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Traceability Work Instruction Origination Date: (your month/year)			
Document Identifier: Date: (Your month/year) Project: (Your Project Name) Document Status: Released			

Abstract:
This document describes traceability requirements.

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Your Company Name

Traceability Work Instruction

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REVISION LOG

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Issue	Date	Comment	Author
Orig		Initial Release	
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1.0 OVERVIEW

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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

reports must completely and accurately

The material certification

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

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

including processing

and

2.0 REFERENCES

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

3.0 MATERIAL TRACEABILITY MARKING

3.1 IMPORTANT

1.

2.

3.2 Requirements for Level 1 Items:

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• The following are mandatory traceability markings:

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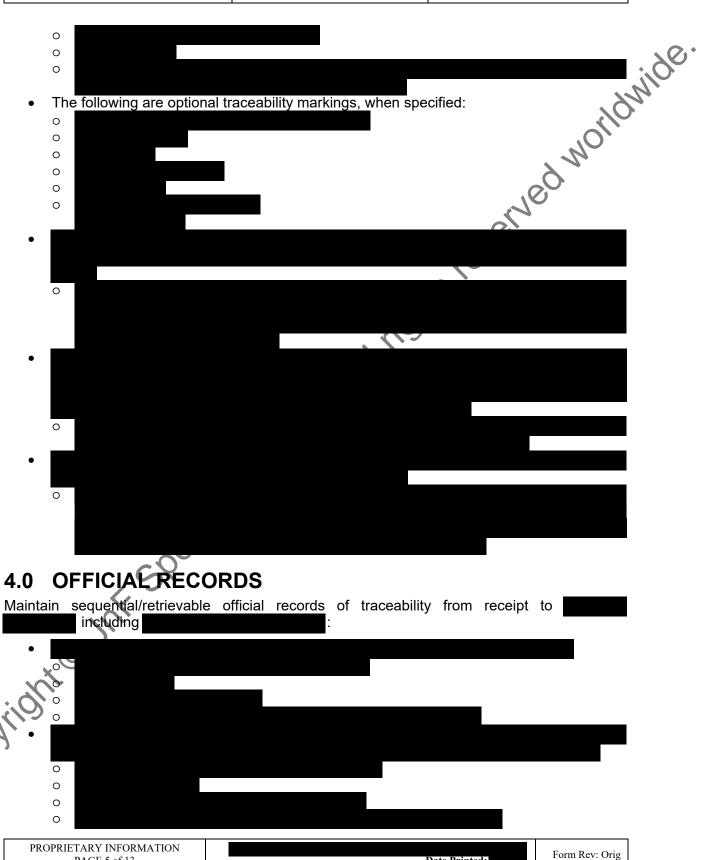
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Approved Supplier List.

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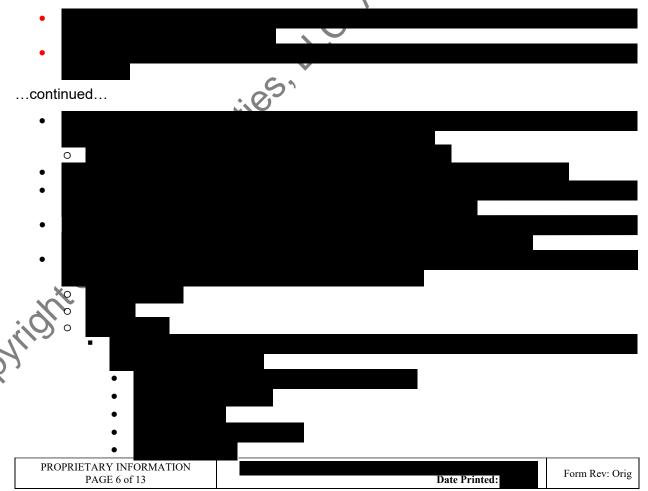
for each with: 5.0 PURCHASING Subject all Suppliers of Level 1 items to including Subject new origin/subtier Suppliers to Upon acceptance of list all

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:

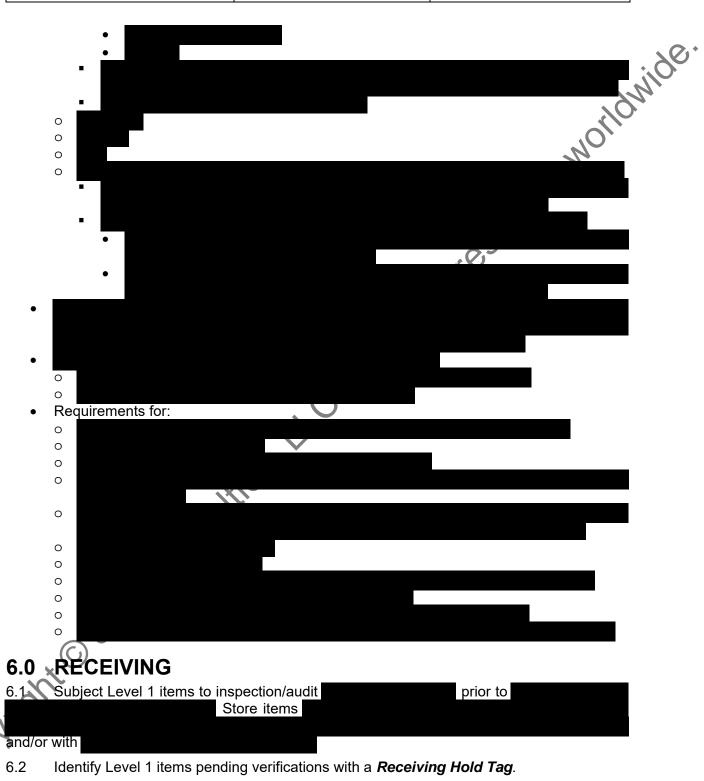
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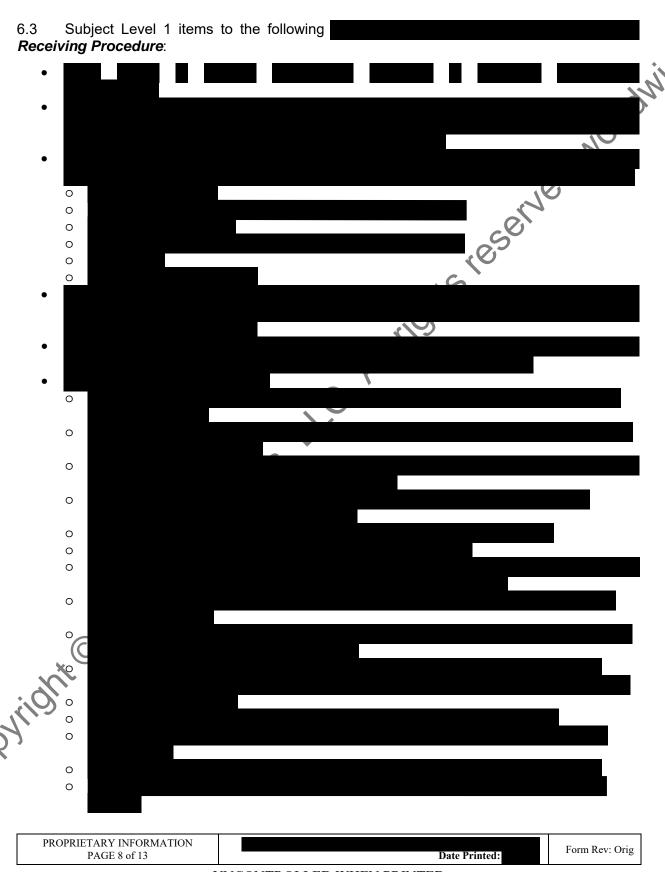


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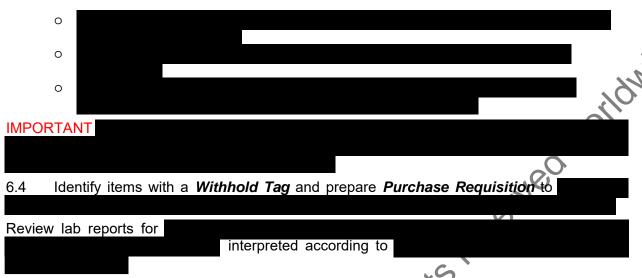


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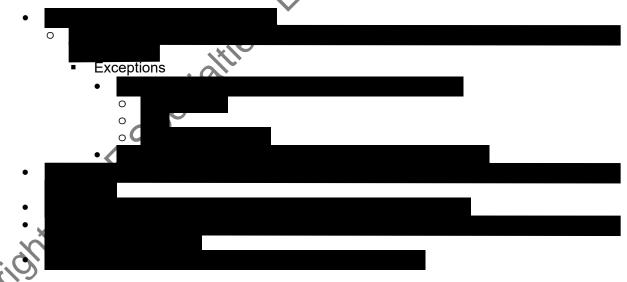
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If the lab analysis results are not within specification limits, prepare a **Request for Support** and submit the report to the Responsible Authority for disposition according to the **Control of Nonconformities Procedure**.

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

7.0 NONCONFORMITIES



3.0 MATERIAL HANDLING

8.1 Segregate/store Level 1 items to

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8.2 weldin	Only use Level 1 weld g records.	wire for welding Level 1 items.	Identify weld wire	traceability on
8.2.1	Segregate/store Level	1 weld wire		
			that is subject to	
8.2.2	Upon completion of d	aily work activities for each	Level 1 project,	
			and	or
-	nsible Authority.			2)
8.2.3	Upon completion of ea	ch Level 1 project,		
8.3	Record Level 1 traceal	oility marking information from L		
As so	on as practicable upon o	completion of work activities,	by V	vork activities.
•	Heat treating	:.0		
	0			
	0			
	0	(),		
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	0	· · · · · ·		
•				
•				
8.3.1	When traceability mar	kings cannot be restored beca		
		such	as	
	101			
8.3.2	When traceability mark	ing is	that identif	ios:
			that identif	
X				
(Q)				
8.4	NDT for			
			but is	not limited to:
•				
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8.5	Apply appropriate envir	anmental requirements for	
8.6		onmental requirements for substitution, loss, or degradation, periodically	
0.0	To prevent damage, s	substitution, loss, or degradation, periodically	
		Decord findings on the Meterial Ctores Acce	o moot loo
0.7	Composite Loyal 1 its	Record findings on the <i>Material Storage Asset</i>	
8.7	Segregate Level 1 ite	IIS .	
which	includes	ms Allijohits, es	
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•		*5	
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•			
8.8	Identify and conspicuou		
0.0	identity and conspicuot	isiy mark Level i on	
•		51	
8.9	Verify permanent mark	ing on all deliverable items -	
The fo	llowing permanent marki	ng requirements are mandatory,	
•			
•	0		
	°C		
Prene	re an Information Requ	est to request Customer permission to	
Пера	re an imormation requ	23 to request oustomer permission to	
The fo	ollowing alternative/addition	nal requirements apply:	
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9.0 MATERIAL CERTIFICATION

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

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9.1 Level 1 Material Certificate of Compliance

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

Include the following content in the Certificate of Compliance:



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10.0 SUBMITTALS

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Provide the Customer with a **Certificate of Compliance** that confirms Provide the Customer with certified material test reports from For altered items, provide the Customer wit for the applicable process. Overstamp the original mill certification so as not to obscure original content, and Convert units of measure on foreign certifications into U.S. units of measure Identify the country of origin or its outlying areas on each test report. Complete the appropriate documented information with Certification Data prior for shipment. The Material Control Routing Ticket Determine Customer requirement for 11.0 WORKMANSHIP A lot of raw material must be produced by A traceability code or number providing traceability must be from which the material originated. Traceability must be accomplished by until Traceability must establish and procurement requirements.

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