

## **MNAO Tool Identification “Tool Tag” Guidelines (MARCH 15, 2013)**

MNAO owned tooling is a physical asset that must be cataloged and tracked by MNAO for accounting purposes.

In order to properly account for MNAO owned tooling, each tool must be permanently identified. This identification consists of uniform content so that any representative from the supplier, MNAO or another auditor may clearly and easily identify all MNAO assets.

- 1) Tooling identification content consists of:
  - Part number: Found on the MNAO tool purchase order and approved part drawing.
  - MNAO Fixed Asset number: Found on the MNAO tool order.
  - Ownership statement: “Property of Mazda North American Operations.”
- 2) The supplier is free to select the best method to mark MNAO tooling including but not limited to labels, etching, riveted tags, cast markings, stenciled paint, etc.
- 3) Identification must be affixed to the tool prior to PPAP.
- 4) All markings must be permanently attached for the lifespan of the tool, unobstructed and remain in good repair.

The supplier is to follow these guidelines. In the event that conventional tagging is not practical (for example, paint covered paint racks, etc.) the supplier may follow an alternate tool identification process. The supplier is expected to document this alternate tool identification process to MNAO for approval and accurate record keeping of the data in #1 above.

The supplier is to submit clear photos of each completed MNAO tool and the associated “tool tag” information by way of the completed MNAO “Tooling Preparation Status” form. This form is required as the permanent record of MNAO’s assets and ultimately tooling payment upon full PPAP.