Product Identification and Traceability

Procedure
1.0 PURPOSE AND SCOPE

1.1 Purpose
1.1.1 The purpose of this procedure is to define the method for Product Identification and Traceability used at our Company (ATS).

1.2 Scope
1.2.1 This procedure applied to all customer orders at ATS.

2.0 APPLICABLE DOCUMENTATION

The following documents are applicable as the extent specified herein:

- Industrial/Commercial/Government Documents
  - ISO 9001 Quality Management System - Requirements

- ATS Document(s)
  - ATS-PGP-3001 Receiving Inspection
  - ATS-SOP-1003 Service Order (SO)
  - ATS-SOP-2101 Warehouse & Distribution Services
  - ATS-SOP-3101 Value-Added Assembly, Test & Inspection Services
  - ATS-SOP-4101 Calibration Services
  - ATS-SOP-5101 Microbial Lab Test Services

- Form(s)
  - None Service Order (SO) (*1)

Note(s):
(*1) Service Order (SO) are prepared and issued per ATS-SOP-1003, Service Order (SO) procedure.

3.0 EQUIPMENT DOCUMENTATION

3.1 General
3.1.1 Manuals provided with purchased equipment shall be made available in the work area for Operator usage as necessary.
4.0 RESPONSIBILITIES

4.1 Functional Responsibilities
4.1.1 Production Operations management - has the responsibility for maintaining this procedure and assisting Operators as needed.

4.1.2 Production Operations personnel - shall support this process as specified herein.

4.1.3 Quality Assurance - shall support this process and perform audits as specified herein.

5.0 REQUIREMENTS

5.1 General
5.1.1 The Production Operations (Stockroom/Packaging/Shipping and Technician; Assembly & Test and Inspection) and Quality Assurance personnel identify the product by suitable means throughout product realization as defined in this document. The primary stages of processing are as follows:
   a) Receiving
   b) Receiving Inspection
   c) Stock Room
   d) Production; Assembly & Test
      - Warehouse & Distribution Services (ATS-SOP-2101)
      - Value-Added Assembly, Test & Inspection Services (ATS-SOP-3101)
      - Calibration Services (ATS-SOP-4101)
      - Microbial Lab Test Services (ATS-SOP-5101)
   e) Final Inspection
   f) Finished Goods Stock
   g) Shipping

Receiving
1) New Parts/Materials: Suppliers Packing Slip, Shipping Documentation and Supplier provided C of C's and Test Data (as required by ATS PO)

2) Customer Products Submitted for Service: Packing Slip

Receiving Inspection (Purchase parts/materials)
1) Items identified with Material Identification tag or other means that clearly identifies the Item’s Part Number/Description along with Vendor’s Packing Slip

2) Customer Products Submitted for Service: Packing Slip and Service Report entered into the Federal Technical Center’s service software
Stock Room
1) Materials are identified with a Part Number and/or description.

Production Assembly & Test, and Final Inspection
1) Service Order (SO) record which carries the items part number/description and order identification information.

Stock Room; WIP Stock
1) Service Order (SO) and Item’s Part Number to identify that the material still needs work to be performed

Stock Room; Finished Goods Stock
1) Order Number/ Service Order (SO) and Item’s Part Number to identify that the material still needs work to be performed

Shipping
1) Packing Slip

5.1.2 Throughout all stages of processing, the Production Operations (Stockroom/Packaging/Shipping and Technician; Assembly & Test and Inspection) and Quality Assurance personnel identify the product status with respect to monitoring and measurement (receiving inspection/test/inspection) requirements using Stock Room identification labels/tags, SOs, service report defect reports and/or packing slip information.

5.1.3 When traceability is a requirement per the customer order, the Production Operations (Stockroom/Packaging/Shipping and Technician; Assembly & Test and Inspection) and Quality Assurance personnel control and record the unique product identification and traceability information on the Packing Slip and/or Certificate of Compliance when provided to the customer.

6.0 QUALITY ASSURANCE

6.1 Audits
6.1.1 Quality Assurance shall audit this process as scheduled per ATS-QAP-1008, Internal Audits.