

 ISO 9001-2008 PROCEDURE	PROCESS OWNER Director of Engineering Director of Operations			
PROCEDURE TITLE: Identification and Traceability	DOCUMENT NUMBER: ISO_7-53	REVISION LEVEL: Final Draft	REVISION DATE: 04/07/2009	Approval: Managing Director

Purpose/Scope:

This procedure defines requirements and methods for establishing identification and traceability of project plans, materials, records and other documentation related to specific road construction and maintenance projects.

Responsibility:

The Directors of Engineering and Operations are responsible for ensuring this procedure is followed by project staff and engineers.

ISO 9001:2008 Reference: 7.5.3 - Identification and Traceability

Procedure:

- 1.0 The primary identification method for projects is assignment of a project number. This number is used to identify all related aspects of a project to enable proper identification and traceability to the specifically related project.
- 2.0 Aspects of a project that must be identified with a project number including the following:
 - Project plans, specifications and drawings
 - Test results and related records
 - Inspection reports and related records
 - Labor including who and how much time
 - Materials and related purchasing records traceable to vendors and suppliers
- 3.0 The status of a project is documented and identified in project plan files with information regarding status coming from the following:
 - Daily inspection reports
 - Daily work sheets
 - Daily time sheets
 - Inspection & test records
- 4.0 The status of projects is based on comparison of actual progress against documents project plans and time lines. Issuance and presence of a Permit-to-Place is evidence of the approved status of inspections and testing.