4.8.1 **Purpose**

The purpose of this procedure is to identify and trace company products through all stages of the production process so that only the correct materials, components, and other production elements, are used in the final product delivered to customers.

4.8.2 **Scope**

The scope for this procedure is in two parts. First, the identification requirements contained in this procedure applies to all products under the control of the company, including products supplied by sub-contractors. Second, product traceability under this procedure applies only where required by the customer.

4.8.3 **References and Links**

QM-08 Product Identification and Tracing  
QS Procedure 4.10 Inspection and Testing  
ISO 9001 Clause 4.8: Product Identification and Traceability

4.8.4 **Definitions**

*Identification*  A unique number or code that identifies any material, product or part

*ITP*  Inspection and Test Plan

*Traceability*  Documented quality control evidence that allows the company or customer to trace any materials or batch processes back to their point-of-origin to analyze the integrity of the process, usually to a higher standard than routine conformance requirements.
4.8.5 **Procedure - Identification**

All products under the control of the company’s quality system are identified by a product number, batch number, part number or other unique description system.

*a) Labeling and Tagging:* Where possible all products are tagged or clearly labeled by other methods. Product storage facilities, such as bins, shelves, etc., are also marked in such a way that contents are easily and quickly identified.

*b) Contract Specific Product:* Materials and products purchased for a single purpose contract and delivery to a customer is tagged and marked in such a manner that it is clearly identified for use only in that process. Where possible, the contract number forms part of the identification.

*c) Identification Responsibility:* All incoming materials and product are inspected on receipt to clearly establish its identity, quantity, condition, suitability, conformity, safe storage requirements and any damage that may have occurred in transit, before tagging and labeling with the company’s identification. The responsibility for post-inspection tagging and labeling is usually given to senior warehouse personnel or other material receiving function. Product that fails inspection is quarantined, without tagging or labeling, pending disposal.

*d) In-Process Identification:* Product that may lose its markings during processing or production handling is relabeled as necessary by any effective means. Maintaining identification is the responsibility of line supervision in each department or function.

*e) Plans and Drawings:* Plans, drawings and other controlled documents that contain information and details of product use and methods must clearly reference all components, parts and other associated products by the use of the correct identification numbers.
4.8.6 Procedure - Traceability

The extent and the precise method of product traceability is usually contractually established between the company and the customer before production. Traceability is usually associated with the manufacture of product requiring unusually fine tolerances, precise metallurgy or any complex process that may require the identification of the exact origin of potential stress-failure components. Traceability is not generally required for work undertaken by the company.

a) Contract Documentation: Where a customer requests traceability to original materials, outside testing documentation, and/or the point-of-origin of process materials and product, it is documented as a special contract condition at the time the order is placed.

b) Batch Identification: A special batch identification system, that may, if appropriate, overlay or complement the company’s standard identification system, is necessary for a traceable product. The system must clearly identify the unique product and/or process in a manner that separates it from the other tags or labels.

c) Certification: Any required batch, or certificates that are required to be stamped or recorded on the customer’s product, must be traceable to their point-of-origin through the company’s records.

d) Inspection Records: All traceability numbers are referenced on all inspection and other quality records.

e) Approval Transfers: Under circumstances that require the transfer of approvals during the production, including customer or outside inspector inspection of critical processes, the inspection point is clearly specified on the ITP or job procedure. Further processing of materials is held until the specified inspection and approval is complete.

4.8.7 Documentation

N/A