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# Traceability Work Instruction

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Abstract:  
This document describes traceability requirements for (your part name ).

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		Traceability Work Instructions

## REVISION LOG

Issue	Date	Comment	Author
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## DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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## 1.0 PURPOSE

To ensure that correct materials are installed in [REDACTED] traceability must be maintained from the material to the material certification test report and other required Objective Quality Evidence (OQE). The material certification report must completely and accurately reflect that supplied material meets requirements. Documentation is necessary to enable traceability of items back through the manufacturing process in the event of item failure. Traceable manufacturing process records must be retained and/or provided, including [REDACTED]

## 2.0 REFERENCES (list your contract CDRL's)

Contract/Purchase Order  
 CDRL A001 Inspection and Test Plan, Inspection System Procedures  
 CDRL A002 Certification/Data Report, Seat Material  
 CDRL A003 Certification/Data Report, Special Emphasis C of C  
 Material Specification **TBD**  
 MIL-STD-792 Identification Marking Requirements for Special Purpose Components

## 3.0 EQUIPMENT

**TBD**

## 4.0 MATERIALS

**TBD**

## 5.0 REQUIREMENTS

### 5.1 Material Traceability

Material traceability codes must be permanently applied to the material and annotated on test reports for each individual batch of material supplied. Where batch traceability is not possible due to manufacturing processes (e.g. continuous pour operations), lot traceability must [REDACTED]

Traceability must be maintained throughout all process and to [REDACTED]

5.1.1 Purchase orders for raw material must specify the material be traceable to material certification test reports by [REDACTED] identified on the test reports. Certification data requirements must be flowed down to all subcontractors. Purchase orders require [REDACTED]

### 5.2 Receiving Inspection

5.2.1 Products and services produced by suppliers for incorporation in the contract end item are subject to [REDACTED] another location.

5.2.2 Receiving Inspection includes as a minimum:

• [REDACTED]  
 • [REDACTED]

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- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

### 5.3 Discrepancy Reporting

Nonconforming products must be identified and processed according to the *Control of Nonconformances Procedure*. Nonconforming items include [REDACTED]

[REDACTED] Nonconforming material records are maintained and available for review.

### 5.4 Material Handling

All raw materials must be marked with [REDACTED]

5.4.1 Stored raw materials of different alloys and material conditions requiring traceability must be [REDACTED]

5.4.2 When traceability markings will be removed by a fabrication process, the marking must [REDACTED]

[REDACTED] The traceability marking must be reapplied upon [REDACTED]

5.4.3 Maintenance of traceability must be applied for items sent out for subcontracted operations. If such operations would remove traceability markings, the Company's purchase order specifies [REDACTED]

The Company ensures that subcontractor production controls are adequate to preclude [REDACTED]

### 5.5 Seat Material Certification (if applicable - delete if not applicable and renumber remaining paragraph numbers and rebuild table of contents)

The Company furnishes the applicable test reports for each batch of seat material with each shipment. Material certification test reports include, [REDACTED]

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**5.6 Seat Material Marking (if applicable - delete if not applicable and renumber remaining paragraph numbers and rebuild table of contents)**

Each seat must be permanently marked according to MIL-STD-792, type I and as stated below, except for Teflon seats, which are [REDACTED]

5.6.1 Seats must only to be marked on the outer cylindrical surface. When permanent marking is required, it must be [REDACTED]

5.6.2 Marking requirements include [REDACTED]

**5.7 Special Emphasis Certificate of Compliance**

Certificate of Compliance - (Special Emphasis Material) The Company prepares and submits a certificate of compliance certifying that the items and/or components furnished under this contract comply with the requirements of the procurement document, including [REDACTED]

The certificate of compliance shows traceability to the marking applied on each individual item and contains the following information:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]
8. [REDACTED]
9. [REDACTED]

**6.0 SUBMITTALS**

Certification data must be submitted to [REDACTED]  
 [REDACTED] The Company waits until it receives acceptance of the certification data prior to shipment of the material.  
 Certification documentation is submitted via [REDACTED]

**7.0 WORKMANSHIP**

A lot of raw material must be produced as a unit of molding or extrusion compound produced by one (1) continuous production run or by a blend of two or more continuous production runs.

A traceability code or number providing traceability must [REDACTED]

Traceability must be accomplished by [REDACTED]  
 [REDACTED] The process of establishing traceability must be integrated into the manufacturing process such that traceability exists from the time the operation is performed until final shipboard installation. Traceability must establish [REDACTED]