

# Procedure

## Lot Control and Traceability P7.5.3

### Rev. E

**Approved By:** Mike Orsini, Quality Manager

**Date:** 10/25/2002

**Purpose:** To document procedure for lot control, traceability and inspection and test status.

**Scope:** All product requiring traceability. If customer requires different method we will follow their request.

**Authority:** The Plant Manager has the authority to change or modify this procedure.

#### Reference Documents and Records

- Policy Element 7.5.3 Identification and Traceability
- Quality Records Procedure P4.2.4

#### Change History

| Date       | Change   | Rev | By |
|------------|--|-----|----|
| 06/13/96   | Modified paragraph 1. Removed & Start Project Planning form paragraph.   | B   | MO |
| 12/10/96   | Revised step 1 – added verbally notify Q.M.<br>Revised responsibility column.  | C   | MO |
| 02/09/99   | Revised paragraph 3 to include the use of a manual method of recording and tracking customer lot numbers. Revise Paragraph 6 to show all personnel who could be responsible for generating the actual certification. | D   | MO |
| 10/21/2002 | Updated procedure to ISO 9001:2000 Requirements to include inspection/test status and Flowcharted  | E   | MO |

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