

**QUALITY MANAGEMENT PROCEDURE  
FOR IDENTIFICATION AND  
TRACEABILITY**

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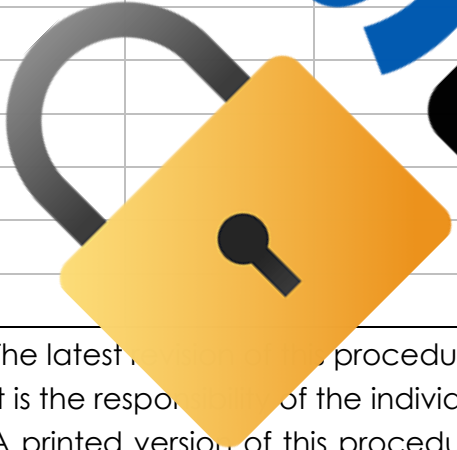


# 1. APPROVAL

Document Control			
<b>Document:</b>	Q-MP-11 – 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 products that it describes. A record of contextual additions or omissions is given below.			
Amendment Record			
Version	Date	Context	Summary of Amendments
1.0	Insert Date	To establish a process for identification and traceability of products and services.	All original
The latest version 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.

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## 3. SCOPE

This procedure applies to all departments which use, e.g. 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 final product, which serve only to support facilities or operations, are excluded from this procedure.

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## 4. TERMS AND DEFINITIONS

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

## 5. ROLES AND RESPONSIBILITIES

**Management** is responsible for:

- Approving the methods for identifying products or services.
- Approving the methods for providing traceability, including any unique identifiers, where applicable.

**Suppliers** are responsible for:

- Implementing the processes for identification and traceability.

**Workers** (i.e. particular production and engineering personnel) **are responsible for:**

- Adhering to this documented procedure.
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