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| Authorized By: **Production Control Manager** | |

**PRODUCT IDENTIFICATION, TRACEABILITY AND STATUS**

1. Purpose and Scope

**PURPOSE**

To define the methods used at E.C Styberg Engineering Co. for, identifying and tracing the status of production material

**SCOPE**

This procedure applies to all materials in the production process, from receipt through shipment to the customer.

1. Definitions

**Coupon**: A cut sample of material

**Traceability:** The ability to trace, the history, application, or location of a product,

through identification, at specified intervals.

1. Process Owners

**Production Control Manager**

**Process Designee: Department Supervisor**

**Material Handler**

**Production Operator**

**Purchasing Supervisor**

**Quality Assurance Technician**

**Shipping and Receiving**

**4. Procedures**

**4.1 Material Handler**

**Verifies Receipt of Material**

The Material Handler verifies receipt of raw material and checks for proper identification against the P.O. (identified by Bar Code, P.O. #, part number, heat number, etc.) and the condition of material. If identification is missing or the material is damaged, the Purchasing Dept. is notified immediately. When raw material is received, the Material Handler scans the barcode on the material tag, removes the sample coupons and writes the P.O./Heat # on each. He then forwards these sample pieces (coupons) to the Q.A. Technician for verification, they conform to required specifications.

**4.2 Purchasing Supervisor**

**Verifies Material Certification**

After raw material is scanned in receiving**,** the Purchasing Supervisor will be notified by the system and will verify against the certification (“cert”), the material received, meets the requirements and specifications ordered. The Purchasing Supervisor will initial the certification, in the upper right hand corner, indicating the material meets the ordered specifications. A copy of this “cert” will be scanned into the “certs folder” in “Certs Share” (NTFS2 server). Original certifications will be kept by the Purchasing Supervisor for a period of seven (7) years, unless otherwise specified by the customer.

**4.3 Quality Assurance Technician**

**Inspects Raw Material**

The Quality Technician receives the raw material coupons and checks for material conformance, against the “Receiving Inspection Checklist”. This information is recorded in the “Receiving Inspection Log”. If material is detected to have dimensions out of tolerance to specifications, an MRB report shall be submitted to the Quality Manager/Supervisor for disposition. All material when received that conforms to specifications is tagged with a blue “Receiving Acceptance Tag”. All material whether conforming to specifications or not, is stored in the steel room until it is ready for use or return to the vendor for refund. If at any time material is received from a customer, for processing, it will have an assigned part number and checked against the “Receiving Inspection Checklist” for that part number.

**Completes Final Inspection**

Once Production is complete and prior to shipping, a final inspection will be completed by a Quality Assurance Technician, verifying that only parts with dimensions conforming to customer specifications are shipped. Parts conforming to specifications are forwarded to Shipping and Receiving with verification, on the routing, that they are conforming and ready for shipment. Parts which are not conforming are referred to the Quality Supervisor, who will determine whether these parts can be reworked or they must be scrapped.

**4.4 Production Control**

**Assigns Production Shop Order Number**

Production Control issues a manufacturing order and computer generated routing for production, which has an assigned Shop Order number for identification and traceability purposes. Production Control uses the “Stock Record Material Card” to keep data and assure order traceability.

**4.5 Production Operator**

**Records Production Status/Order Is Moved**

During production, the Production Operator records his/her clock number, quantity and date on the routing, corresponding with the operation under their control, providing traceability of production status. When parts are ready to be moved to the next operation, the fork lift trucker scans the routing and moves them to the next stage in production, unless they are Rolls Royce parts or parts needing rework. Rolls Royce and parts needing rework are handled by the Department Supervisor or designee, with access to record the move electronically.

**4.6 Shipping and Receiving**

**Prepares Shipment**

When Shipping and Receiving receives parts for shipment, the Shipping Clerk will verify the shop order and that the parts have been cleared by Final Inspection. Parts being shipped to outside processing will be handled differently than those being sent directly to the customer. Corresponding instructions exist regarding handling and special packaging instructions for this exception.

**5 References**

**5.1 Related Procedure**

Customer Consigned Material Control QP-116

Purchasing QP-113

Non Conforming Material Control QP-126

**5.2 Reference Documents**

Handling of Finished Parts INS-5005

Purchase of Raw Material and Outside Processing INS-9200

Receiving Inspection INS-4903

Receiving of Raw Material INS-5004

**6. Records**

Receiving Inspection Acceptance Tag. Retain for duration of production NP-11817

**7. Revisions of QP-117**

**Rev. 1:**  **Records** added retention time for NP-11817 “Retain duration of production