

1- PURPOSE:

This procedure determines the methods of identification, traceability and product status of purchased and manufactured products.

2- SCOPE:

This procedure includes identification and traceability of purchased products, identification of billet, bar and bulk liquid and medical oxygen production according to different standards, and determination of traceability methods, labeling, painting and recording of billet and bar packages taken into stock with products in the Purchasing Warehouse.

3- DEFINITIONS

3.1. Quality Status: It is the definition of the status of products such as inspection, analysis, test and control results, waiting for acceptance, rejection and control with quality records.

3.2. Quality Status Records: All forms, labels and computer system records in which the quality status of the products are recorded.

4- RESPONSIBILITIES

Quality Improvement and Management Systems Manager, Quality Control Manager, Steel Mill Manager, Rolling Mill Manager, Steel Mill Quality Control Chief, Rolling Mill Supervisor, Rolling Mill Quality Control Engineer, Warehouse Supervisor, Annealing Furnace Workers in the Rolling Mill, Main Control Cabin Operators, Cooling Platform Shift Supervisors from the applications in this procedure , Cooling platform workers, Cooling platform operators, Air Separation Responsible Manager, Facility Manager, Engineer and Personnel.

5- APPLICATION:**5.1- STEEL PLANT:**

5.1.1- All Externally Provided Products and Services used in the Steelworks Factory, input controls are made on the samples according to the specifications and in the specified quantities in the ANNEX-1 of the MATERIAL GROUPING TABLE. Outsourced products arriving at the factory at one time are considered as a batch.

5.1.2- Inspected and unaccepted products are stacked in the area designated for rejected products. Inspected and accepted products are shipped immediately to the warehouse. Input products with tonnage are shipped to the stock area, but the "TO BE INSPECTED" sign, which is a controlled document, is hung on it. A "RET" sign is hung on the product that is rejected as a result of the inspection.

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- 5.1.3- The records of the products that have passed the input control by the responsible persons specified in ANNEX-1 of the MATERIAL GROUPING TABLE are kept by the relevant department responsible.
- 5.1.4- Scrap arriving at the Steelworks Factory is checked according to the specifications specified in ANNEX-1 of the MATERIAL GROUPING TABLE. The checked accepted scrap is unloaded to the Scrap yard, and the rejected scrap is sent back by the incoming transport vehicle.
- 5.1.5- The inspection and test results made during the production at the factory are documented in the Casting Report (F-ÇHI-001).
- 5.1.6- Products that are inspected and do not comply with any standards and products with physical defects are placed in the Slaughter Hall. After being cut here, it is sent to the scrap yard to be melted again.
- 5.1.7- The steel standard is written with oiled chalk on the products that do not comply with the required standard as a result of the inspection but comply with a different standard and are stacked in the predetermined area.
- 5.1.8- Accepted products go to the next processing stage.
- 5.1.9- The finished products are made ready for shipment by making final inspections and tests in accordance with the principles and instructions specified in the Quality Plan (KP-01).
- 5.1.10- Billet Casting Parameters Sectioned in accordance with the Quality Plan (KP-01) and the 'Quality Control Form' (F-ÇHL 020) and the 'Daily Billet Quality Control Form' (F-ÇHL 018) retained as documented information. Billet is shipped to the rolling mill or customer according to the Shipping Order (F-CHL 015)
- 5.1.11- The logs that have passed the final inspection are painted according to the table in the Billet Stacking Instruction (T-ÇHL-013) and the Casting Number and Standard are written on it with chalk and stacked.
- 5.1.12- With the casting number, documented quality information at all stages from the final control to scrap preparation can be accessed in a customer complaint to our factory.

5.2- ROLLING MILL:**5.2.1-Raw material:**

- 5.2.1.2- Input products other than logs can be kept for inspection in the input control area. Input products accepted as a result of inspection are sent to the requested unit. Input

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products that are not accepted as a result of the inspection are returned in accordance with the Outcome Control Procedure (P-11) and the nonconformity procedures determined by the company, if it is not immediately returned, the RED label is hung on the product and kept in the input control area. Input control results are documented in the 'Input Control Report' (F-HHM-019).

- 5.2.1.3- If the input product is billets; After the Quality Control Department performs the relevant checks, the log hall is sorted by the crane operator according to quality and length and stacked in the log stock hall according to the Billet Stock Hall Instruction (T-HHİ-004).
- 5.2.1.4- Billet Hall Crane Operators make use of the paints on the end of the product and the Quality and Casting No information written on the billet according to the color codes in the Billet Stock Hall Instruction (T-HHİ-004) to distinguish the quality of the incoming raw materials.
- 5.2.1.5- In addition, the Loading-Unloading Elements are placed on the stacks of raw materials. They hang the Identification Plate on which the type and quality of the product is written. Thus, all raw materials become defined. Inappropriate Logs detected by the Quality Control Staff are written on the Casting Number and removed to the Inappropriate Log Field and recorded on the 'Non-Conformity Monitoring Form' (F-HHL-004) by the Quality Control Engineer.
- 5.2.1.6- Billet Hall Crane Operator charges the billets to be charged into the furnace according to the Casting Number (without the casting number being confused).

5.2.2-Production:

- 5.2.2.1- In case of size and quality changes, double bricks are placed on the first slab in order to prevent the slabs to be used in the next production from mixing with the sized billets during charging into the annealing furnace. When the billet with the double brick on it reaches the kiln mouth, the rolling process is stopped and the size or quality change process is started.
- 5.2.2.2- In order to follow the casting numbers during production, the Annealing Furnace Charger places a brick at the end of each Casting Number and at the same time counts the billets entering the furnace and processes them into the 'Billets Entering the Kiln Form' (F-HHİ-003). The Annealing Furnace Operator monitors the bricks coming into the furnace mouth and notifies the Casting Number changes to the Quality Control Person and the Rolling Tower Operator. The Rolling Tower Operator leaves space on the cooling platform. The Quality Control Staff forwards the Changes to the Dump Number to the Packing Postmaster. The Packaging Postmaster writes the new Casting Number on the label attached to the product.
- 5.2.2.3- Test and inspection results made during production Lab. It is recorded in the Report Program and production-related data is kept as documented information in the 'Working Values Form' (F-HHL-002).
- 5.2.2.4- The rolling defects that come out during rolling are stacked in the rolling defect area together with the red label on which the casting number and size information is written. The rolling tower operator keeps the daily amount of rolling defect and the reason for its occurrence as documented information in the rolling mill 'Shift Production Report' (F-HHİ-001).

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- 5.2.2.5- Short parts classified during production are removed to the short part area by attaching a red label with size, quality and length information on them. The rolling mill manager keeps the daily output of short pieces on the basis of size as documented information in the 'Production Follow-up Form' (F-HHİ-107) in the computer environment.
- 5.2.2.6- Inappropriate products detected by the Quality Control Staff during production are immediately put on a red label and allocated to the Material to be Processed Area. After the control of the Quality Control Officer, the nonconforming ones are removed to the Nonconforming Product Area and recorded in the 'Non-Conformity Tracking Form (F-HHL-004) by specifying the Item Number. The Quality Control Officer conveys the inappropriate amount of product to the Rolling Mill Operations Officer. The rolling mill manager presents to the Factory Manager the data related to the roll defect, short piece unsuitable product and other wastages on a weekly basis, in the form of tables and graphics.
- 5.2.2.7- The products that pass the final control are stacked by the stacker according to the Product Stacking Instruction (T-HHİ-034).
- 5.2.2.8- The labels on the ready-to-ship product packages contain information such as Casting Number, Product Quality, Product Dimension, Product Length and Package Number.
- 5.2.2.9- The Casting Number of the product to be shipped is written on the 'Order Form' (F-SP 001) in the stock hall during loading and sent to the scale after loading. Weighbridge personnel processes the breakdown numbers on the order form on the 'Warehouse Exit Receipt' (F-SP 004) and sends the relevant form to the Sales and Marketing Department. The Sales and Marketing Department writes the dump numbers on the Waybill. At the end of the day, the copies of the Waybills go to the Accounting Department and the Waybills and Listing Numbers sent to the customers daily are processed into the computer.
- 5.2.2.10- In any customer complaint, it is possible to access the quality documents of the product in all previous production stages, from the label information on the package, from the relevant documents according to the Casting Number and Package Number.

5.3- AIR SEPARATION FACILITY:

- 5.3.1- Liquid gas Air Separation Plant Production Control Form (F-ÇHY-030) and Air Separation Plant Analysis Control Form (F-ÇHY-043) produced according to Air Separation Plant Production Instruction (T-ÇHY-058) controlled with. Stock tanks are tracked with the produced Liquid Oxygen-Nitrogen-Argon Stock Tracking Form (F-ÇHY-017). The

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analysis of the liquid gas in the stock tanks is made and recorded in the Liquid Stock Tanks Measurement Control Form (F-ÇHY-042) on a weekly basis.

5.3.2.-Proposal and Order Form (F-SP-007) is used when it comes to the sale of liquid gases formed as a result of Air Separation in accordance with the Procedure for Determining and Reviewing the Conditions Related to the Product (P-04). When the sale will take place, it is supplied according to the Air Separation Plant Dispatch and Supply Instruction (T-ÇHY-059). (ADR code numbers Oxygen-1073, Nitrogen-1977, Argon-1951) Liquefied Gas Analysis Certificate (F-ÇHY-029) or Medical Liquid Oxygen Analysis Certificate (F-ÇHY-038) according to the type of liquid gas supplied to the refueled vehicle.

6-DOCUMENTED INFORMATION

Documented Information created by the implementation of the procedure is kept by the Quality Improvement and Management Systems Departmen

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