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Subcontractor/Supplier	Program Requirements Document	For Additional Info: <a href="http://EDMS">http://EDMS</a>	Effective Date: 01/30/17
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Manual: Subcontractor Requirements

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\*The current revision can be verified on EDMS.

## 1. PURPOSE

This Program Requirements Document (PRD) provides the minimum requirements for maintaining material *traceability* (see def.) for the Idaho Cleanup Project (ICP) Core per the subcontract requirements, when performing work activities at ICP Core.

## 2. APPLICABILITY

This PRD applies to ICP Core *subcontractors/suppliers* (see def.) when specified by a subcontract.

Supplemental requirements may be specified for all or part of the work scope as determined to be appropriate by the *contractor* (see def.). The subcontractor/supplier shall implement the requirements of this PRD and all supplemental requirements, when and as specified by the subcontract, as defined on Form 540.10, “Subcontractor Requirements Manual (SRM) Applicability.”

## 3. RESPONSIBILITIES

Performer	Responsibilities
Contractor	Witness and approve transfer of traceability markings.
Subcontractor/Supplier	Train personnel working to this procedure in accordance with PRD-5001, “Training and Indoctrination.”  Maintain and protect traceability markings.  Transfer material traceability markings when cutting or dividing of materials results in materials being separated from the traceable marking.

## 4. REQUIREMENTS

- 4.1 Subcontractor/supplier personnel responsible for maintaining material traceability shall be trained to the requirements of this PRD in accordance with PRD-5001.
- 4.2 When required by the subcontract, traceability of an item shall be maintained through documentation traceable to the particular item, its marking or tag, or other unique identifier for all Quality Level 1, 2, and 3 items and Quality Level 4 items when the code or standard requires material traceability.

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- 4.3 Material traceability shall be maintained through installation and/or consumption unless otherwise required by the subcontract.
- 4.4 When traceability markings are transferred, the markings shall be applied using materials and methods that provide clear and legible identification.
  - 4.4.1 Impact stamps shall be low-stress type, i.e., round-nose, low-stress die stamps.
  - 4.4.2 Vibro etching may be used if it does not reduce section thickness below minimum allowable thickness.
  - 4.4.3 Vibro etching shall not be performed on bearing surfaces, valve seating surfaces, or other close tolerance applications.
  - 4.4.4 Marking methods shall not be used that would affect the form, fit, or function of the item, such as deep stamping, drilling holes for tag attachment, or scoring.
  - 4.4.5 Markings on 300 series stainless steel shall be made with ink pens with less than 100 ppm total chloride/halogen content.
  - 4.4.6 Material that is cut or divided in a manner resulting in separating traceable numbering shall be re-marked with the identical alpha or numerical marking as the original material, using a method appropriate to the item.
  - 4.4.7 All traceability transfer markings shall be witnessed by the contractor representative.
  - 4.4.8 The traceability mark or number shall not be machined, obliterated, or hidden by surface treatment or coating unless another means of identification is provided.
- 4.5 Markings and identification tags damaged during handling or aging shall be replaced as required to maintain item traceability.
  - 4.5.1 Measures shall be taken to protect markings and tags subject to excessive deterioration from environmental exposure.
  - 4.5.2 Related documentation shall be updated to reflect any changes in marking identification.
- 4.6 The subcontractor/supplier shall maintain traceability between the material identification and associated documentation, submitted as vendor data, and the actual material.

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- 4.7 Material identification and traceability techniques and processes shall be subject to review by the contractor.
- 4.8 Documentation prepared by the subcontractor/supplier as required by this PRD shall be completed, maintained, and stored in a single location in a secure and protected environment during the full performance period of the subcontract or purchase order.
- 4.8.1 All required documentation shall be legible, reproducible, free from erasures, correction fluid, and/or correction tape, and completed in black indelible ink only.
- 4.8.2 When a correction to documentation is required, a single line shall be drawn through the information to be deleted; additional information, if needed, shall be recorded adjacent to the information being changed; and the individual who revised the document shall initial and date each entry adjacent to the correction.
- 4.8.3 When completed, all blanks or blocks shall be filled in on each document. If there is no relevant information, the blank or block shall be marked “N/A.”
- 4.8.4 All required documentation shall be made readily available for contractor review and/or audit.
- 4.8.5 All required suppliers’ documentation shall be submitted to the contractor when required by the subcontract or purchase order in accordance with PRD-5003, “Vendor Data Control.”

## 5. DEFINITIONS

See LST-27, “Glossary,” for definitions of the following terms:

*Contractor*

*Subcontractor/Supplier*

*Traceability*

## 6. REFERENCES

Form 540.10, “Subcontractor Requirements Manual (SRM) Applicability”

PRD-5001, “Training and Indoctrination”

PRD-5003, “Vendor Data Control”

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**7. APPENDIXES**

None.