

**QUALITY MANAGEMENT PROCEDURE  
FOR IDENTIFICATION AND  
TRACEABILITY**

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## 1. APPROVAL

[illegible]

## 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, 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 to deliverable services.

Non-critical materials or supplies, which are not intended for final use, or 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 requirements. A product is a physical outcome of a process. A service is a movement or actions to meet the customer's requirements.
<b>Raw Materials</b>	The basic materials from which a product is made.
<b>Quality Control</b>	Operations, techniques and activities which achieve and sustain the quality of products or services, and the use of these techniques and activities to satisfy given requirements.

## 5. ROLES AND RESPONSIBILITIES

**Management** is responsible for:

- Providing resources for identifying products or services.
- Approving methods for providing traceability, including any unique identification systems 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.