

[organization name]

Appendix 5 – Record of traceability

Product name:		Traceability required started by:	<ul style="list-style-type: none">• Customer:• Supplier:• Law:• Organization:	
Name and ID of input document	Name of process/phase	Name and ID of internal document	Name and ID of output document	Name and ID of output document toward customer

Comment [9A1]: Select one or more from offered options that suits organization. Write in other reasons for implementation of traceability if they exist.

Comment [9A2]: Document that documents the material or substance's origin. E.g. delivery note from supplier.

Comment [9A3]: Write in the name of process or phase where traceability starts.

Comment [9A4]: E.g. Working order

Comment [9A5]: In cases when product is processed or transformed, including warehousing.

Comment [9A6]: E.g. invoice, delivery note, etc.

[job title]

[name]

[signature]