

1.0 Purpose

- 1.1 This procedure describes the process for identifying materials and product throughout production, service, and delivery.

2.0 Responsibilities

- 2.1 The Buyer is responsible for updating the Purchasing Log; maintaining the raw material and parts identification and delivery to manufacturing.
- 2.2 Manufacturing and Quality Control are responsible for maintaining build and test records as products travel through production.
- 2.3 The Office Manager is responsible for maintaining certificates of conformance/origin.

3.0 Definitions

- 3.1 None

4.0 Equipment/Software

- 4.1 No additional equipment or software required.

5.0 Instructions

5.1 Product Identification

- 5.1.1 Raw material and parts identification is maintained until processing necessarily obliterates its identity.
- a) Items are maintained in their original packaging unless the supplier's packaging is not adequate to physically protect items from loss, substitution or damage.
 - b) If repackaging is required, the label from the supplier's packaging is included with the repackaged item.
- 5.1.2 Travelers and work orders accompany each lot of product through production.
- a) Travelers identify the product and the lot number of the in-process product. Travelers are kept with the lot of product at all times, either by posting at the workstation doing the work, or by being placed in the containers with product as it travels through production.
- 5.1.3 Products are physically labeled with a unique serial number before they enter testing and information is entered in the BuildTest Log.

5.2 Identification of Measuring and Monitoring Status

- 5.2.1 Travelers identify the inspection, test or operation required at each workstation. Operators initial the inspection, test or operation step as

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each step is completed.

- a) Products that do not pass an inspection step are identified with a yellow or red hold tag and handled according to the Nonconformance, Corrective and Preventive Action procedure (P-830).

5.2.2 Build, inspection, and test information for all Pinnacle Technology products is stored electronically in the company's BuildTest Database.

5.2.3 Test records are stored electronically in lot folders for each product. Original hard copies of the traveler and work order are kept on file in Manufacturing.

5.2.4 Product status is identified on the product following raw material inspection and product testing using the material tags described in work instructions for each product and/or process.

5.3 Traceability

5.3.1 Purchasing information for raw materials is logged in the Purchasing Database based on the product for which the material will be used. Parts that are used in the production of multiple products are logged in the 8999 Generic Parts Database.

5.3.2 Original certificates of conformance/origin for raw materials are kept on file in Accounting.

5.3.3 Traceability is maintained by documentation of lot numbers of materials bought for the build.

5.3.4 A record of subassemblies are identified and maintained as Quality Records in the BuildTest Database.

6.0 Forms and Records

6.1 F-824-001 Measuring, Monitoring, and Analysis Table

6.2 BuildTest Database

6.3 8999 Generic Parts Database (linked to Master Inventory List)

6.4 Purchasing Database (linked to Master Inventory List)

6.5 Travelers

7.0 Attachments

7.1 None

8.0 Related Documents

8.1 P-830 Nonconformance, Corrective and Preventive Action

9.0 References

9.1 None

Pinnacle Technology, Inc.

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10.0 Revisions

Revision	Date	Section	Paragraph	Summary of change	Authorized by
A	11/5/2013			Initial issue	Donna Johnson