

 <small>İÇDAŞ ÇELİK ENERJİ TERSANE VE ULAŞIM SANAYİ A.Ş.</small>	INTEGRATED MANAGEMENT SYSTEM	Unit Code	KP-14
	QUALITY SYSTEM MANAGEMENT PROCESS	First Publication Date	5/5/2014
	IDENTIFICATION AND TRACEABILITY PROCEDURE	Rev. Date /No	2/25/2025/12
		Page	1/7

1. PURPOSE

The purpose of this procedure is to ensure that products can be identified and monitored throughout all stages from raw materials to final products shipped to the customer, 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), Automotive Quality Management System (IATF 16949) and Information Security Management System (ISO 27001) at İÇDAŞ A.Ş.

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

PREPARED	CONTROLLED	APPROVED
Biga - Kalite Sistem Güvence Mühendisi	Biga - Kalite Sistem Güvence Sefi	Biga - Proses Kalite Kontrol Müdürü

 <small>İÇDAŞ ÇELİK ENERJİ TERSANE VE ULAŞIM SANAYİ A.Ş.</small>	INTEGRATED MANAGEMENT SYSTEM	Unit Code	KP-14
	QUALITY SYSTEM MANAGEMENT PROCESS	First Publication Date	5/5/2014
	IDENTIFICATION AND TRACEABILITY PROCEDURE	Rev. Date /No	2/25/2025/12
		Page	2/7

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

5. APPLICATION

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

Our raw materials are tracked from the first loading point until they are melted in the factory.

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: *3/4CAOIT-01*

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

Related Documents: *3/4CHF-01, KKKF-01/02/03*

PREPARED	CONTROLLED	APPROVED
Biga - Kalite Sistem Güvence Mühendisi	Biga - Kalite Sistem Güvence Sefi	Biga - Proses Kalite Kontrol Müdürü

 <small>İÇDAŞ ÇELİK ENERJİ TERSENE VE ULAŞIM SANAYİ A.Ş.</small>	INTEGRATED MANAGEMENT SYSTEM	Unit Code	KP-14
	QUALITY SYSTEM MANAGEMENT PROCESS	First Publication Date	5/5/2014
	IDENTIFICATION AND TRACEABILITY PROCEDURE	Rev. Date /No	2/25/2025/12
		Page	3/7

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

2501	2	320
------	---	-----

1- In the current year and month

2- Melting Shop Number

3- The heat sequence number

A heat number is formed like 25012320 with an 8-digit number.

EXAMPLE for Labeling:

1 2 3 4

PREPARED	CONTROLLED	APPROVED
Biga - Kalite Sistem Güvence Mühendisi	Biga - Kalite Sistem Güvence Sefi	Biga - Proses Kalite Kontrol Müdürü

 <small>İÇDAŞ ÇELİK ENERJİ TERSANE VE ULAŞIM SANAYİ A.Ş.</small>	INTEGRATED MANAGEMENT SYSTEM	Unit Code	KP-14
	QUALITY SYSTEM MANAGEMENT PROCESS	First Publication Date	5/5/2014
	IDENTIFICATION AND TRACEABILITY PROCEDURE	Rev. Date /No	2/25/2025/12
		Page	4/7

2501	2	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: 3/4CHF-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: 3/4CHF-01,

5.2.4 The casting number is written on the semi-products (billet) produced by the Çh-2 Continuous Casting Machine on the side of the barcode machine. If there is a billet with the wrong casting number on it during the controls, the wrong casting number is cancelled and the correct casting number is written on it with chalk. Casting numbers are written with chalk on semi-products (billet) produced in Çh-3 continuous casting machine.

When the castings taken to the stock area after production reach the appropriate temperature before they are sent to the rolling mill, they are painted on one side in the appropriate color specified in the Steel Mill Production Table with document code GKT-01, and labels with the casting number are attached to them.

The castings sent directly to the rolling mill after the production in the steel mill are not painted and labelled due to the temperature and are shipped with the casting numbers on them (written with chalk).

PREPARED	CONTROLLED	APPROVED
Biga - Kalite Sistem Güvence Mühendisi	Biga - Kalite Sistem Güvence Sefi	Biga - Proses Kalite Kontrol Müdürü

 <small>İÇDAŞ ÇELİK ENERJİ TERSANE VE ULAŞIM SANAYİ A.Ş.</small>	INTEGRATED MANAGEMENT SYSTEM	Unit Code	KP-14
	QUALITY SYSTEM MANAGEMENT PROCESS	First Publication Date	5/5/2014
	IDENTIFICATION AND TRACEABILITY PROCEDURE	Rev. Date /No	2/25/2025/12
		Page	5/7

Unsuitable semi-products (logs) are re-evaluated by sorting them into designated stacking places. Responsibility rests with the Semi-Product Shipment Control Officer.

Documents: SAP, 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 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

PREPARED	CONTROLLED	APPROVED
Biga - Kalite Sistem Güvence Mühendisi	Biga - Kalite Sistem Güvence Sefi	Biga - Proses Kalite Kontrol Müdürü

 <small>İÇDAŞ ÇELİK ENERJİ TERSANE VE ULAŞIM SANAYİ A.Ş.</small>	INTEGRATED MANAGEMENT SYSTEM	Unit Code	KP-14
	QUALITY SYSTEM MANAGEMENT PROCESS	First Publication Date	5/5/2014
	IDENTIFICATION AND TRACEABILITY PROCEDURE	Rev. Date /No	2/25/2025/12
		Page	6/7

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.

6. RELATED DOCUMENTS

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-ÇUBUK MEKANİK TEST RAPORU (Bar 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

PREPARED	CONTROLLED	APPROVED
Biga - Kalite Sistem Güvence Mühendisi	Biga - Kalite Sistem Güvence Sefi	Biga - Proses Kalite Kontrol Müdürü

 İÇDAŞ ÇELİK ENERJİ TERSANE VE ULAŞIM SANAYİ A.Ş.	INTEGRATED MANAGEMENT SYSTEM	Unit Code	KP-14
	QUALITY SYSTEM MANAGEMENT PROCESS	First Publication Date	5/5/2014
	IDENTIFICATION AND TRACEABILITY PROCEDURE	Rev. Date /No	2/25/2025/12
		Page	7/7

Made changes:

Melting shop-1 is no longer active. So, the relevant documents have been cancelled and these documents have been removed from the procedure.

UNCONTROLLED COPY.....

PREPARED	CONTROLLED	APPROVED
Biga - Kalite Sistem Güvence Mühendisi	Biga - Kalite Sistem Güvence Sefi	Biga - Proses Kalite Kontrol Müdürü