**Part Number and Version Control**

08-11-14 Draft

**Requirements**

* Safe/secure method to store files/documents, all needed files will be here, all will be up-to-date
* Simple and quick to use and maintain
* Designed for product development purposes; may not support all manufacturing needs but can be adapted

**Part Numbers**

1. **OODG Parts**. Item 1-5 are inventory items, 6-9 not inventory
   1. 1xxxx Box product in finished goods ready to ship to customer. Includes product, packing, instructions
   2. 2xxxxProduct level top assembly
   3. 3xxxx Sub Assembly Mechanical
   4. 4xxxx Sub assembly Electrical or Electrical Mechanical
   5. 5xxxx Part
   6. 6xxxx Document Number or Part Not Inventory Controlled
   7. 7xxxx Tooling or Fixture
   8. 8xxxx Not Assigned
   9. 9xxxx Not Assigned
2. **Off-The-Shelf Parts.** Use supplier part (mfrs and PN, if know is in the description) . TBD, use OTS - prefix for Supplier Parts.

**Version Control: See note in red below**

1. Product Development Version Control (prior to release for production).
   1. P letters are assigned to mechanical parts and assemblies in proto phase. Each completed phase is reviewed. From there it goes to production or the next development phase. First number following P is the prototype phase (P1, P2, P3, etc)
   2. Second number (dot number e.g., P2.1) indicates an in-work version of a part or assembly of that proto phase
      1. The dot number should change when there’s a significant change affecting form fit or function of a proto part **(review forward/backward compatibility, same bin box compatibility)**
      2. When there is no dot number it means the part is done and ready for review
2. Any time a part, assembly, document goes to team, clients or vendors for formal review or quote a copy of that document is saved in the Distributed Docs folder (within that version folder). Any changes to that part from that point forward require a version change.
3. **IMPORTANT re VERSIONS: Attaching the rev/ver to part number means everywhere that PN is used, when the version changes all those other places need to change.**
4. **Storing files and Read-Only requirements**