

1.0 PURPOSE

- To identify a product from the receipt of material through product installation.
- To maintain historical records of the item.
- To be able to trace assemblies and selected subassemblies through a Job ID Number (Job Number assignment).
- To define the methods which must be used to provide product identification and traceability integrity by means of an assigned Job Number?
- To provide a procedure for identifying and tracking major components, modules, test results and final product during all stages of production and delivery.

2.0 SCOPE

This procedure applies to all parts manufactured and sold by the company.

This procedure ensures that adequate controls are designed into the manufacturing process to provide identification as required throughout the process.

3.0 RESPONSIBILITIES

The Project Engineer or designee assigns all Job Numbers to assemblies and maintains the completed record as defined in WI-1.0, Master Job Folder Setup and QAP 9.0, Process Control.

The Project Manager or designee keeps track of all jobs release to the floor via a Master Job Log as defined in WI-1.0.

The Quality Manager or designee ensures that proper documentation is present at each operation and while in-process through to final inspection as defined in QAP5.0, Document and Data Control.

The Shop Lead ensures that tracing documentation is properly stored with the item being processed and identified to prevent mix-ups.

4.0 PROCEDURE

4.1 Written Procedures

Product identification from receipt through production, delivery, and installation is described in QAP 5.0, 9.0 and WI-1.0

All product produced by the company requires a shop traveler as defined in WI-1.0.

4.2 Component Parts

Where required by contract, component parts are also traceable to the manufacturer as noted in 4.1.

QA form 015a and QA 015b displays a record of traceability and indicates the items to be manufactured. The Project Manager creates and enters the information onto the Master Job File as noted in WI-1.0 including the identification numbers for the product being manufactured or assembled.

Production or the Project Manger applies labels to component parts when accepted and ready for shipping. The labels are developed per MIL-STD-130 format and Packaging per MIL-STD-129 or as defined by contract.

Component parts can be tracked using the Job Log and Master Job File for shipments. This information is maintained as a hard copy with the component or assembly and an electronic copy is also maintained on the QMS on-line database.

The QuickBooks Accounting System on-line system is used to track items received from the vendor by associating the purchase order number with an inventory location and pick.

4.3 Traceability to Customer

Finished product is traceable to the customer through job numbers associated with the accounting system software. The packing list and outside packaging include the job number of a unit, lot or assembly. The Quality Manager and/or Project Manager or designee, verifies that the job number on the packing list matches the job number on the box.

5.0 RELATED DOCUMENTS

QAP 5.0, Document and Data Control

QAP 9.0, Process Control

WI-1.0, Master Job Folder Setup

Form QA 015a and QA 015b, Shop/Inspection Planning Sheet

MIL-STD-129, Packaging

MIL-STD-130, Parts ID