

<b>Subject:</b>  <b>Identification &amp; Control of Items</b>	<b>Effective Date:</b> Sept. 10, 1998	<b>Initiated by:</b> Head, Engineering and Technical Infrastructure
	<b>Supersedes:</b> TOP 23.004 dated 8/1/88	<b>Approved:</b>  Director

**Applicability**

This procedure applies to all activities at C and D-Sites of the Laboratory.

**Introduction**

Controls shall be established to assure that only correct and accepted items are used or installed. Identification shall be maintained either on the items or in documents traceable to the items. This procedure provides instructions for the identification and control of materials, parts, components, and partially fabricated assemblies during fabrication, installation, maintenance or modification.

**Responsibility****Action**

Cognizant Engineer

1. Identifies the following elements in applicable specifications, drawings and procedures when specified by codes or standards, project documents or as deemed necessary.

a) Items requiring identification from initial receipt and fabrication through installation and use. Typical examples include Valves, Pumps, Vessels, Instruments, Piping/Tubing, Racks/Panels, Cable, and Weld Filler Material.

b) Identification methods, which may include; stenciled or etched markings, strip markings, imprinted tape, tagging, color coding, and other appropriate means. Note: Physical identification shall be used to the maximum extent possible.

c) Specific identification or traceability requirements (such as identification or traceability of the item to applicable specification and grade of material; heat batch, lot, part, or serial number; or specified inspection, test, or other records).

d) Items having limited calendar or operating life or cycles to preclude use of items whose shelf life or operating life has expired.

e) Provisions for maintenance or replacement of markings and identification records due to damage during handling or aging.

2. Assures that the applicable specifications, drawings and procedures conform to the project requirements for identification and control of items.

Quality Assurance

3. Considers identification and control of items requirements when performing reviews of requirements documents.

4. Includes verification of any identification and control of items requirements when performing surveillance and inspection activities.