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Work Instruction	SUBJECT: Defense Receiving Inspection of Manufacture Lot Identification Numbers on Part, Paperwork or Both		

1.0 Purpose:

- 1.1 This Work Instruction is to provide Instructions for the Identification and Recording of Manufacture Lot Identification numbers.

2.0 Scope:

- 2.1 This Work Instruction is applicable to the AAR Defense Systems and Logistics Business unit.

3.0 Responsibility and Authority:


- 3.1 The Responsibility and Authority for the Administration and Implementation of this work instruction has been assigned to the Defense Sr. Operations Manager and / or their designee(s)

4.0 Forms and References:

- 4.1 OP-08.4.2 - Product Configuration Management and Verification of Purchased Product at Receiving and Final Inspection.
- 4.2 ASC-WDL-PFC-4.8-12 - Defense Receiving Inspection
- 4.3 ASC-WDL-IFS-001 - IFS Desktop Instructions

5.0 Procedure:

- 5.1 Inspector Identifies a Manufacture Lot Identification Number value(s) on the part and paperwork.
 - 5.1.1 A Manufacture Lot number may be in the form of a **Lot** number, **Batch** Number, **Control** Number, **Work Order** Number, Identification Number (**I.D.**).
 - 5.1.1.1 Reference ASC-WDL-IFS-001 for the Receiving Inspection recording of Shelf-life Cure Date, Assy Date, Expiration Date, Date of Manufacturer, and Date code information.
 - 5.1.2 The Inspector records the Manufacture Lot / Batch / Control / Work Order / or Identification Number in the Lot Batch Master- Defense Tab- Supplier lot number field.
 - 5.1.3 The Inspector records the Lot / Batch / Control / Work Order / or Identification Number value in the Lot Batch master notes field and identifies if found on part, paperwork, or both.
 - 5.1.3.1 If Manufacture Lot / Batch / Control / Work Order / Identification Number values are not identified on the Certificate of Conformance, create an MRB.
 - 5.1.3.2 Parts may be accepted without Manufacture Lot / Batch / Control / Work Order / Identification Number value on C of C via concession or customer approval.

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5.1.3.3 Only one Manufacture Lot / Batch / Control / Work Order / Identification Number value for one IFS Lot Batch number. Do not add multiple Manufacture Lot / Batch / Control / Work Order / Identification Number values to a single IFS Lot batch number.

- a) Example for ERP Notes field: Manufacture Lot / Batch / Control / Work Order / Identification Number Value: "Lot / Batch / Control / Work Order / Identification Number **XXXXXX** – Part Marking Only."
- b) Example for ERP Notes field: Manufacture Lot / Batch / Control / Work Order / Identification Number Value: "Lot / Batch / Control / Work Order / Identification Number **XXXXXX** – Paperwork Only."
- c) Example for ERP Notes field: Manufacture Lot / Batch / Control / Work Order / Identification Number Value: "Lot / Batch / Control / Work Order / Identification Number **XXXXXX** – on Parts and Paperwork"
 - The Inspector will also enter the Lot / Batch / Control / Work Order / Identification number values in the formats below to the ERP Supplier lot number field in the Lot Batch Master screen, regardless of whether the format is included on the part or paperwork or not.
- d) For **Eaton** hose assemblies, coupling fittings use: *W.O. ID:
- e) For **Woodward** material, use the CoC # on the top right of the Certificate of Conformance as the Lot / Batch / Control / Work Order / Identification Number value for all material listed on COC. *Coc Lot no.
- f) For **all other vendors** use the formats as applicable: *Lot no., *Control no., *BN, *WO no., *ID no.

6.0 Revision History:

Revision Date:	Revision:	Sections / Page Revised:	Description / Reason for Revision:	Approved by:
04/MAR/2024	Original	All	Update to new format	M. Baiz