1.0   Purpose

1.1   This procedure describes the process for identifying materials and product throughout production, service and delivery.

2.0   Responsibilities

2.1   *Add your responsibilities here.*

3.0   Definitions

3.1   None

4.0   Equipment/Software

4.1   No additional equipment or software required.

5.0   Instructions

5.1   **Product identification**

5.2   *Describe your process for identifying raw materials, parts, product or service. Companies processes for this procedure vary widely. The following is an example of how a procedure may look.*

5.3   *Your Company* products are identified and traceability *(if required)* is provided through material receipt, production, and delivery.

5.4   During the design phase, product identification is established to ensure traceability and maintenance of the configuration of the product in order to identify any differences between the actual configuration and that specified by contract.   Product identification and traceability requirements are defined by a Configuration Management Plan, Quality Plans or Customer Contract requirements.

5.5   Materials and parts received by *Your Company* are verified/identified upon receipt by means of individual part marking or container marking.   Identification is maintained though the production process and point of delivery as required by Engineering drawings, work instructions, or contract requirement.

5.6   *Your Company* product traceability is provided though Production Documentation, including work order routers, configuration data information for control of product manufacture, test and inspection.

5.6.1   Product information includes part numbers, drawing revision levels, parts list revision (as applicable), the project activity number and serialization as required.

5.6.2 Production Documentation provides a record of operation sequences including assembly, test, and acceptance Inspection.

5.6.3 Configuration Management, Design Engineering, and/or Manufacturing Planning define hardware product serialization control and maintenance.

5.6.4 A record of subassemblies and parts contained in the end item product are identified and maintained as Quality Records.

5.7 A unique identification is applied to individual *Your Company* products providing traceability of processing records which are maintained as Quality Records.

5.7.1 Product processing steps including acceptance test and inspection are annotated by authorized stamps in accordance with documented stamp control procedures, and controlled signatures, when required.

5.7.2 These records provide evidence that products have passed final inspection/test with defined acceptance criteria.

5.8 Software product traceability is controlled through product plans and procedures, and administered by a controlled library maintained by Configuration Management.

6.0 Forms and Records

6.1 *Example: F-xxx-001 Production Traveler*

7.0 Attachments

7.1 *Identify any attachments*

8.0 Related Documents

8.1 *Identify any related documents*

9.0 References

9.1 None