SAFE INDUSTRIAL

Guide to Warehouse Labelling

LOCATION LABELLING

How do I label a warehouse?

Where do I start? A question we hear often and one we will try to offer some guidance on

Low Volume Print Runs Available

Warehouse Labelling

- Design & manufacture of code labels
- Custom printed to your design
- Can include barcodes, colour coding, check digits & directional arrows

Management of a modern warehouse needs clear and precise identification that can be quickly and easily understood by all concerned. As specialists in the design, manufacture of code labels we provide a cost-effective solution to all your labelling needs.

Our project managers will design a labelling solution to meet your particular system requirements.

If you already know your requirements, then contact us for a quotation with the following data:

- Quantity of labels/Number of locations
- Typical code
- Colour requirement
- Approximate label size
- Height to top beam
- Or email an excel file of requirement

SJ
SJ
SK
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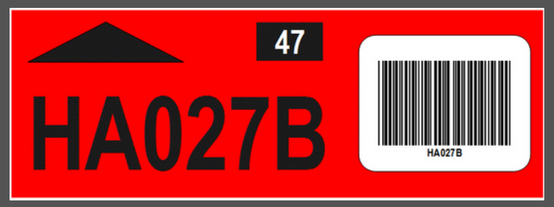


Materials & Colour Coding

A wide variety of base materials are available for the manufacture of hard wearing code labels including:

-
  - Polyesters
  - Coloured Vinyl
  - Polypropylene
  - Deep Freeze
  - Magnetic
  - PVC
  - Styrene

Colour Coding offers an additional **high visibility** quick check facility

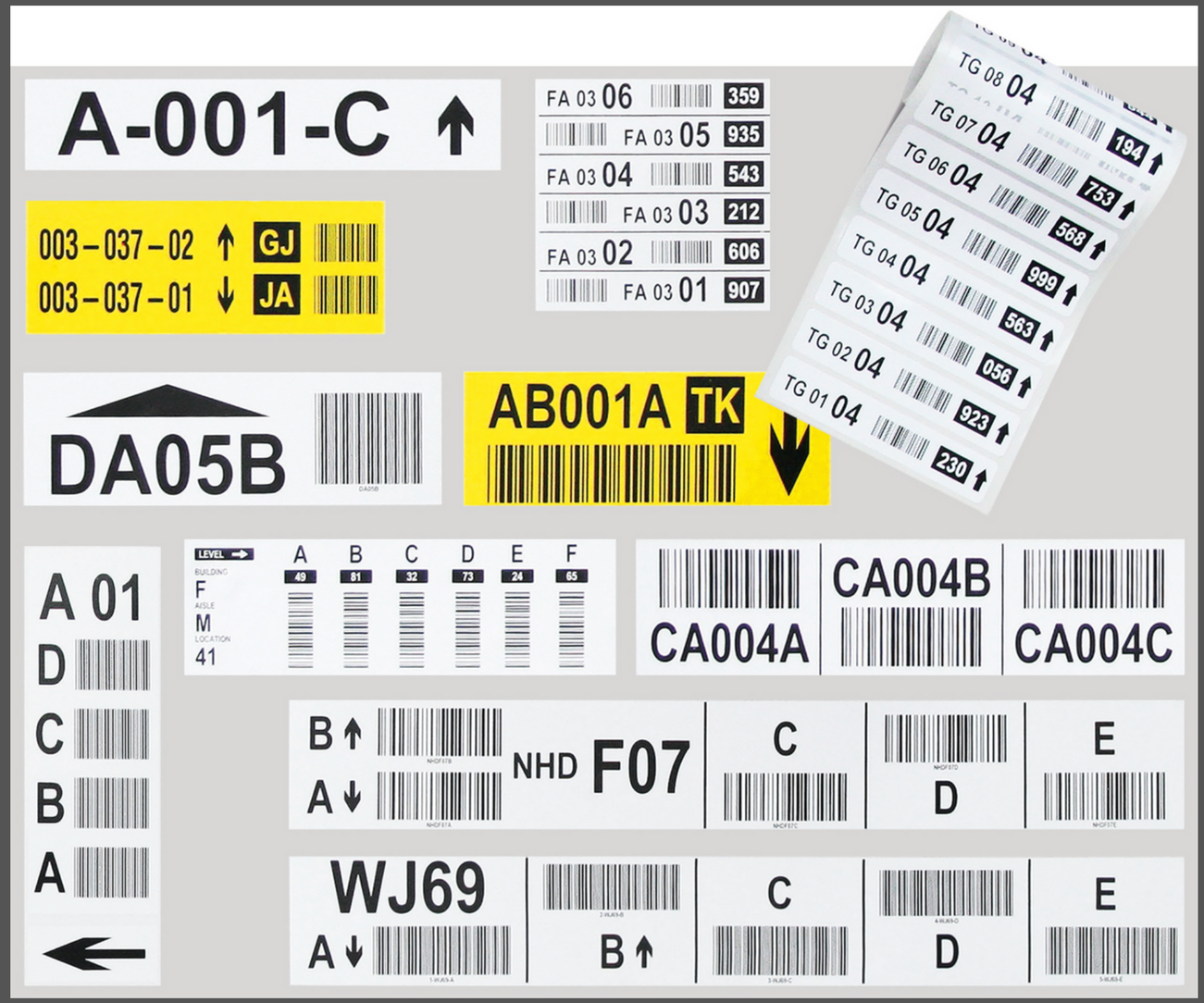
EXAMPLES

of Label Designs you can have

Standard Labels - Black on White or Black on Yellow

STANDARD LABELS

STANDARD LABELS

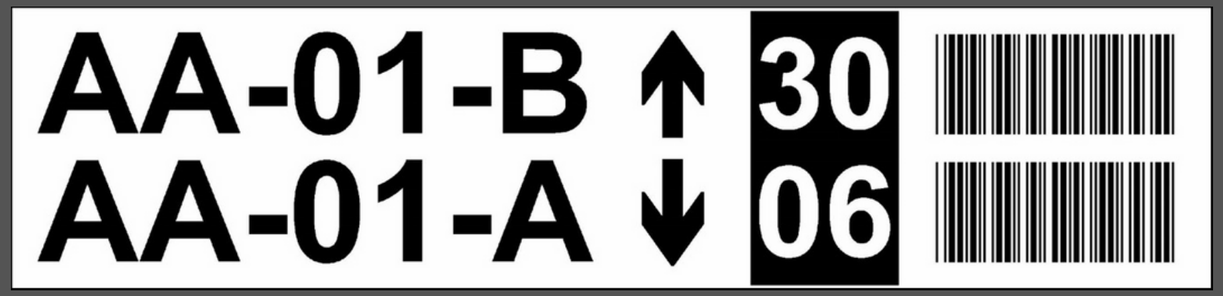


DOUBLE LOCATION DESIGN LAYOUTS

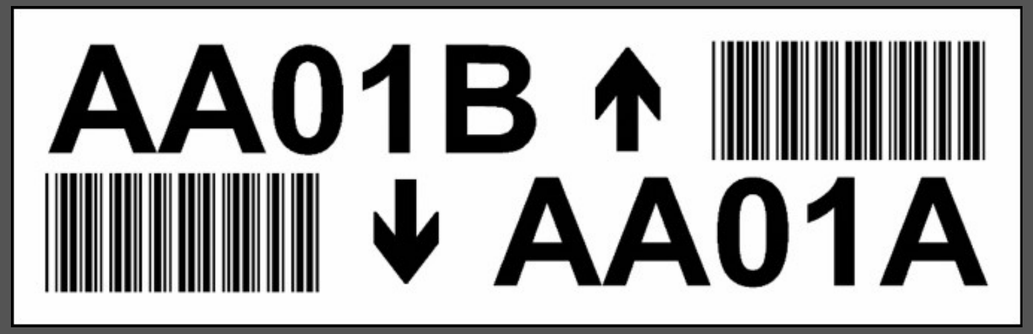
For First Beam Levels

- Reduces the quantity of labels required and essentially cost
- Bold text on white or yellow - offers clear identification

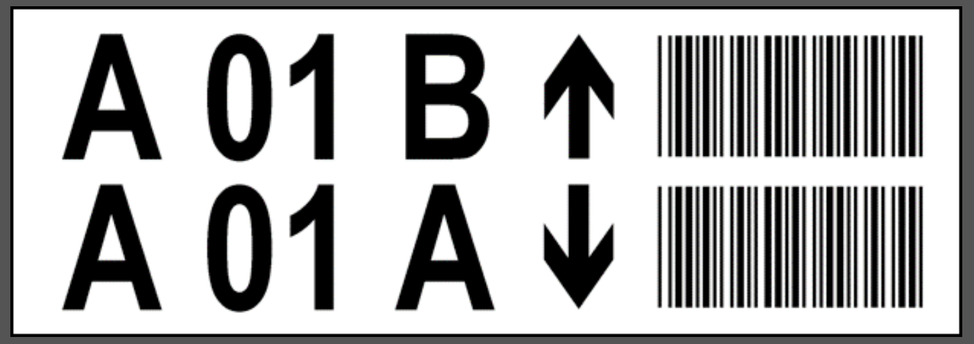
DOUBLE LOCATION DESIGN LAYOUTS



Staggered barcodes reduces mis-scanning issues



Use directional arrows for total avoidance of doubt



Ideal for locations on the floor and first beam level. The double text at eye level reduces the number of labels required for manufacture and installation. Labels can incorporate locations, directional arrows, barcodes and check digits.

SINGLE LOCATION DESIGN LAYOUTS

For Upper Beam Levels

Clear and precise identification for each pallet location

Include barcode on upper levels to assist with stock checks

Use of spaces within human readable text helps the picker

Use of hyphens within the human readable text helps the picker

A location label for each pallet location, can incorporate location code, directional arrow, barcode and check digits (if required). Clear, precise identification for each and every pallet. It is often worth including barcodes on all locations, even if you do not have man up trucks for stock taking purposes.

SINGLE LOCATION DESIGN LAYOUTS

SUMMARY LOCATION DESIGN LAYOUTS

For First Beam Levels

- Ideal where man up trucks are not available
- Scan from first beam level

All levels barcoded on the first beam

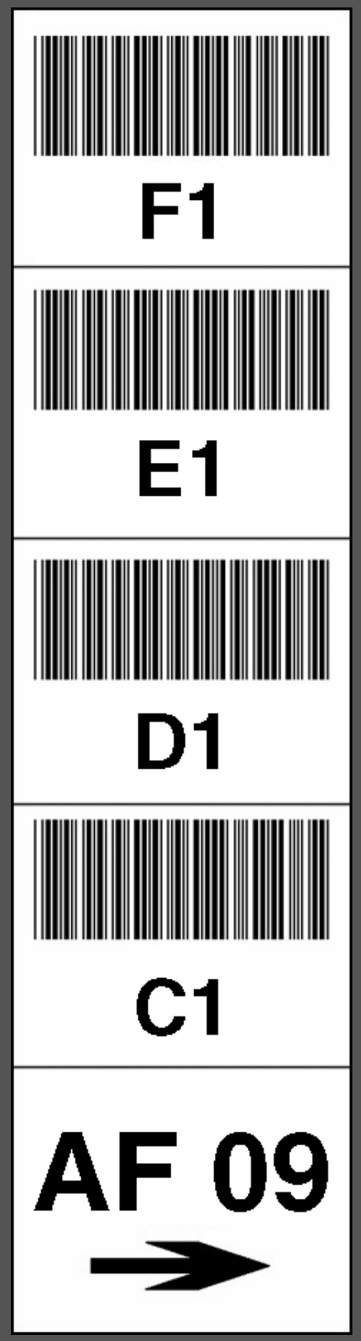
Labels positioned on the first beam level detailing the locations and barcodes for all upper levels. Suitable for use where man up trucks are not available, the user can scan the required location from the ground, without the need to leave the truck.

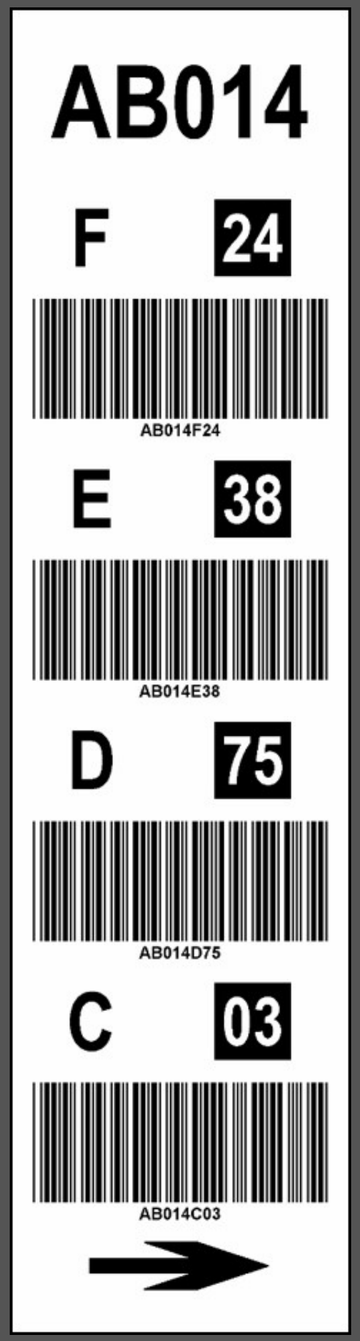
UPRIGHT LOCATION DESIGN LAYOUTS

Where there are no Man Up Trucks

- Rigid PVC plates positioned at eye level
- Ideal for walkways

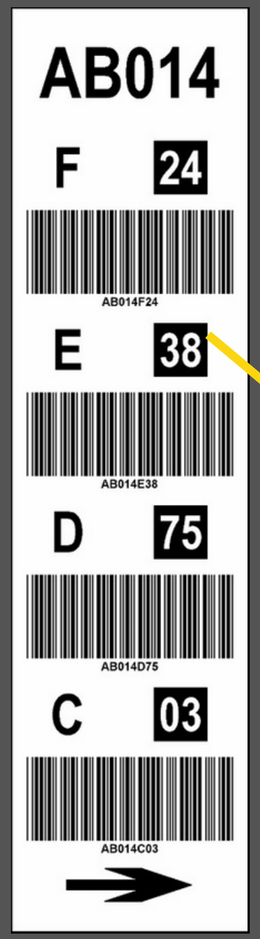
UPRIGHT LOCATION DESIGN LAYOUTS





Manufactured on a rigid plate, the upright markers are ideal for use in walkways, fire exits or tunnel bays. The plates act like the summary labels and offer the user the facility to scan upper level locations from the ground.

USE OF CHECK DIGITS



Check Digits

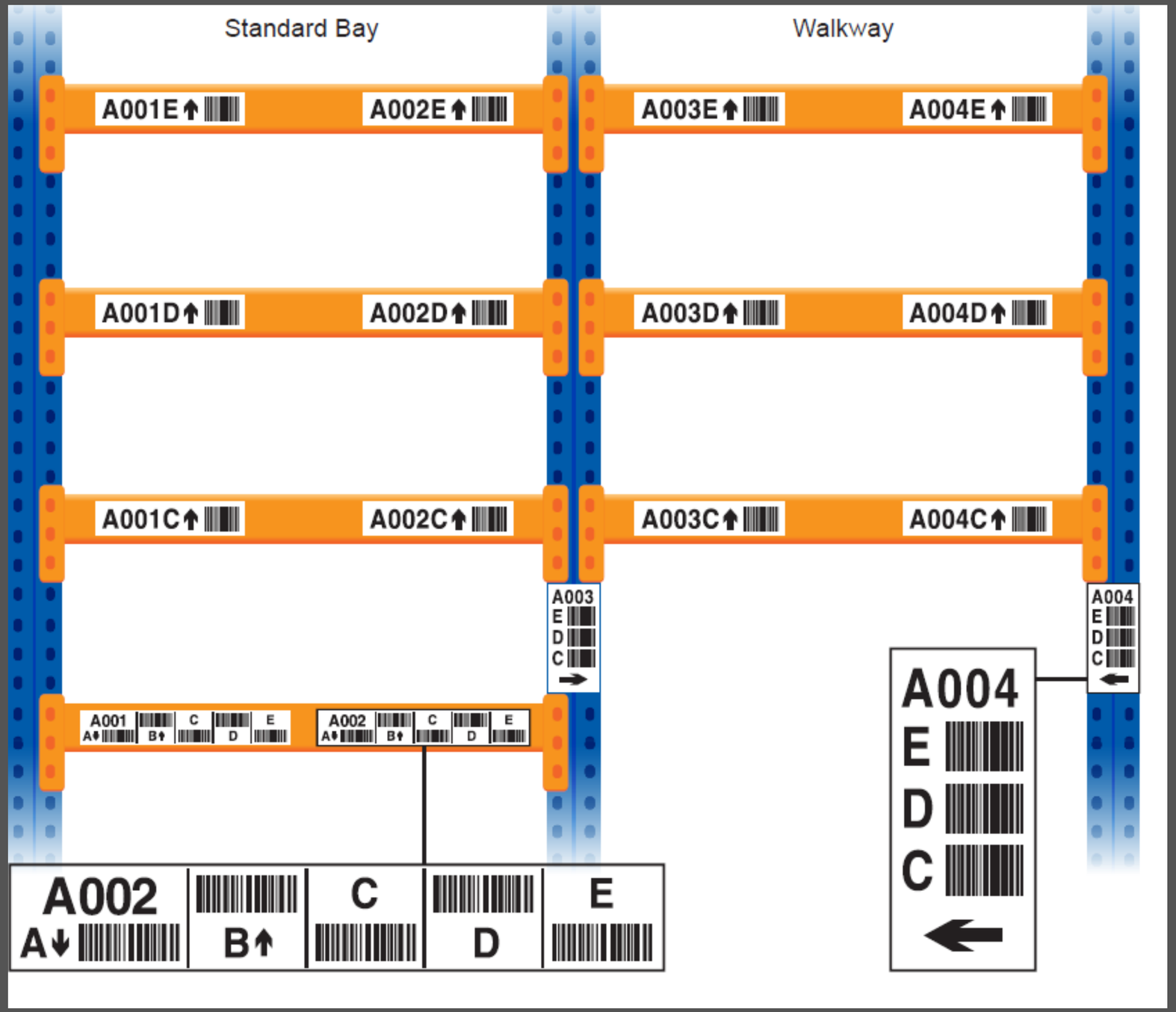
- Check digits can be used as a double check facility that the correct item has been picked or put away.
- Can be numeric or alpha numeric.
- Manually entered by picker.
- Can also be incorporated into barcode or as a separate barcode in their own right.
- Generally, “reverse” printed to distinguish from location code.

Information in our daily life is displayed using colour - In transportation alone, roads, traffic signals, pedestrian crossings and airports use colour to organise information. Communicating this information using colour standards keeps us safe and helps us make decisions quickly and more efficiently.

Colour has meaning everywhere. It is meant to direct our behaviour and assist in our decision making. Without colour, our world becomes transparent and we lose the ability to emphasise importance and communicate effectively.

The purpose of colour coding is to communicate without speaking. These types of visual communications help us convey a message clearly and without misunderstanding.
Full colour summary labels positioned on the first beam level or upright offer an instant cross check facility that the user is picking from the correct level at height.

COLOUR-
FOCUSES THE MIND



AISLE-POSITION-LEVEL

Where to start?

ESTABLISH THE REQUIREMENTS

Labels on each Beam level? Yes ☐ No ☐

Beam Height / Depth to work out label size: ☐

Colour required? White ☐ Yellow ☐ Full Colour ☐

Does the customer require barcodes? Yes ☐ No ☐

If yes, does the customer have man up trucks? Yes ☐ No ☐

If no, does the customer want a summary label on the first beam with barcodes for all upper levels? Yes ☐ No ☐

On the upright as a plate with upper level barcodes? Yes ☐ No ☐

Are there existing labels on the beams? Yes ☐ No ☐

If yes, consider block out material or orange vinyl

RACKING LAYOUT

Is a drawing available? Yes ☐ No ☐

if not, please sketch runs if possible

Number of Runs:

Doubles / Back to Back ☐

Singles ☐

Number of Bays per run? ☐

Number of Levels including the floor? ☐

Number of pallet spaces per beam? ☐

ADDITIONAL REQUIREMENTS?

End of Aisle Markers - standard 300 x 400mm for pallet racking Yes ☐ No ☐

If yes, colour and number of digits per sign White ☐ Yellow ☐ No.of Digits per marker? ☐

Required for just 1 end of the run or double ended? 1 Per Run ☐ 2 Per Run ☐ Digits? ☐

Barcode Format

- ☐ Code 39
- ☐ Code 128
- ☐ 2D
- ☐ QR Code
- ☐ Other

GUIDE TO WAREHOUSE LABELLING

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or give us a call
to place orders or speak with one of our specialists

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