



**Approvals** (Signature & Date):

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Manager (if necessary)

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Quality Assurance

**Change History**

DCO Number	Rev Level	Amended By	Effective Date	Reason/Description of Change	Approved By/Date	
DCO-106	A	NA		Quality System Establishment		
DCO-175	B	JT	02/23/2018	Revising of Unique Number	JT	01/10/2018



## 1. PURPOSE

The purpose of this document is to establish the requirements to ensure that brite stock products, packaging and labeling, materials and finished products are identified and traceable throughout receipt, production, packaging, labeling and distribution to prevent mix-ups.

## 2. SCOPE

This procedure is to be used for assigning and utilizing identification specific to each unit, lot or batch of finished product(s) and appropriate component(s).

This procedure is to be used from receiving to distribution to ensure that identification can be determined and is traceable throughout the life of the product.

## 3. PROCEDURE

- 3.1. Purchaser or Bookkeeper receive materials, brite stock and finished product in accordance with appropriate procedures.
- 3.2. Lot traceability is utilized to facilitate failure investigations and ensure proper corrective action; therefore, requirements are based on the criticality and associated risk of the component relative to the finished product.
- 3.3. For each product packaging or labeling process, a history record is assigned with a lot number or part number that follows the product through the process steps.
- 3.4. When Quality Assurance has released the product to Finished Goods, the product is packaged and prepared for shipment using the lot numbers and part numbers identified for release by Quality Assurance.
- 3.5. The lot numbers or part numbers of the product being shipped to each customer are recorded in QuickBooks, the pick list and all shipping documentation (e.g., packing slip, pallet packing slip).
- 3.6. Identification and traceability of product returned to AMS for testing or scrapping will be maintained in accordance with the requirements specified in this procedure.

## 4. ATTACHMENTS

None



## 5. DEFINITIONS

Name/Acronym	Description
Lot/Batch	One or more components or finished products that consist of a single type, model, class, size, composition, or software version that are manufactured under essentially the same conditions and that are intended to have uniform characteristics and quality within specified limits.
Brite Stock	Product that has been packaged but not labeled yet.

## 6. RESPONSIBILITY

6.1. Purchaser or Bookkeeper is responsible:

- to assure personnel adhere to this procedure for the identification and traceability of material from receipt, throughout packaging and labeling, and into finished goods inventory.
- for assigning and/or providing unique batch or lot numbers for product.
- for maintaining the identification and traceability of product during material movement, storage, and shipment.

6.2. Quality Assurance ensures that brite stock products, finished products and packaging and labeling materials, as required, are traceable by part number or lot number

## 7. REFERENCES

None