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Product Identification, Traceability and Status

Purpose

This procedure defines the methods used for identifying and tracing the status of material in the product realization process.

Scope

This procedure applies to materials in the product realization process, from receipt through delivery to the customer.

Definitions

Traceability Ability to trace the history, application, and/or location of a product through identification at specified intervals.

Responsibilities

REC CLK Receiving Clerk

Procedures

REC CLK Verify Receipt of Material

A. Verifies receipt of raw material, components and other incoming items (7.4.3[1]), identifying the shipment by lot number and other characteristics (7.5.3[1]). Marks the material lot with product identification label.

The product identification label contains the following information:

- **Stock Code** -Insulation Supply Company unique product identification number
- **Description** -Unique generic description of product, often the same as the manufacturer's description.
- **Control Number** (a.k.a. batch number) -The computer system creates and records a unique identification number for each lot of material received (7.5.3[1], 7.5.3[3]). The format is xxxxx-xxxx. The first numbers represent the date received. An example is 010199-xxxx which would mean that the goods were received on January 1, 1999. The four decimals after the date code and dash are sequential numbers assigned by the computer. This ensures that all batch numbers are unique.
- **Mfg. Lot Number** -The number assigned by the manufacturer to uniquely identify and provide traceability for goods. Not all manufacturers provide this for all products. When material is received without a Mfg. Lot Number, our INSCO control number is suitable for traceability to the supplier of the goods (7.5.3[1], 7.5.3[3]).
- **Mfg. Date** -Date when goods were produced, material cured, etc.. Not available for all goods but must be listed by the supplier when product is shelf-life sensitive. If none is provided and there is no shelf-life concern, Insulation Supply Company estimates date of manufacture based on the certification or shipment date.
- **Exp. Date** -Date that shelf life expires. Always used when applicable. Not all materials are subject to shelf-life limitations but when applicable it is listed on the product identification label.

NOTE: Product identification labels must be clearly legible (human readable portions are legible when held at arms length by normally-sighted person). The computer generates a unique Insulation Supply Company batch number for each line item received. This batch number is traceable to the supplier of the material and shall remain permanently affixed to the goods all the way through shipment unless otherwise specified by the customer.

REC CLK Verify Quantity

Verifies the quantity of product labels by comparing them to the Inventory Receiving Report. If quantity of labels matches the report, places appropriate labels with corresponding material. Verifies the manufacturing date, the manufacturing lot number, and expiration date correspond to the information on the material.

REC CLK Affix Acceptance Stamp

Stamps labels with Acceptance Stamp to indicate that critical information has been reviewed

REC CLK Attach Labels to Product

Attaches labels to the material. The product identification tag is to remain permanently affixed to the material through the delivery process to the customer or to any value-added operations.

REC CLK Segregate Nonconforming Material

Segregates any identified nonconforming materials. Takes containment action per nonconforming material procedure.

Related Procedures

Customer Consigned Material Control QSP-7.5.109

Revision Notes

- Removed "Records" section that had references to obsolete Forms NA-1, NA-2, NA-3 and QF-74