



Tutorial 22 product traceability



Understanding

product traceability

“the ability to trace products in the market, based on requirements of relevant stakeholders”

In this tutorial, we will zoom in determine the scope and the traceability level of your company and provide you tools to manage this process * .

* scope is B2B and simple electric products, including product compliance, product approvals and intellectual property..



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Understanding

Before starting*

- Review understanding more about traceability ([link](#)).
- Print your latest product traceability statement (if any).
- Print your current procedure & planning.
- Check if traceability statement is still in line with the stakeholders requirement.
- Arrange a meeting with the responsible Material manager (if any).
- Print latest minutes of your Material team (if any)

* this may take some time so please schedule this in your agenda.



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Understanding

Create framework for management of traceability.

- Take your time to review your current traceability strategy.
- Create business model for traceability cost.
- **Make a documented platform.**
- Check on a regular base if traceability is working.
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Understanding

Take your time to review your current traceability strategy.

- **Print your current traceability strategy (if any).**
- **Describe your motivation for your current strategy.**
- **Make choices in which level is mandatory (based on product and delivery program).**
- **Decide which manager of your company will be the cost owner.**
- **Review your traceability process as part of your strategic plan.**



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Understanding

Create business model for traceability.

- **Create a traceability register***
 - initial cost.
 - cost to obtain (support).
 - maintenance & administration cost.
 - unforeseen cost

- **Link this register to your current sales and forecast.**
 - cost per product of product group/current delivery program.

*internal time and cost out of scope.



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Understanding

Make a documented platform for your traceability program.

“Implications of traceability can last for decades”.

- **Create factsheets for managing traceability**
 - date, external reports and status.
 - required actions (if any) and acceptance.
 - do not use hyperlinks in your factsheet.
- **Create an traceability logfile**
 - traceability status.
 - follow actions.
 - required actions (if any) and acceptance.
 - do not use hyperlinks in your traceability log file.
- **Follow up during Material management team.**

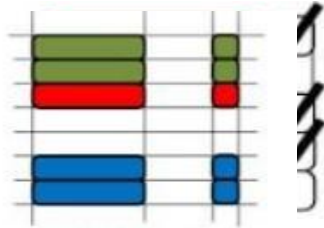


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Managing traceability (follow up and control)



Understanding



Steps

- Install an Material management team.
- Review running traceability program..
- Manage changes in your program.
- Review expiring dates.
- Assign & plan actions (output).

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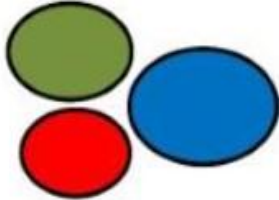
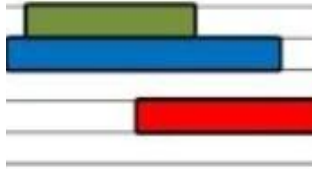


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Understanding

Managing traceability program (follow up and control).



- **Communication.**
 - periodically with your relevant stakeholders about the review and follow up.
 - traceability identification on product and internet .
- **Plan and execute individual review.**
 - based on traceability register.
 - based on a trained and competence Material manager.



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Follow up & records product traceability



- **Follow up IP team.**
 - check results and usability actions.
 - plan & check follow-up activities.
 - inform management team about progress.

- **Records.**
 - traceability documentation center.
 - management review.
 - Material management team agenda, report & follow up.
 - competence Material management team members.
 - records from third parties..

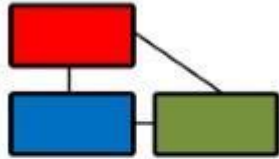
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Understanding



PROCEDURES /
INSTRUCTIONS

Create traceability program procedure.

- Chooses standard procedure template.
- Describe activity steps and used documents.
- Save procedure in ISO procedures in tdkmoms folder.
- Connect the procedure to your log file (index).



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Understanding



Add traceability program in your ISO plan & planning.

PLANNING



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Understanding

Finally Remember:

- **Choose a traceability level which you can manage.**
- **Check if your traceability program face big changes in the near future .**
- **What about a worst-case scenario.**