



Label Specification: Need to Know

February 2015



Label Specification

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1. Introduction

Dear Supplier,

As Herrco Cosmetics continues to grow our business at pace, it has become important that we clarify and raise standards across all areas of the business. As our business becomes larger and more complex it is essential that our requirements are simple, clear and easy to implement.

Non-conformance will be an important issue for us to work on together to get all our suppliers to a level where all our businesses flow smoothly, on time and in full.

I look forward to continued growth in our business together



Derek Herrmann

Director

2. Purpose

The Label specification will give you the capability to supply on time and in full to the correct specification, any orders that have been placed with you. It is up to you as the supplier to ensure that the requirements detailed are adhered to in full.

Any personnel who deal with the manufacture and/or supply of labels are required to read, understand and be compliant with the processes and procedures documented within this document.

3. Details

The first and last 1.5 meter of backing paper to be free from labels (to aid set up and minimise label wastage)

Where splicing is used to join/re-join reels red tape must be used in order to identify a spliced join. The Number of splices per reel should be kept to a minimum. A maximum of 2 splices per reel will be accepted.

It's recommended that a label trail is done prior to any new label size/shape of new packaging format

It is the responsibility of the client to ensure the quality of free-issue labels

4. General Specification applying to all labels

The material of the label and backing paper must match the approved sample. The artwork must match the latest version of the approved artwork.

Any bar codes must be verified to GS1 standards using a calibrated Axicon bar code verifier (or equivalent that meets the requirements of ISO/IEC 15426-1) and a print out showing a pass result available for each suppliers lot / batch delivered.

There must be no visible glue leakage

There must be no dye strike / cut though the backing paper

Printing and blocking must be clear, legible and indelible. All print and blocking must pass a tape test using 810 tape.

All cut lines must be clean.

Herrco Cosmetics expect goods to be delivered with zero defects as the norm. Failure to meet the following criteria will result in rejected components either on delivery or from our production line. The explanation of each defect classification is a guide and not a definitive list.

<p>Critical Defects</p>	<p>Any fault relating to legal or safety issues. Faults that would result in failure of the pack to function under foreseeable conditions of use (which includes the bar code failing to scan) or would cause production line stoppage.</p> <p>AQL: 0.65</p>
<p>Major defects</p>	<p>Dimensions outside the permitted tolerances (but do not result in pack failure). Colour outside the permitted tolerance, printing of non-legal text not legible</p> <p>AQL: 1.0</p>
<p>Minor defects</p>	<p>Print faults that do not affect the legibility or the wording or scanning of the bar code.</p> <p>AQL: 4.0</p>

5. Label specification for Wrap labels

All wrap labels to be supplied as below

Reel Details:

- * Core diameter 76mm
- * Outside Diameter 290mm (Maximum, including core)



Labels on Inside of roll; Design printed with the roll, Left hand side of design leading into the machine.

Label Details:

- Height: As required +/- 0.25mm
- Length: As required +/- 0.25mm
- Displacement: +/- 0.25mm
- Separation: 3mm +/- 0.25mm

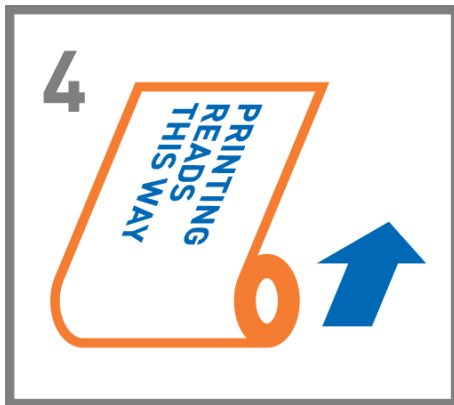
6. Label specification for Front & Back to non-round containers

All front &/or back labels to non-round containers to be wound as per below

Reel Details:

- * Core diameter 76mm
- * Outside Diameter 290mm (Maximum, including core)

Back label to be wound;



Left hand edge leading/outside wound

Front Label to be wound



Right hand edge leading/outside wound

Label Details:

- Height: As required +/- 0.25mm
- Length: As required +/- 0.25mm
- Displacement: +/- 0.25mm
- Separation: 3mm +/- 0.25mm

7. Label specification for Top & Bottom

All top and bottom labels to be wound as per below,

Reel Details:

- * Core diameter 76mm
- * Outside Diameter 290mm (Maximum, including core)

Top Labels- to be outside wound & foot edge leading

Bottom Labels- to be outside wound & head edge leading

Label Details:

- Height: As required +/- 0.25mm
- Length: As required +/- 0.25mm
- Displacement: +/- 0.25mm
- Separation: 3mm +/- 0.25mm

All label rolls to be clearly marked with label name and quantity per roll (see appendix 2)

If a side/wrap label is also present please follow **Label specification for wrap labels**

8. Label specification for Front & Back labels to round containers

All two label applications to round containers must be positioned on the web at the same height, running down the backing, back, front, back etc.

Reel Details:

- * Core diameter 76mm
- * Outside Diameter 290mm (Maximum, including core)



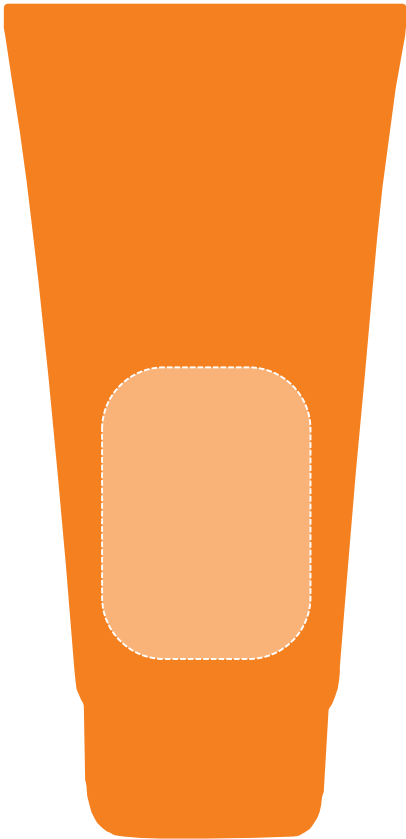
Labels on Inside of roll; Design printed with the roll, Left hand side of design leading into the machine.

Label Details:

- Height: As required +/- 0.25mm
- Length: As required +/- 0.25mm
- Displacement: +/- 0.25mm
- Separation: 3mm +/- 0.25mm

9. Tube labels

All tube labels are applied by Herrco cosmetics chosen tube suppliers, it is the responsibility of the label supplier to ensure labels are delivered to the correct format in specification in its entirety.



Appendix 1

Deliveries

All deliveries must confirm to our delivery specification, click link for full details.

[http://herrco.co.uk/downloads/2014/Delivery-Specification_SIN001\(REV7\).pdf](http://herrco.co.uk/downloads/2014/Delivery-Specification_SIN001(REV7).pdf)

Appendix 2

Product labelling:

Product labelling is critical for our internal stock control and/or rotation.

All deliveries made without this information will be rejected.

Please ensure that the inside of every reel has a label with the following info;

- 1) Customer name
- 2) Product Code
- 3) Product Description
- 4) Order No.
- 5) Suppliers lot number
- 6) Date of manufacture
- 7) Qty per reel

EXAMPLE;

Customer:	BLUE TANGERINE	
Code:	1234567	
Desc:	BLUE TANGERINE HAND LOTION	
Lot / Batch number:	1502001	
Order no:	001876	Qty: 2500

All reels of labels should be individually wrapped in polythene to protect them from dust and damage and boxed. A duplicate of the core label should be placed on the outer box, together with a sample label.

**PLEASE CONTACT THE HERRCO COSMETICS TEAM
IF YOU HAVE ANY QUESTIONS**



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