



PACKAGING DESIGN & PROCUREMENT

PROCEDURE NAME: Art Software Approved List

PROCEDURE No.: LNPDP-A-P200

| PROCEDURE REVISION HISTORY | | | | |
|----------------------------|-----------------|------------|-------------|---------------|
| REVISION | DESCRIPTION | CREATED BY | APPROVED BY | APPROVAL DATE |
| A00 | Initial release | SS | GV | 09/04/2007 |
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| Revision: A00 | Packaging Design and Procurement | Page 1 of 2 |
| DOCUMENT IS UNCONTROLLED IF PRINTED | | |
| <small>Filename: LNPDP-A-P200 Art Software Approved List A00.doc</small> | | |

1.0 Purpose

To establish a list of all software used to produce artwork in Packaging Design and Procurement.

2.0 Scope

To establish a list for all computers to conform with the same standard for compatibility.

3.0 Responsibility

It is the responsibility of the Corporate Design Manager and Corporate IM Department to review and approve any software.

4.0 List of all software

- Acrobat 7
- Barcode Pro 6.05
- Cadtools
- Fetch
- Flightcheck
- Illustrator CS2
- Indesign CS2
- Microsoft Office
- Photoshop CS 2
- Quark 6
- Stuff-it



PACKAGING DESIGN & PROCUREMENT

PROCEDURE NAME: Assigning Artwork to Artist

PROCEDURE No.: LNPDP-A-P201

| PROCEDURE REVISION HISTORY | | | | |
|----------------------------|-----------------|------------|-------------|---------------|
| REVISION | DESCRIPTION | CREATED BY | APPROVED BY | APPROVAL DATE |
| A00 | Initial release | SS | GV | 09/04/2007 |
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| Revision: A00 | Packaging Design and Procurement | Page 1 of 2 |
| DOCUMENT IS UNCONTROLLED IF PRINTED | | |
| Filename: LNPDP-A-P201 Assigning Artwork to Artist A00.doc | | |

1.0 Purpose

To establish a procedure for assigning and processing project artwork to artists.

2.0 Scope

To establish a process for processing all requests for production or special projects in the absence of the PDP Manager.

3.0 Responsibility

It is the responsibility of the Packaging Design Manager to review art requests and assign projects to artists. In the absence of PDP Manager, PDP Director or PDP Engineer to assign projects.

4.0 Reference Documents

- Packaging Design Manual
- LNPDP-E-F035 Packaging Request Form
- LNPDP-E-F075 Engineering Change Order Form
- LNPDP-E-F090 Art Project Folder Template

5.0 Procedure:

Packaging Design Manager to review or provide the following:

- 5.1 Review folder content to ensure all required information is provided. Supply reference documents and/or digital files when possible.
- 5.2 Review required dates.
- 5.3 Provide any necessary art direction for new designs.
- 5.4 Review current artwork assigned to artists by using Pak Track system on passport.
- 5.5 Utilizing Art Work Throughput Chart, the number of artist and Pak Track determine if we are within the number of components to process for a given month. If not a freelancer or overtime may be required to process artwork within the required dates.

Before freelancers are requested PDP manager may request other jobs to be rescheduled. Approval for this should be obtained first by the requester and any other necessary personal.
- 5.6 Review difficulty of request or past experience from artist and assign to appropriate artist. If necessary re-direct projects within the department.



PACKAGING DESIGN DEPARTMENT

PROCEDURE NAME: Corporate PD Server Policy

PROCEDURE No.: LNPDP-A-P202

| PROCEDURE REVISION HISTORY | | | | |
|----------------------------|---------------------------------|------------|-------------|---------------|
| REVISION | DESCRIPTION | CREATED BY | APPROVED BY | APPROVAL DATE |
| A00 | Initial Release | GV | GV | 06/06/2005 |
| A01 | Updated PK folder sub-structure | GV | GV | 10/20/2008 |
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| Revision: A01 | Packaging Design Department | Page 1 of 8 |
| DOCUMENT IS UNCONTROLLED IF PRINTED | | |
| Filename: LNPDP-A-P202 Corporate PD Server Policy A01.doc | | |

1.0 Purpose

To establish the Corporate Policy for the storing of digital artwork files for packaging components in the Corporate Packaging Server

2.0 Scope

This policy is applicable to artwork created by all Divisions of Leviton Manufacturing Company, including Leviton Canada and Leviton Network Solutions.

3.0 Responsibility

- The Corporate Packaging Design Director is responsible for the establishment of this policy, for ensuring adherence to this policy and for amendments to this policy.
- The Leviton China Operations Packaging Artwork Department Managers in the Dongguan and Nanjing facilities are responsible for adherence this policy.
- The Leviton Canada Packaging Artwork Department Manager is responsible for adherence to this policy.
- The Leviton Network Solutions Artwork Department Manager is responsible for adherence to policy.
- The Leviton Lighting Management Systems Packaging Department is responsible for adherence to this policy

4.0 Definitions

- 4.1 Final Approved Artwork – artwork that has been verified by all applicable departments and has been approved for release for procurement of packaging for production.
- 4.2 Corporate Packaging Design – Artwork department in Corporate offices.
- 4.3 Leviton Mfg Facilities – Packaging Coordinator artwork from all North American (U.S. and Mexico) manufacturing facilities.
- 4.4 Leviton China Operations – Packaging Coordinator artwork from Leviton Dongguan and Nanjing facilities in China.
- 4.5 Leviton Canada Division – Artwork department in Pointe Claire, Canada division.
- 4.6 Leviton Network Solutions FBU – Artwork department in Bothell, WA
- 4.7 Leviton Lighting Management FBU – Artwork department in Portland, OR

5.0 Reference Documents

- LNPDP-E-P001 Packaging Part Numbering System

6.0 Packaging Artwork Server Network and Synchronization

Refer to Corporate Packaging Server Flowchart (Sec 7.0) for the process flow, synchronization, and storage of final approved artwork.

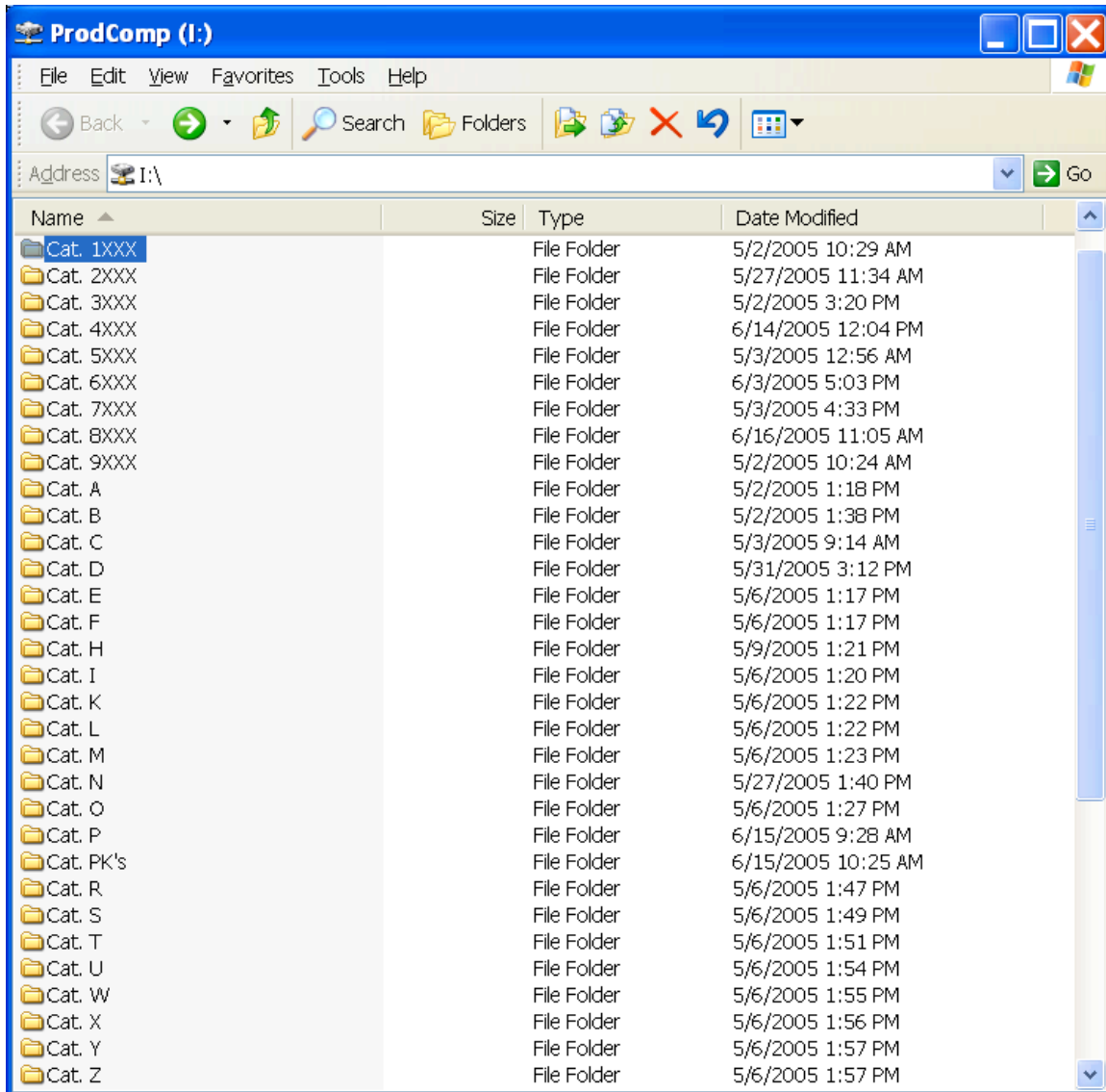
PeerSync Server Software is to be used for synchronization of digital files in the Corporate Packaging Server.

7.0 File Structure

Synchronization software requires that all Divisions connected to the Packaging Server use the same file structure. Equivalent file structure permits the copying and updating of digital files and it is a requirement of PeerSync Server software.

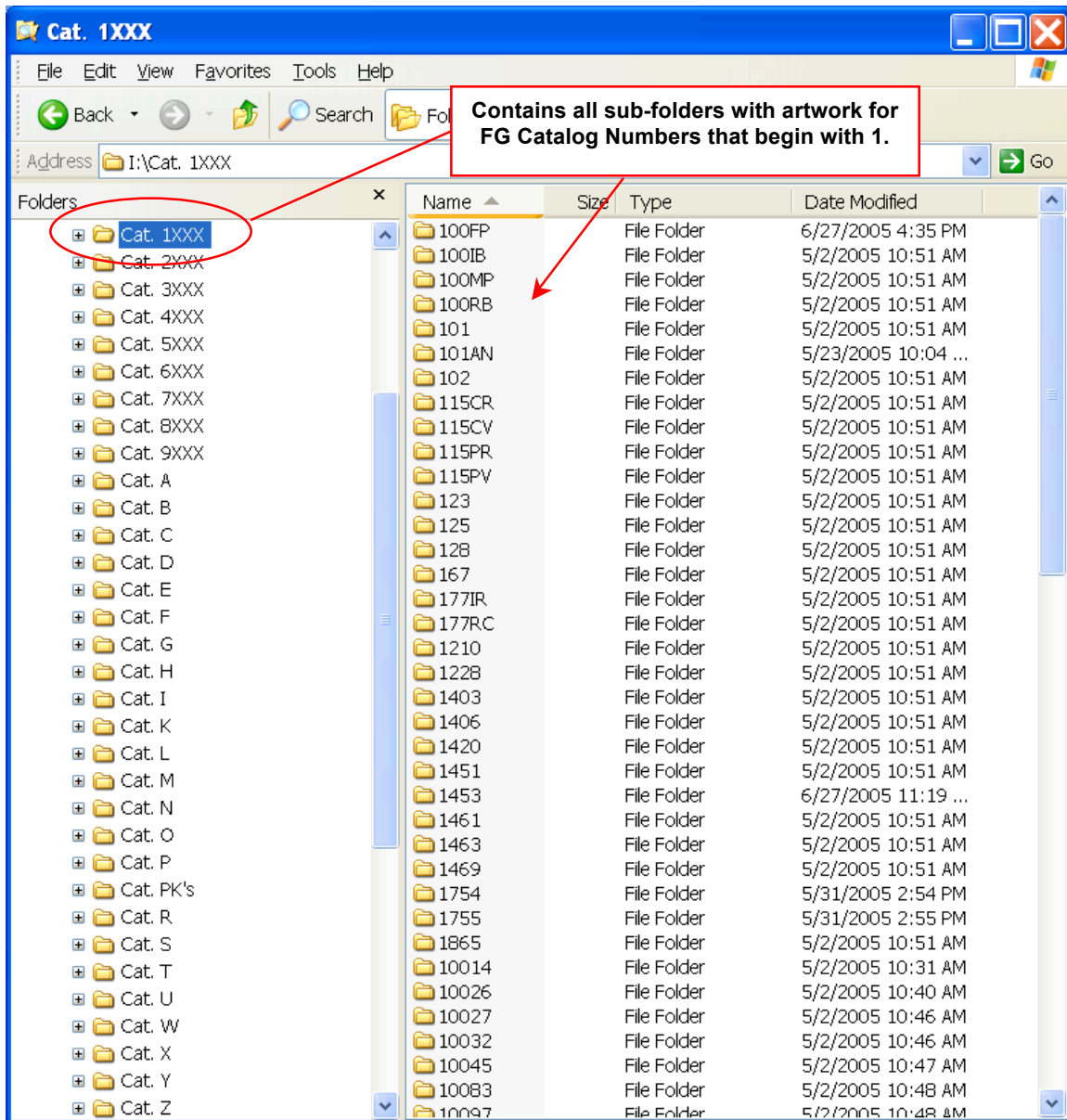
File structure must conform to the following format:

7.1 Primary File Structure



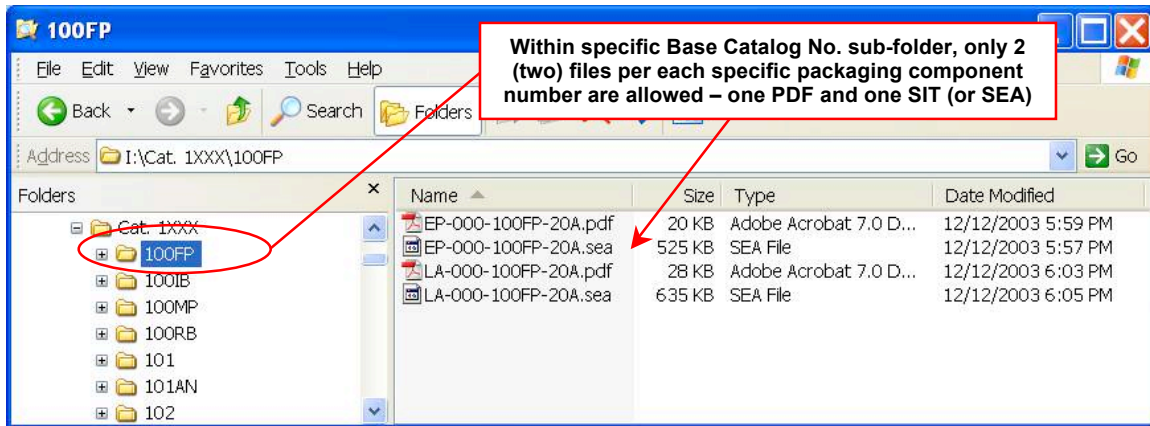
| Name | Size | Type | Date Modified |
|-----------|------|-------------|--------------------|
| Cat. 1XXX | | File Folder | 5/2/2005 10:29 AM |
| Cat. 2XXX | | File Folder | 5/27/2005 11:34 AM |
| Cat. 3XXX | | File Folder | 5/2/2005 3:20 PM |
| Cat. 4XXX | | File Folder | 6/14/2005 12:04 PM |
| Cat. 5XXX | | File Folder | 5/3/2005 12:56 AM |
| Cat. 6XXX | | File Folder | 6/3/2005 5:03 PM |
| Cat. 7XXX | | File Folder | 5/3/2005 4:33 PM |
| Cat. 8XXX | | File Folder | 6/16/2005 11:05 AM |
| Cat. 9XXX | | File Folder | 5/2/2005 10:24 AM |
| Cat. A | | File Folder | 5/2/2005 1:18 PM |
| Cat. B | | File Folder | 5/2/2005 1:38 PM |
| Cat. C | | File Folder | 5/3/2005 9:14 AM |
| Cat. D | | File Folder | 5/31/2005 3:12 PM |
| Cat. E | | File Folder | 5/6/2005 1:17 PM |
| Cat. F | | File Folder | 5/6/2005 1:17 PM |
| Cat. H | | File Folder | 5/9/2005 1:21 PM |
| Cat. I | | File Folder | 5/6/2005 1:20 PM |
| Cat. K | | File Folder | 5/6/2005 1:22 PM |
| Cat. L | | File Folder | 5/6/2005 1:22 PM |
| Cat. M | | File Folder | 5/6/2005 1:23 PM |
| Cat. N | | File Folder | 5/27/2005 1:40 PM |
| Cat. O | | File Folder | 5/6/2005 1:27 PM |
| Cat. P | | File Folder | 6/15/2005 9:28 AM |
| Cat. PK's | | File Folder | 6/15/2005 10:25 AM |
| Cat. R | | File Folder | 5/6/2005 1:47 PM |
| Cat. S | | File Folder | 5/6/2005 1:49 PM |
| Cat. T | | File Folder | 5/6/2005 1:51 PM |
| Cat. U | | File Folder | 5/6/2005 1:54 PM |
| Cat. W | | File Folder | 5/6/2005 1:55 PM |
| Cat. X | | File Folder | 5/6/2005 1:56 PM |
| Cat. Y | | File Folder | 5/6/2005 1:57 PM |
| Cat. Z | | File Folder | 5/6/2005 1:57 PM |

7.2 Sub-Folder Structure (Catalog 10000 Series shown for example)



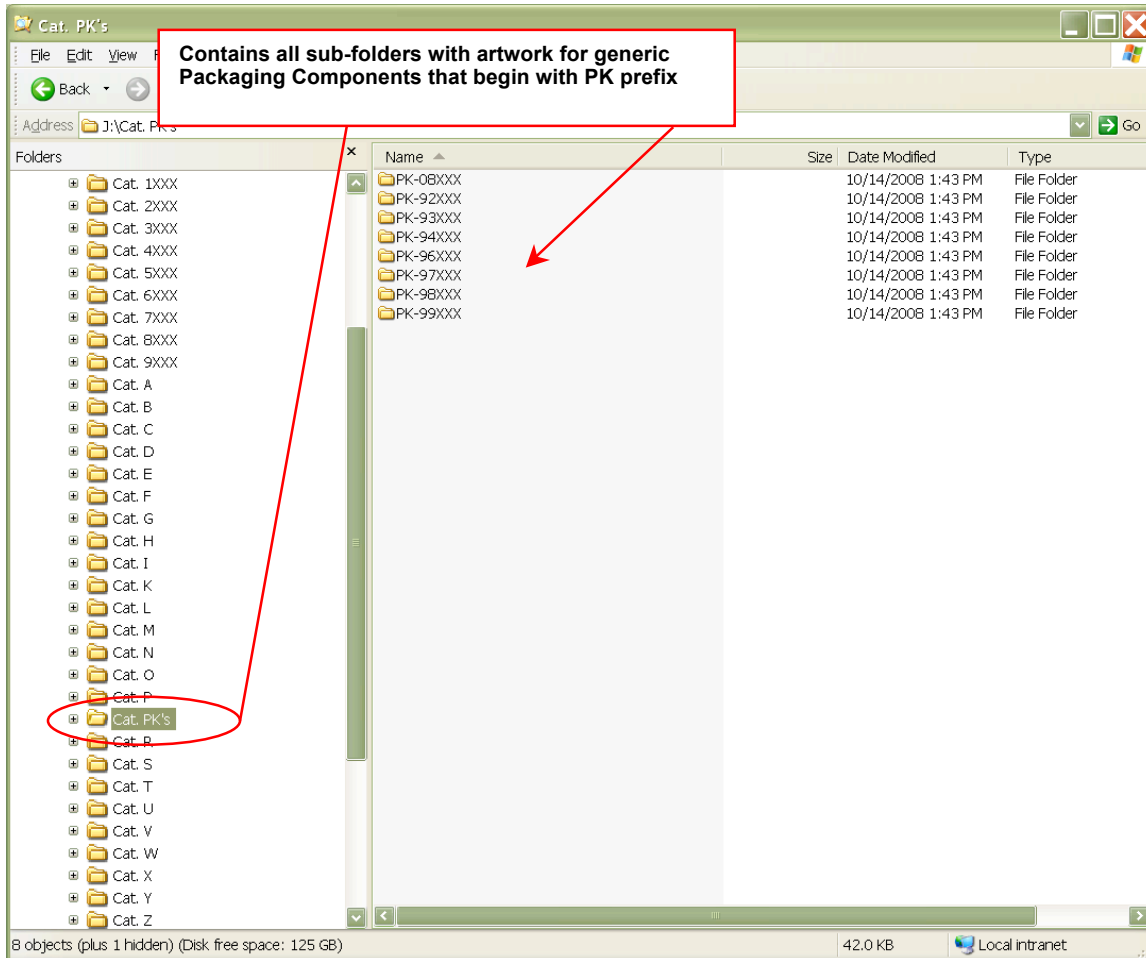
Format applies to all sub-folders, except Cat PK's

7.3 Digital file format requirements:

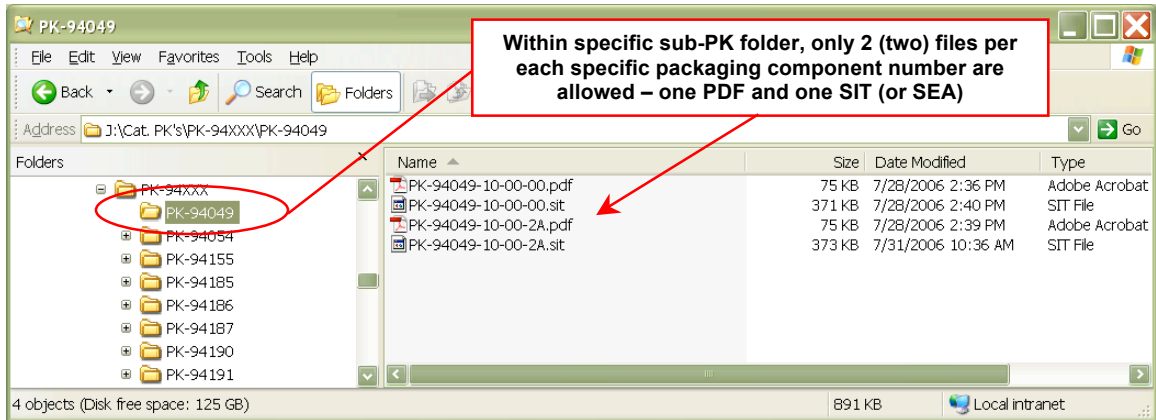


- Filenaming convention to follow established 13 digit part number structure per Corporate Packaging Procedure "LNPDP-E-P001 Packaging Part Numbering System"
- SIT (or SEA) file is a Self Extracting Archive. File must be appended with ".SIT" (".SEA") extension when filing into server. This file contains all of the collected native Mac files used in creating the specific artwork.
- PDF file must be appended with ".PDF" extension when filing into server.

7.4 Sub-Folder File Structure - PK's



7.5 PK Sub-Folder digital file format requirements.



- File naming convention to follow established 13 digit part number structure per Corporate Packaging Procedure "LNPDP-A-P001 Packaging Part Numbering System"
- SIT (or SEA) file is a Self Extracting Archive. File must be appended with ".SIT" (".SEA") extension when filing into server. This file contains all of the collected native Mac files used in creating the specific artwork
- PDF file must be appended with ".PDF" extension when filing into server.



PACKAGING DESIGN & PROCUREMENT

PROCEDURE NAME: Creating Packaging Art

PROCEDURE No.: LNPDPA-P205

| PROCEDURE REVISION HISTORY | | | | |
|----------------------------|-----------------|------------|-------------|---------------|
| REVISION | DESCRIPTION | CREATED BY | APPROVED BY | APPROVAL DATE |
| A00 | Initial Release | SS | GV | 09/04/2007 |
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| Revision: A00 | Packaging Design and Procurement | Page 1 of 2 |
| DOCUMENT IS UNCONTROLLED IF PRINTED | | |
| Filename: LNPDPA-P205 Creating Packaging Art A00.doc | | |

1.0 Purpose

To establish a procedure to document the steps in which artwork is created.

2.0 Scope

To create artwork for all new packaging requests and engineering change orders (ECO) issued to Packaging Design and Procurement (PDP).

3.0 Responsibility

It is the responsibility of the PDP Director or Design Manager to assign projects to the artists.

It is the responsibility of the Graphic Artist to complete projects.

4.0 Reference Documents

- Packaging Design Manual
- LNPDP-E-F035 Packaging Request Form
- LNPDP-E-F075 Engineering Change Order Form
- LNPDP-E-F090 Art Project Folder Template
- LNPDP-A-P215 Processing Translation Requests

5.0 Review of Art Request Folder

5.1 All required fields as per procedure LNPDP-E-P090 Processing Art Project Folders must be present and reviewed by design manager.

- If translations are needed, folder is given to artist with instruction to send for translations per LNPDP-A-P215 Processing Translation Requests procedure after all English artwork approval has been received.
- Exceptions to be approved by Design Manager

5.2 Packaging Design and Procurement (PDP) Manager, Engineer or Director to assign artwork to artist.

6.0 Verification of BOM System Data Screen Information

6.1 Artist to verify packaging request form information against Legacy BOM System data screen printouts in folder (See packaging design manual)

- If a discrepancy is found, advise design manager.

7.0 Artist to design art per request and per Corporate Branding Guidelines (See PDP Design Manual and PDP Server).

8.0 Upon completion, send out for approval.



PACKAGING DESIGN & PROCUREMENT

PROCEDURE NAME: Processing Translation Request

PROCEDURE No.: LNPDP-A-P215

| PROCEDURE REVISION HISTORY | | | | |
|----------------------------|-----------------|------------|-------------|---------------|
| REVISION | DESCRIPTION | CREATED BY | APPROVED BY | APPROVAL DATE |
| A00 | Initial Release | SS | GV | 09/04/2007 |
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| Revision: A00 | Packaging Design and Procurement | Page 1 of 2 |
| DOCUMENT IS UNCONTROLLED IF PRINTED | | |
| <small>Filename: LNPDP-A-P215 Processing Translation Requests A00.doc</small> | | |

1.0 Purpose

To establish a procedure for Technical Translator to translate documents to the proper Castilian and French Canadian translations for packaging.

2.0 Scope

This procedure pertains to all packaging components that need translations.

3.0 Responsibility

It is the responsibility of the Graphic Artist or Technical Layout Artist to obtain translations.

It is the responsibility of the Technical Translator to obtain translations for all requests.

4.0 Reference Documents

- Packaging Design Manual
- LNPDP
A-P240 Packaging Art Internal Approval Process
- LNPDP
A-P245 Packaging Art External Approval Process

5.0 Procedure

NOTE: English artwork must be approved before any translations are requested.

5.1 Translations must be made from PDP official translators.

Spanish is provided by PDP Department Technical Translator
 French translation is provided by vendor. See Design Manual.

5.2 Artist to send e-mail to Technical Translator.

5.3 Once translations are provided, graphic artist to layout translations in artwork.

5.4 Folder is forwarded for Peer Review (internal) as per LNPDPA-P240 Packaging Art Internal Approval Process (Peer Review).

5.5 After peer review, artwork is routed for approval per LNPDPA-P245 Packaging Art External Approval Process.

For artwork containing French, approval request must contain carbon copy to Packaging Coordinator Manager in Point Claire facility.

5.6 If changes are requested by persons other than our official translators, changes must be reviewed and approved by the translators before updates can be made.

6.0 Record Retention

A copy of the original e-mail with translations must be placed into art request folder.



PACKAGING DESIGN & PROCUREMENT

PROCEDURE NAME: Creating Packaging Prototypes & Special Projects

PROCEDURE No.: LNPDPA-P225

| PROCEDURE REVISION HISTORY | | | | |
|----------------------------|-----------------|------------|-------------|---------------|
| REVISION | DESCRIPTION | CREATED BY | APPROVED BY | APPROVAL DATE |
| A00 | Initial release | SS | GV | 09/04/2007 |
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| Revision: A00 | Packaging Design and Procurement | Page 1 of 2 |
| DOCUMENT IS UNCONTROLLED IF PRINTED | | |
| Filename: LNPDPA-P225 Creating Packaging Prototypes & Special Projects A00.doc | | |

1.0 Purpose

To establish a procedure to document non-related production artwork.

2.0 Scope

All art requests that are not submitted through new art requests or engineering change orders (ECO).

3.0 Responsibility

It is the responsibility of the design manager to request new art folder and assign to graphic artist.

It is the responsibility of the graphic artist to perform tasks based on requirements established on folder.

4.0 Reference Documents

- Packaging Design Manual
- LNPDP-A-P270 Filing Approved Packaging Art in PDP Server
- LNPDP-E-F090 Art Project Folder Template
- LNPDP-A-P255 Preparing Packaging Art for Production
- LNPDP-A-P245 Packaging Art External Approval Process

5.0 Procedure

- 5.1 Design manager receives request with requirements for project.
 - 5.2 Design manager to send e-mail to packaging engineer or technical assistant to create folder.
 - 5.3 Design manager to include all requirements on folder.
 - 5.4 Design manager assigns folder to artist.
 - 5.5 Artist completes project based on requirements.
 - 5.6 When complete, submit to design manager for approval.
 - 5.7 With design manager approval, send to requestor for approval. If internal project PDP Design Manager or Director to advise direction.
 - 5.8 After receiving requestor's approval, if required, artist is to create prototypes or Photoshop rendering based on requestor's request.
 - 5.9 Final art is given to requestor.
- 6.0 In Date and Routing section on back of art folder, log in date completed and "Completed" with artist's initials. (Refer to LNPDP-A-P270 Filing Approved Packaging Art in PDP Server)



PACKAGING DESIGN & PROCUREMENT

PROCEDURE NAME: Processing LMS Released Packaging Art

PROCEDURE No.: LNPDP-A-P235

| PROCEDURE REVISION HISTORY | | | | |
|----------------------------|-----------------|------------|-------------|---------------|
| REVISION | DESCRIPTION | CREATED BY | APPROVED BY | APPROVAL DATE |
| A00 | Initial Release | SS | GV | 09/04/2007 |
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| Revision: A00 | Packaging Design and Procurement | Page 1 of 4 |
| DOCUMENT IS UNCONTROLLED IF PRINTED | | |
| Filename: LNPDP-A-P235 Processing LMS Released Packaging Art A00.doc | | |

1.0 Purpose

To establish a procedure to document processing artwork release by LMS Group (Lighting Management Systems) including New Finished Goods or actual changes to existing production components.

2.0 Scope

This procedure is applicable to all artwork for new products released by LMS Group via PCO including all manufacturing facilities **except plants 08 and 80**.

3.0 Responsibility

- It is the responsibility of PDP Director to review, approve and release PCO to Distribution.
- It is the responsibility of Technical Assistant to process PCO.
- It is the responsibility of PDP Corporate Design Manager to Error review and assigned artist to assemble Art Request folder.

4.0 Reference Documents

- Design Manual
- LNPDP-E-P090 Processing Art Project Folders

5.0 Receiving PCO and issuing Art Request Folders.

5.1 PDP Director to accept and release PCO and copy PDP Distribution.

6.0 Processing Artwork released by LMS Group

Technical Assistant to create Art Folders (refer LNPDP-E-P090 Processing Art Project Folders) according to the following special features:

- No Project Name
- Do not enter in Pack Track
- Requestor: Person issuing the e-mail
- No Required Date
- Special Notes: Write “Art created and Released by LMS Group”.
- No Approvers: Art is issued pre-approved.

- No need to create items. Part numbers should already be in the system as Plant GIM, Department 46 (GIM/46)
- Include in Art Request folder:
 - Printed PCO
 - Complete Artwork PDF File printout
 - Email printout
 - System Part Number extended description print-out (*Legacy Screen 3>14*).

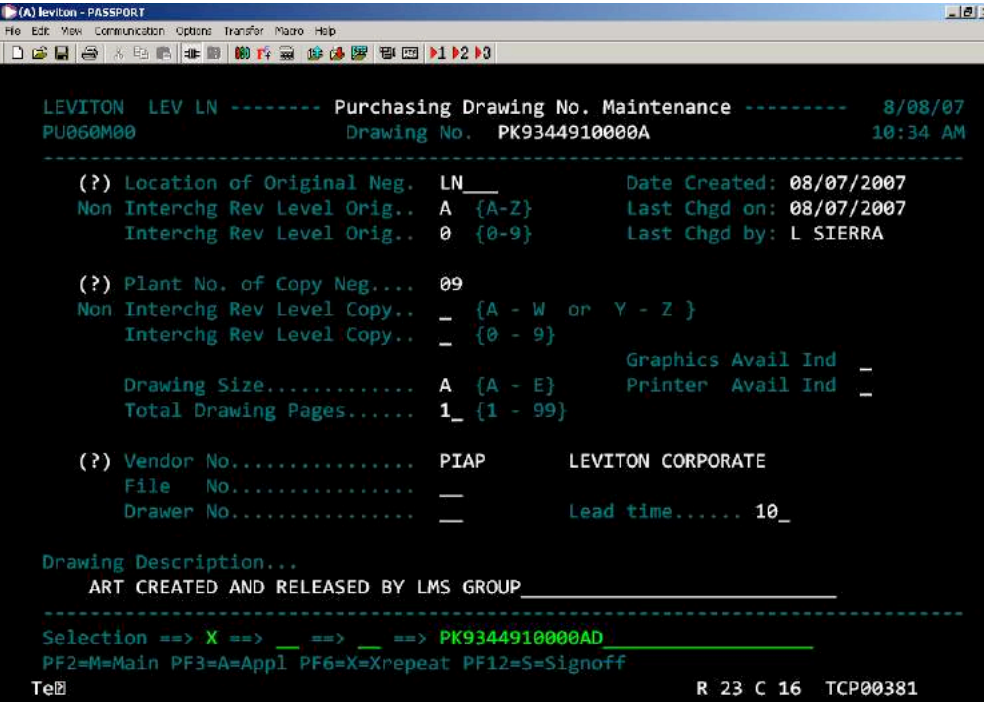
7.0 Placing Art in PDP Server

- Save and store artwork PDF File in PDP server in appropriate folder.
- Routing Section Note: "Artwork created and released by LMS Group"

8.0 Updating Pack Track Drawing File

- Artist to update drawing file with the following specifications:
 - ☞ Access Purchasing Drawing No. Maintenance Legacy Screen (26>10)
 - ☞ Enter 13 digit part number no dashes
 - ☞ Enter Action Code
 - ☞ Hit enter to get the next screen

Purchasing Drawing No. Maintenance Screen



- ☞ Plant No. of Copy Neg: 09
- ☞ Vendor No.: PIAP
- ☞ Drawing Description: Art created and released by LMS Group

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| LNPDP-A-P235 | Processing LMS Released Packaging Art |  |
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 Rest of fields leave blank

9.0 File folder and process via normal procedure (Refer to Design Manual for Folder Assembly).

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| Revision: A00 | Packaging Design and Procurement | Page 4 of 4 |
| DOCUMENT IS UNCONTROLLED IF PRINTED | | |
| Filename: LNPDP-A-P235 Processing LMS Released Packaging Art A00.doc | | |



PACKAGING DESIGN & PROCUREMENT

PROCEDURE NAME: Packaging Art Internal Approval Process

PROCEDURE No.: LNPDPA-P240

| PROCEDURE REVISION HISTORY | | | | |
|----------------------------|-----------------|------------|-------------|---------------|
| REVISION | DESCRIPTION | CREATED BY | APPROVED BY | APPROVAL DATE |
| A00 | Initial Release | SS | GV | 09/04/2007 |
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| Revision: A00 | Packaging Design and Procurement | Page 1 of 2 |
| DOCUMENT IS UNCONTROLLED IF PRINTED | | |
| Filename: LNPDPA-P240 Packaging Art Internal Approval Process A00.doc | | |

1.0 Purpose

To establish an internal review of artwork completed prior to formal routing for approval.

2.0 Scope

All artwork created in Packaging Design and Procurement.

3.0 Responsibility

It is the responsibility of the Graphic Artist or Technical Layout Artist (TLA) to send art for internal review (peer review).

4.0 Reference Document

- Design Manual
- LNPDP-E-F090 Art Project Folder Template
- LNPDP-A-P245 Packaging Art External Approval Process

5.0 Routing of folder

5.1 Upon completion of artwork, route folder for internal approval.

- For artwork created by graphic artist, folder is routed to fellow graphic artist. If new or old installation instructions on artwork TLA must approve.
- For instruction sheets, folder is routed to TLA.

Exceptions by request from Design Manager or PDP Director only.

5.2 During peer review, artist is to check art following ARTWORK/FILM INSPECTION CHECKLIST on back of art request folder. For Technical Layout Artist see Design Manual for Instruction Sheet Checklist.

- If a problem is found during peer review, return folder to artist to correct art. When updated, peer is to review art again.

5.3 When review is complete, peer to sign and date CHECKED BY on bottom of checklist on folder. Folder is returned to artist.

5.4 After peer review is complete, artist is to create final peer approved artwork PDF file to route to specified approvers for formal approval. See LNPDP-A-P245 Packaging Art External Approval Process.



PACKAGING DESIGN & PROCUREMENT

PROCEDURE NAME: Packaging Art External Approval Process

PROCEDURE No.: LNPDP-A-P245

| PROCEDURE REVISION HISTORY | | | | |
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| REVISION | DESCRIPTION | CREATED BY | APPROVED BY | APPROVAL DATE |
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| Revision: A00 | Packaging Design and Procurement | Page 1 of 15 |
| DOCUMENT IS UNCONTROLLED IF PRINTED | | |
| Filename: LNPDP-A-P245 Packaging Art External Approval Process A00.doc | | |

1.0 Purpose

To establish a procedure to obtain approval for artwork

2.0 Scope

All artwork created by Packaging Design and Procurement

3.0 Responsibility

It is the responsibility of the Packaging Design Manager or Packaging Engineer to define approval paths. It is the responsibility of the Graphic Artists and Technical Layout Artists (TLA) to comply with the requirements of this procedure.

4.0 Reference Documents

- Packaging Design Manual
- LNPDP E-F090 Art Project Folder Template
- LNPDP A-P240 Packaging Art Internal Approval Process
- LNPDP A-P250 Packaging Art Customer Approval Process
- LNPDP A-P260 Preparing Completed Art Project Folders
- LNPDP A-P270 Filing Approved Packaging Art in PDP Server

5.0 Definition of approval paths:

- 5.1 Packaging Design Manager must complete the APPROVALS section of form LNPDP E-F090 Art Project Folder Template
- 5.2 There is to be only one approver per each of the six fields available. Only when necessary, carbon copy approvers can be written with "cc:" as a prefix to their name.
- 5.3 For Graphic Artist TLA approval is to be requested for any artwork requiring the review of instructions that are preprinted on artwork files that are not created by the TLA's.
Note: This approval MUST be obtained PRIOR to formal routing for approval.
- 5.4 Peer approval is an internal PDP approval process to check artwork completed. All artwork is to have Peer approval. Exceptions by Design Manager or PDP Director only. Refer to LNPDP A-P240 Packaging Art Internal Approval Process.
Note: This approval MUST be obtained PRIOR to formal routing for approval
- 5.5 Packaging Engineering approval is to be requested for Die Lines of any new structural configurations or modifications to existing structural configurations.
Note: This approval MUST be obtained PRIOR to formal routing for approval
- 5.6 Other is reserved for special cases requiring approval from non-standard personnel.

SPECIAL NOTE: Customer Private Label Art must receive internal and external approval *PRIOR* to formal routing. Refer to LNPDP A-P250 Packaging Art Customer Approval Process.

6.0 Preparation of PDF artwork files for approval all plants except plants 08, 90 and except instruction sheet artwork

6.1 Final PDF artwork file is created after PDP peer approval is obtained. The internal artwork part number, the Specification Box part number, and the PDF filename are to be updated per the following naming convention:

AA-BBB-CCCCC-DDD.pdf - for non-PK part numbers

PK-AAAAA-BB-CC-DD.pdf - for PK part numbers

7.0 Preparation of PDF artwork files for approval for plants 08 and 90 and instruction sheet artwork

7.1 Final PDF artwork file is created after PDP peer approval is obtained. The internal artwork part number, the Specification Box part number, and the PDF filename are to be updated per the following naming convention:

AA-BBB-CCCCC-DDD-X0.pdf - for non-PK part numbers

PK-AAAAA-BB-CC-DD-X0.pdf - for PK part numbers

Where:

X0 = the first revision of the artwork to be sent for FIRST round of approval.

X1 = the second revision of the artwork to be sent for the SECOND round of approval

X2 = the third revision of the artwork to be sent for the THIRD round of approval

Etc....

For Instruction Sheet Artwork ONLY:

A 5% "PRELIMINARY" watermark is to be added to all pages of the document and remain through all rounds of approval until art approval process is complete.

8.0 Graphic Artist/Technical Layout Artist Request for Approval – **NEW ART**

Graphic Artist/Technical Layout Artist (both to be referred as “Artist” in procedure) compose approval document as follows:

| |
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| <p>To: Cc: Subject: ARN(XXXXXXXX) - Ref. Cat. No. YYYY Approval Request - PLANT ZZ</p> <p>(APPROVER NAMES):</p> <p>The attached artwork files are being sent to you for approval. Carefully review the files and provide your approval or rejection of this artwork within 48 hours. The following responses are acceptable approval responses:</p> <p>Approved</p> <p>Approved with the following minor changes:</p> <p>Rejected for the following reasons:</p> <p>Rejected per the changes as per submitted redlined document(s):</p> <p>(FULL 13 DIGIT FILE NAMES HERE) (IF PK NUMBER ADD DESCRIPTION OF PK AND USE) (ARTWORK PDF FILES HERE OR ATTACHED TO E-MAIL ATTACHMENT HEADER)</p> <p>(IF NECESSARY - ADD FOLLOWING STATEMENT)</p> <p>Note to Manufacturing Plant:</p> <p>The artwork part numbers listed above are not structured to FG BMs. Please structure immediately and confirm along with artwork approval reply. Thank you.</p> |
|---|

Where:

TO: are the names of the approvers, including requestor defined in Art Request Folder

CC: are the names of the personnel to be carbon copied per Art Request Folder, Plant Packaging Coordinator Manager, PDP Design Manager and PDP Director (for

Instruction Sheets, PDP Director only). Must also include special carbon copy distribution for plant 08 and plant 90.

- (XXXXXXX) = Art request folder number as defined on folder
- (YYYYY) = Catalog number of project as defined on art request folder
- (ZZ) = Plant as defined on art request folder (if more than one plant, all plants to be indicated)

9.0 Graphic Artist/Technical Layout Artist Request for Approval – **REVISED ART PER ECO**

Artist composes approval document as follows:

To:
Cc:
Subject: ARN(XXXXXXX) - Ref. Cat. No. YYYYY Approval Request - PLANT ZZ

(APPROVER NAMES):

Per ECO AAAAAA, the attached artwork files were modified as follows:

- (BRIEF DESCRIPTION OF CHANGE)
- (BRIEF DESCRIPTION OF CHANGE 2)
- (BRIEF DESCRIPTION OF CHANGE 3)

(ETC... AS NECESSARY)

Carefully review the files and provide your approval or rejection of this artwork within 48 hours. The following responses are acceptable approval responses:

Approved

Approved with the following minor changes:

Rejected for the following reasons:

(FULL 13 DIGIT FILE NAMES HERE)
(IF PK NUMBER ADD DESCRIPTION OF PK AND USE)
 (ARTWORK PDF FILES HERE OR ATTACHED TO E-MAIL ATTACHMENT HEADER)

(IF NECESSARY - ADD FOLLOWING STATEMENT)

Note to Manufacturing Plant:

The artwork part numbers listed above are not structured to FG BMs. Please structure immediately and confirm along with artwork approval reply. Thank you.

Where:

TO: are the names of the approvers defined in Art Request Folder

CC: are the names of the personnel to be carbon copied per Art Request Folder, Plant Packaging Coordinator Manager, PDP Design Manager and PDP Director (for Instruction Sheets, PDP Director only). Must also include special carbon copy distribution for plant 08 and plant 90.

(XXXXXXX) = Art request folder number as defined on folder

(YYYYY) = Catalog number of project as defined on art request folder

(ZZ) = Plant as defined on art request folder (if more than one plant, all plants to be indicated)

(AAAAAAA) = ECO number as defined in the approved ECO document in folder

10.0 Artwork Approval Follow-Up

Artists' follow-up approval request using the following guidelines:

- must REPLY to the ORIGINAL e-mail issued requesting approval
- compose reply in the following general format:

To:
Cc:
Subject: RE: ARN (XXXXXXX) - Ref. Cat. No. YYYYY Approval Request - PLANT ZZ

(APPROVER NAMES NOT YET RESPONDED):

Response to this approval request has not been provided. Please respond with your approval within 24 hours. Thank you.

Response Approval Status:

(APPROVER NAME NOT YET RESPONDED) - Approval Pending
(ETC... AS NECESSARY)
 (APPROVER NAME ALREADY RESPONDED) - (APPROVED OR APPROVED WITH CHANGES OR REJECTED WITH CHANGES)
 (APPROVER NAME ALREADY RESPONDED 2) - (APPROVED OR APPROVED WITH CHANGES OR REJECTED WITH CHANGES)
(ETC... AS NECESSARY)

From:
Sent:
To:
Cc:
Subject: ARN(XXXXXXX) - Ref. Cat. No. YYYYY Approval Request - PLANT ZZ

(APPROVER NAMES):

The attached artwork files are being sent to you for approval. Carefully review the files and provide

Where:

TO: are the names of the approvers NOT YET RESPONDED

CC: are the names of all personnel previously copied, including Packaging Coordinator Manager, Design Manager and PDP Director (for Instruction Sheets, PDP Director only). Must also include special carbon copy distribution for plant 08 and plant 90.

IMPORTANT NOTES:

- Same format is followed for ECO approval request follow-ups
- if no response within 24 hours, PDP Design Manager or PDP Director decides on further request for approval or if artwork release process can proceed.

11.0 Re-routing of artwork AFTER first round of approvals:

- Artist **MUST** receive approval responses from ALL approvers defined
- Cannot send art for second round of approval prior to receiving all approver’s responses. Exceptions by PDP Design Manager or PDP Director only.
- **Must obtain responses from all approvers, even if previously approved.**
- **For instruction sheets only – changes made per previous round of approvals to be highlighted in RED.**
- All necessary additional rounds of approvals must follow format below with the update of No. “X” number sequentially.
- It is up to the artist judgment if Technical Translator should review translations after receiving significant changes.

Graphic Artist composes approval document as follows:

To:
Cc:
Subject: ARN(XXXXXXX) - Ref. Cat. No. YYYY Approval Request **No. 2** - PLANT ZZ

(APPROVER NAMES):

The following artwork files were modified per approval routing and are being sent to you for re-approval. The following modifications to the original artwork files were made:

(Approver Name) - (list modification requested briefly **or if approved as submitted**) (Indicate if modification was done and if not, why)

(Approver Name) - (list modification requested briefly **or if approved as submitted**) (Indicate if modification was done and if not, why)

etc....

Carefully review the files and provide your approval or rejection of this artwork. The following responses are acceptable approval responses:

Approved

Approved with the following minor changes:

Rejected for the following reasons:

(FULL 13 DIGIT FILE NAMES HERE)
(IF PK NUMBER ADD DESCRIPTION OF PK AND USE)
(ARTWORK PDF FILES HERE OR ATTACHED TO E-MAIL ATTACHMENT HEADER)

Where:

- TO:** are the names of the approvers defined in Art Request Folder
- CC:** are the names of the personnel to be carbon copied per Art Request Folder, Plant Packaging Coordinator Manager, Design Manager and PDP Director (for Instruction Sheets, PDP Director only). Must also include special carbon copy distribution for plant 08 and plant 90.
- (XXXXXXX) =** Art request folder number as defined on folder
- (YYYYY) =** Catalog number of project as defined on art request folder
- (ZZ) =** Plant as defined on art request folder (if more than one plant, all plants to be indicated)

IMPORTANT NOTE:

Refer and conform to section 6.0 or [7.0](#)

12.0 Technical Layout Artist Request for Approval for Translated Instruction Sheets

Artist composes approval document as follows:

| |
|--|
| <p>To: Cc: Subject: ARN(XXXXXXX) - Ref. Cat. No. YYYY Approval Request for Translations - PLANT ZZ</p> <p>(APPROVER NAMES):</p> <p>The attached artwork files are being sent to you for approval. Carefully review the files and provide your approval or rejection of this artwork within 48 hours. The approval for the following is being requested:</p> <p>Plant - Part number in art and BOM Plant - Fold scheme and fit into unit packaging Plant - Spanish translations (if applicable) PC - French translations</p> <p>The following responses are acceptable approval responses:</p> <p>Approved Approved with the following minor changes: Rejected for the following reasons:</p> <p>(FULL 13 DIGIT FILE NAMES HERE) (IF PK NUMBER ADD DESCRIPTION OF PK AND USE) (ARTWORK PDF FILES HERE OR ATTACHED TO E-MAIL ATTACHMENT HEADER)</p> |
|--|

Where:

- TO:** Plant Packaging Coordinator and Canada Packaging Coordinator (if applicable)
- CC:** Plant Packaging Coordinator Manager and PDP Director. Must also include special carbon copy distribution for plant 08 and plant 90.
- (XXXXXXX)** = Art request folder number as defined on folder
- (YYYYY)** = Catalog number of project as defined on art request folder
- (ZZ)** = Plant as defined on art request folder (if more than one plant, all plants to be indicated)

13.0 Technical Layout Artist Request for Approval for **Agency** Instruction Sheets

Artist composes approval document as follows:

To:
Cc:
Subject: ARN(XXXXXXX) - Ref. Cat. No. YYYY Agency IS Approval Request - PLANT ZZ

(APPROVER NAMES):

The attached AGENCY version artwork files are being sent to you for approval.

(IF NECESSARY - ADD SPECIAL NOTES REQUIRED FOR PROJECT)

Carefully review the files and provide your approval or rejection of this artwork within 48 hours. The following responses are acceptable approval responses:

Approved

Approved with the following minor changes:

Rejected for the following reasons:

Rejected per the changes as per submitted redlined document(s):

(FULL 13 DIGIT FILE NAMES HERE)

(ARTWORK PDF FILES HERE OR ATTACHED TO E-MAIL ATTACHMENT HEADER)

Note to Manufacturing Plant:

The artwork part numbers listed above are not structured to FG BMs. Please structure immediately and confirm along with artwork approval reply. Thank you.

Where:

- TO:** are the names of the approvers defined in Art Request Folder
- CC:** are the names of the personnel to be carbon copied per Art Request Folder, Plant Packaging Coordinator Manager, and PDP Director.
- (XXXXXXX)** = Art request folder number as defined on folder
- (YYYYY)** = Catalog number of project as defined on art request folder
- (ZZ)** = Plant as defined on art request folder (if more than one plant, all plants to be indicated)

14.0 Technical Layout Artist Request for Approval for **Beta** Instruction Sheets

Artist composes approval document as follows:

To:
Cc:
Subject: ARN(XXXXXXX) - Ref. Cat. No. YYYYY Beta IS Approval Request - PLANT ZZ

(APPROVER NAMES):

The attached BETA version artwork files are being sent to you for approval.

(IF NECESSARY - ADD SPECIAL NOTES REQUIRED FOR PROJECT)

Carefully review the files and provide your approval or rejection of this artwork within 48 hours. The following responses are acceptable approval responses:

Approved

Approved with the following minor changes:

Rejected for the following reasons:

Rejected per the changes as per submitted redlined document(s):

(FULL 13 DIGIT FILE NAMES HERE)

(ARTWORK PDF FILES HERE OR ATTACHED TO E-MAIL ATTACHMENT HEADER)

Note to Manufacturing Plant:

The artwork part numbers listed above are not structured to FG BMs. Please structure immediately and confirm along with artwork approval reply. Thank you.

Where:

- TO:** are the names of the approvers defined in Art Request Folder
- CC:** are the names of the personnel to be carbon copied per Art Request Folder, Plant Packaging Coordinator Manager, and PDP Director.
- (XXXXXXX)** = Art request folder number as defined on folder
- (YYYYY)** = Catalog number of project as defined on art request folder
- (ZZ)** = Plant as defined on art request folder (if more than one plant, all plants to be indicated)

15.0 Artwork Preparation for Pilot Run Release (Instruction Sheets Only)

- 5% watermark is removed
- If no additional changes were required in last round of approvals, the same X revision suffix is kept for pilot run release
- If any final minor revisions are requested in final round of approvals, the X revision suffix must be changed to next numerical sequence.
- Separate translated instruction sheet documents are to be sent with the same X revision suffix as the main document.

Artist composes pilot release document as follows:

15.1 If plant is to produce pilot run instruction sheets:

To:
Cc:
Subject: ARN(XXXXXXX) Ref. Cat. No. YYYY Pilot Run Release - PLANT ZZ

(Plant Packaging Coordinator):

The attached artwork files are being sent to you for pilot run production. Please print quantities to fulfill pilot run requirements only.

Once CQA endorsement/production release is issued, we will release the final artwork for production.

(FULL 13 DIGIT FILE NAMES HERE)
(IF PK NUMBER ADD DESCRIPTION OF PK AND USE)
 (ARTWORK PDF FILES HERE OR ATTACHED TO E-MAIL ATTACHMENT HEADER)

- Distribution of pilot run release:

TO: Plant Packaging Coordinator
CC: Plant Packaging Coordinator Manager
 Plant Packaging Planner and Plant Packaging Planner Manager
 PDP Director

(XXXXXXX) = Art request folder number as defined on folder
(YYYYY) = Catalog number of project as defined on art request folder
(ZZ) = Plant as defined on art request folder (if more than one plant, all plants to be indicated)

15.2 If packaging vendor is to produce pilot run instruction sheets:

To:
Cc:
Subject: ARN(XXXXXXX) Ref. Cat. No. YYYYY Pilot Run Release - PLANT ZZ

(PDP Buyer/Manager):

The attached artwork files are being sent to you for pilot run production. Please procure (#) **instruction sheet(s)** to fulfill pilot run requirements only.

Once CQA endorsement/production release is issued, we will release the final artwork for production.

(FULL 13 DIGIT FILE NAMES HERE)
(IF PK NUMBER ADD DESCRIPTION OF PK AND USE)
(ARTWORK PDF FILES HERE OR ATTACHED TO E-MAIL ATTACHMENT HEADER)

TO: PDP Buyer and PDP Purchasing Manager
CC: Plant Packaging Coordinator Manager
Plant Packaging Planner and Plant Packaging Planner Manager
PDP Director

- (XXXXXXX) = Art request folder number as defined on folder
- (YYYYY) = Catalog number of project as defined on art request folder
- (ZZ) = Plant as defined on art request folder (if more than one plant, all plants to be indicated)
- (#) = Quantity of instruction sheets required for pilot run. To be defined by product manager or manufacturing engineer during instruction sheet approval phase**

IMPORTANT NOTE:

Plant 90 instruction sheets are **not** released for pilot run. Plant 90 instruction sheets are released per **Section 17.0** of this procedure upon artwork approval.

16.0 Final Art Release (Does Not Apply to Instruction Sheets)

- Artwork file X revision suffix is removed within art file, if applicable
- Artwork file X revision suffix is removed from filename, if applicable
- A new digital PDF file is created without the X revision suffix
- Follow LNPDP026 and LNPDP027 procedures to release approved artwork

17.0 Final Art Release (Instruction Sheets Only)

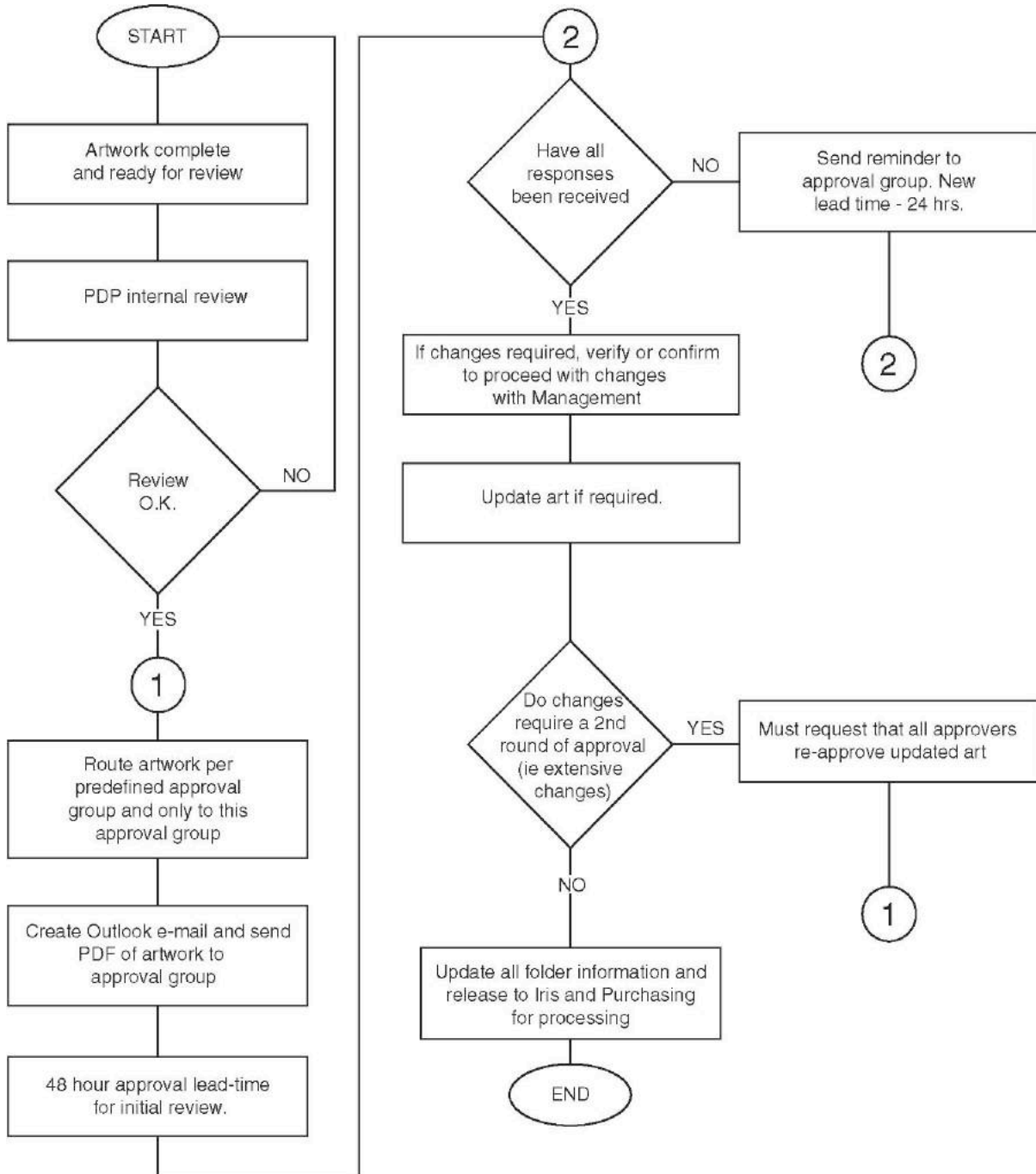
For Instruction Sheets for New Products:

- Artist must receive CQA Endorsement or New Product Release Forms from Project Team
- Artwork file X revision suffix is removed within art file
- Artwork file X revision suffix is removed from filename
- A new PRODUCTION digital PDF file is created without the X revision suffix
- Follow LNPDP026 and LNPDP027 procedures to release approved artwork

18.0 Artwork Approval Reference Flowchart

- Refer to next page for quick process view of approvals

PDP Artwork Approval Process Flowchart





PACKAGING DESIGN & PROCUREMENT

PROCEDURE NAME: Packaging Art Customer Approval Process

PROCEDURE No.: LNPDPA-P250

| PROCEDURE REVISION HISTORY | | | | |
|----------------------------|-----------------|------------|-------------|---------------|
| REVISION | DESCRIPTION | CREATED BY | APPROVED BY | APPROVAL DATE |
| A00 | Initial Release | SS | GV | 09/04/2007 |
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| Revision: A00 | Packaging Design and Procurement | Page 1 of 3 |
| DOCUMENT IS UNCONTROLLED IF PRINTED | | |
| Filename: LNPDPA-P250 Packaging Art Customer Approval Process A00.doc | | |

1.0 Purpose

To establish a procedure to obtain customer approval for artwork.

2.0 Scope

All private label artwork created by Packaging Design and Procurement

3.0 Responsibility

It is the responsibility of the Packaging Design Manager or Packaging Engineer to define approval paths. It is the responsibility of the Graphic Artists and Technical Layout Artists (TLA) to comply with the requirements of this procedure.

4.0 Reference Documents

- Packaging Design Manual
- LNPDP E-F090 Art Project Folder Template
- LNPDP A-P240 Packaging Art Internal Approval Process
- LNPDP A-P245 Packaging Art External Approval Process
- LNPDP A-P260 Preparing Completed Art Project Folders
- LNPDP A-P270 Filing Approved Packaging Art in PDP Server

5.0 Definition of approval paths:

5.1 Packaging Design Manager must complete the APPROVALS section of form LNPDP E-F090 Art Project Folder Template

5.2 All art work must receive External approval. Exceptions by PDP Design Manager or director. (Refer to LNPDP A-P245 Packaging Art External Approval Process)

Note: This approval MUST be obtained PRIOR to formal routing for approval.

5.3 After all approvals have been received, artist to create email and send to product manager for Customer approval.

6.0 Graphic Artist/Technical Layout Artist Request for Approval – **NEW ART**

Graphic Artist/Technical Layout Artist (both to be referred as “Artist” in procedure) compose approval document as follows:

To:
Cc:
Subject: ARN XXXXXXX Ref. Cat. No. YYYYY CUSTOMER Approval Request -
 PLANT ZZ

PRODUCT MANAGER:

The attached artwork files are being sent to you for **CUSTOMER** Name APPROVAL.
 They were modified as follows:

- (Brief description of change)

Carefully review the files and provide your approval or rejection of this artwork within 48 hours, please reply to all. The following responses are acceptable approval responses:

- Approved
- Approved with the following minor changes:
- Rejected for the following reasons:
- Rejected per the changes as per submitted redlined document(s):

(FULL 13 DIGIT FILE NAMES HERE)

Where:

- TO:** Product Manager
- CC:** PDP Director, PDP Design Manager, Requestor if not Product Manager.
- (XXXXXXX)** = Art request folder number as defined on folder
- (YYYYY)** = Catalog number of project as defined on art request folder
- (ZZ)** = Plant as defined on art request folder (if more than one plant, all plants to be indicated)
- NOTE:** Artist can send approval as a project when several files need approval. Project name should coincide with name given by Design Manager or PDP Engineer project email.
- If an I.S. is involved, then artist and TLA must work together to send one e-mail. It is not mandatory but preferred when 5 or more files are involved to send out as a project.

7.0 From this point on, follow LNPDP A-P245 Packaging Art External Approval Process.

8.0 Any deviations must be approved by PDP Corporate Design Manager or Director.



PACKAGING DESIGN & PROCUREMENT

PROCEDURE NAME: Preparing Art for Production

PROCEDURE No.: LNPDPA-P255

| PROCEDURE REVISION HISTORY | | | | |
|----------------------------|-----------------|------------|-------------|---------------|
| REVISION | DESCRIPTION | CREATED BY | APPROVED BY | APPROVAL DATE |
| A00 | Initial Release | SS | GV | 09/04/2007 |
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| Revision: A00 | Packaging Design and Procurement | Page 1 of 2 |
| DOCUMENT IS UNCONTROLLED IF PRINTED | | |
| Filename: LNPDPA-P255 Preparing Packaging Art for Production A00.doc | | |

1.0 Purpose

To establish a procedure to setup approved packaging files for press.

2.0 Scope

All artwork files created in Packaging Design and Procurement (PDP) sent out for production.

3.0 Responsibility

It is the responsibility of the artist to properly setup digital files.

4.0 Reference Documents

- Packaging Design Manual
- LNPDP-A-P280 Releasing Approved Packaging Art to Purchasing
- LNPDP-A-P270 Filing Approved Packaging Art in PDP Server

5.0 Reviewing files after receiving artwork approvals

5.1 After receiving approvals for artwork per LNPDP-A-P245 Packaging Art External Approval Process, files must be setup for production.

5.2 All artwork should be flight checked for main elements per specifications in Packaging Design Manual.

If a problem is found, fix per PDP artwork specifications in Packaging Design Manual.

6.0 Printing Separations

6.1 Print separations in Quark or Indesign for film plates to ensure colors are separated correctly.

6.2 After reviewing separations, review flight check to ensure there are no additional problems. (See Packaging Design Manual)

7.0 Create Production File

7.1 Collect all linked images in flight check to create production finished file.

7.2 Flight checked files are to be compressed using stuff-It software to create a SIT file.

7.3 Create a low resolution PDF of original artwork.

7.4 After creation of both SIT and PDF file of artwork, follow procedure LNPDP-A-P270 Filing Approved Packaging Art in PDP Server



PACKAGING DESIGN & PROCUREMENT

PROCEDURE NAME: Preparing Art Project Folders

PROCEDURE No.: LNPDPA-P260

| PROCEDURE REVISION HISTORY | | | | |
|----------------------------|-----------------|------------|-------------|---------------|
| REVISION | DESCRIPTION | CREATED BY | APPROVED BY | APPROVAL DATE |
| A00 | Initial Release | SS | GV | 09/04/2007 |
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| Revision: A00 | Packaging Design and Procurement | Page 1 of 3 |
| DOCUMENT IS UNCONTROLLED IF PRINTED | | |
| Filename: LNPDPA-P260 Preparing Completed Art Project Folders A00.doc | | |

1.0 Purpose

To establish a procedure to prepare and process art request folder to Technical Translator.

2.0 Scope

To ensure all necessary documents and approvals are recorded on art request folder for processing.

3.0 Responsibility

It is the responsibility of the Graphic Artist or Technical Layout Artist to send completed art request folder to Technical Translator.

It is the responsibility of the Technical Translator to process and document Art Request Folder.

4.0 Reference Documents

Packaging Design Manual

5.0 Documentation Assembly

5.1 Bundle blueprints to final approved and stamped printouts. Blueprints should be stapled to the back of the printouts.

If film was not procured then FINAL ART must be stamped on printout.

5.2 Staple all approvals together, including any approved artwork printouts and approval e-mails, with most recent on top.

5.3 Staple all Bill of Material printouts.

5.4 Staple all Packaging Request forms, Engineering Change Orders and e-mails.

5.5 Staple all miscellaneous paper, including all marked up printouts during development.

See Packaging Design Manual for illustration for job folder assembly.

6.0 Processing of Art Request Folder

6.1 Filling out Art Request Folder

| | | |
|---|--|--|
| APPROVALS <input type="checkbox"/> NOT REQUIRED | <input type="checkbox"/> PLT <input type="checkbox"/> CGA <input type="checkbox"/> PM <input type="checkbox"/> MKTG. <input type="checkbox"/> ENG. <input type="checkbox"/> S & A | <input type="checkbox"/> TLA <input type="checkbox"/> Die Line <input type="checkbox"/> Peer <input type="checkbox"/> Other |
| DATE | ROUTING | ARTWORK/FILM INSPECTION CHECKLIST |
| | | The statements in packaging that are critical enough to render artwork unusable if they are not completed & checked are the following: ART / QC ARTWORK CHECKLIST <input type="checkbox"/> Check Digital File Color Separations <input type="checkbox"/> Check Die Line (Set to overprint) / Spec Box <input type="checkbox"/> UPC Code <input type="checkbox"/> Country of Origin / Import, Export Statement <input type="checkbox"/> Ratings <input type="checkbox"/> Agency Listings <input type="checkbox"/> Cat. No. in Front / SAN-CAT-DASH above UPC/No zeros before CAT / DASH <input type="checkbox"/> Product Description <input type="checkbox"/> Correct Pname / Correct Part Number / PK Number / MS Number <input type="checkbox"/> Place Printing - Barcode is to Spec <input type="checkbox"/> Julian data added to artwork when applicable <input type="checkbox"/> UK OVERSEAS PALLETIZATION <u>PLAN/NOI</u> exceed Height of 44.5 OK / NA DIGITAL CHECKLIST <input type="checkbox"/> Provide PDF with separations when applicable <input type="checkbox"/> Translated compressed file to Leviton FTP site <input type="checkbox"/> Create postscript PDF with embedded fonts OK / NA <input type="checkbox"/> Comp. if How (i.e. Displays, Clamshells, Boxes, etc.) <input type="checkbox"/> Instruction Sheet Fold Scheme and fit into packaging <input type="checkbox"/> Remove "X" suffix designation from file name and part number FILM CHECKLIST <input type="checkbox"/> Check that all Plates are Included <input type="checkbox"/> Check all Copy/Work is Staged Correctly on Each Plate <input type="checkbox"/> Check Trapping <input type="checkbox"/> Check Proper ID of Each Plate and ADD if Missing <input type="checkbox"/> Tape All Plates Together for Each Individual Item <input type="checkbox"/> Tape Die Line Overlay Over Matchprep OR <input type="checkbox"/> If No Matchprep - Provide Extra Printed Copy & Pantone Swatch <input type="checkbox"/> Add Files to Server ARTIST: _____ DATE: _____ CHECKED BY: _____ DATE: _____ |
| S & A = STANDARDS & APPROVALS (UL) TLA = TECHNICAL LAYOUT ARTIST | | LNEEDU/REV 2/08 |

Back of Art Request Folder

NOTE: Before any project folder can be processed, the following must be completed:

- a) All required approvals listed on the folder must be received
- b) Artwork checklist completed by graphic artist
- c) Film checklist completed (when applicable)
- d) Files put on the server
- e) Folder signed by peer reviewer and graphic artist

6.2 Add notation on DATE and ROUTING section of folder.

In DATE section, fill in current date.
 In ROUTING section, fill in comment such as, "Completed. To (technical translator name) for processing."

Artist's Initials after comment

6.3 When all of the above has been completed, project folder and film (if any) are given to technical translator.



PACKAGING DESIGN & PROCUREMENT

PROCEDURE NAME: Requesting-Verifying Packaging Art Film

PROCEDURE No.: LNPDPA-P265

| PROCEDURE REVISION HISTORY | | | | |
|----------------------------|-----------------|------------|-------------|---------------|
| REVISION | DESCRIPTION | CREATED BY | APPROVED BY | APPROVAL DATE |
| A00 | Initial Release | SS | GV | 09/04/2007 |
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| Revision: A00 | Packaging Design and Procurement | Page 1 of 3 |
| DOCUMENT IS UNCONTROLLED IF PRINTED | | |
| Filename: LNPDPA-P265 Requesting-Verifying Packaging Art Film A00.doc | | |

1.0 Purpose

To establish a procedure to request and review negatives for output.

2.0 Scope

All film received for review and approval before sending to vendor.

3.0 Responsibility

It is the responsibility of the artist to request, review and package film.

4.0 Reference Documents

- LNPDP-A-P280 Releasing Approved Packaging Art to Purchasing
- LNPDP-A-P270 Filing Approved Packaging Art in PDP Server
- LNPDP-A-P260 Preparing Completed Art Project Folder
- LNPDP-E-F090 Art Project Folder Template

5.0 Request for film

- 5.1 Artist request Packaging Purchasing to issue a PO for film. PDF sent for Quote.
- 5.2 After PO is issued, artist to place digital files and PO document on FTP site.
- 5.2 Artist call vendor to request film and informs them of FTP site name.

6.0 Reviewing film

- 6.1 Upon receipt of film, Graphic Artist who created artwork is to review film using film checklist on LNPDP-E-F090 Art Project Folder Template.

If approved, continue to step LNPDP-A-P265 Requesting/Verifying Packaging Art Film.

If rejected, film is returned to film vendor with correction to be made. Vendor to resend with updates. Artist to review per step 6.1.

7.0 Gathering items to be packaged

- 7.1 After film has been approved, collect the following documents:
 - Film plates
 - Blueprints (if required)
 - Color printout and/or match print (if required)
 - Die line overlay
 - Color swatches
 - Color proof (if available)

- 7.2 Check film plates are included and label with individual identification name.

- 7.3 Make copy of blueprint for department records to be place in job folder.

- 7.4 Provide color printout and/or match print along with blueprint.
 - If match print is provided then blueprint is not required.
 - If only blueprint than color printout must be provided.

- 7.5 Tape film, match print, blueprint, die line and color swatches together to create one packaging component.

- 7.6 If available, place protective covering over film.

- 8.0 Processing of film
 - 8.1 When complete, continue to LNPDP



PACKAGING DESIGN & PROCUREMENT

PROCEDURE NAME: Filing Approved Packaging Art in PDP Server

PROCEDURE No.: LNPDP-A-P270

| PROCEDURE REVISION HISTORY | | | | |
|----------------------------|-----------------|------------|-------------|---------------|
| REVISION | DESCRIPTION | CREATED BY | APPROVED BY | APPROVAL DATE |
| A00 | Initial Release | SS | GV | 09/04/2007 |
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| Revision: A00 | Packaging Design and Procurement | Page 1 of 3 |
| DOCUMENT IS UNCONTROLLED IF PRINTED | | |
| Filename: LNPDP-A-P270 Filing Approved Packaging Art in PDP Server A00.doc | | |

1.0 Purpose

To establish a procedure to properly place digital artwork files onto server.

2.0 Scope

All new completed artwork is to be stored into the Packaging Design and Procurement (PDP) Server.

3.0 Responsibility

It is the responsibility of the artist to place digital artwork into the PDP Server.

4.0 Reference Document

- LNPDP A-P255 Preparing Packaging Art for Production
- Packaging Design Manual

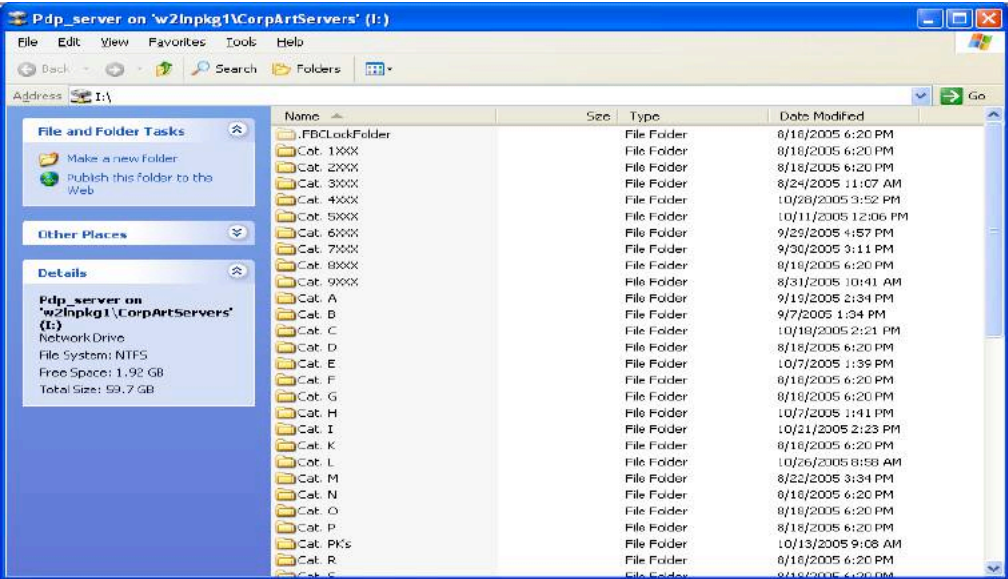
5.0 Filing new digital files in PDP Server

NOTE#1: Any files that are placed into PDP Server CorpArtServer folder, must be the complete and latest versions used for production.

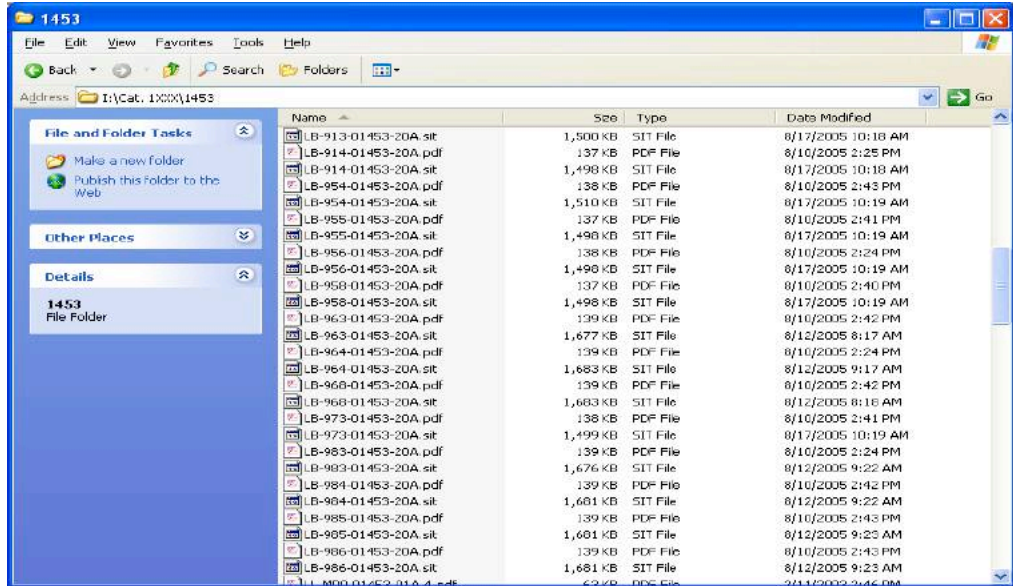
5.1 Log onto the PDP Server (w2lnpkg1) and go to CorpArtServer folder.

NOTE: Special Projects are filed in Archive folder

5.2 Find corresponding catalog folder to place files in.



6.0 If folder does not exist in catalog series folder, create new folder. Insert PDF and SIT file created per procedure LNPDP A-P255 Preparing Packaging Art for Production.



- 5.4 For new PK Die Lines, Photos, Logos, Line Art, etc., file into the Graphics folder in the PDP Server in its corresponding folder.



PACKAGING DESIGN & PROCUREMENT

PROCEDURE NAME: Canceling Art Project Folders

PROCEDURE No.: LNPDP-A-P275

| PROCEDURE REVISION HISTORY | | | | |
|----------------------------|-----------------|------------|-------------|---------------|
| REVISION | DESCRIPTION | CREATED BY | APPROVED BY | APPROVAL DATE |
| A00 | Initial Release | SS | GV | 09/04/2007 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | | |
|--|----------------------------------|-------------|
| Revision: A00 | Packaging Design and Procurement | Page 1 of 2 |
| DOCUMENT IS UNCONTROLLED IF PRINTED | | |
| Filename: LNPDP-A-P275 Cancellng Art Project Folders A00.doc | | |

1.0 Purpose

To establish a procedure for processing of cancelled or suspended artwork.

2.0 Scope

To archive artwork created by Packaging Design and Procurement.

3.0 Responsibility

It is the responsibility of the Packaging Design Manager to define what files are to be archived and what files are to be trashed. It is the responsibility of the Graphic Artists and Technical Layout Artists (TLA) to comply with the requirements of this procedure.

4.0 Reference Documents

- LNPDP E-P090 Processing Art Project Folders
- LNPDP A-P270 Filing Approved Packaging Art in PDP Server
- LNPDP A-P260 Preparing Completed Art Project Folders
- LNPDP A-P290 Processing Completed Art Project Folders
- LNPDP E-F090 Art Project Folder Template
- LNPDP D-P605 Filing Packaging Art Project Folder X00

5.0 Procedure:

5.1 Receive approval from the Packaging Design Manager.

5.2 Record retention: Must receive documentation via email that artwork is cancelled from requestor or from Packaging Design Manager.

5.3 Per procedure for archiving files to server artist is to place files in the archive server (Refer to LNPDP A-P270 Filing Approved Packaging Art in PDP Server).

5.4 Folder must be annotated with disposition.

5.5 Forward folder to Technical translator for processing (reference LNPDP A-P260 Preparing Completed Art Project Folders).

6.0 Technical translator process per procedures. Must document completion log in the notes section that files are from cancelled job. Details to be provided by artist folder notation.

6.1 Technical translator to close folder and place folder into "Art Request Holding Bin" to be held until filed. For filing procedure refer to LNPDP D-P605 Filing Packaging Art Project Folder.



PACKAGING DESIGN DEPARTMENT

PROCEDURE NAME: Releasing Approved Packaging Art to Purchasing

PROCEDURE No.: _____ **LNPDPA-P280** _____

| PROCEDURE REVISION HISTORY | | | | |
|-----------------------------------|--|-------------------|--------------------|----------------------|
| REVISION | DESCRIPTION | CREATED BY | APPROVED BY | APPROVAL DATE |
| A00 | Initial Release | SS | GV | 09/04/2007 |
| A01 | Added Plant 48 New and ECO Artwork release process | GV | GV | 10/20/2008 |
| | | | | |
| | | | | |
| | | | | |

1.0 Purpose

To establish a procedure for release of production digital artwork for NA plants and plant 48 (LMS FBU)

2.0 Scope

Packaging component artwork for FG's produced in NA plants.

3.0 Responsibility

It is the responsibility of the graphic artist and TLA to release artwork per this procedure

4.0 Reference Documents

- LNPDP A-P255 Preparing Packaging Art for Production
- LNPDP A-P270 Filing Approved Packaging Art in PDP Server
- LNPDP A-P290 Processing Completed Art Project Folders
- Packaging Design Manual

5.0 Before releasing any artwork, artist must check BOM to ensure packaging components being released are structured. If not structured, artist must notify manufacturing facility that they must structure and that artwork will not be released until complete.

Exceptions for release without structure must be approved by supervisor or PD Director.

6.0 Prepare artwork files per procedure LNPDP A-P255 Preparing Packaging Art for Production.

7.0 Releasing production digital artwork for new projects **(except Plant 48 LMS)**

7.1 Compose e-mail:

| |
|--|
| <p>To: Cc: Subject: [ARN: XXXXXXX Ref. Cat. No. YYYY (OR) Project Name (ZZZZZ)] - Production Artwork FTP Release - PLANT AA</p> |
| <p>(Corporate Purchasing Manager (OR) LMS Purchasing Manager):</p> |
| <p>Approved production digital artwork was released to Leviton's FTP site and our Corporate PDP Server on (MM/DD/YY). The information below is being provided for vendor(s) to access the artwork and FTP site:</p> |
| <p>(IF NECESSARY - ADD FOLLOWING STATEMENT)</p> |
| <p>Note:</p> |
| <p>(Add special notes or comments relevant to the project and art being released)</p> |
| <p>Please confirm receipt and send 5 samples of the first production run to the attention of (Corporate PD Technical Assistant) in the Packaging Design Department in Little Neck.</p> |
| <p>Thank you.</p> |
| <p>-----</p> |
| <p>Dear Vendor,</p> |
| <p>Leviton has stored production packaging artwork digital files per list below in our FTP site. The files will be stored in our FTP site for 5 business days only. Artwork can be accessed by typing the following information EXACTLY as noted (all letters are case sensitive):</p> |
| <p>(FTP SITE NAME HERE)</p> |
| <p>(FULL 13 DIGIT FILE NAMES HERE OR PACKAGING COMPONENT LISTING SPREADSHEET)</p> |
| <p>(IF NECESSARY - ADD FOLLOWING STATEMENT)</p> |
| <p>Note to Vendor:</p> |
| <p>(Add special notes or comments relevant to the project and art being released)</p> |
| <p>Thank you.</p> |

Where:

TO = Corporate FG Purchasing Manager
CC = Corporate FG Purchasing Buyer, PD Engineer and PD Director
BCC= Corporate PD Technical Assistant
(XXXXX) = Reference Art Request number
(YYYYY) = Reference catalog number for project
(ZZZZZ) = Overall project name
(AA) = Manufacturing Plant

Note: Drawing file for these components is updated by Corporate Purchasing Department.

8.0 Releasing production digital artwork for **NEW PROJECTS - Plant 48**

8.1 Compose email per section 7.1

Where:

TO = LMS Planner Manager
CC = LMS Planners, Corporate FG Purchasing Staff, PDP Design Manager and LMS Pkg. Coordinator, Coordinator Manager, PDP Director, PD Pkg. Engineer
BCC= Corporate PD Technical Assistant
(XXXXX) = Reference Art Request number
(YYYYY) = Reference catalog number for project
(ZZZZZ) = Overall project name
(AA) = Plant 48

8.2 Proceed to update drawing file per section 11.0

9.0 Releasing production digital artwork for ECO's for all plants – **Except Plant 48**

9.1 Compose email:

To:
Cc:
Subject: ARN: XXXXXXX Ref Cat No (YYYYY) **(OR)** Project Name (ZZZZZ)] - Production Artwork Release per ECO (AAAAA) - PLANT BB

(Corporate FG Purchasing Buyer OR LMS Purchasing Manager):

Approved production digital artwork was released to Leviton's FTP site and our Corporate PDP Server on (MM/DD/YY). The artwork is being released per the requirements of approved Leviton ECO. The information below is being provided for FG vendor(s) to access the artwork and FTP site.

(IF NECESSARY - ADD FOLLOWING STATEMENT)

Note:
(Add special notes or comments relevant to the project and art being released)

Please confirm receipt and send **5 samples** of the first production run to the attention of (Corporate PD Technical Assistant) in the Packaging Design Department in Little Neck.

Thank you.

Dear Vendor,

Leviton has stored production packaging artwork digital files per list below in our FTP site. The files will be stored in our FTP site for 5 business days only. Artwork can be accessed by typing the following information EXACTLY as noted (all letters are case sensitive):

(FTP SITE NAME HERE)

(FULL 13 DIGIT FILE NAMES HERE)

Engineering Change Order Project Document: (ECO DOCUMENT NAME HERE)

(IF NECESSARY - ADD FOLLOWING STATEMENT)

Note to Vendor:
(Add special notes or comments relevant to the project and art being released)

Where

- TO =** Corporate FG Purchasing Manager
- CC =** Corporate FG Purchasing Buyer, PD Engineer and PD Director
- BCC=** Corporate PD Technical Assistant
- (XXXXX) =** Reference Art Request number
- (YYYYY) =** Reference catalog number for project
- (ZZZZZ) =** Overall project name
- (AAAA) =** Reference ECO number
- (BB) =** Manufacturing Plant

Note: Drawing file for these components is updated by Corporate Purchasing Department

10.0 Releasing production digital artwork for ECO's – **Plant 48**

10.1 Compose email per section 9.1

Where:

- TO =** LMS Planner Manager
- CC =** LMS Planners, Corporate FG Purchasing Staff, PDP Design Manager and LMS Pkg. Coordinator, Coordinator Manager, PDP Director, PD Pkg. Engineer
- BCC=** Corporate PD Technical Assistant
- (XXXXX) =** Reference Art Request number
- (YYYYY) =** Reference catalog number for project
- (ZZZZZ) =** Overall project name
- (AAAA) =** Reference ECO number
- (BB) =** Plant 48

10.2 Proceed to update drawing file per section 11.0

11.0 Updating drawing file for **PLANT 48 ONLY**

11.1 To access: Menu 26 (Drawings) / 10 (Purch Drawing No Maint).

11.2 Enter full 13-digit part number and "A" to add. Hit enter for next screen.

```

(A) leviton - PASSPORT
File Edit View Communication Options Transfer Macro Help
-----
LEVITON LEV LN ----- Purchasing Drawing No. Maintenance -----
PU060P00
-----
Enter...

Drawing No.:      EP0300DC0P20A
Action Code:     A

D = Display
M = Modify
A = Add
P = Purge

Or enter Selection ==> 1 ==> 2 ==> 3 ==>
PF2=M=Main PF3=A=Appl PF12=S=Signoff
Tel
R 23 C 25 TCP00995
Connected to 172.16.22.98:23
CAP: NLM1 23, 25

```

```

(A) leviton - PASSPORT
File Edit View Communication Options Transfer Macro Help
-----
LEVITON LEV LN ----- Purchasing Drawing No. Maintenance -----
PU060M00      Drawing No. EP0300DC0P20A
-----
(?) Location of Original Neg.      Date Created: 10/02/2008
Non Interchg Rev Level Orig.. A {A-Z}      Last Chgd on: 10/07/2008
Interchg Rev Level Orig.. 0 {0-9}      Last Chgd by: L GONZALEZ

(?) Plant No. of Copy Neg.... 09
Non Interchg Rev Level Copy.. _ {A - W or Y - Z }
Interchg Rev Level Copy.. _ {0 - 9}

Drawing Size..... A {A - E}      Graphics Avail Ind Y
Total Drawing Pages..... 1_ {1 - 99}      Printer Avail Ind _

(?) Vendor No..... PIAP      LEVITON CORPORATE
File No.....
Drawer No.....      Lead time..... 45_

Drawing Description...
PLANT 48 LMS ARTWORK RELEASE
-----
Selection ==> 1 ==> 2 ==> 3 ==> EP0300DC0P20AM
PF2=M=Main PF3=A=Appl PF6=X=Repeat PF9=U=Update PF12=S=Signoff PF13=V=Verify
Tel
R 23 C 16 TCP00995
Connected to 172.16.22.98:23
CAP: NLM1 23, 16 TCP00995

```

11.3 Tab to Plant No. of Copy Neg – value is always = 09

11.4 Tab to Graphics Avail Ind – value is always = Y

11.5 Tab to Vendor No.:

Enter the appropriate code for plant 48 per chart below:

| PLANT | VENDOR NO. | VENDOR DESCRIPTION: |
|-------|------------|---------------------|
| 48 | PIAP | LEVITON CORPORATE |

11.6 For plant 48 items enter on “Drawing Description” = **Plant 48 LMS Artwork Release**

11.7 **ALL OTHER FIELDS ARE LEFT BLANK OR TO DEFAULT VALUE!!!**

11.8 Tab to “Selection” field, enter “U” and press enter to update and save.



PACKAGING DESIGN DEPARTMENT

PROCEDURE NAME: Releasing Approved Pkg Artwork to Plants 08, 80 and 90

PROCEDURE No.: LNPDPA-P285

| PROCEDURE REVISION HISTORY | | | | |
|----------------------------|---|------------|-------------|---------------|
| REVISION | DESCRIPTION | CREATED BY | APPROVED BY | APPROVAL DATE |
| A00 | Initial Release | SS | GV | 09/04/2007 |
| A01 | Added plant 90/48 artwork release process | GV | GV | 09/20/2008 |
| | | | | |
| | | | | |
| | | | | |

| | | |
|---|-----------------------------|--------------|
| Revision: A01 | Packaging Design Department | Page 1 of 10 |
| DOCUMENT IS UNCONTROLLED IF PRINTED | | |
| Filename: LNPDPA-P285 Releasing Approved Pkg Artwork to Plants 08 80 90 A01.doc | | |

1.0 Purpose

To establish a procedure for release of production digital artwork for plants 08 80 and 90

2.0 Scope

Packaging component artwork for FG's to be produced in plant 08, 80 and 90.

3.0 Responsibility

It is the responsibility of the Graphic Artist and Technical Layout Artist to release artwork per this procedure

4.0 Reference Documents

- LNPDP A-P255 Preparing Packaging Art for Production
- LNPDP A-P270 Filing Approved Packaging Art in PDP Server
- LNPDP A-P290 Processing Completed Art Project Folders
- Packaging Design Manual

5.0 Before releasing any artwork, artist must check BOM to ensure packaging components being released are structured. If not structured, artist must notify manufacturing facility that they must structure and that artwork will not to be released until complete.

Exceptions for release without structure must be approved by supervisor or PD Director.

6.0 Prepare artwork files per procedure LNPDP A-P255 Preparing Packaging Art for Production.

7.0 Releasing production digital artwork for **NEW PROJECTS** – Plant 08 and Plant 80

7.1 Compose e-mail:

| |
|---|
| <p>To: Cc: Subject: [Ref Cat No (XXXXX) (OR) Project Name (YYYYY)] - Production Artwork Release - PLANT ZZ</p> <p>(PLANT PACKAGING COORDINATOR):</p> <p>Approved production digital artwork was released to the Corporate PDP Server on (MM/DD/YY). Proceed with procurement of packaging components per project and system requirements.</p> <p>(FULL 13 DIGIT FILE NAMES HERE)</p> <p>(IF NECESSARY - ADD FOLLOWING STATEMENT)</p> <p>Note to Manufacturing Plant:</p> <p>(Add special notes or comments relevant to the project and art being released)</p> <p>Please send 5 samples of the first production run to the attention of (Corporate PD Technical Assistant) in the Packaging Design Department in Little Neck.</p> <p>Thank you.</p> |
|---|

Where:

- TO =** Plant Packaging Coordinator(s).
- CC =** Plant Packaging Coordinator Manager, Plant Packaging Planner, Plant Packaging Planner Manager, PD Director
- BCC=** Corporate PD Technical Assistant
- (XXXXX) =** Reference catalog number for project
- (YYYYY) =** Overall project name. Project name should be same as that name given in the packaging project e-mail issued to plant.
- (ZZ) =** Plant as defined on art request folder

7.2 Proceed to update drawing file per section 13.0

8.0 Releasing production digital artwork for ECO's – Plant 08 and Plant 80

8.1 Compose e-mail:

To:
Cc:
Subject: [Ref Cat No (XXXXX) **(OR)** Project Name (YYYYY)] - Production Artwork Release per ECO (ZZZZZ) - PLANT AA

(PLANT PACKAGING COORDINATOR):

Approved production digital artwork was released to the Corporate PDP Server on (MM/DD/YY). The artwork is being released per the requirements of approved Leviton ECO. The information below is being provided for FG vendor(s) to access the artwork and FTP site.

(FULL 13 DIGIT FILE NAMES HERE)

(IF NECESSARY - ADD FOLLOWING STATEMENT)

Note to Manufacturing Plant:

(Add special notes or comments relevant to the project and art being released)

Please send **5 samples** of the first production run to the attention of (Corporate PD Technical Assistant) in the Packaging Design Department in Little Neck.

Thank you.

Where:

- TO =** Plant Packaging Coordinator(s)
- CC =** Plant Packaging Coordinator Manager, Plant Packaging Planner, Plant Packaging Planner Manager and PD Director
- BCC=** Corporate PD Technical Assistant
- (XXXXX) =** Reference catalog number for project
- (YYYYY) =** Overall project name.
- (ZZZZZ) =** ECO number per ECO document
- (AA) =** Plant as defined on art request folder

8.2 Proceed to update drawing file per section 13.0

9.0 Releasing production digital artwork for **NEW PROJECTS** – Plant 90, except **90/48 (LMS FBU)**

- 9.1 Copy the artwork files for all the packaging components listed on the project spreadsheet to the FTP site.
- 9.2 Copy project spreadsheet to FTP site
- 9.3 Compose e-mail:

| |
|--|
| <p>To:</p> <p>Cc:</p> <p>Subject: [Ref Cat No (XXXXX) (OR) Project Name (YYYYY)] – Production Artwork Release – PLANT 90</p> <p>(Corporate FG Purchasing Buyer OR LMS Purchasing Manager):</p> <p>Approved production digital artwork was released to Leviton’s FTP site and our Corporate PDP Server on (MM/DD/YY). The information below is being provided for FG vendor(s) to access the artwork and FTP site:</p> <p>(IF NECESSARY – ADD FOLLOWING STATEMENT)</p> <p>Note:</p> <p>(Add special notes or comments relevant to the project and art being released)</p> <p>Please confirm receipt and send 5 samples of the first production run to the attention of (Corporate PD Technical Assistant) in the Packaging Design Department in Little Neck.</p> <p>Thank you.</p> <p>-----</p> <p>Dear Vendor,</p> <p>Leviton has stored production packaging artwork digital files per list below in our FTP site. The files will be stored in our FTP site for 5 business days only. Artwork can be accessed by typing the following information EXACTLY as noted (all letters are case sensitive):</p> <p>(FTP SITE NAME HERE)</p> <p>(FULL 13 DIGIT FILE NAMES HERE)</p> <p>Packaging Component Listing Spreadsheet: (PROJECT SPREADSHEET NAME HERE)</p> <p>(IF NECESSARY – ADD FOLLOWING STATEMENT)</p> <p>Note to Vendor:</p> <p>(Add special notes or comments relevant to the project and art being released)</p> <p>Thank you.</p> |
|--|

Where:

TO = Corporate FG Purchasing Buyer
CC = Corporate FG Purchasing Staff and PD Director
BCC= Technical Assistant
(XXXXX) = Reference catalog number for project
(YYYYY) = Overall project name

9.4 Proceed to update drawing file per section 13.0

10.0 Releasing production digital artwork for **NEW PROJECTS – Plant 90/48 (LMS FBU)**

- 10.1 Copy the artwork files for all the packaging components listed on the project spreadsheet to the FTP site.
- 10.2 Copy project spreadsheet to FTP site
- 10.3 Compose e-mail per section 9.3

Where:

TO = LMS Planner Manager
CC = LMS Planners, LMS Pkg. Coordinator, Coordinator Manager, PD Director, PD Pkg. Engineer
BCC= Technical Assistant
(XXXXX) = Reference catalog number for project
(YYYYY) = Overall project name

10.4 Proceed to update drawing file per section 13.0

11.0 Releasing production digital artwork for **ECO's** – Plant 90, **except 90/48 (LMS FBU)**:

- 11.1 Copy all packaging component artwork files/drawings modified per ECO to FTP site.
- 11.2 Copy ECO document to FTP site
- 11.3 Compose e-mail:

To:
Cc:
Subject: [Ref Cat No (XXXXX) **(OR)** Project Name (YYYYY)] - Production Artwork Release Per ECO (ZZZZZ) - PLANT 90

(Corporate FG Purchasing Buyer OR LMS Purchasing Manager):

Approved production digital artwork was released to Leviton's FTP site and our Corporate PDP Server on (MM/DD/YY). The artwork is being released per the requirements of approved Leviton ECO. The information below is being provided for FG vendor(s) to access the artwork and FTP site.

(IF NECESSARY - ADD FOLLOWING STATEMENT)

Note:
 (Add special notes or comments relevant to the project and art being released)

Please confirm receipt and send **5 samples** of the first production run to the attention of (Corporate PD Technical Assistant) in the Packaging Design Department in Little Neck.

Thank you.

 Dear Vendor,

Leviton has stored production packaging artwork digital files per list below in our FTP site. The files will be stored in our FTP site for 5 business days only. Artwork can be accessed by typing the following information EXACTLY as noted (all letters are case sensitive):

(FTP SITE NAME HERE)

(FULL 13 DIGIT FILE NAMES HERE)

Engineering Change Order Project Document: (ECO DOCUMENT NAME HERE)

(IF NECESSARY - ADD FOLLOWING STATEMENT)

Note to Vendor:
 (Add special notes or comments relevant to the project and art being released)

Where:

- TO =** Corporate FG Purchasing Buyer.
- CC =** Corporate FG Purchasing Staff, PD Design Manager and PD Director
- BCC=** Corporate Pkg. Technical Assistant
- (XXXXX) =** Reference catalog number for project
- (YYYYY) =** Overall project name
- (ZZZZZ) =** ECO number per ECO document

11.4 Proceed to update drawing file per section 13.0

12.0 Releasing production digital artwork for **ECO's – Plant 90/48 (LMS FBU)**

- 12.1 Copy the artwork files for all the packaging components listed on the project spreadsheet to the FTP site.
- 12.2 Copy project spreadsheet to FTP site
- 12.3 Compose e-mail per section 11.3

Where:

- TO =** LMS Planner Manager
- CC =** LMS Planners, LMS Pkg. Coordinator, Coordinator Manager, PD Director, PD Pkg. Engineer
- BCC=** Technical Assistant
- (XXXXX) =** Reference catalog number for project
- (YYYYY) =** Overall project name

12.4 Proceed to update drawing file per section 13.0

13.0 Updating Purchasing Drawing File

- 13.1 After artwork has been released to purchasing, update drawing file with appropriate vendor code in Purchasing Drawing No. Maintenance Screen (PU060) in Legacy.

To access: Menu 26 (Drawings) / 10 (Purch Drawing No Maint).
- 13.2 Enter full 13-digit part number and "A" to add. Hit enter for next screen.

```

(A) leviton.zwz - PASSPORT
File Edit View Communication Options Transfer Macro Help
-----
LEVITON LEV LN ----- Purchasing Drawing No. Maintenance ----- 6/04/07
PU060P00                                                                5:00 PM
-----
Enter...

Drawing No.:      PK9343410002A
Action Code:     A

D = Display
M = Modify
A = Add
P = Purge

Or enter selection ==> | ==> _ ==> _ ==> _____
PF2=M=Main PF3=A=App| PF12=S=Signoff
Te|
R 23 C 25 TCP00003
Connected to 172.16.22.90:23
  
```

```

(A) leviton.zwz - PASSPORT
File Edit View Communication Options Transfer Macro Help
-----
LEVITON LEV LN ----- Purchasing Drawing No. Maintenance ----- 6/04/07
PU060M00                      Drawing No. PK9343410002A          5:00 PM
-----
(?) Location of Original Neg. LN__      Date Created: 06/04/2007
Non Interchg Rev Level Orig.. A {A-Z}   Last Chgd on: 06/04/2007
Interchg Rev Level Orig.. 0 {0-9}      Last Chgd by:

(?) Plant No. of Copy Neg....  _      Graphics Avail Ind  _
Non Interchg Rev Level Copy.. _ {A - W or Y - Z }  Printer Avail Ind  _
Interchg Rev Level Copy..  _ {0 - 9}

Drawing Size..... A {A - E}
Total Drawing Pages..... 1 {1 - 99}

(?) Vendor No.....  _
File No.....  _
Drawer No.....  _      Lead time..... 10_

Drawing Description...
-----
Selection ==> V ==> _ ==> _ ==> PK9343410002AA
PF2=M=Main PF3=A=App| PF6=X=Xrepeat PF9=U=Update PF12=S=Signoff PF13=V=Verify|
Te|
R 24 C 79 TCP00003
Connected to 172.16.22.90:23
  
```

13.3 Tab to Plant No. of Copy Neg – value is always = 09

13.4 Tab to Graphics Avail Ind – value is always = Y

13.5 Tab to Vendor No.:

Enter the appropriate code for the respective plant per chart below:

| PLANT | VENDOR NO. | VENDOR DESCRIPTION: |
|-------|------------|-------------------------------------|
| 08 | H889 | LEVITON PACIFIC RIM LTD (HONG KONG) |
| 80 | H889 | LEVITON PACIFIC RIM LTD (HONG KONG) |
| 90 | 6934 | K O'HEARON - NEGS FOR PURCH ITEMS |
| 90/48 | 6934 | K O'HEARON - NEGS FOR PURCH ITEMS |

13.6 For plant 90/48 items enter on “Drawing Description” = **Plant 90/48 LMS Purchased FG Artwork Release**

13.7 **ALL OTHER FIELDS ARE LEFT BLANK OR TO DEFAULT VALUE!!!**

13.8 Tab to “Selection” field, enter “U” and press enter to update and save.

14.0 Process artwork project folder per procedure LNPDP-A-P290 Processing Completed Art Project Folders.



PACKAGING DESIGN DEPARTMENT

PROCEDURE NAME: Processing Completed Art Project Folders

PROCEDURE No.: LNPDPA-P290

| PROCEDURE REVISION HISTORY | | | | |
|-----------------------------------|---|-------------------|--------------------|----------------------|
| REVISION | DESCRIPTION | CREATED BY | APPROVED BY | APPROVAL DATE |
| A00 | Initial Release | SS | GV | 09/04/2007 |
| A01 | Added Processing of Art Request Folders to plant 48 LMS | GV | GV | 10/21/2008 |
| | | | | |
| | | | | |
| | | | | |

| | | |
|--|------------------------------------|-------------|
| Revision: A01 | Packaging Design Department | Page 1 of 8 |
| DOCUMENT IS UNCONTROLLED IF PRINTED | | |
| Filename: LNPDPA-P290 Processing Completed Art Project Folders A01.doc | | |

1.0 Purpose

To establish a procedure to process all completed art request folders.

2.0 Scope

All completed artwork folders in Packaging Design Department (PD) that need to be released to production.

3.0 Responsibility

It is the responsibility of the Artists, Technical Translator or Technical Assistant to adhere to the requirements of this procedure.

4.0 Reference Documents

- PD Completion Log
- LNPDP-A-P260 Preparing Completed Art Project Folders

5.0 Logging of folder – Technical Translator or Technical Assistant

5.1 Upon receipt of completed folder, log into corresponding log file ("PD Completion Log 20XX" where XX=Current Year).

To access PD Completion Log current year, go to the PDP Transfer Server under Technical Translator Folder name.

5.2 Fields to fill in

- a) Current date
- b) Due date as written on folder
- c) Art request number
- d) Part Number
- e) First name of person who completed job as stated on last comment on folder.

Each part number on folder must be added onto log with all of the above information.

6.0 Verification of Artist responsibilities – Technical Translator or Technical Assistant

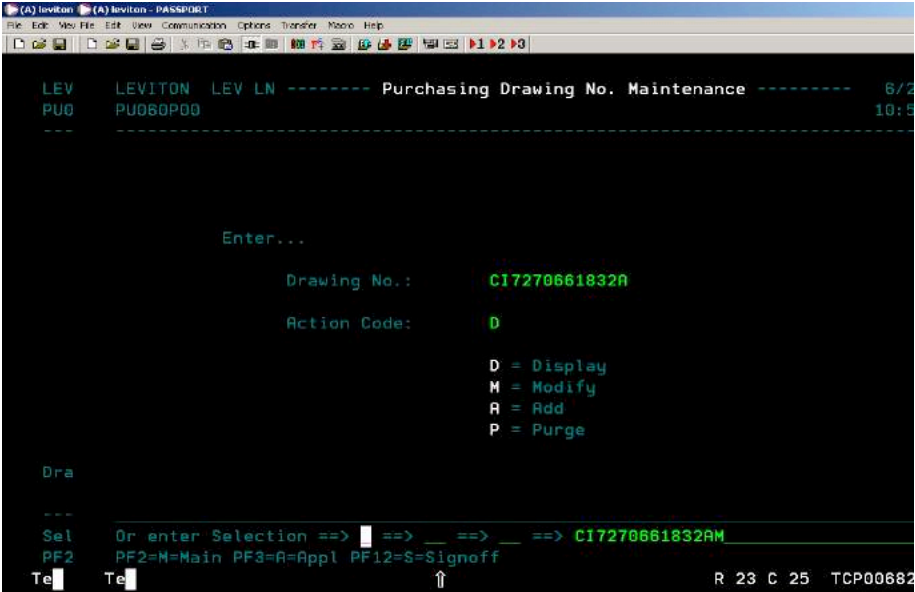
6.1 Conformance to procedure LNPDP-A-P260 "Preparing Completed Art Project Folders"

6.2 Verify randomly that each digital artwork file is in the PDP Server.

6.3 Verify randomly that drawing file has been entered for packaging components

Go to Legacy Manufacturing screen PU060M00 Purchasing Drawing No. Maintenance.

For screen: In Legacy, Manufacturing screen 26 (Drawings), 10 (Purchasing Drawing No. Maintenance)



“Drawing No.:

“Action Code:” = Enter Action Code "D" and hit enter

Drawing file as shown on next screen should be present for each packaging component part number checked. (LNPDP-A-P280)

For Plant 08, 80 and 90:

```

(A) leviton - PASSPORT
File Edit View Communication Options Transfer Macro Help
LEVITON LEV LN ----- Purchasing Drawing No. Maintenance ----- 6/20/07
PU060M00 Drawing No. CI7270861832A 10:46 AM
-----
(?) Location of Original Neg. LN___ Date Created: 06/15/2007
Non Interchg Rev Level Orig.. A (A-Z) Last Chgd on: 06/15/2007
Interchg Rev Level Orig.. 0 (0-9) Last Chgd by: D QUILES

(?) Plant No. of Copy Neg.... 09
Non Interchg Rev Level Copy.. _ (A - W or Y - Z )
Interchg Rev Level Copy.. _ (0 - 9)

Drawing Size..... A (A - E) Graphics Avail Ind Y
Total Drawing Pages..... 1_ (1 - 99) Printer Avail Ind _

(?) Vendor No..... H889 LEVITON PACIFIC RIM LTD (HONG
File No.....
Drawer No..... Lead time..... 10_

Drawing Description...
-----
Selection ==> V ==> _ ==> _ ==> CI7270861832AM
PF2=M=Main PF3=A=Appl PF6=X=Xrepeat PF9=U=Update PF12=S=Signoff PF13=V=Verify
Te Te R 5 C 36 TCP00682
    
```

For Plant 48:

```

(A) leviton - PASSPORT
File Edit View Communication Options Transfer Macro Help
LEVITON LEV LN ----- Purchasing Drawing No. Maintenance ----- 10/20/08
PU060M00 Drawing No. EP0300DC0P20A 4:49 PM
-----
(?) Location of Original Neg. LN___ Date Created: 10/02/2008
Non Interchg Rev Level Orig.. A {A-Z} Last Chgd on: 10/07/2008
Interchg Rev Level Orig.. 0 (0-9) Last Chgd by: L GONZALEZ

(?) Plant No. of Copy Neg.... 09
Non Interchg Rev Level Copy.. _ {A - W or Y - Z }
Interchg Rev Level Copy.. _ (0 - 9)

Drawing Size..... A {A - E} Graphics Avail Ind Y
Total Drawing Pages..... 1_ (1 - 99) Printer Avail Ind _

(?) Vendor No..... PIAP LEVITON CORPORATE
File No.....
Drawer No..... Lead time..... 45_

Drawing Description...
PLANT 48 LMS ARTWORK RELEASE
-----
Selection ==> X ==> _ ==> _ ==> EP0300DC0P20AM
PF2=M=Main PF3=A=Appl PF6=X=Xrepeat PF9=U=Update PF12=S=Signoff PF13=V=Verify
Te Te R 23 C 22 TCP00339
    
```

For Plant 48 components "Drawing Description" should indicate = **PLANT 48 LMS ARTWORK RELEASE**

| | | |
|---|-----------------------------|-------------|
| Revision: A01 | Packaging Design Department | Page 4 of 8 |
| DOCUMENT IS UNCONTROLLED IF PRINTED | | |
| Filename: LNPDP-A-P290 Processing Completed Art Project Folders A01.doc | | |

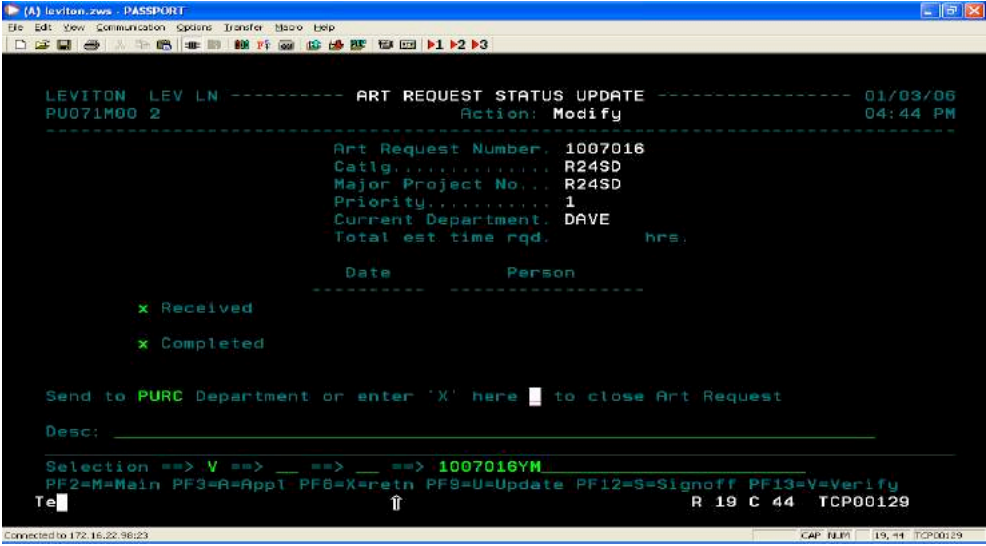
If non conformance is found for any of these sections, folders are to be returned to artist to complete tasks required.

If verification process is successful, proceed with release of art project folder per the applicable sections that follow.

7.0 Assigning folder to Corporate Purchasing for all plants **EXCEPT Plant 08, 80, 90 and 48.** – Technical Translator or Technical Assistant

7.1 Go to Legacy Manufacturing screen PU071 Art Request Status Update.

For screen: In Legacy, Manufacturing screen 26 (Drawings), 16 (Art Request Status Update)



Enter "X" for Received

Enter "X" for Completed

Type in "PURC" on "Send to" field

Hit F9 or "U" to update

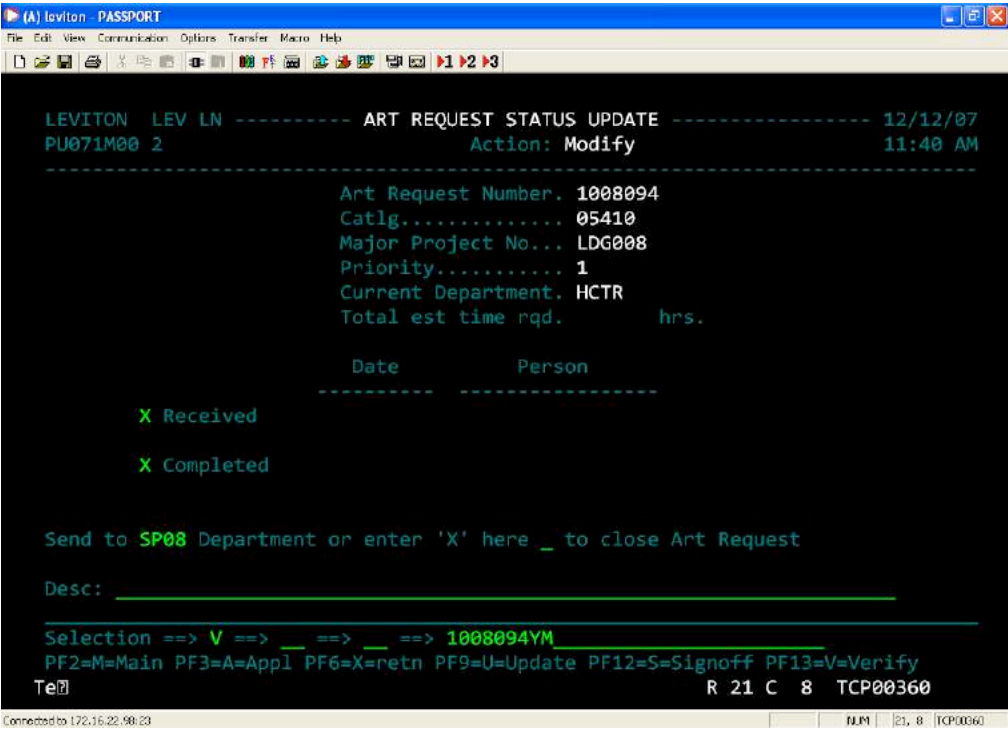
7.2 Annotate back of back of folder by entering current date and indicate "To Purchasing"

7.3 Route physical folder to Corporate Purchasing

8.0 Processing of Art Request Folders to 08, 80 and 90

8.1 Go to Legacy Manufacturing screen PU071 Art Request Status Update.

For screen: In Legacy, Manufacturing screen 26 (Drawings), 16 (Art Request Status Update)



Enter "X" for Received

Enter "X" for Completed

Type in the following department names on "Send to" field accordingly to the situation:

- SP08 - samples pending from Leviton China (08, 80)
- SP90 - samples pending from Purchased FG vendors (90)

Hit F9 or "U" to update

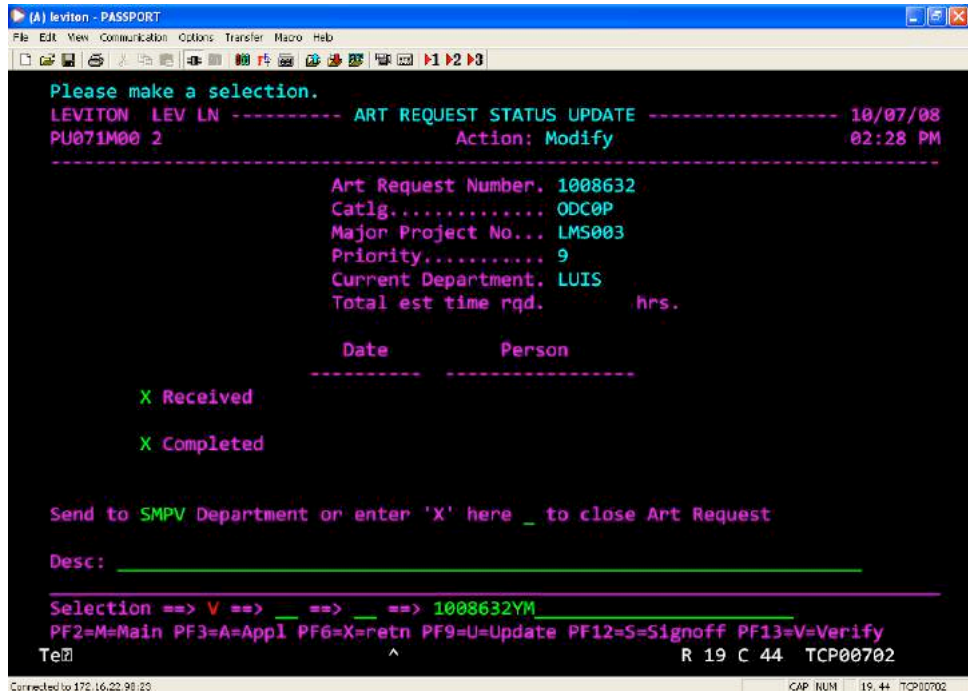
8.2 Annotate back of back of folder by entering current date and indicate "To File"

8.3 File physical folder in Packaging Design files.

9.0 Processing of Art Request Folders to 48 (LMS FBU)

9.1 Go to Legacy Manufacturing screen PU071 Art Request Status Update.

For screen: In Legacy, Manufacturing screen 26 (Drawings), 16 (Art Request Status Update)



Enter "X" for Received

Enter "X" for Completed

Type in the following department names on "Send to" field:

- SMVP – Folders pending for vendor samples

Hit F9 or "U" to update

9.2 Annotate back of back of folder by entering current date and indicate "To File " **DO NOT** route for purchasing department.

9.3 File physical folder in Packaging Design files.



PACKAGING DESIGN & PROCUREMENT

PROCEDURE NAME: Revising Released Packaging Art Using Julian Date

PROCEDURE No.: LNPDP-A-P295

| PROCEDURE REVISION HISTORY | | | | |
|----------------------------|-----------------|------------|-------------|---------------|
| REVISION | DESCRIPTION | CREATED BY | APPROVED BY | APPROVAL DATE |
| A00 | Initial Release | SS | GV | 09/04/2007 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | | |
|--|----------------------------------|-------------|
| Revision: A00 | Packaging Design and Procurement | Page 1 of 3 |
| DOCUMENT IS UNCONTROLLED IF PRINTED | | |
| Filename: LNPDP-A-P295 Revising Released Packaging Art Using Julian Date A00.doc | | |

1.0 Purpose

To establish a procedure to update approved digital files that have already been released to vendor or plants and have not been printed.

2.0 Scope

Changes required for items already processed and sent to vendor or plant.

3.0 Responsibility

It is the responsibility of the Graphic Artist or Technical Layout Artist to obtain approval to revise art.

It is the responsibility of the Graphic Artist to update art.

4.0 Reference Documents

- LNPDP A-P285 Releasing Approved Pkg Artwork to Plants 08 80 90
- LNPDP A-P240 Packaging Art Internal Approval Process
- LNPDP A-P280 Releasing Approved Packaging Art to Purchasing
- LNPDP A-P270 Filing Approved Packaging Art in PDP Server
- LNPDP A-P290 Processing Completed Art Project Folders

5.0 Updating art

- 5.1 Changes are needed after art has been sent to vendor.
- 5.2 Design manager approves and instructs artists to make changes and determines who needs to re-approve art.
- 5.3 Artist to update art and send for peer review (Refer to LNPDP A-P240 Packaging Art Internal Approval Process).
- 5.4 Document change in the comment specifications box on artwork.
- 5.5 If approval needed, use original email chain for re-approval and state changes in email.

6.0 Saving art under Julian date part number

6.1 Updated art to be saved as the following:

AA-BBB-CCCCC-DDD AR XXXY

where,

AA = Prefix of part number
 BBB = SAN of part number

CCCCC = Catalog (Basic) of part number
 DDD = Dash of part number

AR = Art Revision, constant on all revisions requiring Julian date
 XXX = current day of the year in Julian terms
 Y = last digit of year
 (i.e.: January 1, 2006 = 0016)

NOTE: Font size of Julian date should be a small font size (approximately 3).

- 7.0 After update to art, document folder and resend to Packaging Purchasing or Plant. You must use original email release and advise in body of email what changes were made. See Procedure LNPDP A-P280 Releasing approved Packaging Art to Purchasing and Procedure Releasing Approved LNPDP A-P285 Pkg Artwork to Plants 08, 80, 90.
 - 7.1 Update drawing file.
 - 7.2 Place original artwork on Archive folder before replacing updated digital files.
- 8.0 Place Updated digital file onto server per procedure LNPDP A-P270 Filing Approved packaging Art in PDP Server.
- 9.0 Document folder noting change to artwork with Julian date.
- 10.0 If Packaging Purchasing item then forward to Purchasing if plant 08, 80, 90 return folders to 'Art Request Holding Bin'.