

<b>PPPL</b>	<b>PRINCETON PLASMA PHYSICS LABORATORY</b>	<b>PROCEDURE</b>	<b>No. ENG-012 Rev 1 page 1 of 3</b>
<b>Subject:</b>  <b>Identification &amp; Control of Items</b>	<b>Effective Date:</b>  January 31, 2018	<b>Initiated by:</b>  Engineering Department Head	
	<b>Supersedes:</b> Revision 0, dated Sept. 10, 1998	<b>Approved:</b>  Director	

**Management System (Primary):** 03.00 Engineering  
**Management System Owner:** Head, Engineering Department  
**Management Process:** 03.04 Engineering Programs and Processes  
**Process Owner:** Head, Engineering Department  
**Sub-Process:** 03.04.05 Materials and Equipment Fabrication and Preparation  
**Sub-Process Owner:** Head, Engineering Department  
**Subject Matter Experts (SMEs):** Head, Fabrication Group

### Applicability

This procedure is to be used to determine the proper identification and control of items.

### 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, repair, or modification.

### References

QAPD, Quality Assurance Program Description  
 ENG-033, Design Verification  
 QA-020, Suspect & Counterfeit Items Control and Dispositioning

### Responsibility

### Action

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| Cognizant Individual | 1. Identifies the following elements in applicable specifications, drawings and procedures when specified by codes, standards or project documents. <ul style="list-style-type: none"> <li>a) Items requiring identification from initial receipt and fabrication through installation and use.</li> <li>b) Identification methods may include: stenciled or etched markings, strip markings, imprinted tape, tagging, color-coding, and other appropriate means. Physical identification shall be used to the maximum extent possible.</li> <li>c) Specific identification or traceability requirements (such as identification or traceability of the item to applicable specification and</li> </ul> |
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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.

f) Defines the need for control and maintenance of the items.

g) Defines protection of items to prevent damage, loss, or deterioration (e.g., protective methods for sensitive or perishable items, such as special handling, shipping, and storage controls for precision instrumentation and limited shelf life items, and for items requiring special protective environmental controls, such as temperature and humidity controls.)

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 specifications, drawings and procedures.

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

5. Screen supplies to identify and control Suspect/Counterfeit Items, per QA-020.

6. Maintains material certificates and certificates of compliance associated with materials entering the laboratory for the life of that material including material storage and post fabrication.

#### Training

#### Head, Engineering

**A. Target Audience:** All Engineers, All Engineering Group Heads, QA/QC

Training Method:

☒ Read only

☒ Email distribution only

Frequency:

☒ Other: Upon any changes to Procedure

**Records Requirements Specific To This Procedure**

No records are created by this Procedure. All documents mentioned are covered in other procedures.