



MCA-QP7530
Previously MCA-
P8.1 and P12.1
26 February 2002

Maintenance Center, Albany
Marine Corps Logistics Base, Albany, GA 31704-0325

MCA QUALITY PROCEDURE

CODE 884

IDENTIFICATION AND TRACEABILITY

SIGNATURE/APPROVAL

The signature and date below indicates approval of this procedure for implementation at the Maintenance Center, Albany.

(Signature on File)
S. H. FOREMAN
Commander, Maintenance Center, Albany

26 February 2002
DATE

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		26 Feb 02	Created from Merger of MCA-P8.1 and P12.1

PRODUCT IDENTIFICATION AND TRACEABILITY

1. SCOPE.

1.1 Scope. This Maintenance Center, Albany (MCA) Quality Procedure (MQP) provides the method for identification and inspection/test status for all products at the Maintenance Center.

1.2 Purpose. This MQP establishes methods, provides procedures and specifies responsibility for inspection/test status.

1.3 Applicability. This MQP applies to all MCA organizational elements involved with product identification and inspection/test status.

2. APPLICABLE DOCUMENTS.

MCQM1000	Maintenance Centers Quality Manual
MCA-QI8420-BN0014	Instructions for Completing Quality Inspection Reports (QIR)
MCO P4400.82	Marine Corps Unified Material Management System (Controlled Items Management Manual)
MCO P4450.7	Marine Corps Warehousing Manual
LogBaseOrder 4855.8	Quality Assurance Program
TM 4700-15/1	Ground Equipment Records Procedures

See MCA ISO WEB Page for applicable documents.

3. DEFINITIONS.

See MCA-QP5500 for definitions.

4. PROCEDURE.

4.1 General/Identification. All items in inventory are identified by the label on the storage container for multiple like items or by individual labels on like items. During the entire maintenance process, identification and inspection/test status for all product shall be identified by means of computer records and Work Order (WO), JONs,

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location, issue slip, pick list, or by tag. In addition, rolling stock is identified by USMC number. Internal inspection/test status shall generally be by location, e.g., staging areas, holding areas, warehouse locations, line side stock locations, issue slips, or pick list unless otherwise identified by tag or other procedural requirement. Software products are identified and managed through the Configuration/Data Management system.

4.1.1 Receipt documents, e.g. DD250's, 1348's, 1149's, etc. shall be used as the document of record for receiving inspection/test status and identification

4.1.2 Work Orders are used to identify product inspection/test status and shall accompany product throughout processing, with the exception of Calibration/LABMATE equipment and product.

4.1.3 Calibration/LABMATE equipment and product inspection/test status shall be in accordance with MCA-QP7600, Inspection, Measuring and Test Equipment.

4.1.4 Internal Use Tags. Listed as follows are the tag colors, type, and when and where they shall be used:

a. White Tag. The white tag (NSN 8135-00-178-9193) is used to indicate that additional parts, work and/or inspection is required to accomplish that phase of the process, although the item can continue to be worked in other operations or CWCs. Allowing inter-shop movement of items, the white tag identifies that parts are required to be installed on the item, which may not be available at the time or additional work is required and to assure completion of the work process and inspection or re-inspection. **Also, white tags shall be used as a positive identifier to recall items that may have been released for urgent production or further processing without benefit of inspection.** A QIR (Quality Inspection Report (MC Alb-4730-27)) shall be used to document the situation requiring white tag use and resulting resolution in accordance with MCA-QI8240-BN0014.

b. Red Reject Tag (MC-ALB-4610/43C Rev 6-83). The red tag is used to identify items rejected, when they fail a visual and/or functional inspection, to indicate a nonconformance or to indicate deficient paperwork. Personnel attaching a red tag shall insert "See QIR" in the area of the red tag marked REASON. A QIR shall be used to document a discrepancy, deficiency, non-conformance or reject and resulting resolution in accordance with MCA-QI8240-BN0014.

c. NAVMC 10701. Shelf-life Item Label. Shall be completed per the MCO P4400.75. Action shall be taken to ensure that labels are properly completed; e.g., type I, II; manufacture date, inspection/test date. Action shall be taken to ensure that shelf-life labels are affixed to material, when required.

d. DD Form 2332. PQDR Exhibit Tag with red border (Stock Number (SN) 0102-LF-007-6400). Shall be used to identify PQDR exhibits.

e. DD Form 1575. Suspended Tag with brown margins and letters (SN 0102-LF-016-0400). Shall be used to identify material that is suspended (stocks awaiting classification, returned material awaiting classification or stock held pending negotiations or litigation (Condition Codes J, K and L).

f. DD Form 1577. Unserviceable (Condemned) Tag with red border (SN 0102-LF-016-8800). Shall be used for identifying condemned and unserviceable/scrap equipment (Condition Code H).

4.1.5 EXTERNAL USE TAGS. Used to identify inspection and test status and Condition Code, after final inspection and acceptance, for product leaving the Maintenance Center in accordance with LOGBASEO 4855.8 as follows:

a. DD Form 1574. Serviceable Tag with yellow margins and black letters (SN 0102-LF-014-5600). Shall be used to identify serviceable material (Condition Codes A, B and C).

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b. DD Form 1575. Suspended Tag with brown margins and letters (SN 0102-LF-016-0400). Shall be used to identify material that is suspended (stocks awaiting classification, returned material awaiting classification or stock held pending negotiations or litigation (Condition Codes J, K and L)).

c. DD Form 1576. Test Modification Tag with blue margins and letters (SN 0102-LF-016-0500). Shall be used to identify serviceable material that requires tests, alterations, ECPs, modifications, conversions or disassembly prior to issue (Condition Code D).

d. DD Form 1577. Unserviceable (Condemned) Tag with red margins and letters (SN 0102-LF-016-8800). Shall be used for condemned and unserviceable/scrap equipment. Shall be used in accordance with DRMO-H 4160.3 for material going to DRMO (Condition Code H).

e. DD Form 1577-2. Unserviceable (Repairable) Tag with green margins and letters (SN 0102-LF-016-0000). Shall be used to identify unserviceable material that is potentially restorable to a usable condition (Condition Codes E, F and G).

f. NAVMC 1018. Inspection Tag yellow with black letters (SN 0109-LF-063-1000). May occasionally be required by contract or Statement of Work (SOW) for use to identify repairs required and/or certifying the serviceability of a part / PEI. These tags may also be mandatory by contract or SOW for use to identify “core” items for return on ordnance/weapons or for the other commodities. In this case, this tag shall be used in addition to other Condition Code tag requirements.

g. DD Form 2332. PQDR Exhibit Tag with red border (SN 0102-LF-007-6400). Shall be used to identify PQDR exhibits.

4.2 Responsible Personnel. All personnel responsible for verifying and/or acknowledging inspection and test status shall be identified by suitable means, e.g., Certified Product Inspector (CPI) employee identification number and initials, Quality Control Inspector (QCI) initials and stamp number or Quality Assurance Specialist (QAS) initials and stamp number. Specific requirements and instructions are contained in MCA-QI-8240-BN0030.

<u>Actionee</u>	<u>Action</u>
Production Management	4.3 Where and to the extent that traceability is specified in the Statement of Work (SOW), establish and maintain documented procedures for unique identification and traceability of individual product or batches. This identification will be recorded. Maintain records on all incoming equipment and these records shall be maintained through out the work process.
	4.4 Provide and attach a work order to all items to be worked. All data pertaining to the work order is maintained in the system.
	4.5 Ensure parts and material are identified and/or tracked from time of receipt until issued to the work order/job. Maintain all records for incoming parts and material.
Program Management	4.6 Shall specify any special product identification requirements.
	4.7 PM Department, Project Leads/Planner Estimator will, after a review of Requirements Document for a specific product, identify in

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document from the Product Identification and the authorized technical documentation. This information will be provided to Production Management for use via Configuration/Data Management, Business Department.

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| Business Department | 4.8 | Ensure that all items' inspection and test status is clearly identified by the use of marking, tags, or other authorized means of identification. |
| | 4.9 | Head, Quality Assurance and Head, Quality Control assigns stamp numbers to QAS and QCI personnel respectively. |
| All Departments | 4.10 | Shall ensure personnel involved in the handling, distribution, maintenance and/or inspection and test, identify parts, supplies, product or equipment by location, WO, issue slip or tag as to their current inspection and test status. |
| | 4.11 | When placed on parts, supplies, product, equipment or location Inspection and test status indicators shall be placed on a conspicuous location. |

4.12 Product traceability will be accomplished when required by the contract. Items requiring traceability will be stamped/marked with a unique identifier. Contract provisions will be followed for record keeping requirements

5. NOTES. None.

6. DATA, FORMS AND REPORTS. None

7. QUALITY RECORDS. Quality Records shall be maintained in accordance with MCA-QP4240.

7.1 MRP II Work Order

7.2 Receiving Records

8. FLOW DIAGRAM. None.