

# Standard Operating Procedure

## Title: Product Identification and Traceability

<b>Department</b>	<b>Quality Management</b>	<b>Document no</b>	<b>QMS-075</b>
Prepared by:		Date:	Supersedes:
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### Document Owner

Quality Assurance Manager

### Affected Parties

All manufacturing colleagues

### Purpose

The purpose of this SOP is to define the method used for the identification of all contributing materials that could effect product quality used in the manufacture of product, and the final product, to ensure their full traceability.

### Scope

Staffs are responsible for conducting required checking procedures as documented in the relevant SOPs pertaining to the activity being conducted.

### Definition

N/A	
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### Related Documents

WAR-005	Receipt of Incoming Goods
MAN-055	Procedures for Line Clearance, Line Opening and Line Cleaning
MAN-090	Scheduling Production Lines
WAR-010	Raw Material and Components-Incoming-Handling by Sampler.

### EHS Statement

There is no EHS impact.

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### Procedure

#### 1. Introduction

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- 3.1. All items arriving on the premises, intended to be used within the processing of finished products carry permanent, unique numbers allocated of material code, Laboratory batch number and Goods receipt slip number. The Code number, Batch Number and the GRS number form the foundation to ensure traceability of the component/material/unit. The Receiving procedure describing booking in of the goods into the system, including allocation of the Batch Numbers, is covered in SOP **WAR-005**.
  - 3.2. Warehouse to assign GRS number on the GRS form. Each GRS number is an eight digit number in the format of **YYXXXXXX**, starting with the last two digits of the year, followed by a consecutive number up to 100000 deliveries started from 000001.

For example: GRS number for 10<sup>th</sup> delivery of the year 2005 will be  
05000010.

- 3.3. Warehouse to assign Laboratory batch numbers for any given material code. Each laboratory batch number is a 10 digit number in a format of **YY.MM.000000**. Where, YY represents the last two digits of the year and MM represents the month, followed by a consecutive number up to 100000 deliveries starting from 000001.
- 3.4. Bin Sheets are created to identify every pallet of incoming raw material, which will contain information of a unique material number and laboratory batch number.
- 3.5. Material Transfer Orders are created by production, which links raw material/component code number and lab. batch number with the subsequent product code and Batch Production Number.
- 3.6. Production assigns a Material Transfer Order number in a format of **LX-YYYYYY**.

Where, L = Line

X = Line number

YYYYYY is a consecutive number starting at the beginning of the year form 000001 and ends up in that year.

The storage type and storage bin number for material/component storage is allocated on the material transfer order forms.

- 3.7. All containers or other packaging units must be appropriately labelled by Sydco Identification labels so that their category, classification and status are determined. The procedure is defined in SOP **WAR-005**.
- 3.8. Processing of raw materials into product that is packaged will be allocated a Batch Production number by the respective production planner in the format of **YYXXXX**  
Where, YY = last two digits of the year.  
XXXX = Sequential number starts from 0001 for the corresponding year.
- 3.9. Each batch is identified by the unique Product Code Number. QA team maintains the full list of Product code, description and specification numbers.
- 3.10. Goods Booking Slip Number is allocated by production planner to identify each pallet of a Batch booked out of the production line. Each **GBS** number is an eight digit number in the

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### 6. Summary of Changes

Version #	Revision History
QMS-075	New