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CONTROL PLATE

PROCEDURE ISSUE DATE:

Issuing department: INDUSTRIAL MANAGEMENT

MODIFICATIONS CONTROL:

<u>Edition</u>	<u>Date</u>	<u>Modified section</u>	<u>Modification description</u>
0	02/ 05		<p>Cancel and replaces the document with reference pag7502-01</p>
1	08/ 12	4	<p>Includes the definition of cut or folded plates and profiles.</p> <p>Change of Quality and Environmental Control Manager to Quality Management Department.</p> <p>Includes the minimum identification of normalized plates which are used as raw material of the bodyshell and rolling parts.</p> <p>Includes the minimum identification to be marked on the plates and profiles cut and folded according to drawing.</p> <p>Includes minimum identification for machined or welded parts.</p> <p>The title is modified "Labelling method" instead of "Placement".</p> <p>Includes the normalized plate labelling used as raw material.</p> <p>Includes the labelling on plates and profiles cut and folded according to the drawing.</p> <p>Includes the equipment labelling method.</p>
2	01/21	2	<p>Redefines the scope and exclusions of the document. The exclusions of the item.</p>
		4	<p>Definition of data matrix.</p>
		5	<p>Engineering is included in the responsibilities chapter.</p>
		6.3	<p>Identification languages.</p> <p>New requirements for AEE compliant equipment.</p> <p>Includes large sub-assemblies.</p>

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1.- PURPOSE

This procedure defines the criteria for the labelling of the products which may require it.

2.- SCOPE

This procedure is applicable to all products and materials involved in the manufacture of Talgo products.

In addition, when a form of labelling is specified in the drawings, it shall prevail over the provisions of this procedure.

2.1.- EXCLUSIONS.

The following are excluded from compliance with this procedure:

- Commercial items.
- Standardized products.
- Products in which, due to their size, there is not enough space for their labelling.

3.- REFERENCES.

- Quality Plan Issuing Procedure, ref.: PA4201-03

4.- REFERENCES.

Cut or folded plates and profiles: Are those plates or profiles manufactured to drawing.

Part Number: reference that unequivocally identifies the design of a part or material.

Large sub-assembly: semi-finished product (internally or externally manufactured) which, due to its size, does not remain in stock until it is assembled, but is directly

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delivered to a position for assembly into the final product. Examples of large sub-assemblies are the nose, the roofs or the structure.

5.- RESPONSIBILITIES.

Quality department

Ensure that for the items/products which must be marked, the Quality Assurance Plates will include the contents according to the instructions provided in this procedure.

Engineering department

Ensure that for items/products that must be marked, according to this procedure, this is specified in their drawings or specifications of activities and deliverables.

6.- DEVELOPMENT.

6.1.- SUPPLIER IDENTIFICATION

For all the products which are required to be marked in the Quality Assurance Plate, the supplier will indicate so in the Quality Assurance Plate, according to the general criteria provided in this procedure or according to the general criteria which is specified in section 7.3. in the "Purchasing General Conditions" ref.: CGC/001/2003

6.2.- PRODUCTS WHICH MUST BE MARKED BY THE SUPPLIER.

- Metal.
- Plastic and polyester.
- Elastomers.
- Chemical products.
- Large equipment and subassemblies.

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- Extruded profiles.
- Glass.

6.3.- IDENTIFICATION CODE.

The materials/equipment shall be identified in the language(s) indicated in the project on the product itself.

This identification code is only applicable to the labelling and, therefore, does not alter the rest of the references that have been used so far in the documentation.

Depending on the type of product, the identification shall contain at least the following data:

1. Metal.

Standardized plates used as raw material for structural and rolling parts (without Talgo drawings) shall be identified according to the applicable standard.

For forgings and castings shall include the following information:

- Anagram or name of the supplier.
- Date of manufacture (month and year).
- Talgo part number, with revision status.
- Casting number.

Plates and profiles cut and folded to drawing:

- Anagram or name of the supplier.
- Talgo part number, with revision status.
- Manufacturing date.
- Casting number. This data shall be included if required by the drawing when it is considered as a critical part.

Machined or welded parts:

- Anagram or name of the supplier.
- Date of manufacture (month and year).
- Talgo part number, with revision status.

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- Raw material supplier / Batch N° This data shall be included if required by the drawing when it is considered as a critical part.

2. Plastic and polyester.

For parts shall include the following information:

- Anagram or name of the supplier.
- Date of manufacture (month and year).
- Talgo part number, with revision status.

3. Elastomers

Elastomeric materials shall include the following information:

- Anagram or name of the supplier.
- Date of manufacture (month and year).
- Talgo part number, with revision status.

4. Chemicals

Chemical products shall be labeled with the regulations in force.

5. Large-scale equipment or sub-assemblies

Large-scale equipment or sub-assemblies shall contain the following information:

- Anagram or name of the supplier.
- Date of manufacture (month and year).
- Talgo part number, with revision status.
- Supplier's Part Number
- *Serial N°*:

Additionally:

- a) For internally manufactured items, the date of manufacture can be eliminated, since it is known in the system.
- b) In the case of electronic equipment, in addition to the Talgo part number, with revision status, the reference number of the project grouper (supplied by Talgo) shall be identified and the revision status of both hardware and software shall be marked.

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c) For electrical cabinets, include the reference of electrical diagrams and their revision.

6. Extruded profiles.

Extruded profiles shall be painted only, and shall also indicate:

- Manufacturing date
- Casting number.

7. Glass

The glasses belonging to visible elements of the interior design of the vehicles shall be marked as specified in the drawing

For windows it will be necessary:

- Supplier's reference.
- Manufacturing date

6.4.- LOCATION.

The criterion is to respect the area indicated in the corresponding drawing of each part. If on the drawing there are no indications for the location of the identification code, follow the next steps:

- a) Whenever possible, an area should be chosen in which the code is visible without the need to disassemble the part.
- b) It shall not be marked on areas subject to functional work.
- c) Manufacturing Engineering department shall provide guidance on the location and assembly of the final part, when the supplier is the one who chooses the location.

6.5.- LABELLING METHOD

It is the responsibility of the supplier who supplies the finished part or who performs work that may cause loss of information (such as cutting, machining, ...), to ensure the unique labelling of the same according to 6.3.

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It will depend on the nature of the product.

a) Metal.

- Casted: the labelling will be high lettering and must be included in the mold.
- Forged: if they are not mechanized, they will have low lettering. In the case of machining, it will be performed with indelible ink on the blank, transferring these marks to the mechanized part by means of punching.
- Machining: the labelling will be performed using punches which will not have sharp edges or, failing this, electric pencil or acid emulsion.
- Normalized plates used as a raw material: according to the applicable standard.
- Plates and profiles cut and folded by drawing: the labelling shall be made by means of punches without sharp edges or by electric pencil, acid emulsion or laser.

b) Plastic and polyester.

- Plastic: the labelling is incorporated in the mold and it can be either high or low lettering.
- Polyester: the labelling will be performed by means of an indelible ink stamp on the unseen sides or by labelling.

c) Elastomers.

The labelling will be high and low lettering which must be included in the mold.

d) Chemical products.

The labelling, in addition to the manufacturer identification and reference, will also include a pictogram indicating danger, expiration date and recontrol.

e) Large-scale equipment or sub-assemblies.

It must be indicated at least, by means of an identification plate or adhesive sticker with indelible ink.

f) In extruded profiles, the labelling shall be made on the paint.

g) On glass, the labelling shall be silk-screen printed.

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6.6.- DIMENSIONS.

The height, thickness and separation between letters and numbers will depend on the size of the pieces and is left to the manufacturer's discretion. However, it is required that for small size pieces, the height is not less than 3mm. and for large size pieces it is not more than 20mm.

The relationship between height, thickness and spacing should be only as an indication:

Thickness = 1/10 height

Spacing = 1/6 height

For products where more than one supplier is involved in their manufacture, the identification code of each supplier must be included.