

PROCEDURE

Identification and Traceability

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1 PURPOSE

The purpose of this procedure is to establish methods for the identification of services throughout production, from initiation to final completion.

2 SCOPE

The scope covers all work carried out by the company.

3 DEFINITIONS

Company / the Company: Refers to Reay Services Group and associated entities.

System: Quality, Safety and Environmental Management Systems.

4 RESPONSIBILITIES

All Company employees and contractors are responsible for complying with the requirements of this procedure.

Refer to QMS-PRO-026 – Authority and Responsibilities procedure for further details.

5 PROCEDURE

5.1 Product Identification

Due to the nature of the tasks undertaken by the company it has been determined that product identification is not usually required. All special raw materials, parts, customer-supplied product, and sub-contractor supplied product, that have a traceability requirement as defined under the contract, will be checked for positive identification on receipt.

This identification is to be used to monitor the product through all stages of the storage, maintenance, construction and installation activities carried out by the company. Identification will also ensure that products can be traced to drawings, specifications and other technical documentation if required for product traceability.

Where it is deemed that product identification is necessary a project / job specific work instruction shall be developed to communicate requirements. It may be a customer requirement that their site specific process is followed, in these instances Reay Service Group shall comply with the customer process.

5.2 Projects / Works

Projects or works shall be identified by a unique identifier. This identifier may be the work order number, job number issued against that job, purchase order number or other unique identifier. All documentation associated with that service order shall be identified by the same number.

5.3 Product Traceability

The company has identified that product traceability is not usually required, due to the nature of the work undertaken.

Where traceability is a contractual or regulatory requirement this will be highlighted in the Project Work Instructions and the relevant Manager will be responsible for controlling and delegating necessary activities.

5.4 Identification of Service Status

The status of the service with respect to monitoring and measuring shall be identified throughout all stages from initiation through to final completion. This shall be achieved by either maintaining the status indicators on the service provision or by recording the status on relevant approved forms for tracking purposes.

The manner in which status is indicated and inspections recorded shall be documented in the project work instructions (status inspection example may be a site specific Commissioning Checklist).

Methods shall be defined to indicate items and materials that have been rejected on inspections/testing. This is to ensure that only items that have passed inspection are released for use, handover to client. The records shall identify the personnel or authority responsible for the release of the conforming product or service

6 REFERENCE DOCUMENTATION

- WHS-DOC-102 Pipe Assembly & Installation Operation Instruction
- WHS-DOC-107 Goaf Plant Operating Instruction
- QMS-FRM-004 Pipe Weld Record
- QMS-PRO-026 – Authority and Responsibilities procedure
- Customer Site Specific Requirements