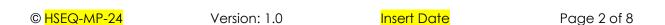
HSEQ PROCEDURE

HEALTH, SAFETY, ENVIRONMENTAL AND QUALITY MANAGEMENT PROCEDURE FOR IDENTIFICATION AND TRACEABILITY

Insert Your Company Logo

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1. APPROVAL

Document Control						
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Released:	Insert Date					
Review Date:	+ 1 year					
Prepared By:	Insert Person	Position:	Insert Pr			
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Approved By:	Insert Person	Position:	rsert Positic			

This procedure is reviewed to ensure its continuing relevance to stems a procedure it describes. A record of contextual additions or omissions in the stems of th

Amendment Record Version Date Context Section mary of nendments 1.0 Insert Date identification and three of products and sen Original Original

The latest rev as procedure is on Insert Your Company intranet site.

It is the responsit, of the individual to ensure that any hardcopy is the current revision.

A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.

Document Title:		Identification and Traceability			Rev:	1.0
Uncontrolled Copy:	✓		Controlled Copy:	√	Date:	Insert Date

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2. PURPOSE

The purpose of this procedure is to define the methods used to identify and (where applicable) provide for the traceability for Insert Your Company products and services.

3. SCOPE

This procedure applies to all departments which use, handle, trar t, s, inspector manufacture products, raw materials and tooling at Insert C pany workplaces.

This procedure applies to not only typical products but als liverables in a second Non-critical materials or supplies, which are not incorporate to the liverables in a second which serve only to support facilities or operations, and the liverables in a second with the liverable with liverable with the

4. TERMS AND DEFINITIONS

Term	Definition
Product and Services	The outputs the customer's requirements. delivers to meet the customer's requirements. delivers to meet the customer's a physical outcome of covernment or doing actions to meet the customer's requirements.
Raw Materials	The boundaries with a product is made.
Quality Control	s and activities which achieve and products or services, and the use of the terminal activities to satisfy given requirements.

5. ROLES / POLITIES

'anar for

for identifying products or services.

mods for providing traceability, including any unique applicable.

Super ponsible for:

Impairing the processes for identification and traceability.

Workers (in particular production and engineering personnel) are responsible for:

Adhering to this documented procedure.

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