



## Example Procedure

# PRODUCT IDENTIFICATION & STATUS

## 1. PURPOSE

This Procedure describes sound practices for implementing adequate product identification and traceability to ensure that product conformance to specified requirements at all stages on the manufacturing process is maintained and documented.

Product identification and status allows for complete and current history of all batches of finished goods from the starting materials to the complete final product. Identification and status is provided by the computerised mill control program and a controlled batch numbering system.

## 2. SCOPE

This procedure applies to all incoming raw materials, in-process materials and outgoing finished product that [insert Company Name] handles, processes and makes available for sale.

The [insert relevant positions] are directly responsible for this procedure.

## 3. TERMS & DEFINITIONS

NIL

## 4. PROCESS

### **Inwards Goods**

All incoming materials are identified at the time of receipt either through the vendor's batch number and/or the weighbridge receipt.

A raw material code is applied by the Mill PLC/ERP system

All incoming goods are sampled and a retention sample is maintained for a minimum of 3 months.

### **In Process Materials**

In process materials are identified by the Mill PFC batch number and/or the Production Order Request.

The Production Order Request (or Picking Slip) can be linked to customer orders.

The mill batch number can be used to trace raw materials used in that batch.

### **Finished Goods**

All finished goods are assigned by batch, lot or manufactured date number.

The mill PLC and/or ERP can be used to locate finished goods by batch.

### **Quarantine Goods**

Any material placed in quarantine shall be identified with a "On Hold" sticker. The "On Hold" status can only be removed by an authorised person.



**OUTCOME**

A reasonable and applicable level of traceability shall be in place so as to facilitate an effective Product Recall if required.

## 5. DOCUMENTATION & RECORDS

The following records shall be maintained to assure this program was conducted according to the Quality Policy.

- Incoming Goods Checklist
- In process testing records
- Finished goods testing (internal and external)
- Sales or Delivery paperwork
- Warehouse stock control records

## 6. DOCUMENT HISTORY

Version No.:			
Last saved by:		Date:	
Original Author:		Date:	
Approved by:		Date:	

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