

QMS Procedure

8.5.2. Identification & Traceability

Scope

This procedure applies to all work carried out by J & E Hall Internationals staff, to ensure that all work carried out is in accordance with the company Quality System.

It is important to note that the overall objective is first-time built-in Quality.

To achieve this, careful and correct performance of all operations is necessary.

Listed below are Key Considerations:

1. Responsibility

The operating and compliance to this quality procedure is the responsibility of associated departmental supervision.

2. Product Status

Products and or services shall be clearly identified and traceable to point of origin at the point of receipt and during processing activities.

Where product status is in doubt, or cannot be maintained, it shall be the responsibility of the Quality Department to invoke quarantine restrictions and investigate current systems for effectiveness and implement changes to satisfy the quality requirement.

3. Identification

Typical systems for reference to product or service identification, shall be at least one of the following:

- Label;
- Marking;
- Stamping;
- Attached Processing Documentation;
- Customer Documentation;
- Job Numbers;
- Service Order Numbers;
- Purchase Order Numbers.

The system used shall be carried out in a manner to prevent inadvertent detachment of labels or documentation and the deletion of marking or stamping.

Identification shall be maintained during processing.

Activities shall be clear and dependent upon the nature or size of product and/or specific customer requirement.

4. Traceability

It is the responsibility of relevant departmental supervision to maintain and provide suitable access through reference to one or more of the typical options listed below:

- Computerised Records;
- Purchase Order;
- Certificate of conformity;
- Processing Documentation;
- Delivery Documentation;
- Quality Records;
- Customer Drawing/Correspondence.