Procedure: Identification and Traceability

1. SUMMARY
   1. This procedure defines the methods used to identify and (where applicable) provide unique traceability for Retirement Capital products. This procedure includes methods:
      1. To define the methods for identifying products (what they are)
      2. To define the methods for identifying products as to their current inspection or test status
      3. To define the methods for segregating and discriminating between product and tooling when their appearance is similar
      4. To define the methods for providing traceability, including unique serialization, or product as applicable
   2. The Operations Manager is responsible for implementation and management of this procedure.
2. REVISION AND APPROVAL

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| **Rev.** | **Date** | **Nature of Changes** | **Approved By** |
| 0 | 14/11/2020 | Original issue. | Director |
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1. APPLICATION
   1. This procedure applies to all departments which use, handle, transport, store, inspect or manufacture product, raw materials and tooling, at all Retirement Capital facilities.
   2. This procedure not only applies to typical product, but also deliverables from services, such as reports, schedules, etc.
   3. Non-critical materials or supplies, which are not incorporated into final product or which serve only to support facilities or operations, are not subject to this procedure.
2. SERVICE DELIVERABLES
   1. Service deliverables, such as reports and schedules, shall be identified with a title and, if applicable, reference to the project or contract under which they are developed.
   2. Customer contracts may indicate additional methods for identification of service deliverables.
   3. In all cases, the deliverable will be identified in a way that makes it clearly understood for which contract or project the deliverable is subject to.

As required, service deliverables may be subject to date and revision control, to distinguish earlier versions or submittals.