Procedure: Materials Identification and Traceability

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# Purpose

This procedure describes the system of materials identification and traceability used by [Company] to ensure materials are correctly identified at all times throughout the receipt, testing, storage, handling and dispatch processes.

# Scope

The scope of this procedure includes all materials obtained or manufactured by [Company] and to all employees and contractors involved in their receipt, testing, handling, manufacture, storage, quality control, warehousing and dispatch.

# Responsibilities

Amend to reflect your organisational structure.

|  |  |
| --- | --- |
| Role | Responsibility |
| Quality Manager | Checks all incoming goods and products for batch numbers against the registry. |
| Production Manager | Assigns batch identification to products manufactured by [Company]. |
| Inventory Coordinator | Assigns batch identification and attachment of appropriate labelling to received materials, including raw materials. |

# Procedure

## Materials to be assigned batch numbers

Materials used as raw materials in product manufacture are to be given a batch identifier, which may be known as a Control number, on receipt.

## Origin of batch numbers

Assignment of batch numbers is a matter of keeping a list of previous batch numbers and assigning the next one. There are numerous ways to do this, and this system is only one example.

Batch numbers are assigned from the batch registry.

The batch registry file contains a record of all batch numbers created. This file contains summary information pertaining to each material or product assigned a batch number.

## Batch numbering

Each batch number is to be uniquely different from any other batch number and should be sequential and logical.

The batch numbering convention uses an 8-character alphanumeric string (xxxxyyzz).

|  |  |
| --- | --- |
| Convention | Description |
| xxxx | The product code assigned from the registry. |
| yy | The year in which the batch is either manufactured or delivered.  **Example:** A batch manufactured in 2016, the yy component is ‘16’. |
| zz | The batch sequence for that particular product for that year, and is assigned in chronological order.  **Example:** 1st batch made, zz = ‘01’...2nd batch made, zz = ‘02’…etc. |

Appendices

Amend as required or delete.

Definitions

Amend as required or delete.

| Term | Definition |
| --- | --- |
|  | Insert terms/abbreviations and definitions for those used within the procedure. Do not include any terms or abbreviations not used within the procedure. |
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Document Information

| Revision History | | | |
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| Revision | Modified by | Change Control No. | Description of Change |
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List all controlled procedural documents referenced in this document (for example, policies, procedures, forms, lists, work/operator instructions

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