

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

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# 1. APPROVAL

| Document Control   |  |  |  |
|--|--|--|--|
| <b>Document:</b>   | HSEQ-MP-24 – Identification and Traceability |  |  |
| <b>Version:</b>  | 1.0  |  |  |
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| <b>Approved By:</b>  | Insert Person                                | <b>Position:</b>   | Insert Position  |
| This procedure is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is maintained.   |  |  |  |
| Amendment Record   |  |  |  |
| Version  | Date   | Context  | Summary of amendments  |
| 1.0  | Insert Date                                  | To establish a process for identification and traceability of products and services. | Original   |
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| The latest revision of this procedure is on Insert Your Company intranet site. It is the responsibility 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'. |  |  |  |
| <b>Document Title:</b>   | Identification and Traceability              | <b>Rev:</b>  | 1.0  |
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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, transport, store, inspect or manufacture products, raw materials and tooling at **Insert Your Company** workplaces.

This procedure applies to not only typical products but also deliverables from services. Non-critical materials or supplies, which are not incorporated into a critical product, which serve only to support facilities or operations, are not subject to this procedure.

## 4. TERMS AND DEFINITIONS

| Term                        | Definition   |
|-----------------------------|--|
| <b>Product and Services</b> | The outputs that <b>Insert Your Company</b> delivers to meet the customer's requirements. A product is a physical outcome of a process and a service is movement or doing actions to meet the customer's requirements. |
| <b>Raw Materials</b>        | The basic materials from which a product is made.  |
| <b>Quality Control</b>      | The operational techniques and activities which achieve and sustain the quality of products or services, and the use of statistical techniques and activities to satisfy given requirements.                           |

## 5. ROLES AND RESPONSIBILITIES

**Managers** are responsible for:

- Identifying products or services.
- Establishing methods for providing traceability, including any unique identifiers, where applicable.

**Supervisors** are responsible for:

- Implementing the processes for identification and traceability.

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

- Adhering to this documented procedure.