



SYSTEM PROCEDURE

Product Identification & Traceability

REVISION: 03

PROCEDURE NO.: 15

DATE EFFECTIVE: 01/27/20

1. PURPOSE

1.1. The purpose of this document is 1) to establish the procedures for identifying Tempco Electric Heater Corporation product by suitable means through all stages of production, from receipt to shipping and delivery, including the identification of the product status with respect to inspection & test requirements; and 2) to establish the controls necessary to record and maintain the unique identification & traceability of the product's material (chemical/physical) characteristics.

2. SCOPE

2.1. This procedure applies to all product produced and/or shipped by Tempco Electric, from the receipt of raw material to the shipment of finished product.

3. PROCEDURAL REQUIREMENTS and RESPONSIBILITIES

3.1. General Responsibilities

3.1.1. The Director of Manufacturing Operations, Director of Engineering, Production Managers, Production Supervisors, Group Leaders, Product Engineers, Quality Assurance and Production Personnel are primarily responsible for ensuring compliance with this procedure and ensure that the necessary resources for its successful implementation are provided.

3.2. Product Identification

3.2.1. All products from receipt through shipping shall be identified by any one of the following methods per the table below:

Operational Stage	Method of Identification	Information Provided
Receipt of Supplied Material	Supplier Physical Identification/Tags/Labels	Part Number and/or Description and/or Purchase Order
In-Process thru Shipping	Physical Identification/ Tags/Labels and/or Tube Tickets and/or Lead Wire Tickets and/or Manufacturing Order and/or Specification Sheet and/or Container/Shelf Identification	Part Name/Number and/or Manufacturing Order number and/or Specification Sheet/ Drawing Number
Customer Supplied Product	Physical Identification/ Tags/Labels and/or Tube Tickets and/or Lead Wire Tickets and/or Manufacturing Order and/or Specification Sheet and/or Container/Shelf Identification	Part Name/Number and/or Manufacturing Order number and/or Specification Sheet/ Drawing Number



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- 3.2.2. Product in Receiving is identified by the Supplier with a Physical Identification, Tag and/or Label. In-Process Product through Shipping will either be identified by Physical Identification/ Tags/Labels, Tube Tickets, Lead Wire Tickets, Manufacturing Order, Specification Sheet and/or Container/Shelf Identification.
- 3.2.3. If the product is Customer Supplied, it will be identified with a separate part number that is related to the specific Customer. Customer supplied product will be identified in the same manner as Tempco material, including Physical Identification, Tags and/or Labels Tube Tickets, Lead Wire Tickets, Manufacturing Order, Specification Sheet and/or Container/Shelf Identification.
- 3.2.4. Any customer orders that require product traceability will have the necessary documentation maintained in the Manufacturing Order and/or Specification Sheet.

3.3. Product Identification & Verification Status

- 3.3.1. Product Identification and Verification Status for all product that has passed the Verification requirements are documented on the Receiving/Packing Slips, Drawings/Specification Sheet and/or Manufacturing Order,

4. RECORDS

- 4.1. Receiving/Packing Slips
- 4.2. Manufacturing Order
- 4.3. Specification Sheet
- 4.4. Order Tracker
- 4.5. Engineering Verification form

5. REVISION HISTORY

REVISION LEVEL	DATE OF REVISION	SECTIONS	DESCRIPTION OF CHANGE
00	04/27/09	All	Initial release
01	06/05/15	4.6	Removed 4.6 Inspection Report for Samples. It is now part of 4.5.
02	01/29/18		Was Procedure 7.5.3
03	01/27/20	3.1.1 & Authorization	<p>Changed and updated responsible parties (Director of Manufacturing Operations, Director of Engineering, Production Managers, Group Leaders)</p> <p>Replaced Abe Joseph with Ananda Palanichamy and changed prepared by position</p> <p>Replaced Abe Joseph with Samir Patel as Management Representative</p>



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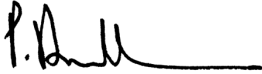

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6. AUTHORIZATION

POSITION	HELD BY	AUTHORIZATION SIGNATURE OR INITIALS
Prepared By: Director of Manufacturing Operations	Ananda Palanichamy	
Senior Management Representative: Chief Financial Officer	Paul Wickland	
Management Representative:	Samir Patel	