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Qualification of Distributors of Metallic Materials for Use in the Petroleum and Natural Gas Industries

API STANDARD 20J

SECOND EDITION, XXXXX, 202X

BALLOT DRAFT

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1 Scope

1.1 Purpose

This API standard specifies requirements for the qualification of distributors of metallic materials used in the petroleum and natural gas industries.

1.2 Applicability

This standard is applicable to distributors of metallic bar, plate, and tubular products where API product standards require such services or are otherwise specified as a requirement for ~~compliance~~conformance. For organizations that manufacture and distribute metallic material, this standard only addresses the distribution portion of their processes.

NOTE This standard does not limit the responsibility of any manufacturer of commercial products utilizing metallic materials and manufactured to an API Standard from its responsibility for ~~compliance~~conformance with all applicable requirements of that API Standard.

~~1.3 Distributor Qualification Level (DQL)~~

~~This API standard establishes the requirements for two distributor qualification levels (DQL). These DQL levels define different levels of distributor quality controls and qualification requirements.~~

2 Normative References

~~The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any addenda) applies. The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies.~~

~~For undated references, the latest edition of the referenced document (including any amendments) applies, except that new editions may be used on issue and shall become mandatory upon the effective date specified by the publisher, or six months from the date of the revision (where no effective date is specified).~~

API Specification Q1, *Specification for Quality Management System Requirements for Manufacturing Organizations for the Petroleum and Natural Gas Industry*

API Standard 20D, *Nondestructive Examination Services for Equipment Used in the Petroleum and Natural Gas Industry*

API Standard 20H, *Heat Treatment Services – Batch Type for Equipment used in the Petroleum and Natural Gas Industry*

AMS 2750, *Pyrometry*

ISO/IEC 17025, *General requirements for the competence of testing and calibration laboratories*

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3 Terms, Definitions, and Abbreviations

3.1 Terms and Definitions

3.1.1

acceptance criteria

Defined limits placed on characteristics of materials, products, or ~~services~~services.

3.1.2

calibration

Comparison and adjustment to a standard of known accuracy.

3.1.3

chemical analysis

Determination of the chemical composition of material.

3.1.4

conformance

Meeting specified requirements.

3.1.5

distributor

An organization that maintains and provides metallic bar, plate, and tubular products for resale.

3.1.6

heat treatment

A specified, timed sequence of controlled heating and cooling of materials for the purpose of changing physical or mechanical properties.

3.1.7

metallic material

Any product included in the scope of this standard.

3.1.8

mill

A factory in which metals are hot worked, cold worked, or melted and cast into standard shapes suitable for secondary fabrication into commercial product.

3.1.9

outsourced

A function or process that is performed by an external supplier on behalf of the distributor.

3.1.10

processes that require validation

Processes where resulting output cannot be verified by subsequent monitoring or measurement.

3.1.11

receiving verification

The process of ensuring the product received meets purchase requirements.

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3.1.12

remote technical assessment

A technical assessment of capabilities performed using a method other than an on-site ~~audit~~assessment.

NOTE ~~This includes but is not limited to a checklist or a survey.~~This includes but is not limited to use of information and communication technologies to gather information, interview auditee(s), etc., and may include use of a checklist or a survey.

3.1.13

rough machining

An intermediate machining activity not intended as a final dimension.

3.1.14

service supplier

An organization that performs activities on behalf of the distributor.

3.1.15

sub-distributor

An ~~organization~~secondary distributor that is a supplier to the primary distributor.

3.1.16

traceability

The ability to verify the history and delivery location of an item by means of documented record identification.

3.1.17

technical authority

A competent and technically qualified person or organization with evidence to demonstrate the expertise, skills, and experience required to perform the assessment(s).

NOTE: Technical authority may also be considered a Subject Matter Expert (SME).

3.1.18

validation

Confirmation, through the provision of objective evidence generated from testing, that specific requirements have been fulfilled.

3.1.173.1.19

verification

Confirmation, through the provision of objective evidence, that specific requirements have been fulfilled.

NOTE The objective evidence needed for verification can be the result of an inspection or of other forms of determination, such as performing alternative calculations or reviewing documents.

3.2 Abbreviations

~~DQL~~ ~~Distributor Qualification Level~~

FBH Flat-bottom Hole

MOC Management of Change

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MTR	Material Test Report
NDE	Nondestructive Examination
QMS	Quality Management System

4 Distributor Qualification

4.1—General

~~DQL-1 is the base level of qualification. DQL-2 requires additional controls to ensure the product meets specific customer and industry requirements. Qualification to DQL-2 also qualifies a distributor to DQL-1.~~

~~The following paragraphs describe the conditions that, when met, allow a distributor to receive the appropriate DQL.~~

4.24.1 Facilities and Equipment

In order to conform to this standard, the distributor shall have the following capabilities, at a minimum:

- equipment to receive and ship material to customers;
- a facility to store and maintain physical inventory;
- appropriate handling and lifting equipment;
- inspection and test equipment.

4.2 Activities Performed by the Distributor

The distributor shall maintain the capability to perform the activities listed in Table 1. When these activities are not performed at the distributor's facility and are not part of a purchased service, they shall be performed by the distributor's personnel.

Table 1 — Process Activities Performed by the Distributor

<u>Item</u>	<u>Process Activity</u>
<u>1</u>	<u>Receiving verification</u>
<u>2</u>	<u>Traceability</u>
<u>3</u>	<u>Marking</u>
<u>4</u>	<u>Final inspection</u>

4.3 Distributor Qualification Levels

4.3.1—DQL-1 Distributor

The distributor shall establish, document, implement, and maintain at all times a QMS conforming to API Specification Q1. In addition, the distributor shall be responsible for conforming to all of the applicable requirements of this specification.

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~~The DQL-1 distributor shall establish, document, implement, and maintain, at all times, a quality management system (QMS). The distributor shall determine the processes needed for the quality management system and their application throughout the distributor's facility. At a minimum, the following QMS elements shall be addressed and shall be in conformance with API Q1:~~

- ~~— purchasing control;~~
- ~~— determination of requirements;~~
- ~~— control of production and servicing;~~
- ~~— personnel competence;~~
- ~~— internal audit;~~
- ~~— control of testing, measuring, and monitoring equipment;~~
- ~~— control of nonconforming product;~~
- ~~— improvement (corrective and preventive action);~~
- ~~— inspection and testing;~~
- ~~— identification and traceability;~~
- ~~— control of records;~~
- ~~— risk assessment and management;~~
- ~~— management of change.~~

4.3.2 DQL-2 Distributor

~~A DQL-2 distributor shall meet the requirements specified for a DQL-1 distributor, as well as the additional requirements for a DQL-2 distributor as defined in this standard.~~

4.3.3 Guidance for Distributor Qualification Requirements

~~Table 1 references the sections in which different qualification requirements are specified for DQL-1 and DQL-2.~~

Table 1—Guidance for Distributor Qualification Requirements

Requirement	DQL-1	DQL-2
Quality Management System	4.3.1	4.3.2
Initial approval of a mill	7.3.2.1	7.3.2.2
Periodic evaluation of a mill	7.3.3.1	7.3.3.2

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Review of order requirements with a mill	7.3.4.1	7.3.4.2
Initial approval of sub-distributors	7.4.2.2	7.4.2.3
Initial approval of service suppliers	7.4.3.1	7.4.3.2
Periodic evaluation of sub-distributors and service suppliers	7.4.4.1	7.4.4.2
Review of order requirements with sub-distributors and service suppliers	7.4.5.1	7.4.5.2

4.4 — Records of Qualification

~~The distributor shall maintain evidence of conformity to the requirements of Section 4 of this document.~~

5 Responsibilities and Duties

The distributor shall ensure that:

- all functions are performed in accordance with specified standards and applicable quality control criteria;
- operations are only performed for which the distributor is adequately equipped and has personnel who are qualified against defined competencies;
- sub-tier suppliers of products or services are controlled;
- testing, measurement, and monitoring equipment is ~~calibrated~~calibrated, and personnel are qualified in accordance with the requirements of the distributor's written procedure;
- the facility and equipment are properly maintained;
- any discrepancy or limitation imposed on the requested material and associated operations by such factors as size, traceability, form, shape, material, or procedure are communicated to the purchaser;
- any irregularity or deficiency noted in the purchaser's procurement documents are communicated to the purchaser; and
- formal reports of all materials supplied are promptly provided to the purchaser.

6 Personnel Training and Competency Requirements

6.1 Personnel shall be competent based on the appropriate education, training, skills, and experience needed to meet product and customer requirements. A written procedure shall define ~~personnel competency, and personnel competency and~~ identify training and qualification requirements. The organization shall identify:

- roles that require a knowledge of metallic material processing and testing, and the level of knowledge;
- methods and frequency required for personnel training qualifications;
- knowledge and training necessary to address specific customer requirements;
- qualifications required for personnel performing processes that require validation; and

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— method(s) used to verify the competency of personnel.

6.2 The distributor shall maintain evidence of conformity to the requirements of Section 6 of this document.

7 Distributor Process Control

7.1 General

This section addresses the minimum required controls for a distributor to supply metallic material to ~~its~~their customer.

7.2 Review of Order Requirements

7.2.1 An order review shall be conducted prior to the distributor's commitment to deliver the product. The distributor shall maintain a documented procedure for the review of order requirements that addresses, at a minimum, that:

- purchase order requirements are identified, reviewed, ~~and understood,~~ and documented;
- the distributor has the capability to meet the purchase order requirements;
- when required by purchaser, purchase order requirements are acknowledged ~~and documented;~~ and
- any deviations and/or clarifications accepted by the purchaser shall be documented.

7.2.2 Where contract requirements are changed, the distributor shall ensure that relevant documents are amended and that relevant personnel are made aware of the changed requirements.

7.2.3 Records of the results of the review, including resulting actions, shall be maintained.

7.3 Control of Mills

7.3.1 General

Distributors shall maintain a documented procedure(s) to ensure that the mill has the capability to meet the established requirements for supply of metallic materials. The procedure(s) shall conform to the purchasing requirements in API Specification Q1.

~~7.3.2~~ **Initial Approval of a Mill**

7.3.2

7.3.2.1 ~~The~~A DQL 1 distributor shall ensure the mill maintains a QMS.~~perform initial approval of a mill through:~~

- ~~a) Verification of an active API license for the applicable products or~~
- ~~b) Verification of a Quality Management System through third-party certification or audit and~~
- ~~c) Verification of product from initial order to ensure conformance to the agreed-upon purchase requirements, as specified in 7.3.4 of this document.~~

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7.3.2.2 In addition, ~~to DQL-1 requirements, a DQL-2 the~~ distributor shall also:

~~a)~~ Maintain a documented procedure to validate the mill's initial order to the agreed-upon purchasing requirements. The documented procedure shall include requirements and acceptance criteria for the following:

- 1) chemical analysis;
- 2) mechanical testing;
- 3) NDE; and
- 4) ~~Microstructure~~microstructure.

~~b)~~ Perform an assessment of the mill's capabilities and controls through either:

- 1) ~~Verification~~verification of an active API license for applicable products, or
- 2) an on-site technical ~~audit~~assessment by a technical authority, or
- 3) A remote technical assessment that shall be reviewed by ~~competent personnel~~a technical authority. If the response does not meet the distributor's requirements, an on-site technical ~~audit~~assessment shall be performed by a technical authority. The remote technical assessment shall include, as applicable to the scope of supply, the following:
 - i) scope of capabilities (grades, sizes, product form);
 - ii) melt practice, pouring/casting, and capacity (tonnage);
 - iii) testing capability and equipment;
 - iv) calibration of measuring and testing equipment;
 - v) outsourced activities;
 - vi) processing, such as rolling, forging, straightening, etc.;
 - vii) heat-treatment capabilities to include heat-treatment furnace qualification, method used for instrument calibration, and quench control;
 - viii) NDE capabilities;
 - ix) certifications/records;
 - x) industry licenses or accreditation; and
 - xi) process monitoring and controls.

NOTE An example of a remote technical assessment (Mill Remote Technical Assessment) is included in Annex A for use as a guide for a distributor in preparing a remote technical assessment.

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7.3.2.3 Records of the results of the mill approval, including resulting actions, shall be maintained.

7.3.3 Periodic Evaluation of a Mill

~~7.3.3.1 DQL-1 Requirements~~

The distributor shall maintain a documented procedure for the monitoring and re-evaluation of mills. The procedure shall identify the minimum performance requirements and the process for continual monitoring of the mill against these requirements. ~~The frequency of periodic evaluation shall be based on a risk assessment of product quality and the availability of alternate sources. The risk assessment shall take into account a mill's performance history, purchasing frequency, and any changes that have occurred at the facility. The procedure shall address the actions required when a mill does not meet these requirements. The planned frequency of the evaluation shall be documented.~~

The mill re-evaluation shall be performed through one or more of the following:

- on-site ~~audit~~ assessment by a technical authority;
- remote technical assessment to be reviewed by a technical authority;
- review of supplier performance; or
- verification of an active applicable API license.

~~The procedure shall address the actions required when a mill does not meet these requirements. The distributor shall test material on a periodic basis in accordance with the applicable material standard by a laboratory approved for the required testing service, as specified in 7.4.3.~~

The frequency of periodic evaluation and material testing shall be based on a risk assessment of product quality and the availability of alternate sources. The risk assessment shall take into account a mill's performance history, purchasing frequency, and any changes that have occurred at the facility. The frequency shall not exceed 36 months and shall be documented.

~~The distributor shall identify material for periodic evaluation that shall be tested in accordance with the applicable material standard by a laboratory approved for the required testing service, as specified in 7.4.3.~~

Records of the results of the mill periodic evaluation, including resulting actions, shall be maintained.

~~7.3.3.2 Additional Requirements for a DQL-2 Distributor~~

~~A DQL-2 distributor shall identify material for periodic evaluation that shall be tested in accordance with the applicable material standard by a laboratory approved for the required testing service, as specified in 7.4.3. The frequency of the evaluation shall not exceed 36 months and shall be documented.~~

~~Records of the results of the periodic evaluations, including resulting actions, shall be maintained.~~

7.3.4 Review of Order Requirements with a Mill

~~7.3.4.1 General~~

The distributor shall perform an order review with the mill to ensure that the product ordered meets the requirements of this standard and any additional purchase order-specific requirements.

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~~7.3.4.2 Additional Requirements for a DQL-2 Distributor~~

~~DQL-2 distributors shall maintain records of the results of the review, including any resulting actions.~~

~~Records of the results of the review with the mill, including any resulting actions, shall be maintained.~~

7.4 Control of Sub-Distributors and Service Suppliers

7.4.1 General

Distributors shall maintain a documented procedure to ensure that outsourced activities conform to specified requirements. The procedure shall conform to the purchasing requirements in API Specification Q1.

7.4.2 Initial Approval of Sub-Distributors

7.4.2.1 Distributors may procure materials from sub-distributors. The distributor shall ensure that the sub-distributor is qualified through one of the ~~below following~~ methods:

- ~~a) the sub-distributor demonstrates conformance to API Standard 20J, or~~
- ~~b) the supplying mill for the sub-distributor has been approved by the distributor.~~

7.4.2.2 ~~Additionally, the A-DQL-1~~ distributor shall ensure the sub-distributor maintains a QMS or meets one of the following:

- a) verification that the sub-distributor's QMS conforms to the quality system requirements specified for suppliers by the distributor; or
- b) assessment of the sub-distributor to meet the distributor's purchasing requirements; or
- c) assessment of the product upon delivery or activity upon completion.

~~7.4.2.3 The A-DQL-2 distributor shall additionally ensure one of the following:~~

- ~~d) the sub-distributor demonstrates conformance to API Standard 20J-DQL-2 or~~
- ~~a) the supplying mill for the sub-distributor has been approved by the distributor or~~
- ~~a) the distributor has tested and qualified the product against the requirements of Section 7.3.2.1c).~~

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7.4.2.43 Records of the results of the sub-distributor approval, including resulting actions, shall be maintained.

7.4.3 Initial Approval of Service Suppliers

~~When service suppliers are used, the 7.4.3.1 DQL-1 distributors shall approve service suppliers through either an on-site audit or a remote technical assessment in accordance with Table 2. If the processes listed in Table 2 are performed, the service supplier shall be in conformance with the listed standards or equivalents.~~

~~7.4.3.2 DQL-2 distributors shall approve service suppliers through an on-site audit in accordance with Table 2. If the processes listed in Table 2 are performed, the service supplier shall be in conformance with the listed standards or equivalents.~~

distributor shall approve service suppliers through an assessment of the service supplier's capabilities and controls. The approval shall be through:

- 1) An on-site technical assessment by a technical authority, or
- 2) Evidence of conformance to an applicable industry standard as defined in Table 2, reviewed by a technical authority.

~~7.4.3.3 Rough machining service suppliers shall, at a minimum, meet the requirements of DQL-1.~~

~~7.4.3.4~~ Records of the results of the service supplier approval, including resulting actions, shall be maintained.

Table 22—Service Supplier ~~Qualification Requirements~~ Industry Standards

Process	Qualification Requirements <u>Industry Standard</u>
Machining	Verification of the Service Supplier's capabilities and controls addressing the following elements of API Specification Q1, at a minimum: — calibration

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	<p>— identification and traceability</p> <p>— qualification of personnel</p> <p>— controls in place for services being provided</p> <p>— preservation of product</p> <p>— inspection</p> <p>Evidence of conformance to API Standard 20M <u>ML 2 or greater</u> is acceptable in lieu of an audit or remote technical assessment as required by the DQL level.</p>
Material Testing	<p>Verification of the Service Supplier's capabilities and controls addressing the following elements of ISO 17025, at a minimum:</p> <p>— calibration of equipment</p> <p>— verification of sample preparation and test methods</p> <p>— conformance to international standards</p> <p>— identification and traceability</p> <p>— qualification of personnel</p> <p>— record retention</p> <p>— preservation of product</p> <p>Evidence of conformance to ISO 17025 for the required service is acceptable in lieu of an audit or remote technical assessment.</p>
<u>Continuous Heat Treatment</u>	<u>Evidence of conformance to API Standard 20N or AMS 2750.</u>
<u>Batch Heat Treatment</u>	<u>Evidence of conformance to API Standard 20H or AMS 2750.</u>
Heat Treatment	<p>Verification of the Service Supplier's capabilities and controls for the following:</p> <p>— For suppliers performing continuous heat treatment, verification shall include evidence of conformance to AMS 2750.</p> <p>— For suppliers performing batch heat treatment, evidence of conformance to API Standard 20H is acceptable in lieu of an audit or remote technical assessment as required by the DQL level.</p>
Nondestructive Examination	<p>Verification of the Service Supplier's capabilities and controls to the requirements of API Standard 20D. Evidence of conformance to API Standard 20D, ISO 17025, or ISO 17020 for the required service, is acceptable in lieu of an audit or remote technical assessment as required by the DQL level.</p>

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7.4.4 Periodic Evaluation of Sub-Distributors and Service Suppliers

7.4.4.1 ~~DQL-1~~ Requirements

~~The DQL-1~~ distributors shall maintain a documented procedure for the monitoring and re-evaluation of sub-distributors and service suppliers. The procedure shall identify the minimum performance requirements and the process for continual monitoring against these requirements. The frequency of periodic evaluation shall be based upon a risk assessment of product quality and the availability of alternate sources. The risk assessment shall take into account a sub-distributor or service supplier performance history, purchasing frequency, and any changes that have occurred at the facility. The planned frequency of the evaluation shall be documented.

The sub-distributor and service supplier re-evaluation shall be performed through one or more of the following:

- on-site ~~audit~~ assessment by a technical authority;
- remote technical assessment to be reviewed by a technical authority;
- review of supplier performance; or
- ~~verification of applicable API license~~ evidence of conformance to an applicable industry standard.

The procedure shall address the actions required when a sub-distributor or service supplier does not meet these requirements.

Records of the results of the sub-distributor and service supplier evaluation, including resulting actions, shall be maintained.

~~7.4.4.2 DQL-2 Requirements~~

~~In addition to DQL-1 requirements, a DQL-2 distributor shall perform a sub-distributor and service supplier re-evaluation annually, at a minimum.~~

7.4.5 Review of Order Requirements with Sub-Distributors and Service Suppliers

~~7.4.5.1 General~~

The distributor shall ensure that the sub-distributor and service supplier can provide a product or service that meets the requirements of this standard and any additional purchase order-specific requirements.

~~7.4.5.2 DQL-2 Requirements~~

~~The DQL-2~~ distributors shall maintain records of the order review, including resulting actions.

7.5 Distributor Performed Processes

The distributor may perform additional processes on the metallic material product prior to delivery to the customer. If the processes listed in Table ~~3-3~~ are performed, the distributor shall be in conformance with the listed standards or equivalents.

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Table 33—Distributor Performed Processes

Process	Qualification Requirements
Heat treatment—continuous	<ul style="list-style-type: none"> — Verification of AMS 2750 conformance through an internal on-site process audit <u>Evidence of conformance to API Standard 20N or</u> — <u>Evidence of conformance to AMS 2750</u>
Heat treatment—batch	<ul style="list-style-type: none"> — Evidence of conformance to API Standard 20H or — Evidence of conformance to AMS 2750 Verification of API 20H conformance through an internal on-site process audit
NDE	<ul style="list-style-type: none"> — Evidence of conformance to API Standard 20D or — Evidence of conformance to ISO 17025 or — <u>Evidence of conformance to ISO 17020</u> Verification of API 20D conformance through an internal on-site process audit
Material testing	<ul style="list-style-type: none"> — Evidence of conformance to ISO 17025 for the required service or — Verification of test execution in accordance with applicable international standard test methods or material specifications

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7.6 Sampling for Material Testing

7.6.1 When a distributor provides a sample to a test facility for material testing, the distributor shall maintain a procedure documenting the requirements for collection and preparation of the test specimen. The procedure shall define the factors to be controlled to ensure the validity of the test results, compliance-conformance with applicable material or test specifications, and traceability of the test specimen to the original material. This procedure shall be available where the sampling is conducted.

7.6.2 Records of sampling shall be maintained.

7.7 Inspection Requirements

7.7.1 General

The distributor shall maintain a documented procedure that defines the inspection process and acceptance criteria. The procedure shall include requirements for receiving, in-process, and final inspections, and ensure that identification and traceability of product is maintained throughout the process, as specified in 7.8.

Where sampling is used, the sampling plan shall be based on evaluation of the risk and shall be documented.

7.7.2 Receiving Inspection

The distributor shall verify that the product or service delivered meets stated purchase order requirements and associated acceptance criteria. -

7.7.3 In-Process and Final Inspection

The distributor shall verify that the product meets the customer's requirements. This also includes marking, packaging, and documentation requirements.

7.7.4 Records

Records of inspection shall be maintained.

7.8 Identification and Traceability

The distributor shall maintain documented procedures for control of identification and traceability throughout the process. The procedure shall include, at a minimum:

- the method of marking the product;
- the method of ensuring the physical marking is traceable to all records associated with the product;
- the method for ensuring traceability of the product back to received material after any processing during which the original marking is removed;
- the process for verification of product traceability during storage;
- the requirements for maintenance or replacement of identification and/or traceability marks;
- the method of ensuring traceability for any product during outsourced processes; and

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— the method for verifying traceability upon material receipt.

7.9 Nonconforming Product

The distributor shall maintain a documented procedure to define controls and responsibilities needed to ensure the nonconforming product is identified and controlled to prevent its unintended use or delivery.

Records of disposition of nonconforming products shall be maintained.

7.10 Customer-supplied Property

The distributor shall maintain a documented procedure for the identification, verification, safeguarding, preservation, maintenance, and control of customer-supplied property, including intellectual property and data, while under control of the organization. The procedure shall include requirements for reporting to the customer any loss, damage, or unsuitability for use of customer-supplied property.

Records for the control and disposition of customer-supplied property shall be maintained.

7.11 Preservation of the Product

The distributor shall maintain documented procedures defining the methods used to preserve the product throughout the process in order to maintain product integrity.

Corrosion protection of material shall be based on material type and customer requirements.

Preservation shall include transportation, handling, storage, packaging, and protection. At a minimum, the following controls shall be addressed:

- residual magnetism;
- mechanical damage from handling;
- method of preventing dissimilar metal contact and/or contamination;
- residual chemical contamination from cleaning solutions and markers; and
- environmental exposure for alloys susceptible to corrosion.

7.12 Measuring and Testing Equipment

The distributor shall maintain a documented procedure to ensure that testing, measurement, and monitoring equipment is calibrated or verified and maintained, and that the equipment is used in a manner that is consistent with monitoring and measurement requirements. Calibration shall conform to and be traceable to nationally or internationally recognized standards, as applicable.

Records of calibration shall be maintained.

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8 Management of Change (MOC)

8.1 The distributor shall maintain a documented procedure for MOC. The MOC process shall be initiated when a change is made that may impact the quality or availability of the product. The procedure shall address that an MOC is required when a change is made at the distributor, mill, sub-distributor, or service supplier level. Some examples of changes that require an MOC include but are not limited to:

- management/ownership change;
- facility location change;
- process change;
- supplier change;
- revisions to applicable industry codes that may affect material provided.

8.2 Minimum criteria to include in the MOC evaluation are:

- nature of the change;
- location where the change is occurring;
- personnel affecting product conformance;
- identification and assessment of risk due to the change;
- actions taken to address risk due to the change;
- impact of the change on the product or service.

8.3 The distributor shall notify relevant parties, including the customer when required by contract, of the change and any residual or new risk due to the change.

~~9—Activities Performed by the Distributor~~

~~The distributor shall maintain the capability to perform the activities listed in Table 4. When these activities are not performed at the distributor's facility and are not part of a purchased service, they shall be performed by the distributor's personnel.~~

~~Table 4—Process Activities Performed by the Distributor~~

Item	Process Activity
1	Receiving verification
2	Traceability
3	Marking
4	Final inspection

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409 Records and Document Control

409.1 The distributor shall maintain a documented procedure to identify the controls and responsibilities needed for the identification, collection, storage, protection, retrieval, retention, and disposition of records required in this standard. |

409.2 Records shall remain legible, identifiable, and retrievable. Records shall be retained for a minimum of 10 years after the date of shipment or as required by customer, legal, and other applicable requirements, whichever is longer. |

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Annex A (informative)

Mill Remote Technical Assessment

This annex provides an example of an extensive mill remote technical assessment that may be used as a guide by the distributor. The form is intended to construct the basis for the remote technical assessment required by this document, and may be used as is or in part.

Mill Remote Technical Assessment (Fill a form for each separate mill, if more than one)

Date: _____

1. General

Mill Name			
Address			
Telephone number		E-mail:	
Supplier contact name		Title/function:	
Type of facility		Years in operation:	Annual capacity:

2. Product size capability

Bar:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Size range: _____
Forgings:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Size range: _____
Tubing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Size range: _____
Plates:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Size range: _____
Others:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Size range: _____

Grades Produced (list all):

Carbon Steel	Low Alloy	Stainless	Others

2.1 Production Overview—Carbon Steel

Melting	Blast furnace	<input type="checkbox"/>	BOF melting	<input type="checkbox"/>	EAF melting	<input type="checkbox"/>	None	<input type="checkbox"/>
Refining	Vacuum Degas	<input type="checkbox"/>	Argon bubbling	<input type="checkbox"/>	Ladle refining	<input type="checkbox"/>	None	<input type="checkbox"/>
Billet/Blooms	External source	<input type="checkbox"/>	Internal billets	<input type="checkbox"/>	Both	<input type="checkbox"/>		

2.2 Production Overview—Low Alloy Steel

Melting	Blast furnace	<input type="checkbox"/>	BOF melting	<input type="checkbox"/>	EAF melting	<input type="checkbox"/>	None	<input type="checkbox"/>
Refining	Vacuum Degas	<input type="checkbox"/>	Argon bubbling	<input type="checkbox"/>	Ladle refining	<input type="checkbox"/>	None	<input type="checkbox"/>
Billet/Blooms	External source	<input type="checkbox"/>	Internal source	<input type="checkbox"/>	Both	<input type="checkbox"/>		

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2.3 Production Overview—Stainless Steels

Melting	Blast furnace	<input type="checkbox"/>	BOF melting	<input type="checkbox"/>	EAF melting	<input type="checkbox"/>	None	<input type="checkbox"/>
Refining	Vacuum Degas	<input type="checkbox"/>	Argon bubbling	<input type="checkbox"/>	Ladle refining	<input type="checkbox"/>	None	<input type="checkbox"/>
Billet/Blooms	External source	<input type="checkbox"/>	Internal source	<input type="checkbox"/>	Both	<input type="checkbox"/>		

2.4 Production Overview—Other Materials

Melting	Blast furnace	<input type="checkbox"/>	BOF melting	<input type="checkbox"/>	EAF	<input type="checkbox"/>	None	<input type="checkbox"/>
Refining	Vacuum Degas	<input type="checkbox"/>	Argon bubbling	<input type="checkbox"/>	Ladle refining	<input type="checkbox"/>	None	<input type="checkbox"/>
Billet/Blooms	External source	<input type="checkbox"/>	Internal billets	<input type="checkbox"/>	Both	<input type="checkbox"/>		

3. Inspection of Blooms, Billets, Bars

Flaw Detection:

Visual? Yes No

Product inspected: Bloom Billet Bar Coil Rod Other _____

MPI? Yes No

If yes, specify: A.C. D.C.

Product inspected: Bloom Billet Ingot

Eddy Current? Yes No

If yes, specify bar size limitation: _____

Minimum flaw size capability: _____

Flaw orientation: Longitudinal Transverse

Ultrasonic? Yes No

If yes, what type? _____

Thermal imaging? Yes No

Hot eddy current? Yes No

Conditioning is performed? Yes No

Defect working method _____

If yes, specify Chipping Grinding Scarfing Other _____

Product conditioned: Bloom Billet Slab Other _____

4. Rolling & Piercing

Rolling/Piercing

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Mill type: _____

Size range/ length capability: _____

Grades that can be rolled and pierced on this unit: _____

Reheat Furnace

Batch furnace used: _____ Number: _____

Type: Billet Bloom Ingot

Number of re-heat furnaces: _____

Furnace dimensions: _____

Fuel: _____

Type of burners: _____

Location: Top Bottom Both Sides

Waste heat recovery? Yes No

Type of hearth: Walking beam Pusher Hot skids Stationary

Number of zones: _____

Furnace computer controlled? Yes No

Number of controlling thermocouples: _____

Position of thermocouples: _____

Date of last survey: _____

Average reheat time: _____ hours

No. of billets in the furnace at one time: _____

How are billets/blooms/ingots/mapped and selected from the rolling furnaces to maintain traceability?

Cut-to-length or multiple-length bars are:

Hot sheared? Yes No

Cold sheared? Yes No

Warm sheared at a temperature of _____

If yes, are the ends stressed-relieved? Yes No

What is the stress relief temperature? _____

What are the typical grades that need to be stress relieved? _____

Hot sawed? Yes No

Cold sawed? Yes No

Mill computer controlled: Total Partial None

Explain how heat number traceability is maintained on the product:

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Cooling bed? Yes No

If yes, what type: _____

Is product rotated? Yes No

Is product water-cooled after rolling? Yes No

Storage of product

Identify: Covered Exposed

Describe: _____

Warehouse: _____

Cutting to length

Method of cutting: _____

Straightening

Criteria for use: _____

Type of machine: _____ Configuration: _____

Surface quality controls: _____

Product Identification

Numerical ID (stamp, tag, etc.)? Yes No

Method used to maintain heat identity: _____

Paint code? _____

Other: _____

5. Heat Treatment

In-house treatment or is this process outsourced? In house Outsourced

If outsourced, name of vendor: _____

Has vendor been site audited? Yes No ISO certified? Yes No

#	Name of Furnace (Manufacturer)	Type of Furnace (Batch/Continuous)	Size Range Capabilities (min/max OD)	Maximum Length
1				
2				
3				

Furnace Details

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Batch Furnace Continuous Line Heat Treat

Heating method: Gas Oil Induction Electric Other

Furnace atmosphere: Reducing Oxidizing Vacuum Sealed Other

Walls: Fire brick Fiber

Bed layout: Stationary brick Walking beam Rollers

Furnace dimensions:

Batch: _____ x _____ x _____

Continuous line: _____

Number of burners: _____ Top fired Bottom fired

Locations of burners in the furnace: _____

Furnace monitoring method: Furnace set point thermocouples Optical Other

Number of monitoring furnace thermocouples _____ Locations in the furnace: _____

Capable of using heat sink, or contact thermocouples? Yes No

Any restrictions? _____

Furnace charts used: Yes No Available upon request? Yes No

Furnace surveys conducted: Quarterly Every 6 months Annually Other _____

Furnace Survey Information:

Number of thermocouples used: _____

Is there a standard procedure used for this furnace survey? _____

Is the entire furnace mapped with thermocouples in this survey? Yes No

If no, explain: _____

Is the survey conducted with a full load, or empty? _____

Furnace temperature certified for use from _____ °C/°F to _____ °C/°F

Controlled to within ± _____ °C/°F Date of last survey _____

Statistical Process Control used? Yes No

Other Furnaces

Provide the same furnace information as above for more than one furnace.

Quench Capabilities

Bath-type quench ~~used~~? Yes No Number of tanks: _____

Continuous-line quench? Yes No Number of lines: _____

Can as-quenched test be performed on the material? Yes No

For bath-type quench processes:

Tank Description

Quench method: Water Polymer Oil

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If polymer is used, describe the method and frequency of tests to ensure the concentration is adequate:

If oil is used, describe the type of oil used: _____

Does the oil-quench process use any cooling methods? Yes No

Describe: _____

Capacity of the tank gallons: _____ Dimensions: _____

If necessary, can a sample be cut off the product prior to tempering? Yes No

Number of impellers in tank for agitation: _____ Immersion: Manual Automatic

Is agitation sufficient to ensure a good quench? Yes No

How is this determined and monitored? _____

Capable of monitoring quench temperature before and after quench? Yes No

Cooling towers used? Yes No Filtration system? Yes No

Estimated quench delay time from austenitizing furnace to beginning of quench: _____ minutes

Other Tanks

Provide the same furnace information as above for more than one tank.

For continuous-line quench process:

(Note: If the continuous line uses an immersion type quench, report the information above.)

Type of quench process used: _____

No. of spray rings used: _____ Angled? Yes No Straight? Yes No

Scale pressure spray used prior to quench? Yes No

Water pressure: _____ GPM

Is there an inside diameter quench lance used for tubing? Yes No

Is the water temperature monitored prior to quench? Yes No

Are cooling towers used? Yes No Filtration system? Yes No

Estimated quench delay time from austenitizing furnace to beginning of quench: _____ minutes/seconds

Is the material at the exit zone of the quench monitored via a temperature-monitoring device? Yes No

If no, is there sufficient evidence/tests to ensure that the material has received an adequate quench?

Describe:

6. Routine Metallurgical Testing

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Lab Certified to: _____ **For:** _____

Chemistry

Name of unit(s) used to determine chemistry: _____

Calibration frequency: _____

Does the mill use wet _____ and dry _____ methods to determine elements?

When is the ladle analysis obtained? _____

When are product analyses obtained? _____

Typical residual element levels are:

Cu: _____ Cr: _____ V: _____ Sn: _____ As: _____ Ni: _____

Mo: _____ Cb/Nb: _____ Ti: _____ Sb: _____ Cd: _____

Is hydrogen content routinely sampled? _____

Are heats free of mercury contamination? Yes No

Mechanical Properties

Name and type of test equipment:

Testing in accordance with ASTM A 370? Yes No

If no, what standard is used? _____

How often is the equipment calibrated? _____

In-house calibration, or is this process outsourced? In house Outsourced

If outsourced, name of vendor: _____

Has vendor been site audited? Yes No ISO certified? Yes No

If third party, supply name of the vendor: _____

How are tensile specimens identified and correlated to a specific order? _____

Tensile configuration: Round Flat strip Sub-size specimens Threaded ends

Tensile charts kept on file: Yes No If yes, how long? _____

Broken tensile specimens kept for a period of time? Yes No If yes, how long? _____

Charpy Impacts

Describe the Charpy impact equipment: _____

Calibration frequency: _____

Who furnishes the Charpy specimens for the calibration? _____

What standard is used for this process? _____

Is the "V" notch of the specimens routinely checked to see if it is in tolerance? Yes No

Is an optical comparator used? Yes No

Frequency of this check? _____

Temperature capability of this equipment? From: _____ °C/°F to: _____ °C/°F

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Is ASTM E 23 used for this process? Yes No If no, what standard is used? _____

Can the mill evaluate lateral expansion? Yes No

Can the mill evaluate % shear of the impact specimens? Yes No

Does the mill have any capability to perform CTOD tests (ASTM E1820 or BS-7448) or other fracture toughness testing? Yes No

Hardness Testing Capabilities

Describe the hardness testing equipment in the lab:

Internal calibration: Yes No Calibration frequency: _____

External calibration: Yes No Calibration frequency: _____

Describe the hardness testing equipment in the plant:

Internal calibration: Yes No Calibration frequency: _____

External calibration: Yes No Calibration frequency: _____

Standard used for Rockwell? _____

Standard used for Brinell hardness? _____

Corrosion Testing Capabilities

Does the mill have any corrosion testing capabilities? Yes No

If yes, describe the tests and standards used:

Hardenability

Routinely checked? _____

Jominy sample:

Machined Cast Rolled Forged Calculated

Can the mill calculate and report the ideal diameter (DI) per SAE or ASTM? Yes No

Macro-etch/Chemical Segregation test ASTM E 381 Yes No

If yes, specify the test method: _____

Describe sampling plan: _____

Product tested: Bloom Billet Slab Other _____

Typical macro results for alloy steels: _____

Micro Cleanliness, ASTM E 45 Method A, measured Yes No

Metallographic? Yes No

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Image Analysis used? Yes No

Describe the typical inclusion level on your alloy steels: _____

Grain Size Determination

How is the grain size determined? _____

Method used: _____

When is the material sampled for grain size? _____

Fine grain practice (ASTM E112-grain size of 5 or finer): _____ Typical range: _____

How is the grain size reported (i.e. austenitic or ferritic)? _____

What is the typical practice for grain refinement? _____

Can the mill perform microanalysis? Yes No

Can the mill evaluate % martensite in the microstructure? Yes No

Can the mill determine ferrite content for stainless-steel alloys? Yes No NA

7. Straightening Capabilities

Describe the type of straightening capabilities:

Is the straightening performed Hot Cold

If hot straightening is employed, is there a minimum temperature requirement? Yes No

Comment: _____

If the straightening is performed cold, is the material stress relieved after this process? Yes No

If no, can the mill guarantee that the material did not exceed 5 % outer fiber deformation during the straightening process? Yes No

If the material is stress relieved, is it stacked, bundled, or loaded individually? _____

Comment: _____

What tolerance of straightness can we expect from the mill? _____

8. Finishing and Marking Capabilities

Can the mill perform any of the following:

Rough turning? Yes No RMS Finish _____

Peeling? Yes No RMS Finish _____

Grinding? Yes No RMS Finish _____

Polishing? Yes No RMS Finish _____

Sand blasting? Yes No

Shot blasting? Yes No Finish _____

Does the mill stamp heat numbers on the ends of the material? Yes No

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If no, what form of traceability is maintained on the material? _____

Is paint stenciling used as a standard marking practice? Yes No

If yes, is it continuous line marking or manually applied? _____

Can the mill maintain joint traceability (for tubes) and mark them accordingly? Yes No

Is there any manual or automatic grinding performed on the material to remove surface defects? Yes No

If yes, what criteria is used to determine depth of grinds? _____

Can the mill paint color codes on the end of the material, if necessary? Yes No

9. Nondestructive Testing

In-house treatment, or is this process outsourced? In house Outsourced

If outsourced, please name vendor: _____

Has vendor been site audited? Yes No ISO certified? Yes No

List the NDE capabilities below:

Test type	Manual/Automatic	Size limits	Standard used	Rejection criteria
-----------	------------------	-------------	---------------	--------------------

Ultrasonic straight beam	_____	_____	_____	_____
---------------------------------	-------	-------	-------	-------

If automatic, number of transducers for the scan: _____

100 % of the component subject to scan? Yes No

Equipment description:

For Bars: Can the mill perform an axial straight beam from the ends of a bar? Yes No

If yes, is there a calibrated standard established? Yes No

Back reflection method used? Yes No

Axial 45% shear wave used? Yes No

If yes, note the notch of FBH rejection criteria: _____

Test type	Manual/Automatic	Size limits	Standard used	Rejection criteria
-----------	------------------	-------------	---------------	--------------------

Shear wave ultrasonic	_____	_____	_____	_____
------------------------------	-------	-------	-------	-------

Equipment description:

Longitudinal and transverse directions tested? Yes No

Test type	Manual/Automatic	Size limits	Standard used	Rejection criteria
-----------	------------------	-------------	---------------	--------------------

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Eddy Current _____

Equipment description:

Test type Manual/Automatic Size limits Standard used Rejection criteria

Flux leakage _____

Equipment description:

Test type Manual/Automatic Size limits Standard used Rejection criteria

Magnetic particle _____

Equipment description:

Test type Manual/Automatic Size limits Standard used Rejection criteria

Liquid penetrant _____

Equipment description:

Test type Manual/Automatic Size limits Standard used Rejection criteria

X-ray _____

Equipment description:

NDE operator/supervisor qualifications:

No. of inspectors	NDE Level	Internal qualification	External qualification	Industry standard used
_____	Level 1	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	Level 2	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	Level 3 Supv.	<input type="checkbox"/>	<input type="checkbox"/>	_____

Can separate NDE reports be furnished with the mill test reports? Yes No

Can qualification records and eye exams be furnished, if requested? Yes No

If required, can the mill test and report residual magnetism in the product prior to shipment? Yes No

If yes, can the mill meet a 20-gauss maximum prior to shipment? Yes No

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- Does the mill use preventive maintenance procedures? Yes No
- Is maintenance an in-house or outsourced function? In house Outsourced
- Does the mill maintain statistics on equipment maintenance? Yes No
- If so, are the maintenance statistics reviewed for improvement? Yes No
- Are there written procedures and intervals for equipment maintenance? Yes No
- Have minimum qualifications been established for each maintenance of equipment position? Yes No
- Are there training records for maintenance personnel? Yes No
- Are there Management of Change and Risk Management records? Yes No

10. Supplemental Questions and Comments

Are heat certifications typically supplied with the shipment? Is the certification available for electronic transmittal? If not, explain how MTRs are sent:

Note any major scheduled plant improvements, with projected completion date(s):

Signature: _____

Name: _____

Function/Title: _____

Reviewed by: _____

Date: _____

Approved: Yes No

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Date: _____

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- [2] ASTM E23, *Standard Test Methods for Notched Bar Impact Testing of Metallic Materials*
- [3] ASTM E45, *Standard Test Methods for Determining the Inclusion Content of Steel*
- [4] ASTM E112, *Standard Test Methods for Determining Average Grain Size*
- [5] ASTM E381, *Standard Method of Macroetch Testing Steel Bars, Billets, Blooms, and Forgings*
- [6] ASTM E1820, *Standard Test Method for Measurement of Fracture Toughness*
- [7] BS 7448-1, *Fracture mechanics toughness tests. Method for determination of K_{Ic} , critical CTOD and critical J values of metallic materials.*