

	BUREAU OF ANIMAL INDUSTRY	
	GENERAL PROCEDURE	
	<i>Document Name:</i>	GP BAI-11

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1.0 Objectives

- To define the methods used to identify and provide unique traceability for products. This procedure includes methods:
 - To define the methods for identifying products
 - To define the methods for identifying products as to their current inspection or test status
 - To define the methods for providing traceability, including unique serialization of product as applicable

2.0 Scope

- This procedure applies to all departments which use, handle, transport, store, inspect or manufacture product, raw materials and tooling, at all BAI facilities.
- This procedure not only applies to typical product, but also deliverables from services, such as reports, schedules, etc.
- Non-critical materials or supplies, which are not incorporated into final product or which serve only to support facilities or operations, are not subject to this procedure.

3.0 Definition of Terms

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4.0 Records

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5.0 References



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6.0 Process for Products

FLOW	RESPONSIBILITY	DETAILS
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Finished Product</div>	Process Owner	<ul style="list-style-type: none"> Product is the output of a process
<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Packaging/Labelling</div> <div style="text-align: center;">↓</div>	Process Owner	<ul style="list-style-type: none"> Some divisions used color coded papers for distinction then followed by serial numbers and the current year e.g. P-XXX-YYYY P- Provisional XXX - 0023 YY - 2017 All products may be assumed to be inspected and/or tested and found to be acceptable for use if identified in accordance with the rules above Stamps or employee initials are used to indicate product acceptance or for other quality-related notations
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Storage Area</div>	Process Owner	<ul style="list-style-type: none"> Store product according to procedure for storing output

Process for Raw Materials

FLOW	RESPONSIBILITY	DETAILS
<div style="border: 1px solid black; border-radius: 10px; width: 100px; height: 30px; margin: 0 auto;"></div> <div style="text-align: center;">↓</div>	Supply Custodian/ End-user	<ul style="list-style-type: none"> Raw materials delivery are verified by the Property Unit and are forwarded to the End-user unit
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Labelling</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">A</div>	Division/Section Supply Custodian	<ul style="list-style-type: none"> Containers of raw materials are marked with the Purchase Order Number and supplier's name When raw materials are used, any remaining material that will be returned to stock and used in the future must be re-identified before re-entry into



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		inventory (date opened) <ul style="list-style-type: none"> All raw materials may be assumed to be inspected and/or tested and found to be acceptable for use if identified in accordance with the rules above
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block;">Storage Area</div>	Process Owner	<ul style="list-style-type: none"> Store raw materials as recommended by manufacturer

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