

**Title: Production Travelers**

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**1.0 Purpose**

1.1. This procedure defines the use of Production Travelers to control the production processes at **COMPANY**.

**2.0 Responsibility**

2.1. Production Control is responsible for this procedure.

**3.0 Requirements**

3.1. The narrative contained in **6.0 Method (Flowchart and/or Narrative)** defines the Travelers used at **COMPANY** to control production processes.

**4.0 Definitions**

4.1. Production Traveler – a documentation package containing all the necessary product specifications for production

**5.0 Records**

Record	Description	Location	Retention
Completed production traveler	Record of production	Production control	5 years minimum

**SAMPLE PAGE**