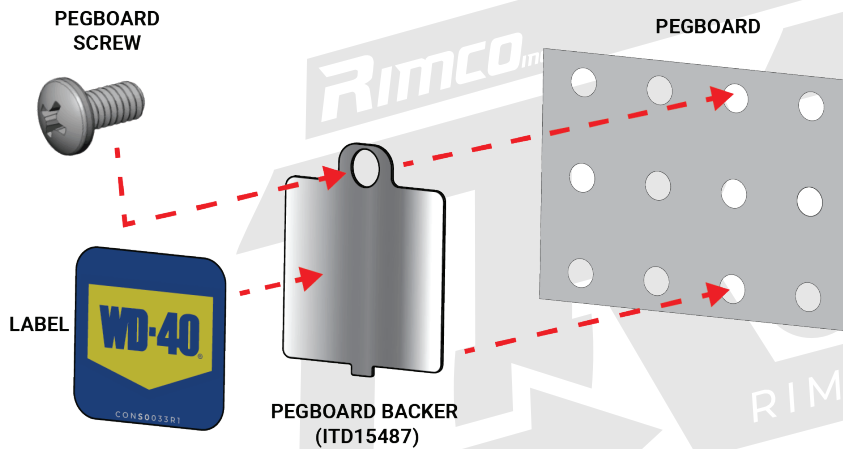
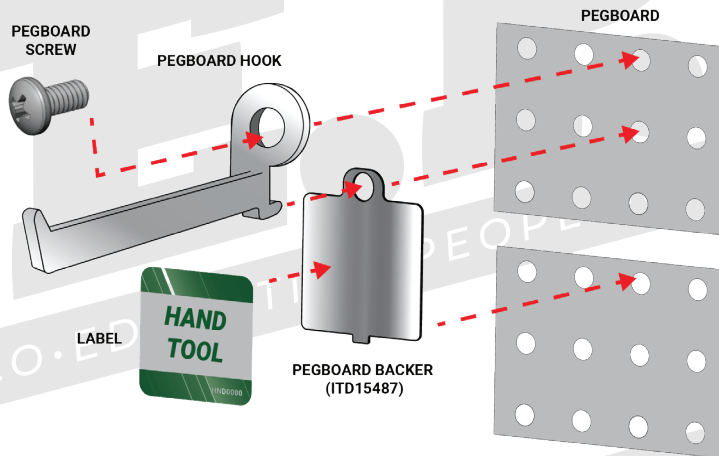
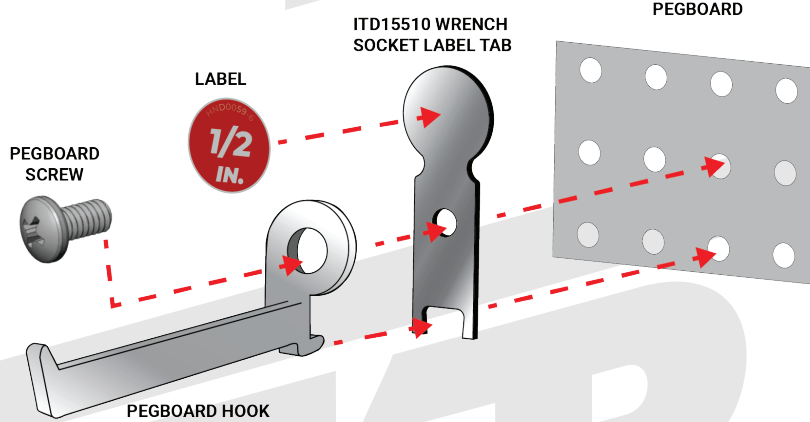


PEGBOARD SYSTEM LABELS

There are a couple categories of labels that use the pegboard system. Typically, label tools and standard items for the shop. Standard Label Sizes: 1.5" X 1.5" for larger items, and 1/2" circle Wrench/socket labels. These labels are placed on a metal backer the then gets installed on to pegboard. They can be labeling an item on a shelf, shop item holder or be installed with a hook to hang items directly.



Installation Examples



CONSUMABLE LABELS

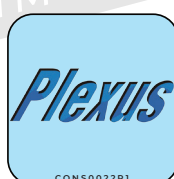
It is common to need an assortment of Consumable labels when setting up a new cell. We kanban the most commonly used labels found on the shop floor. Note: There are additional standard consumable labels that we do not kanban at this time, but they are available for ordering. These labels are used to identify shop products which are consumed on a daily basis. **See page 46-47 for the full list of approved consumable labels.**



A supermarket of consumable labels are located by the Inventive-Group shop stairs. From here you will be able to gather many common labels for peg board use.



EXAMPLES



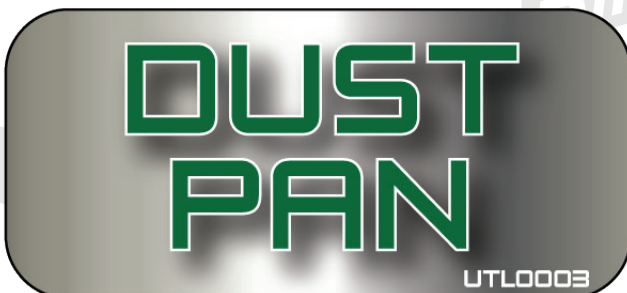
UTILITY LABELS

Utility labels are used to identify items that are used on a regular basis that are not classified as tool labels or consumable labels.

See page 47 for the full list of approved utility labels.



Actual size



TOOL LABELS

Tool labels are used as a visual signifier to show where a tool lives and belongs. In most cases the label will contain the name of the tool, and is colored in the perspective categories.

Standard Label Size: 1.5" X 1.5" only.

See page 48-49 for the full list of approved tool labels.

TOOL CATEGORIES



1.5" X 1.5"
Small
Aluminum
Card
In The Ditch



- EXAMPLES
- WRENCHES
 - SCREW DRIVERS
 - PLIERS



- EXAMPLES
- DRILL
 - IMPACT
 - GYRO SCREWDRIVER
 - RIVET GUN
 - PNEUMATIC TOOLS



- EXAMPLES
- WELDING FIXTURES
 - MACHINE SHOP FIXTURES



- EXAMPLES
- WELDING HELMET
 - SAFETY GLASSES
 - HEARING PROTECTION
 - GLOVES
 - CLOTHES



- EXAMPLES
- CHARGERS
 - IPADS
 - TV REMOTES
 - TEMPERATURE GAUGES

Wrench/Socket Label

These labels are placed on ITD15510 Wrench Socket Label Tab for setting up peg board hooks for socket and wrench sets. They come in both Metric (Blue) and Standard (Red) sets.

Metric Sizes are 4mm to 22mm
Standard Sizes are 1/4" to 2"



TOOL BOX DRAWER LABELS

These labels are 5/8" in height and the length will be decided by the number of characters. There is no max characters. The color needs to match the color of the cell. These are to be used on Toolbox Drawers or Enclosed areas like cabinets to identify what is inside. To order, email marketing@inventive-group.com.

See page 50 for the full list of approved too box drawer labels.

RATCHETS

DOC0310

Label color will change to match the Cell it belongs in.

Standard Sizes: height stays a consistent 5/8", and length has no max.

HEXAGON ARM ACCESSORIES

DOC0323

Standard Toolbox labels only include one tool per label, with no maximum on the number of labels that can be placed on a drawer.

For example, if Fuel Line and Spark Testing tools are in the same drawer, then they would need two separate labels. Labels can be arranged from left to right to indicate their placement within the drawer.



In general, the tool box drawer label will be applied to the top lip of each drawer

If the drawer has no upper lip, the drawer label can be applied to the outer side



WARNING & SAFETY LABELS

Depending on the area, you may be required to place warning and safety labels around your cell. Luckily, we keep a few of the most commonly used warning and safety labels stocked as well. If you are in need of a warning or safety label that is more specific to your cell, please refer to the warning and safety labels section of this guide, or contact marketing to get assistance in creating your label.

EXAMPLES



inventive-group
One Company, Many Brands

inventive In The Ditch RBO FISH FIGHTER

2915 Industrial Way, Mountain Home, ID 83647

Seven Stage - Pretreatment Process

Stage 1 - Mild Alkaline Cleaner

DuBois Product - GF Acid Clean 1052	Health (Based on pH) 3
Temperature - 130 - 140 F	Flammability 0
Concentration - 2-3% Volume	Reactivity 0
Pressure - 15-20 PSI	Personal Protection B
Tank Size - 1,121 g	B = Safety Glasses & Gloves
Makeup Water - From Stage 2 Counter-Flow Di to stage 1	HMSIS - Tank Solution

Last Cleanout Date: _____ Next Cleanout Date: _____

DuBois DuBois Chemicals, Inc. 3630 E Kemper Road Sharonville, Ohio 45241 800-438-2647



FIRST-AID LABELS

These labels mark where first aid cabinets are located, as well as their inventory, and guides for proper first aid treatment. These are available as a kit when setting up first aid cabinets, so each cabinet gets the same first aid supplies.

FIRST-AID

**REMAIN CALM
FOR IMMEDIATE MEDICAL ATTENTION
HAVE YOUR LEAD
CALL 911**

IN THE EVENT OF AN INJURY FOLLOW INSTRUCTIONS BELOW

1). APPLY FIRST AID OR CALL AN AMBULANCE.
If hospital visit is not required but first aid is administered, your Supervisor must fill out the ITD-Accident-Report-Form-ITD0723 located on the Shared Documents section of the companyweb. Inform hospital staff you work for ITD.

2). GO TO HOSPITAL IF NECESSARY.
Please go to the St. Lukes Occupational Health Clinic, (840 N. 4th East, Mountain Home, ID 83647), inform hospital staff you work for ITD.

3). AFTER TREATMENT.
Bring hospital paperwork to HR department who will help with filing.

FIRST-AID GUIDE

BLEEDING	EYE INJURIES	BURNS
<p>Before providing care, put on protective gloves or use a barrier between you and the victim, to reduce the chance of disease transmission while assisting the injured person. Cleanse your hands thoroughly with soap and water.</p> <p>Basic first aid treatment</p> <ul style="list-style-type: none"> CALL 911 for medical assistance. Apply direct pressure using a clean cloth or sterile dressing directly on the wound. DO NOT take out any object that is lodged in a wound. See a doctor for help in removal. If there are no signs of a fracture in the injured area, carefully elevate the wound above the victim's heart. Once bleeding is controlled, keep victim warm by covering with a blanket, continuing to monitor for shock. 	<ul style="list-style-type: none"> If an object is impaled in the eye, CALL 911 and DO NOT remove the object. Cover both eyes with sterile dressings or eye cups to immobilize. Covering both eyes will minimize the movement of the injured eye. DO NOT rub or apply pressure, ice, or raw meat to the injured eye. If the injury is a black eye, you may apply ice to the injured eye. How to flush the eyes: If chemical is in only one eye, flush by positioning that eye's head with the contaminated eye down. To prevent flushing the chemical from the eye to the other, flush with cool or room temperature water for 15 minutes or more. Remove contact lenses after flushing. Seek medical attention whenever eyes are exposed to chemicals. 	<p>First Degree Burns Skin will appear red and may be swollen or painful. Generally does not require medical attention.</p> <p>Second Degree Burns Skin will appear red, blistered and swollen. May require medical attention.</p> <p>Third Degree Burns Skin will be visibly charred and may be white, black, or painful. ALWAYS seek medical attention.</p> <p>Basic first aid treatment for 1st degree & some 2nd degree burns: Submerge both areas immediately in cool water until pain stops. If affected area is large, cover with cool wet cloths. Do not break blisters if they are present. If pain persists but no medical assistance is needed, apply medicated first aid cream or gel and cover with sterile dressing. If medical attention is needed, do not apply any creams. Just cover with a sterile dressing and seek medical help immediately.</p> <p>Basic first aid treatment for 3rd degree & some 2nd degree burns: CALL 911. Third degree burns MUST RECEIVE MEDICAL ATTENTION IMMEDIATELY! DO NOT try to remove any clothing stuck to the burned area. Cover with sterile dressing or clean sheet. DO NOT apply any creams or oint.</p> <p>CHEMICAL BURNS: Flush the affected area with cool running water for at least 15 minutes. Remove all clothing and jewelry that has been contaminated. Monitor victim for shock and seek medical assistance. If chemical burn is in the eyes, flush continuously with water and seek medical attention immediately.</p>
<p>CLEANING & BANDAGING WOUNDS</p> <p>Wash your hands and cleanse the injured area with clean soap and water, then blot dry. Apply antibiotic ointment to minor wound and cover with a sterile gauze dressing or bandage that is slightly larger than the actual wound.</p> <p>IF YOU ARE IN NEED OF IMMEDIATE MEDICAL ATTENTION, CALL 911!</p>		

CABINET LABEL

FIRST AID CABINET INVENTORY				FIRST AID CABINET INVENTORY			
DESCRIPTION	PN#	VENDOR	QTY.	DESCRIPTION	PN#	VENDOR	QTY.
1" x 3" Adhesive Bandages 50ct	-	WALMART	50ct	Scissors	151063	STAPLES	1each
Medical Adhesive Tape, 2.5 yd.	-	WALMART	1each	Padded Splint, 4" x 24"	203048	STAPLES	1each
Antibiotic Treatment, 0.145 Oz. (3g) Applications Antibiotic Ointment	5-18564	ULINE	25each	Sterile Pads, 4" x 4"	71730	STAPLES	4each
Antiseptic, 0.145 Oz. (3g) Applications	66683	STAPLES	50each	Tourniquet, 1"	262240	STAPLES	1each
Breathing Barrier	5-10478	ULINE	1each	Trauma Pads, 5" x 9"	2476326	STAPLES	4each
CPR Mask	2193644	STAPLES	1each	Triangular Bandage	2681616	STAPLES	2each
Burn Dressing, 4" x 4"	2108661	STAPLES	2each	Pen Light	21271400	WALMART	1each
Burn Treatment, 1/32 Oz. (0.9g) Applications	5-18562	ULINE	25each	Medical Tweezers	71271	STAPLES	1each
Cold Pack, 4" x 5"	686220	STAPLES	2each				
Eye Coverings	3480649	WALMART	2each				
Eye Wash, 4oz.	4057747	WALMART	1each				
Hand Sanitizer, 1/32 oz. (0.9g) Applications	2438839	STAPLES	1each				
Medical Exam Gloves	5-16707X	ULINE	8each				
Roller Bandage, 2" x 4 yds.	5-22070	ULINE	2each				

CABINET INVENTORY LABEL

FIRST-AID STATIONS

ARE LOCATED IN THE
WELDSHOP & LASER BAY
NEAR THE RESTROOMS

CALL 911 FOR IMMEDIATE MEDICAL ATTENTION

FIRST AID LOCATION LABEL

SINGLE USE!

WS 0011- 1

1" x 3"
ADHESIVE BANDAGES

50 ea.

REFILL FROM SHIPPING

SINGLE USE!

WS 0011- 11

EYE WASH

1 ea.

REFILL FROM SHIPPING

FIRST AID CONSUMABLES

SINGLE USE!

WS 0011- 5

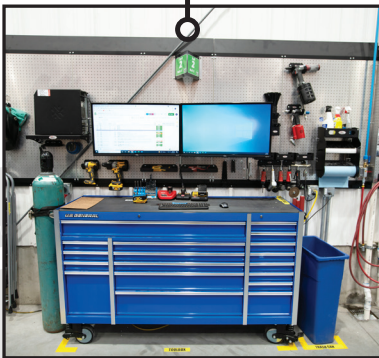
BREATHING BARRIER

1 ea.

REFILL FROM SHIPPING

DEPARTMENT CELL SIGNS & LABELS

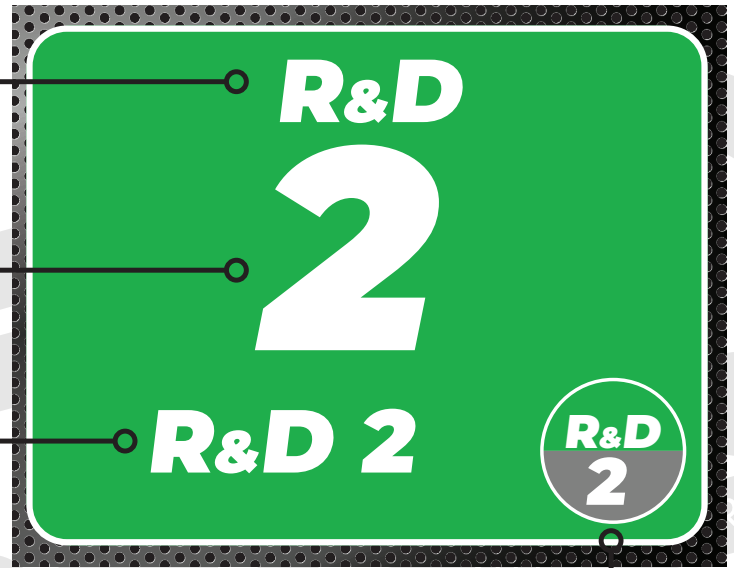
The Inventive Group shop is composed of multiple different departments, laser, welding, machine shop, etc.. Each of these departments are broken up into smaller sections, called cells. Each cell is set up to complete one job in the manufacturing process. To help employees navigate around the shop, each department has been assigned a color, each cell has been assigned a number and nickname. Both of these help in distinguishing one cell from another.



DEPARTMENT

CELL #

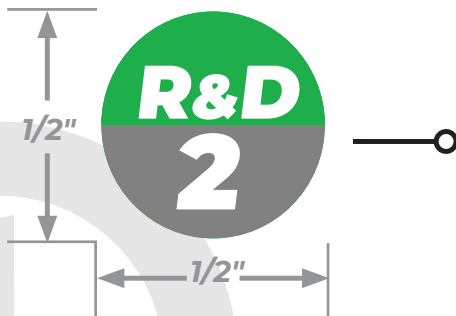
CELL NICKNAME



TOOL CELL IDENTIFIER

The cells of the shop are set up to accomplish a task with the most efficiency as possible. Each cell is assigned tools to do the work. The tools of each cell are labeled with a small Tool Cell Identifier label that corresponds with the cell that the tool belongs to. This helps get the right tools back to their correct home, if they somehow get misplaced.

TOOL CELL IDENTIFIER LABEL



WAYFINDER, EQUIPMENT AND MAINTENANCE LABELS

WAYFINDER LABELS

These signs and decals are used to identify locations around the shop. You can use them to set up meeting locations or send maintenance to locations that need repair or servicing.



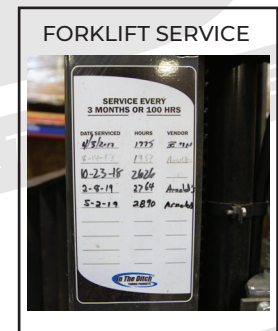
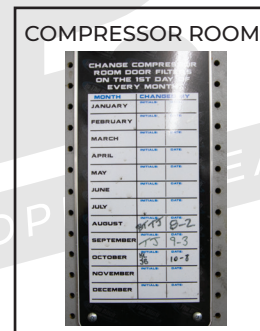
CALL FOR MAINTENANCE LABEL

These decals are located on machinery and equipment around the IG Shop. They give contact information of the maintenance dept. in case equipment is in need of maintenance or repair.



MAINTENANCE TRACKING LABELS

Several types of these labels exist around the shop. They are used to track regular maintenance and servicing of machinery and equipment.



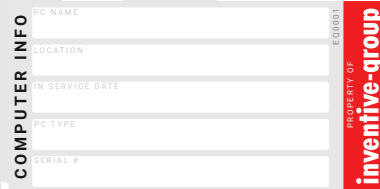
UNIT # LABEL

Unit# decals are used for identifying and tracking maintenance of Inventive Group machinery and equipment.



COMPUTER INFO LABEL

Computer Info Decals are used to identify inventive group computers. The label contains the PC name, location, in service date, PC type and serial number.



ADDITIONAL LABELS

BLUE SHOP LABEL

BLUE SHOP LABELS

Blue Shop Labels serve as using stock or markers to identify anything that is not a tool, a consumable, an utility label, an image bin label or a safety / warning label.
(Example - Folding Chairs/Folding Tables)



SMILEY FACE LABEL

Used to show the fixture is in its correct position and facing the correct direction for the next user.

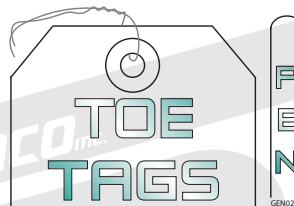


QUARANTINE

An area or shelf that is in each department where you can put items that you do not know what to do with. These should be checked and discussed daily in your morning meetings.

QUARANTINE

- #1. FILL OUT TOE TAG WITH INFORMATION BELOW AND ATTACH TO ITEM
 - NAME OF PERSON WHO FOUND ITEM
 - DATE FOUND/PUT IN QUARANTINE
- #2. QUARANTINE LOCATION IS TO BE DEALT WITH DAILY.
- #3. REFILL TOE TAGS AS NEEDED FROM SHIPPING DEPARTMENT



When you fill out the Toe Tags, include the date and who found it.



PRODUCT LABELS

These labels are used for products. They are warning labels, box labels, and serial numbers.

WARNING



EXAMPLES

BOX



PRODUCT DECALS

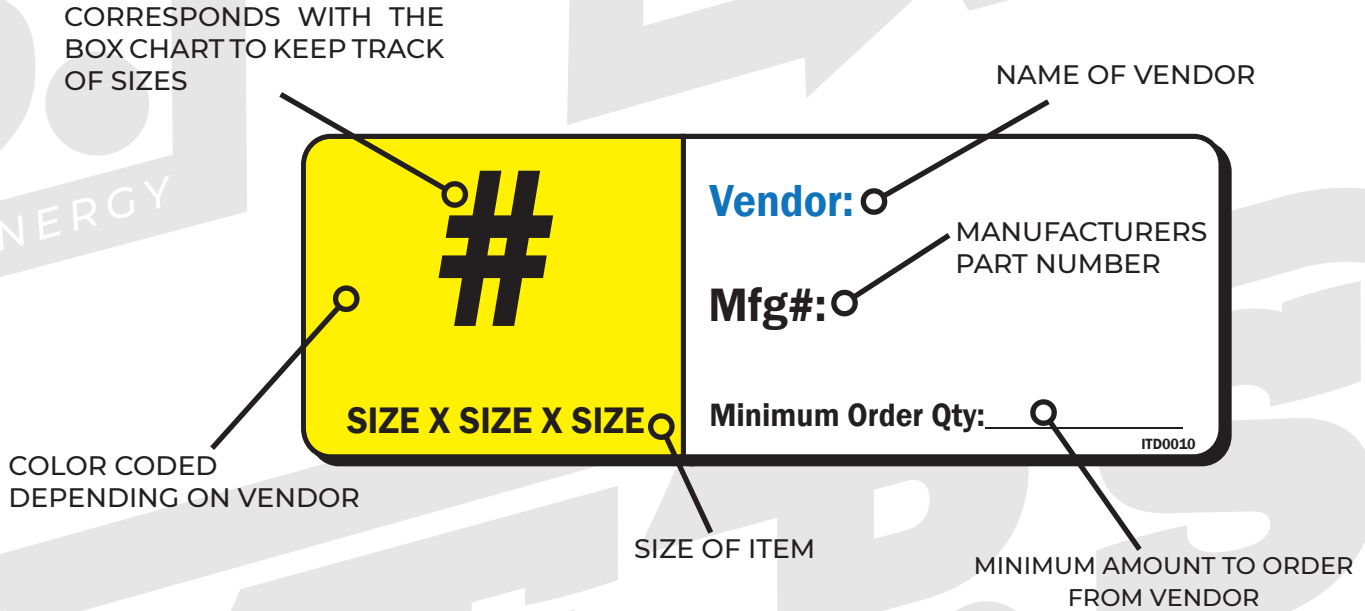


SERIAL



BOX BIN LABELS

Box Bin Labels are used to indicate the size and type of boxes. In addition the bin number indicates the bin numbers of boxes as well as correlating with the master box chart. There are three color types on each Box Bin Label which indicate different ordering vendors for the box in the bin.



EXAMPLES

VENDOR: U-LINE

# SIZE X SIZE X SIZE	Vendor: Mfg#: Minimum Order Qty: _____
-------------------------	--

30 24 X 24 X 30	Vendor: U-Line Mfg#: S-4572 Minimum Order Qty: _____
--------------------	--

VENDOR: MULTI-FAB

# SIZE X SIZE X SIZE	Vendor: Mfg#: Minimum Order Qty: _____
-------------------------	--

34 15 X 10 X 12	Vendor: MULTI-FAB Mfg#: BC15TX10TX12TM Minimum Order Qty: _____
--------------------	---

VENDOR: DIXON CONTAINER



# SIZE X SIZE X SIZE	Vendor: Mfg#: Minimum Order Qty: _____
-------------------------	--

31 24.5 X 21 X 24	Vendor: DIXON CONTAINER Mfg#: 24F2124 Minimum Order Qty: _____
----------------------	--

PRESS BRAKE LABELS

Press brake labels are used to clearly identify all information needed from each piece of tooling. Each label should state name of tool, height (if punch), degree, punch or die and length of tooling.

SYMBOLS

PUNCH  DIE 

NON-SEGMENTED

There are two main types of press brake tooling we use, punches and dies. Punches are placed in upper railing and dies are placed in lower railing. Punches push the metal into the dies to create a bend.

STANDARD PUNCH DECAL SET


OW202S R 3.2  HEIGHT: 212.7 DEG: 28°


OW202S R 3.2  HEIGHT: 212.7 DEG: 28°


500 500 500 500 300 200


100 100 100 50 45 40

35 30 25 25


 OW202S R 3.2 DEG: 28° HEIGHT: 212.7 OW202S


 OW202S R 3.2 DEG: 28° HEIGHT: 212.7 OW202S


 OW202S R 3.2 DEG: 28° HEIGHT: 212.7 OW202S


 OW202S R 3.2 DEG: 28° HEIGHT: 212.7 OW202S

STANDARD DIE DECAL SET

 EV005 W-R 1.6 DEG: 30° EV005

 EV005 W-R 1.6 DEG: 30° EV005

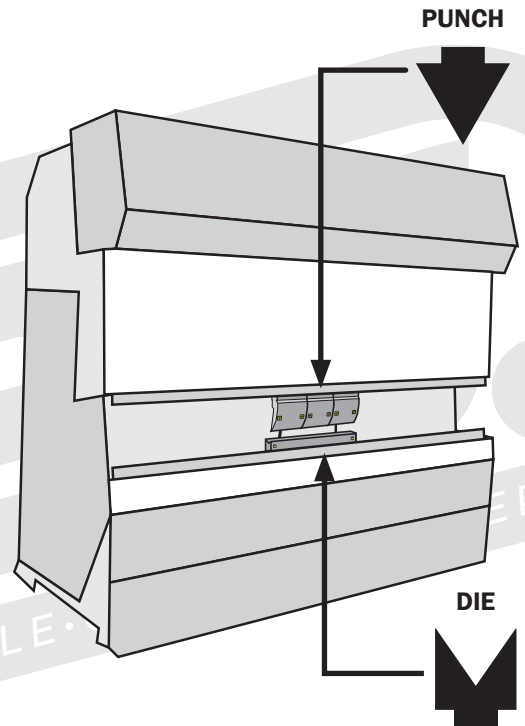
 EV005 W-R 1.6 DEG: 30° EV005

 EV005 W-R 1.6 DEG: 30° EV005

500 500 500 500 300 200

100 100 100 50 45 40

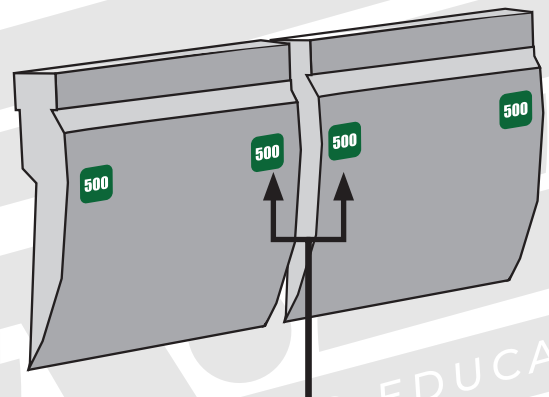
35 30 25 25



MATCH LIKE COLOR

WARNING

Matching colors is important for safety and accuracy reasons. If two unlike tooling are matched together, tooling may break in an explosive fashion. It is always a good idea to pay close attention to the tooling required for the job so not to induce injury or death do to improper tooling.



THESE DECALS MUST BE THE SAME COLOR WHEN USING MULTIPLE TOOLING

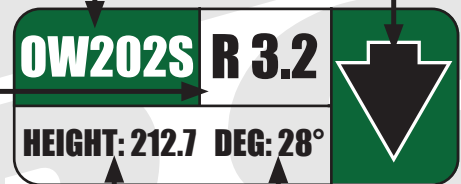
PRESS BRAKE LABELS

Press brake labels are available in 3 separate forms: large vertical labels, large horizontal & small labels. Each label has information about the specific die you're working with printed on it. Depending on what die you're creating labels for, you may need to order multiple labels of both the large and small variety. Please use the example below to create your label!

LARGE VERTICAL LABEL



LARGE HORIZONTAL LABEL



PUNCH/DIE SYMBOL

TOOLING PART#

TOOLING RADIUS

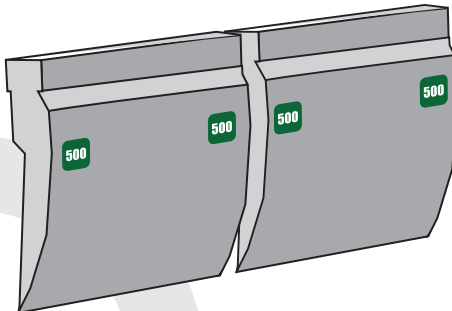
TOOLING DEGREE

TOOLING HEIGHT

SMALL LABEL



TOOLING WIDTH

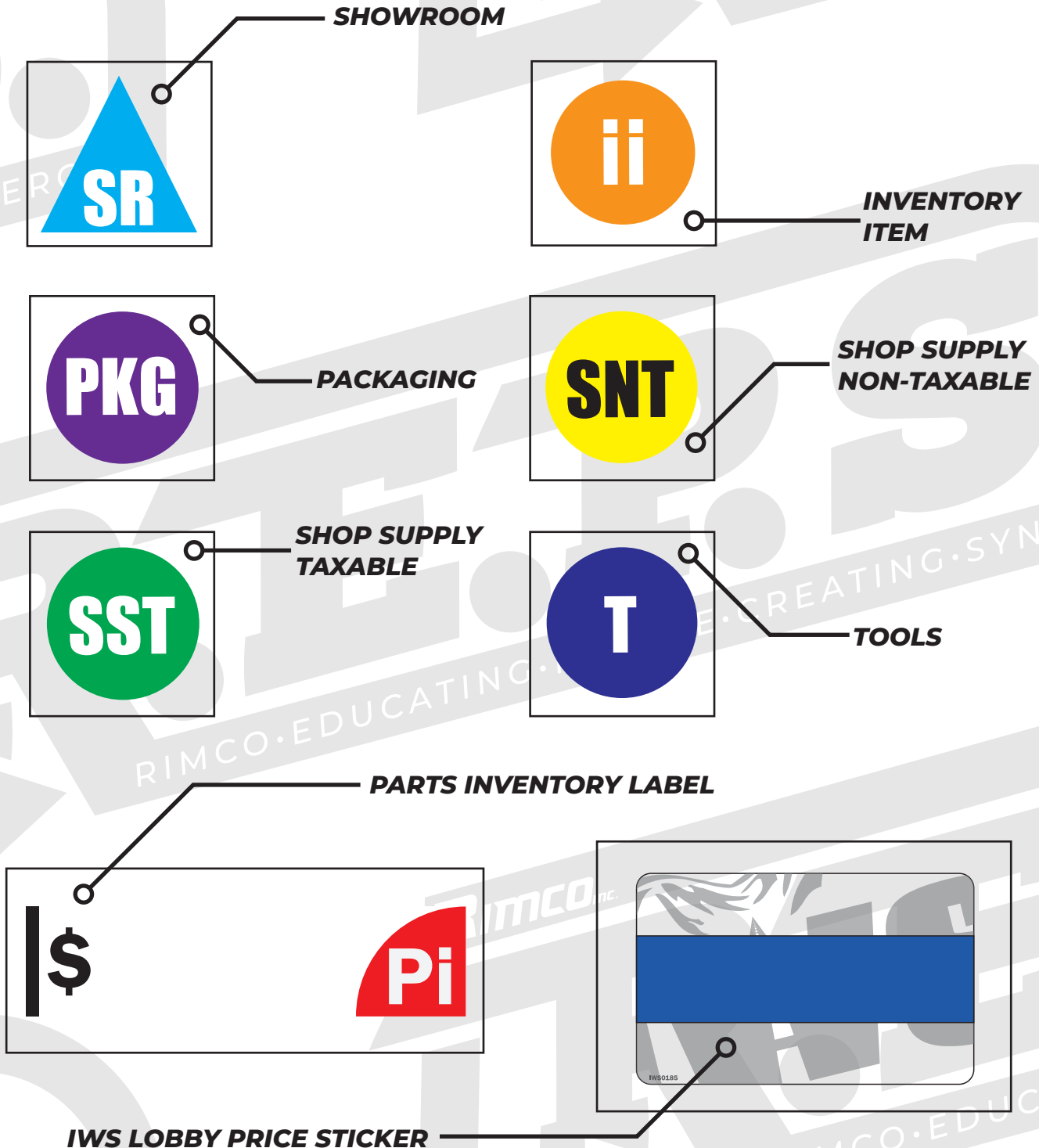


Press brake Tooling Cart Examples



IWS PARTS LABELS

These labels can be found at IWS to identify how items should be purchased or taxed.



IWS PARTS LABELS EXAMPLES

SHOWROOM & INVENTORY ITEM LABELS



PARTS INVENTORY LABEL



INVENTORY ITEM



IWS LOBBY PRICE STICKER

***If you need a label
please reach out to
your Department
Lead and they will
assist you.***

INDEX

Assem. – Shorthand for Assembly. Located on the Parts Flow Card.

Blue Shop Labels – Serve as markers to identify the placement of items that do not fall into the category of Tool Labels, Consumable Labels, or Safety/Warning Labels.

Box Bin Labels – Used to indicate the size and type of boxes available.

Box Label – Used to easily identify the type of product contained in the boxes.

Build Order Card – Used to trigger the production of internal products for a customer. Build Order Cards are double-sided and have the Parts Flow Card on the opposite side.

Champion – Leader of a particular project. Typically known as a project leader.

Consumable Labels – These labels are used to identify shop products which are consumed on a daily basis. See the Shop Consumable Labels section for more information.

Department Cell Signss - Helps employees navigate around the shop.

Desc. – Shorthand for Description.

Emergency Stock Card - Used to indicate that there is temporary Emergency Stock in a separate location.

Engineering Build Order Card – Used to trigger production of any internal engineering projects.

Equipment Labels -

ETA – Estimated Time of Arrival.

Extra Stock Card – Used to indicate there is extra stock located in the facility that needs to be pulled first.

First-Aid Labels - These safety and warning labels are used for first aid kits.

Floor Labels - Floor labels are used to mark out objects whose home is on the ground.

Freight Policy – Contains the shipping info for that particular item.

Image Bin Labels – Labels that are used to help keep kanbanded parts sorted.

IWS Parts Labels - These labels can be found at IWS to identify how items should be purchased or taxed.

Kanban – A visual system that shows you to replace what has been consumed.

Kanban Card – Used to trigger production of internal products for a kanban.

Label Being Made Card – Used to indicate that a label is being made. Card should be hung in place of the new label until it arrives.

Large Wall Hanger Card – 5" X 3" aluminum card that is cut out by the laser and is used as a backer for the label decals.

Maintenance Labels - Located on machinery and equipment around the IG Shop.

Mfg # - Shorthand for Manufacturers Part Number.

Notes Card – Used to give vendor information or special instruction for order cards.

Order Card – Used to request an external order of a product.

Part # - Shorthand for Part Number.

Parts Flow Card – Used to define the flow of an individual product through the shop.

INDEX

Finished by Date - is used to indicate who did the work and the date of completion.

Pegboard System Labels -

P.O. - Purchase order. A commercial document and first official offer issued by a buyer to a seller indicating types, quantities, and agreed prices for products or services.

Press Brake Labels - Used to clearly identify all information needed from each piece of tooling.

Priority Build Order Card - Used on priority orders and should be fast tracked through the system. The scheduler decides what orders are of priority.

Product Decal - Used to identify the product and/or company for design/branding purposes. Product decals also include all warning labels and serial number labels.

QTY - Quantity.

Recut Card - Used when a defect is found on an internal product or part and needs top internal priority to be pulled through the system.

Safety / Warning Labels - Used to identify safety precautions or risks associated with the shop/facility.

Sent Out for Finishing Card - Used to indicate that a product has been sent out for finishing. Example: Adding zinc plating to any product.

Skin Package Label - Used to identify skin packaged products.

Small Wall Hanger Card - 3.35" X 2.3" aluminum card that is cut out by the laser and used as a backer for the label decals.

Tool Cell Identifier - Corresponds with the cell that the tool belongs to.

Tool Labels - Labels that are used as a visual signifier to show where a tool belongs.

Utility Labels - An assortment of labels specified for setting up a new cell. This includes essential items around the shop, such as "broom."

Vendor - Person or company offering something for sale.

Vendor P.N. - Indicates the part number that the vendor uses. This helps when ordering products as our internal part number will be different than the Vendors.

Video In Use Card - Used to signify that the Video Department has borrowed an item or that an item belonging to the video department has been checked out.

Wayfinder - used to identify locations around the shop.

Wrench/Socket Labels - These labels are placed on ITD15510 Wrench Socket Label Tab for setting up peg board hooks for socket and wrench sets.

LIST OF APPROVED LABELS

FLOOR LABELS:

NON-STOCKING:

- 3 TIER CARTS
- 48X40 PALLETS
- 74X42 PALLETS
- FORKLIFT
- HARDWARE DROP OFF
- HARDWARE PICK UP 1
- HOPPER
- INCOMING FREIGHT
- INCOMING PALLET
- LASER DROP OFF
- LASER PICK UP 1
- LASER PICK UP 2
- MOP BUCKET
- MACHINE SHOP DROP OFF
- MACHINE SHOP PICK UP 1
- PALLETS
- POWDER DROP OFF
- POWDER PICK UP 1
- POWDER PICK UP 2
- PRESS BRAKE DROP OFF
- PRESS BRAKE PICK UP 1
- PRESS BRAKE PICK UP 2
- PRESS BRAKE PICK UP 3
- PRIORITY QUEUE
- ROBOT DROP OFF
- ROBOT PICK UP 1
- SCOOTER
- TALL ITEMS CART
- TRANSFER CART
- TRASH CAN
- TUBE FAB DROP OFF
- TUBE FAB PICK UP 1
- TUBE FAB PICK UP 2
- WELDING DROP OFF
- WELDING PICK UP 1
- WELDING PICK UP 2
- WIP

CONSUMABLE LABELS:

STOCKING:

- 36 GRIT PAD
- 409
- ADHESIVE REMOVER
- GOJO ANTI-BACTERIAL
- HAND SOAP
- BLUE SHOP TOWELS
- BLUE THREADLOCK
- BRAKE CLEAN

LIST OF APPROVED LABELS CONT.

- GLOVES
- GOJO HAND CLEANER
- GRINDING DISKS
- LYSOL
- MASKING TAPE
- PINE-SOL

NON-STOCKING:

- 3M PROMOTER
- AIR TOOL OIL
- AJAX
- ANTI-SIEZE
- BAR KEEPER'S FRIEND
- CARDBOARD NOTE PAD
- CUT OFF DISC
- DX-103
- ELECTRICAL TAPE
- ELECTRONIC CLEANER
- ER CUTTING AND TAPING
- FLAT BLACK PAINT

- PLEXUS
- TEFLON TAPE
- TIE WIRE
- WD-40
- WHITE PAPER TOWELS
- WINDEX
- ZEP

- GLOSS BLACK PAINT
- GORILLA TAPE
- HAND SANITIZER
- ISOPROPYL MIX
- PENETRATING OIL
- SANDING BELTS
- SAWZALL BLADES
- SCOTCH-BRITE
- SELF-ETCHING PRIMER
- SILICONE
- STAPLES
- TOILET PAPER
- WHITE LITHIUM GREASE

UTILITY LABELS:

STOCKING:

- 110 CORD
- AIR HOSE
- DUST PAN
- HAND BROOM

- LARGE BROOM
- SMALL BROOM
- STEP LADDER
- WATER HOSE

LIST OF APPROVED LABELS CONT.

NON-STOCKING:

- 220 CORD
- FOLDING LADDER
- MOP
- SNOW SHOVEL

TOOL LABELS:

HAND TOOLS

NON-STOCKING:

- 1" BACK OUT PUNCH
- 1/2" BACK OUT PUNCH
- 3/4" BACK OUT PUNCH
- #2 PHILLIPS SCREWDRIVER
- #3 PHILLIPS SCREWDRIVER
- 4' LEVEL
- BOX SCORER
- CARPENTER SQUARE
- CAULK GUN
- CENTER PUNCH
- CHANNEL LOCKS
- CHISEL
- CLAW HAMMER
- CRESCENT WRENCHES
- CRIMPER PLIERS
- DUSTER
- DRILL INDEX
- DRILL LUBE
- FILE
- FLAT JAW PLIERS
- FLATHEAD SCREWDRIVER
- GASKET CUTTER
- GREASE GUN
- GRINDER WRENCH
- HAMMER
- HAND WRAPPER
- P# ITD12371 3.500X0.313 PIPE
- LARGE DEAD BLOW
- LONG FISH TAPE
- NEEDLE NOSE PLIERS
- NOTE PADS
- PALLET PULLER
- PALM RATCHET
- PICK HAMMER
- PIGTAIL RUBBER GASKET TOOL
- PIPE VISE
- PIPE WRENCHES
- PLIERS
- PLUMB BOBS
- POWDER GUN CUP
- PRY BARS
- QUICK GRIP CLAMP

LIST OF APPROVED LABELS CONT.

- RATCHET
- RATCHET STRAPS
- ROTO PAX KNOB TOOL
- SCAPER
- SHORT CHALK LINE
- SHORT FISH TAPE
- SIDE CUTTING PLIERS
- SLAG HAMMER
- SMALL DEADBLOW
- SMALL SQUARE
- SNAP RING PLIERS
- SOCKETS

- SPEED SQUARE
- STAPLE REMOVER
- STRING LINE
- TAPE MEASURE
- TORPEDO LEVEL
- TOW CHAIN
- TUBING HAND TOOL
- WALKING WHEEL
- WELPER
- WIRE BRUSH
- WIRE STRIPPERS
- WRENCHES

POWER TOOLS NON-STOCKING:

- AIR BUFFER
- AIR HAMMER
- AIR NOZZLE
- BELT SANDER
- BRAD NAILER
- CIRCULAR SAW
- CUT OFF TOOL
- DA SANDER
- DRILL
- ELECTRIC KNIFE
- FLASHLIGHT
- GRINDER

- GYRO SCREWDRIVER
- HEAT GUN
- IMPACT
- JIG SAW
- NAIL GUN
- OSCILLATING SAW
- PALM SANDER
- PORTA-BAND
- RIVET GUN
- RIVET NUT GUN
- ROTARY FILE
- SAWZALL
- STAPLE GUN

LIST OF APPROVED LABELS CONT.

ELECTRONIC TOOLS NON-STOCKING:

- CHARGING STATION
- EXTERNAL USB DRIVE
- LAPTOP
- MIL DEPTH GAUGE
- PHONE HEADSET
- RADIOS
- REMOTE
- STUD FINDER
- TEMP. GUN
- THERMOMETER

PROTECTIVE GEAR NON-STOCKING:

- HEARING PROTECTION
- FACE SHIELD
- POWDER HOOD
- POWDER SUIT
- RESPIRATOR
- SAFETY GLASSES
- WELDING HELMET

PROTECTIVE GEAR NON-STOCKING:

- 1/2" ROUTER ARBOR
- 1/4" ROUTER ARBOR
- 1 3/8" ROUTER TABLE INSERT
- 2" ROUTER TABLE INSERT
- 2 1/2" ROUTER TABLE INSERT
- RBO3006
- RBO3015/3050
- RBO3020/3045
- RBO5040
- RBO5108
- RBO5125
- RBO5140
- RBO5160
- ROUTER TABLE BACK STOP
- TABLE PEGS

LIST OF APPROVED LABELS CONT.

TOOL BOX DRAWER LABELS:

NON-STOCKING:

- AIR CHUCKS
- AIR HAMMER
- AIR TOOLS
- ALLENS
- CHISELS
- CREEPER
- DRILL
- ELECTRICAL DIAGONSTIC TOOLS
- EXTENSIONS
- FILES
- FUEL LINE TOOLS
- GYRO SCREWDRIVERS
- HAMMERS
- HEXAGON ARM ACCESSORIES
- HEAT GUN
- HUB SOCKETS
- IMPACT DRIVER
- MEASUREMENT TOOLS
- METRIC WRENCHES
- MISCELLANEOUS
- NUT DRIVERS
- PLIERS
- POWER RATCHET
- PROFILE TOOLS
- PULLERS
- PUNCHES
- RATCHETS
- SAE WRENCHES
- SCRAPERS
- SCREW EXTRACTORS
- SCREWDRIVERS
- SEAL DRIVERS
- SEALANTS
- SLIDE HAMMER
- SNAP RING PLIERS
- SOCKETS
- SPARK TESTING
- TORQUE WRENCHES
- TORX
- TRIM TOOLS
- WELD BLANKET



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