Intertek Testing Services NA, Inc.
545 E Algonquin Rd
Arlington Heights, IL 60005
USA

Tel +1 855 944 2378
Fax +1 866 262 2753
bpcerthelpdesk@intertek.com
intertek.com

LABEL PROCEDURES

1. Keep labels under lock at all times.
2. Order labels as needed from Intertek. Submit a Label Order Form with an accompanying Purchase Order to the Intertek Label Department at **whilabels@intertek.com**.
3. Check and record serial numbers of each shipment when received.
4. Release labels according to individual order requirements (as they appear on the production schedule).
5. Maintain inventory log and record or usage in accordance with Intertek forms.
6. Make label inventory and records available to Intertek Inspectors on request.
7. Issue labels only to authorized persons for the purpose of attaching to product in the plant, or to Intertek personnel or other authorized personnel only.
8. Receive back from the plant all unused labels (for any reason such as order cancellation), record it into inventory and reissue it at the next opportunity.
9. Receive back from the plant or shipping department any label removed from a rejected product. Record it as being a destroyed label and hold the label for the Intertek Inspector to void.

Special Notes

- All labels issued by the label controller and waiting for attachment will be kept in a secure location and available only to the department head or his authorized worker.
- Installation instructions must accompany each labeled product shipped.
- Under **NO** circumstances will unattached labels be sent, mailed, carried or otherwise allowed to leave the premises, except in the possession of Intertek personnel.

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Total Quality. Assured.

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FIRE DOOR LOG SHEET

COMPANY NAME _____ **LABEL RATING** _____ **W/N NUMBER** _____

DATE LABELED	LABEL SERIAL NUMBERS		DOOR SIZE	OPENING(S) IN DOOR G=GLASS L=LOUVER (SIZE AND #)	HARDWARE PREPARATION		DOOR MANUFACTURER	DESTINATION OR REFERENCE
	FROM	TO			HINGE SIZE	LATCH TYPE		

NOTE: Label logs are to be maintained by the fabricator.

Revision Date: 16 May 2018

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FIRE DOOR FRAME LOG SHEET

COMPANY NAME _____ **LABEL RATING** _____ **W/N NUMBER** _____

DATE LABELED	LABEL SERIAL NUMBERS		FRAME SIZE	THROAT OPENING	HINGE SIZE	FRAME MANUFACTURER	DESTINATION OR REFERENCE
	FROM	TO					

NOTE: Label logs are to be maintained by the fabricator.

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FIRE DOOR FRAME WITH TRANSOM/SIDELIGHT LOG SHEET

COMPANY NAME _____ **LABEL RATING** _____ **W/N NUMBER** _____

DATE LABELED	LABEL SERIAL NUMBERS		FRAME SIZE DETAIL		THROAT OPENING	HINGE SIZE	FRAME MANUFACTURER	DESTINATION OR REFERENCE
	FROM	TO	OVERALL	INDIVIDUAL LIGHTS (SIZE AND #)				

NOTE: Label logs are to be maintained by the fabricator.

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FIRE WINDOW FRAME LOG SHEET

COMPANY NAME _____ **LABEL RATING** _____ **W/N NUMBER** _____

DATE LABELED	LABE SERIAL NUMBERS		FRAME SIZE DETAIL		THROAT OPENING	FRAME MANUFACTURER	DESTINATION OR REFERENCE
	FROM	TO	OVERALL	INDIVIDUAL LIGHTS (SIZE AND #)			

NOTE: Label logs are to be maintained by the fabricator.

Revision Date: 16 May 2018