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## Traceability Work Instruction

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Document Identifier: Traceability Work Instruction

Date: (Your month/year)

Project: (Your Project Name)

Document Status: Released

Abstract:

This document describes traceability requirements.

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### REVISION LOG

Issue	Date	Comment	Author
Orig		Initial Release	

### DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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## 1.0 OVERVIEW

This work instruction applies to Level 1 materials supplied to Customers requiring conformity to **Appendix A in EB Spec 2678 Quality Control Requirements for Procured Material**.

Traceability must be maintained at all times from the material to the material certification test reports and other required objective evidence to achieve [REDACTED]

[REDACTED] The material certification reports must completely and accurately [REDACTED]

Retention and maintenance of documented information is mandatory to enable traceability of Level 1 items for at least [REDACTED]

Traceable production process and certification records must be retained, maintained, and provided [REDACTED]

including processing [REDACTED]

and [REDACTED]

## 2.0 REFERENCES

- Appendix A, EB Spec 2678 Quality Control Requirements for Procured Material

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## 3.0 MATERIAL TRACEABILITY MARKING

### 3.1 IMPORTANT

1. [REDACTED]
2. [REDACTED]

### 3.2 Requirements for Level 1 Items:

- [REDACTED]
  - [REDACTED]
  - [REDACTED]
- The following are mandatory traceability markings:

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- [Redacted]
  - [Redacted]
  - [Redacted]
- The following are optional traceability markings, when specified:
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
- [Redacted]
  - [Redacted]
- [Redacted]
  - [Redacted]
- [Redacted]
  - [Redacted]

**4.0 OFFICIAL RECORDS**

Maintain sequential/retrievable official records of traceability from receipt to [Redacted] including [Redacted]:

- [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
- [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]

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o [REDACTED]

## 5.0 PURCHASING

Subject all Suppliers of Level 1 items to [REDACTED] for each [REDACTED] including [REDACTED]

Subject new origin/subtier Suppliers to [REDACTED] with:

- [REDACTED]
- [REDACTED]

Upon acceptance of [REDACTED] list all [REDACTED]  
**Approved Supplier List.**

Review requisitions and purchase orders for conformity to Company and procurement requirements by a Responsible Authority other than the Preparer of purchase orders according to the **Purchase Order and Requisition Review Procedure.**

Subject all Level 1 items to verifications upon receipt to determine conformity to procurement requirements.

Include the following requirements (as applicable) in purchase orders for Level 1 items:

### IMPORTANT

- [REDACTED]
- [REDACTED]

...continued...

- [REDACTED]
  - o [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
  - o [REDACTED]
  - o [REDACTED]
- [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]

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- [REDACTED]
- [REDACTED]
- [REDACTED]

# **IMPORTANT**

6.4 Identify items with a **Withhold Tag** and prepare **Purchase Requisition** to [REDACTED]

Review lab reports for [REDACTED] interpreted according to [REDACTED]

If the lab analysis results are not within specification limits, prepare a **Request for Support** and submit the report to the Responsible Authority for disposition according to the **Control of Nonconformities Procedure**.

6.5 Upon successful completion of receiving inspection operations, [REDACTED] then forward items to Stock Control.

## **7.0 NONCONFORMITIES**

- [REDACTED]
  - [REDACTED]
    - Exceptions
      - [REDACTED]
        - [REDACTED]
        - [REDACTED]
        - [REDACTED]

## **8.0 MATERIAL HANDLING**

8.1 Segregate/store Level 1 items to [REDACTED]:

- [REDACTED]
- [REDACTED]
- [REDACTED]

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8.2 Only use Level 1 weld wire for welding Level 1 items. Identify weld wire traceability on welding records.

8.2.1 Segregate/store Level 1 weld wire [REDACTED] that is subject to [REDACTED]

8.2.2 Upon completion of daily work activities for each Level 1 project, [REDACTED] and/or [REDACTED] Responsible Authority.

8.2.3 Upon completion of each Level 1 project, [REDACTED]

8.3 Record Level 1 traceability marking information from Level 1 items [REDACTED] by work activities. As soon as practicable upon completion of work activities, [REDACTED]

- Heat treating
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
- [REDACTED]
- [REDACTED]

8.3.1 When traceability markings cannot be restored because items are [REDACTED] such as [REDACTED]

8.3.2 When traceability marking is [REDACTED] that identifies: [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

8.4 NDT for [REDACTED] but is not limited to: [REDACTED]

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- [REDACTED]
- [REDACTED]

8.5 Apply appropriate environmental requirements for [REDACTED]

8.6 To prevent damage, substitution, loss, or degradation, periodically [REDACTED]

[REDACTED]

Record findings on the **Material Storage Assessment Log**.

8.7 Segregate Level 1 items [REDACTED]

which includes [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

8.8 Identify and conspicuously mark "Level 1" on [REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]

8.9 Verify permanent marking on all deliverable items - [REDACTED]  
[REDACTED] sampling is not permitted:

The following permanent marking requirements are mandatory, [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Prepare an **Information Request** to request Customer permission to [REDACTED]

[REDACTED]

The following alternative/additional requirements apply:

- [REDACTED]
- [REDACTED]
- [REDACTED]

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- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
  - Exceptions:
    - [REDACTED]
    - [REDACTED]
- [REDACTED]
  - [REDACTED]
- [REDACTED]

## 9.0 MATERIAL CERTIFICATION

Furnish applicable material certification test reports with each shipment for each batch/lot of deliverable items, which includes:

- [REDACTED]
- [REDACTED]
- [REDACTED]

### 9.1 Level 1 Material Certificate of Compliance

Prepare a Certificate of Compliance that certifies the items furnished comply with [REDACTED]

Include the following content in the Certificate of Compliance:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]
8. [REDACTED]
9. [REDACTED]
10. [REDACTED]

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## 10.0 SUBMITTALS

Provide the Customer with a **Certificate of Compliance** that confirms [REDACTED]

Provide the Customer with certified material test reports from [REDACTED]

For altered items, provide the Customer with [REDACTED]

for the applicable process.

**Overstamp** the original mill certification so as not to obscure original content, and [REDACTED]

Convert units of measure on foreign certifications into U.S. units of measure [REDACTED]

Identify the country of origin or its outlying areas on each test report.

Complete the appropriate documented information [REDACTED]

with Certification Data prior [REDACTED]

for shipment.

The **Material Control Routing Ticker** [REDACTED]

Determine Customer requirement for [REDACTED]

## 11.0 WORKMANSHIP

A lot of raw material must be produced by [REDACTED]

A traceability code or number providing traceability must be [REDACTED]

from which the material originated.

Traceability must be accomplished by [REDACTED]

until [REDACTED]

Traceability must establish [REDACTED]

and procurement requirements.

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