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**\*\*\*THIS IS A NEW APPENDIX. – PLEASE READ CAREFULLY.\*\*\***

**GUIDELINES FOR FABRICATOR/SUPPLIER  
QUALITY CONTROL PROCEDURES**

1. List Sources - source must be on the approved list ([IM 451](#) and applicable appendices).
  2. Responsibility & Authority - Quality Control Manager and/or responsible person
    - a. Qualifications
    - b. Responsibilities
  3. Material Identification and Handling
    - a. Incoming steel identified by source and heat number
    - b. Mill Test reports
    - c. Identity of steel is maintained through fabrication/storage.
    - d. After fabrication, length and number of pieces identified with heat number
    - e. One heat number per bundle
  4. Welding & welding Requirements (if applicable):
    - a. Weld Specification Requirements ( AWS D1.1 , D1.2 , D1.4 , D1.5 , etc...)
    - b. Weld Procedure Specifications (WPS) , submittal & approval .
    - c. Welder's certification / qualifications.
  5. Documentation/Record Keeping
    - a. All projects are kept and/or assigned a file number in which all mill test reports for any steel will have a certification on file.
    - b. Fabrication/shear logs are complete. Material fabricated can be traced to source, heat number, grade, etc.
    - c. Certification documents contain a certification statement that all steel is melted in the USA and of domestic origin.
    - d. Material Certification documents are submitted to the respective District Materials Engineer.
  6. Storage :
    - a. Proper Storage ( Indoors / Outdoors).
    - b. Off the grounds (elevated/on pallets , etc..)
    - c. Stocked pile materials (steel) are bundled , properly marked & properly Identified (Source , Heat Number ,Grade , Etc...)
  7. Shipping & Handling
    - a. All steel is marked and identified with project number and any other markings. One heat number per bundle
    - b. Each shipment has an identification list showing project, size, length, grade, heat number, number and weight of pieces in the shipment, and attached mill certifications
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