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## SRF Serialization

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Document Number: PR-P-007  
Revision Number: Rev A  
Document Owner: P. Denny

Approval Date: 16-May-2019  
Periodic Review Date: 16-May-2022

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### 1.0 Purpose

To describe the recommended standard method for serialization of components and sub-assemblies where traceability is required.

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### 2.0 Serialization

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#### 2.1 General

SOTRs and Projects are responsible for identifying the critical parts where traceability is required in the SOW and/or Purchase Order. The recommended format unless otherwise specified is described as follows:

#### 2.2 For Non- Critical Parts where traceability is not required

Fabricated parts should be marked with the JLab Drawing Number and Revision where possible, no serial numbers

#### 2.3 For Catalogue and Less Critical Components

- Catalog Item Marking: Standard manufacturer markings (i.e. Brand, Part No., Serial No. etc.) for "Off-the shelf" items may be accepted in-lieu of JLab specification with approval of JLab SOTR
- KITS (examples Space frame, Tuner) and Hardware (examples nuts, bolts & gaskets) are not serialized, and have limited traceability at time of release from SRF Inventory to the Project used for the Purchase Order.

#### 2.4 For Critical Components & Sub Assemblies

For Critical Components & Sub Assemblies, where traceability is required parts should be marked (stamped, etched, or engraved) by the vendor on the part as follows

**Marking Format: JLabDrawingNumber-Revision-SerialNumber**

An example of valid marking **CRM9007070-0000-B-026**

- **JLAB Drawing number** (not vendor drawing numbers) should be used, examples:
  - CRM9007070-0035
  - JL0038394

- **JLAB Drawing revision** – A space or alphabetic characters only
  - CRM9007070---0035, (initial release)
  - CRM9007070-B-0035, Rev B drawing
- **Serial number**
  - Recommend 4 digits
  - Multiple vendors are to be assigned a serial Number set – examples
    - Vendor A – 0nnn, 0001 – 0999, leading zeros are significant
    - Vendor B – 1nnn, 1000 – 1999
    - Vendor C – 2nnn, 2000 – 2990
  - In House suppliers would similarly be assigned non-conflicting serial number ranges for the same part/drawing

## 2.5 Documents and Packing Lists

- Certifications and Packing Lists should include all relevant marking as those on the parts

## 3.0 Reference and Related Procedures & Policies

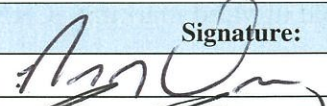



The following is a partial list of related procedures and policies at JLAB

- 1) Jefferson Lab Procurement Policy
- 2) Jefferson Lab Shipping & Receiving Policy
- 3) SRF Procedures
  - SRF QA-M-001 SRF Quality Manual
  - PR-P-005 Inventory Control
  - MAI-P-004 Control of Non-Conforming Product

## 4.0 Release and Revision History

Rev #	Revision or update:	Effective:
A	Initial version	16-MAY-2019

## 5.0 Approvals

Approved by:		Signature:	Date:
Document Owner	P. Denny		5/16/19
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