


|  |  |                               |             |
|--|--|-------------------------------|-------------|
| <br><small>İÇDAŞ ÇELİK ENERJİ TERSANE VE ULAŞIM SANAYİ A.Ş.</small> | <b>INTEGRATED MANAGEMENT SYSTEM</b>                  | <b>Unit Code</b>              | KP-14       |
|  | <b>QUALITY SYSTEM MANAGEMENT<br/>PROCESS</b>         | <b>First Publication Date</b> | 5/5/2014    |
|  | <b>IDENTIFICATION AND<br/>TRACEABILITY PROCEDURE</b> | <b>Rev. Date /No</b>          | 2/10/2023/8 |
|  |  | <b>Page</b>                   | 1/6         |

## 1. PURPOSE

This procedure is aimed that İÇDAŞ A.Ş. ; In accordance with the Integrated Management System (ISO 9001, ISO 14001, ISO 45001, ISO 50001 and Production Control Systems), Laboratory Management System (TS EN ISO / IEC 17025) and Information Security Management System (ISO 27001), to ensure that products can be identified and monitored during all phases of the production as far as the final product shipped to the customer.

## 2. SCOPE & APPLICATION FIELD

This procedure covers all the stages of the production as far as the final product is shipped to the customer.

İÇDAŞ Çelik Enerji Tersane ve Ulaşım San. Inc. - Istanbul Center

İÇDAŞ Çelik Enerji Tersane ve Ulaşım San. Inc. - Biga Facilities

İÇDAŞ Electric Energy Production and Investment Inc. - Bekirli Facility

İÇDAŞ Çelik Enerji Tersane ve Ulaşım San. A.Ş - Steel Centers

The production, quality control and procurement processes of the above facilities are within the scope of this procedure.


## 3. DEFINITIONS AND ABBREVIATIONS

-

## 4. TASKS AND RESPONSIBILITIES

- Import Manager
- Domestic Procurement Manager
- Quality Control Manager
- Meltshops Manager
- Rolling Mill Managers
- Semi Product Shipment Control Responsible

|   |   |  |
|---|---|--|
| <b>PREPARED</b>                               | <b>CONTROLLED</b>                             | <b>APPROVED</b>                            |
| <b>Biga - Kalite Sistem Güvence Sorumlusu</b> | <b>Biga - Kalite Sistem Güvence Sorumlusu</b> | <b>Biga - Proses Kalite Kontrol Müdürü</b> |

|  |  |                               |             |
|--|--|-------------------------------|-------------|
| <br><small>İÇDAŞ ÇELİK ENERJİ TERSANE VE ULAŞIM SANAYİ A.Ş.</small> | <b>INTEGRATED MANAGEMENT SYSTEM</b>                  | <b>Unit Code</b>              | KP-14       |
|  | <b>QUALITY SYSTEM MANAGEMENT<br/>PROCESS</b>         | <b>First Publication Date</b> | 5/5/2014    |
|  | <b>IDENTIFICATION AND<br/>TRACEABILITY PROCEDURE</b> | <b>Rev. Date /No</b>          | 2/10/2023/8 |
|  |  | <b>Page</b>                   | 2/6         |

- Chiefs of the Meltshops' Arc Furnace, Ladle Furnace and Continuous Casting Operation

## 5. APPLICATION

In İÇDAŞ, it is used to define the product at all stages and to perform backward traceability when necessary.

**5.1** The responsibilities of inspection and testing results of the purchased raw materials (scrap, ferroalloy, coal etc.) to control of compliance according to the relevant Technical Specifications, It is the responsibility of the Import, Domestic Procurement and Quality Control departments (KP-12, Input Inspection Procedure).

5.1.1 The scraps used are from the domestic market, the Black Sea and European countries, Russia, America. The radiation checks of these scraps are performed at the time of entry.

5.1.2 Input inspection of raw materials such as ferroalloys (ferro silica, ferro manganese etc.), lime, anthracite are performed in XRF device according to KKKİT-20, input inspection quality plan. It is ensured that raw materials which are in accordance with the technical specifications are used.

**5.2** Inspection and control of semi-finished and finished products in process stages is performed according to KP-20 Process Monitoring and Measurement Procedure.


**5.2.1** At the first stage of the production phase, suitable raw materials are charged to Arc Furnaces in Melt shops. Responsibility and authority are in the Unit Manager.

Related Documents: 2/3/4CAOIT-01

**5.2.2** Each heat is identified and recorded by Heat Number from the first charge received.

Related Documents: 2/3/4ÇHF-01, KKKF-01/02/03

|   |   |  |
|---|---|--|
| PREPARED                                      | CONTROLLED                                    | APPROVED                                   |
| <b>Biga - Kalite Sistem Güvence Sorumlusu</b> | <b>Biga - Kalite Sistem Güvence Sorumlusu</b> | <b>Biga - Proses Kalite Kontrol Müdürü</b> |

|  |  |                               |             |
|--|--|-------------------------------|-------------|
| <br><small>İÇDAŞ ÇELİK ENERJİ TERSANE VE ULAŞIM SANAYİ A.Ş.</small> | <b>INTEGRATED MANAGEMENT SYSTEM</b>                  | <b>Unit Code</b>              | KP-14       |
|  | <b>QUALITY SYSTEM MANAGEMENT<br/>PROCESS</b>         | <b>First Publication Date</b> | 5/5/2014    |
|  | <b>IDENTIFICATION AND<br/>TRACEABILITY PROCEDURE</b> | <b>Rev. Date /No</b>          | 2/10/2023/8 |
|  |  | <b>Page</b>                   | 3/6         |

Heat Number is formed in the shape of Year – Month – Melting Shop Number – Meltshop Heat Sequence Number – Rolling Mill Number as in SAP system.

The rolling mill code (4) is not set in the meltshop numbering system. Heat is numbered of Year – Month – Melting Shop Number – Meltshop Heat Sequence Number. After the heat is made in the rolling mill, the code of the rolling mill (*Wire Rod Rolling Mill-3: 30, Wire Rod Rolling Mill: 40, Bar Rolling Mill-5: 50, Bar Rolling Mill-2: 20*) is entered into the system.

The Heat Sequence Number starts at 1 for the first heat produced at the beginning of each month and ends with the last heat number produced on the last day of the month.

The responsibility is in the Unit Manager and the control authority belongs to the Quality Control Department.

The examples are given below:

EXAMPLE for Facilities (For Billet Receiver Section, Reheating Furnace Control Room, Main Control Room):

1      2      3

|      |   |     |
|------|---|-----|
| 1907 | 1 | 320 |
|------|---|-----|

1- In the current year and month

2- Melting Shop Number


3- The heat sequence number

A heat number is formed like 1907-1-320 with an 8-digit number.

EXAMPLE for Labeling:

1      2      3      4

|   |   |  |
|---|---|--|
| PREPARED                                      | CONTROLLED                                    | APPROVED                                   |
| <b>Biga - Kalite Sistem Güvence Sorumlusu</b> | <b>Biga - Kalite Sistem Güvence Sorumlusu</b> | <b>Biga - Proses Kalite Kontrol Müdürü</b> |

|  |  |                               |             |
|--|--|-------------------------------|-------------|
| <br><small>İÇDAŞ ÇELİK ENERJİ TERSANE VE ULAŞIM SANAYİ A.Ş.</small> | <b>INTEGRATED MANAGEMENT SYSTEM</b>                  | <b>Unit Code</b>              | KP-14       |
|  | <b>QUALITY SYSTEM MANAGEMENT<br/>PROCESS</b>         | <b>First Publication Date</b> | 5/5/2014    |
|  | <b>IDENTIFICATION AND<br/>TRACEABILITY PROCEDURE</b> | <b>Rev. Date /No</b>          | 2/10/2023/8 |
|  |  | <b>Page</b>                   | 4/6         |

|      |   |     |    |
|------|---|-----|----|
| 1907 | 1 | 320 | 50 |
|------|---|-----|----|

1- In the current year and month

2- Melting Shop Number

3- The heat sequence number

4- Rolling Mill Number are put as if Rolling Mill-3: 30, Rolling Mill-4: 40, Rolling Mill-5: 50, Rolling Mill-2: 20

A heat number is formed like 1907-1-320-50 with an 10 digit number.

Related Documents: 2/3/4ÇHF-01, KKKF-01/02/03

**5.2.3** The Heat Report, which carries the number that identifies the product, follows the process sequence together with the heat ladle and goes to the ladle furnace and continuous casting machine. Processes made in arc furnace, ladle furnace and continuous casting machine are recorded in this report. All units use the same heat number in their documents. Responsibility belongs to the Unit Managers.

Related Documents: 2/3/4ÇHF-01,


**5.2.4** The Heat Number is written on the semi-product (billet) which produced in continuous casting machines and end of the billets are painted with colors corresponding to the their quality according to the Meltshop Production Table (GKT-01). The semi-product which has the heat number written on it and marked on its ends is sent to the rolling mill or stocked. Unsuitable semi-product billets are separated into the designated stacking areas and re-evaluated. Responsibility is in Semi-Product Dispatch Responsible.

Related Documents: KKKF-01/02/03, KSİT-02, KSİT-03, KSİT-04, KSİT-05, KSİT-06, KSF-01, KSF-02, KSF-03.

**5.2.5** The billets are given to the rolling mill reheating furnace according to the heat number.

During the billet is being charged to the reheating furnace and on the label used at the time of

|   |   |  |
|---|---|--|
| <b>PREPARED</b>                               | <b>CONTROLLED</b>                             | <b>APPROVED</b>                            |
| <b>Biga - Kalite Sistem Güvence Sorumlusu</b> | <b>Biga - Kalite Sistem Güvence Sorumlusu</b> | <b>Biga - Proses Kalite Kontrol Müdürü</b> |

|  |  |                        |             |
|--|--|------------------------|-------------|
| <br><small>İÇDAŞ ÇELİK ENERJİ TERSANE VE ULAŞIM SANAYİ A.Ş.</small> | INTEGRATED MANAGEMENT SYSTEM                 | Unit Code              | KP-14       |
|  | QUALITY SYSTEM MANAGEMENT<br>PROCESS         | First Publication Date | 5/5/2014    |
|  | IDENTIFICATION AND<br>TRACEABILITY PROCEDURE | Rev. Date /No          | 2/10/2023/8 |
|  |  | Page                   | 5/6         |

product packaging, heat number is given beside other information. Responsibility belongs to the Unit Authority and Quality Management Department.

Related Documents: 2/3/4/5 HF-01 ve 2/3/4/5 HF-02, Rolling Mill Production Follow-Up Forms, Forms of the Heats which Entering the Reheating Furnace..

**5.2.6** The quality records and documents of the product at all process stages are defined by the relevant units with heat numbers and the traceability is made according to this definition. Responsibility belongs to all relevant departments, mainly to the Quality Management Department.

**5.3** As a result of the tests and checks made by the Quality Control Department, the products are classified as "Suitable", "Not Suitable" or "Re-evaluation" according to Heat and Packet Numbers, taking into account standards and customer requirements.


(KP-21-Product Monitoring and Measuring Procedure, KP-22 Nonconforming Product Control Procedure )

Inspections and tests to be performed are specified in the relevant standards. The Quality Control Department is responsible for preparing Mill-Test certificates according to customer requirements

The inspections and tests to be carried out are determined in the relevant standards. Quality Control Department is responsible for the preparation of Mill-Test certificates according to customer requests. End products that are determined to be unsuitable as a result of the controls and should be separated; They are labeled and separated according to the Coding Instruction for KKFIT-18 Nonconforming Product. Responsibility belongs to Quality, Rolling Mill and Product Shipping Departments.

**5.4 Product traceability in the Cold Processing Facility is carried out as specified in the PCLIT-14 document coded instruction.**

|  |  |                                     |
|--|--|-------------------------------------|
| PREPARED                               | CONTROLLED                             | APPROVED                            |
| Biga - Kalite Sistem Güvence Sorumlusu | Biga - Kalite Sistem Güvence Sorumlusu | Biga - Proses Kalite Kontrol Müdürü |

|  |  |                               |             |
|--|--|-------------------------------|-------------|
| <br><small>İÇDAŞ ÇELİK ENERJİ TERSANE VE ULAŞIM SANAYİ A.Ş.</small> | <b>INTEGRATED MANAGEMENT SYSTEM</b>                  | <b>Unit Code</b>              | KP-14       |
|  | <b>QUALITY SYSTEM MANAGEMENT<br/>PROCESS</b>         | <b>First Publication Date</b> | 5/5/2014    |
|  | <b>IDENTIFICATION AND<br/>TRACEABILITY PROCEDURE</b> | <b>Rev. Date /No</b>          | 2/10/2023/8 |
|  |  | <b>Page</b>                   | 6/6         |

## 6. RELATED DOCUMENTS

2CAOIT-01-ŞARJ SEPETLERİNİN DOLDURULMASI TALİMATI  
 2ÇHF-01-ÇELİKHANE DÖKÜM TAKİP RAPORU  
 3ÇHF-01-ÇELİKHANE DÖKÜM TAKİP RAPORU  
 4ÇHF-01-ÇELİKHANE-3 DÖKÜM TAKİP RAPORU  
 GKT-01-ÇELİKHANE ÜRETİM TABLOSU  
 ISO\_50001-Enerji Yönetim Sistemi- Şartlar ve Kullanım Kılavuzu  
 KKFF-01-GÜNLÜK MEKANİK TEST RAPORU ( Daily Production Test Report )  
 KKFF-02-GÜNLÜK BOYUTSAL KONTROL RAPORU ( Rebar / Daily Geometrical Report )  
 KKFF-06-YARI MAMUL BOYUTSAL KONTROL FORMU  
 KKFF-09-UYGUNSUZLUK RAPORU  
 KKFİT-18-UYGUNSUZ MAMUL AYIRMA TALİMATI  
 KKİT-01-BİNDİRME DÖKÜM AYIRMA TALİMATI  
 KKKİT-20-RAW MATERIAL QUALITY CONTROL PLAN  
 KP-12-RAW MATERIAL CONTROL PROCEDURE  
 KP-20-PROCESS MONITORING AND MEASUREMENT PROCEDURE  
 KP-21-PRODUCT MEASUREMENT AND MONITORUNG PROCEDURE  
 KSF-02-KÜTÜK SEVK PUSULASI  
 KSF-03-YARI MAMUL (KÜTÜK) SEVKİYAT RAPORU  
 KSİT-02-FORKLİFTLERİN KÜTÜK YÜKLEMESİ TALİMATI  
 KSİT-03-ARAÇ KÜTÜK YÜKLEME TALİMATI  
 KSİT-04-KÜTÜK SEVKİYAT VE STOKLAMA TALİMATI  
 TS EN ISO 14001-2015-Çevre Yönetim Sistemleri - Şartlar ve Kullanım Kılavuzu  
 TS EN ISO 9001-2015-Kalite Yönetim Sistemleri - Şartlar

### Made changes:

Cold Processing Plant Added.

|   |   |  |
|---|---|--|
| <b>PREPARED</b>                               | <b>CONTROLLED</b>                             | <b>APPROVED</b>                            |
| <b>Biga - Kalite Sistem Güvence Sorumlusu</b> | <b>Biga - Kalite Sistem Güvence Sorumlusu</b> | <b>Biga - Proses Kalite Kontrol Müdürü</b> |