

TAM International, Inc.

QI-7.5.3-04 Instructions for Maintaining Traceability

Approved by **Quality Assurance Manager**

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Revision Level: H

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1.0 Purpose

- 1.1 These instructions define the methods employed for maintaining traceability of in process or completed parts for use in TAM products. First Article inspections are considered in-process inspections.

2.0 Responsibility and Records

- 2.1 Maintenance of these instructions shall be the responsibility of the Quality Manager per the requirements of QP-4.2.3, Documents Control Procedure.
- 2.2 Records generated as a result of these instructions, if any, shall be the responsibility of the Inspection Manager or Designee and maintained per QP-4.2.4, Control of Records.
- 2.3 The Work Order Number or Purchase Order Number shall be the traceability identification number for all TAM Parts, Assemblies and Supplies.
- 2.4 All personnel at TAM International are responsible for maintaining traceability throughout the manufacturing, testing and inspection process.

3.0 Reference Documents

- 3.1 The following internal documents are referenced in this procedure to define their interaction with our product inspection system. Hereafter, these will be referred to by document number.

* QP- 4.2.3 Control of Documents

* QP- 4.2.4 – Control of Records

4.0 Traceability Information

- 4.1 The traceability number is essentially a serialized number assigned to all components, critical to the function of TAM product. The number will be different for raw material and finished / machined goods.

- **Raw Material** – Received raw material shall be marked using a paint pen. Received raw casing shall have both the O.D. and I.D. marked to show size, grade, weight, and PO number and Work Order (if known)

- **Machined Critical Components** – shall be marked in the location identified on the engineering drawing for that component with the information as defined below:
 - * **Turn-key components** (*where the vendor supplies the material and machining*) shall be marked with the PO number and sequential extension number, indicating the order in which the parts were completed. (ex. 700XXXX-01)
 - * **In-process machined components** (*items having been issued a TAM Work Order number*) and / or where outside processes are utilized to perform machining operations already identified on a work order router must be marked with the Work Order number and sequential extension number, indicating the order in which the parts were completed. (ex. 501XXXXX-01)

5.0 Receiving Traceability

- 5.1 Received critical shop supplies shall be marked or packaged with the traceability number prior to release to manufacturing or inventory.

6.0 In Process Traceability

- 6.1 Prior to the material being released to manufacturing, the raw material traceability information shall be denoted on the front page of the Work Order.
- 6.2 Processes which remove or damage the traceability number on the part or supply, the number shall be remarked immediately after completion of the process to ensure traceability.
- 6.3 Work orders initiating assemblies or sub assemblies that comprise a collection of components and / or materials shall contain the unique traceability number for each item contained in the assembly. These traceability numbers shall be denoted on the front page of the assembly Work Order.
- 6.4 Where outside processing is performed:
 - 6.4.1 Only one Work Order per Part Number shall be issued or shipped to the outside supplier in a single shipment where permanent marking of the parts is detrimental to the quality of the part or where traceability may be lost due to processing.
 - 6.4.2 Parts returned from outside services shall be inspected prior to release. All parts shall be visually inspected to ensure correctness and physical condition including traceability, when required dimensional inspection shall be performed to ensure proper services received.

6.5 Where Rework is performed to update a part revision level:

- 6.5.2 Each lot number of the part being reworked requires its own specific work order.
- 6.5.3 The part number used for each work order is to be 5120-MS-01R.
- 6.5.4 The original lot number for the parts being modified shall be entered in the lot number field on the rework work order.
- 6.5.5 Upon modification the lot number does not change. Only the rev level changes. (The rework work order number does not become the new lot number). (If lot number is removed during the rework process, the original lot number shall be re-stamped on part(s) including the new revision level).
- 6.5.6 Once completed, the rework work order is to be filed with the original work order (The same work order as the actual lot number of the parts) .

6.6 Where Rework is performed to make one part number a new part number (Example: 425-TJ-37 becomes 425-RR-37 via a modification to an existing part)

- 6.6.2 Each lot number of the part being reworked requires its own specific work order.
- 6.6.3 The part being reworked shall be issued as the BOM for the new work order including the use of the specific lot number of the existing part.
- 6.6.4 Once completed the new part number and the new work order / lot number shall be stamped on the new part.
- 6.6.5 The old part number and lot number is to be removed from the part as they pertained to the identification of part prior to the modification.
- 6.6.6 Once completed the rework work order is to be filed under the new work order number

Rev	Date	Description	Prepared By:	Reviewed By / Approved By	Date
F	2/1/10	To correct responsibilities	Debbie Donham	D. Donham, D. Gregory	2/2/10
G	6/17/13	Changes on page 1-2.	Larry Thomas	L. Thomas, T. Young	7/3/13
H	9/24/2015	Changes to names and titles	Greg Fletcher	G. Fletcher	9/24/2015