

Title: Product Identification and Traceability

1.0 Purpose

- 1.1. This procedure defines the system used for Product Identification and Traceability at **COMPANY**.

2.0 Responsibility

- 2.1. The Production Manager is responsible for this procedure.

3.0 Requirements

- 3.1. The narrative contained in **6.0 Method (Flowchart and/or Narrative)** defines the system used at **COMPANY**.

4.0 Definitions

- 4.1. Refurbished – components or assemblies that are rebuilt to perform the original function, see **Quality Procedure: SOP 8.5, 4.0 Definitions, 4.1.** (In contrast a repaired product normally retains its identity, and only those parts that have failed or are badly worn are replaced or serviced.)

5.0 Records

Record	Description	Location	Retention
cell s/n log book	record of cell serial #	Machine shop	5 years minimum
final inspection / quality checklist	record of final inspection (by ser. #)	sub-assembly	5 years minimum
calibration certificate / quality checklist	record of calibration (by ser. #)	sub-assembly	5 years minimum

6.0 Method**6.1. PRODUCT IDENTIFICATION**

- 6.1.1. Where practical, product is identified throughout all production processes with part or batch identification numbers.