

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

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1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance to the processes 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 procedure for identification and traceability of products and services	Original	
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'.				
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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 to services.

Non-critical materials or supplies, which are not incorporated into a finished product, or which serve only to support facilities or operations are not subject to this procedure.

4. TERMS AND DEFINITIONS

Term	Definition
Product and Services	The item that Insert Your Company delivers to meet the customer's requirements. A product is a physical outcome of a process while a service is the movement or doing actions to meet the customer requirements.
Raw Materials	The basic material from which a product is made.
Quality Control	Operational techniques and activities which achieve and sustain the quality of products or services, and the use of the techniques and activities to satisfy given requirements.

5. RESPONSIBILITIES

Management are responsible for:

- Approving the methods for identifying products or services.
- Approving the methods for providing traceability, including any unique serialisation, as 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.