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# Standard Practice for Identification and Categorization of Tooling<sup>1</sup>

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## 1. Scope

1.1 This practice describes the differentiation, identification, and categorization criteria for tooling, both unique and more general in nature. The physical markings should allow for one or more of the following to be ascertained: part number, serial number, ownership, revision, or symbology, or combination thereof.

1.2 Definitions for the unique subcategories that make up the tooling family will be described. These subcategories help to differentiate tooling categories for use in identification, control, and record keeping.

1.3 This practice is intended to be applicable and appropriate for all entities that hold tooling regardless of ownership or acquisition methodology. This practice further provides the detailed information to provide the flexibility of common nomenclature, identification, and tracking of unique tooling.

1.4 Items not covered but defined by this practice include, but are not limited to: consumable property, special test equipment (STE), plant equipment, general or special machinery equipment, and expendable tools.

1.5 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

## 2. Referenced Documents

2.1 *ASTM Standards:*<sup>2</sup>

[E2135 Terminology for Property and Asset Management](#)

[E2279 Practice for Establishing the Guiding Principles of Property Asset Management](#)

<sup>1</sup> This practice is under the jurisdiction of ASTM Committee E53 on Asset Management and is the direct responsibility of Subcommittee E53.01 on Process Management.

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<sup>2</sup> For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

## 3. Terminology

3.1 *Definitions*—In addition to the below definitions, also reference Terminology [E2135](#).

3.1.1 *unique tooling, n*—items that are custom made and are of such a specialized nature that without substantial modification or alteration their use is limited to the development or production of particular supplies/product or parts thereof, or performing particular services; usually are accountable and reportable property to a customer contract; also known as *special tooling*. Unique tooling can also be a system comprised of or contains common off-the-shelf items that are integrated together into the unique tool in a manner that provides specialized automated manufacturing capabilities uniquely configured and used to manufacture a certain product or part(s).

3.1.2 Other tooling types:

3.1.3

3.1.3.1 *expendable (tools), n*—property that can be consumed or become scrap as a result of intended use like drill bits.

3.1.3.2 *hand tools, n*—tools that are smaller in size, commercial off-the-shelf products typically stored and controlled by the mechanic/technician that the individual deploys as necessary, often without other administrative controls: hammers, screwdrivers, wrenches, planers, rake, shovels, and so forth; may be powered by hand, battery, electricity, etc.

3.1.3.3 *machined tools, n*—brake dies, joggle dies, joggle blocks, etc., which are usually considered part of or an accessory of the actual machine and not special to one peculiar product.

3.1.3.4 *standard tooling, n*—commercial off-the-shelf products for use in the manufacturing process (for example, drills, reamers, power saws, riveting tools, etc.); tooling that is often pooled and issued as required for the manufacturing process.

3.2 *Definitions of Terms Specific to This Standard:*

3.2.1 *installation kit tools, n*—installation-type tools that are usually delivered with the product to the customer; typically considered issued material or components of the installation kit.

3.2.2 *manufacturing/shop aids, n*—an aid made for the manufacturing process that is used to assist in the drilling, layout, and positioning of a part (for example, shim, plate,

etc.); items of benefit to the mechanic/technician that are typically not called out in the manufacturing specifications.

3.2.3 *tool number, n*—primary identifier/part number, which often matches the part number or product number for which it is used to make.

3.2.4 *tool serial, n*—numerical unique identifier assigned in the manufacturing process of the tool, which becomes a manufacturer’s serial number.

3.2.5 *tool series/multi, n*—numerical series used to identify the manufacturing batch or sequence from which this tool was made from; and multi represents the unique line number count of a tool made within a certain series.

3.2.6 *tool symbols, n*—alpha characters that create symbols used to identify a family or a specific type of unique tool that an organization or industry can use to associate like unique tools (for example, “AJ” equals an *assembly jig tool*, “DT” equals a *drill template tool*, etc.).

3.2.6.1 *Discussion*—See **Appendix X1** for a partial list of published common unique tool symbols for use.

#### 4. Significance and Use

4.1 The categorization and identification of tooling has a wide range of advantages to assist in maintaining an uninterrupted, productive, and cohesive business practice. These include, but are not limited to, identifying operation critical items, increasing tool utilization, and helping to allocate resources and manage production.

4.2 Tooling has a wide range of applications. This practice is intended to clarify the differences between the different groups of tooling and provide identification symbolism for standard communication across industries.

4.3 The identification of unique tooling reflected in this practice will provide inclusive and comparative insight into the availability regardless of ownership or acquisition methodology, tooling type, specifics of its internal assignment and use, or possible future requirements. This identification combination allows the shop floor to identify readily the family of tools required in the manufacturing process and recall readily the correct tool for usage.

#### 5. Categorization, Identification, and Control of Tooling

5.1 The following criteria constitute characteristics that distinguish and differentiate ordinary tooling from unique tooling:

- Unique tooling is specialized in nature,
- Unique tooling is used for the development, production, or services of particular supplies or parts, and
- Unique tooling performs a particular functionality, and is uniquely designed for that part or product.

5.1.1 Other tooling categories (see definitions in **3.1.3**) that may be administratively tracked and identified individually only as determined necessary by the organization for the operational control or maintenance tracking purposes, if under the enterprise capital threshold (Practice **E2279**) include:

- Standard tools,
- Hand tools,
- Expendable/perishable tools,
- Installation kit tools,
- Machined tools, and
- Manufacturing shop aids.

5.1.2 Identification and control should be to the level both prudent and necessary to the scope or business in conjunction with cost of control considerations and risk factors.

5.2 If items in the other tooling categories are determined to need to be administratively controlled, they can be assigned a unique identification number (for example, bar code, etc.). Key data elements are often the manufacturer’s name, model, or part number, or combination thereof.

5.3 Identification of unique tooling will be all inclusive for items owned by the entity as well as items not owned by the entity.

5.3.1 Unique tooling, regardless of ownership, may include, but are not necessarily limited to (also see **Appendix X1**):

- Assembly jigs,
- Fixtures,
- Patterns,
- Dies,
- Molds,
- Gauges,
- Templates,
- Custom robotic manufacturing systems, and
- Laser based manufacturing systems deployed as manufacturing visual or measuring systems.

5.3.2 The data elements that create unique identification for unique tooling and are used in combination with each other to equal a unique individual tool (see Section **3** for definition) are:

- Tool number,
- Tool symbol (see **3.2.6**), and
- Tool series/multi. (see **3.2.5**).

5.3.3 Other associated key information:

- Tracking identification number (for example, barcode, etc.), and
- Manufacturer’s name.

5.4 Available tooling includes all on hand items, including those not currently in use to the extent that the tooling has been identified and is tracked or pooled.

#### 6. Usage

6.1 The identification method outlined by this practice can be used to determine unique identification of tooling for use in tracking and controlling tooling.

6.2 An entity may identify unique tooling available to support the goals and mission of the entity and, over time, leverage this information to enhance performance.

6.3 The tooling identification and categorization defined (regardless of ownership) provides a framework that may be used to communicate clearly and consistently between entities.

6.4 This practice may suggest additional related or derivative standards based on this concept.

## 7. Keywords

7.1 definition; dies; fixtures; gauges; hand tools; jigs; machine tools; machined tools; manufacturing aids; molds; patterns; perishable tooling; personal tools; shop aids; special tooling; standard tooling; taps; tooling; types of tooling; unique tooling

## APPENDIX

### (Nonmandatory Information)

#### X1. UNIQUE TOOL SYMBOLS

X1.1 **Table X1.1** represents the common symbology/description table used in industry and listed for common reference.

**TABLE X1.1 Unique Tool Symbols and Descriptions**

Tool Symbol	Tool Nomenclature
ABFX	Assembly boring fixture
ACMT	Apply chemical mill template
ACT	Alignment and check tool
ADG	Secondary drill gage
ADF	Automated drill fixture
ADT	Apply drill template
AFT	Assembly facility tool
AJ	Assembly jig
AJA	Assembly jig accessory
AJFX	Assembly jig and fixture
AJTF	Assembly jig and transport fixture
AK	Alignment kit
AM	Assembly model
AMF	Assembly machine fixture
APFX	Apply fixture
API	Arbor press insert
APRJ	Apply router jig
APST	Applied paint spot template
ASFX	Assembly fixture
ASMT	Assembly template
A STF	Assembly and transport fixture
AT	Apply template
ATDJ	Applied trim and drill jig
ATDT	Apply trim and drill template
ATT	Apply trim template
ATTM	Applied template, masking
BAF	Balance fixture
BAJ	Bonding assembly jig
BD	Blanking die
BDF	Bonding fixture
BF	Boring fixture
BFD	Bland and form die
BITE	Base installation test equipment
BJ	Bonding jig
BLDI	Blank die
BLTO	Bladder tool
BMB	Bonding hydropress block
BNFM	Bond form
BNFX	Bond fixture
BOBR	Boring bar
BOF	Bonding fixture
BOFX	Boring fixture
BPD	Blank and pierce die
BPFD	Blank, pierce, and form die
BR	Ballast rack
BRD	Brake die
BRF	Broaching fixture
BRLT	Bonding reference layout template
BSF	Bore sight fixture
BSHF	Bonding shaper fixture
BSST	Bonding stock size template

**TABLE X1.1** *Continued*

Tool Symbol	Tool Nomenclature
BT	Blanking tool
BTF	Bond test fixture
BTSB	Bonding tool sub base
CABF	Composite assembly bond fixture
CAM	Cam template
CB	Core box
CBTO	Core bonding tool
CCFCD	Contour checking fixture
CD	Casting die
CDT	Conformal drill template
CF	Checking fixture
CFB	Creep form block
CFBT	Creep form block template
CFD	Cutoff and form die
CFE	Creep form fixture
CHF	Core-handling fixture
CHFD	Ceramic hot-forming die
CKF	Check fixture
CKT	Check template
CLFX	Clamping fixture
CLTS	Calibration test stand
CM	Control master
CMD	Compression molding die
CMFX	Core mill fixture
CMT	Chemical mill template
CND	Coining die
COD	Cutoff die
COFP	Composite fiber placement tape
COTA	Composite tape
CPD	Cutoff and pierce die
CPFD	Cutoff, pierce, and form die
CS	Caul sheet
CST	Cross-section template
CT	Contour template
CTA	Composite cure tool (aluminum)
CTB	Composite cure tool (BMI)
CTI	Composite cure tool (INVAR)
CTM	Composite tool mandrel
CTMM	Cure tool matched metal
CTN	Composite cure tool (nickel coated)
CTS	Composite cure tool (steel)
CTT	Core trim template
CUB	Cleanup buck
CUF	Curing fixture
CUFX	Cure fixture
CUTO	Composite understructure tool
DBFX	Diffusion bonding fixture
DBJ	Dip brazing jig
DBT	Developed blank template
DCM	Die-casting mold
DCP	Drill cluster plate
DCT	Die construction template
DD	Drop hammer die
DF	Drill fixture
DFT	Design facility tool