



PRODUCT IDENTIFICATION AND TRACEABILITY

Operational Procedure: OOP-08-01

Rev.: A

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I PURPOSE

The purpose of this procedure is to provide for a system and instructions for product identification and traceability.

II APPLICATION

This procedure applies to materials, components, subassemblies, and other products intended for incorporation into the final products sold by COMPANY NAME Inc., and to the final products themselves.

This procedure concerns directly Design Engineering, Purchasing, Materials Control, Production, and Quality Assurance departments.

III PROCEDURE

1. Purchased Product Identification

- 1.1 All purchased materials and components are identified with unique numbers, codes, or names. The identification is the same as is used in drawings, specifications, bills of materials, part lists, purchase orders, etc.
- 1.2 Whenever possible, subcontractors are required to identify the products they supply by appropriate marking, labeling, or tagging the products and/or packaging. The receiving clerk verifies that products are properly identified (refer to Procedure QOP-10-01 Receiving Inspection). If the subcontractor applied identification is not appropriate or adequate, Materials Control is responsible for appropriate marking of purchased products.
- 1.3 Materials and components are identified by marking, labeling, or tagging the packaging or containers holding them, and when appropriate and practical by labeling the products

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themselves. Products may also be identified by general identification of an area dedicated for storage of particular product. Materials Control is responsible for designating appropriate methods for product identification.

- 1.4 Material and component identification is maintained while the products are in storage and/or are staged for production. Effort is also made to maintain the identification during production, however, this is only necessary when product identification is not obvious, i.e., when products can be confused with other similar products.
- 1.5 When material traceability is required, material and component identification is maintained throughout all stages of production.

2. In-House Manufactured Product Identification

- 2.1 In-house manufactured products, and in particular finished products, are identified in accordance with customer requirements. For standard products and when the customer does not require any specific identification and marking, Design Engineering and/or Materials Control are responsible for specifying finished product identification and marking.
- 2.2 Customer requirements with regard to product identification and marking are specified in customer engineering documents and in QS-9000 Section III, Customer-Specific Requirements.
- 2.3 Identification of finished products and the corresponding identification record are verified at final inspection (refer to Operational Procedure QOP-10-03 Final Inspection).

3. Traceability

- 3.1 Material, process, and/or operator traceability is maintained when it is a contractual requirement. When required, purchased materials are identified and are traceable to their purchase orders, and thereby to their inspection, testing, or process certification.
- 3.2 With regard to Special Characteristics, products are identified and are traceable to their process control charts, and thereby to the processes and operators that manufactured them. The charts identify process equipment, process operators, and provide process performance data. With regard to other characteristics, products are traceable to their production work orders. Work orders also identify process equipment and operators, but do not provide process performance data.

4. Identification and Traceability Records

- 4.1 For in-house designed products, Design Engineering maintains records correlating each issued part number to corresponding drawings, specifications, technical data, and other documentation defining the part.
- 4.2 For products that are assembled from numerous parts, Materials Control maintains

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product configuration records. The records correlate production periods, batches of products, or individual products with the bills of materials and parts lists used in their manufacture and assembly.

- 4.3 When traceability is required, Materials Control maintains (or coordinates) the traceability record. The record usually consists of material purchase orders; material inspection, testing and/or process certification; process charts; and product inspection and testing reports.
- 4.4 For the purpose of traceability, the work order associates specific purchase orders, process control charts, and inspection reports with particular production runs and batches of products.

III ASSOCIATED DOCUMENTS

- Receiving Inspection — Oper. Proc. QOP-10-01
- Storage Areas — Oper. Proc. OOP-15-02