

Ameritube LLC
1000 N. Hwy 77, Hillsboro TX 76645

Revision Level:
A

Procedure No.
SOP – 301

Revision Date:
12/10/14

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**Material Batch/Bundle
Allocation/Annealing Batch #
Allocation**

This Document expires one day after printing
Last Printed: June 4, 2015

Date

12/10/2014

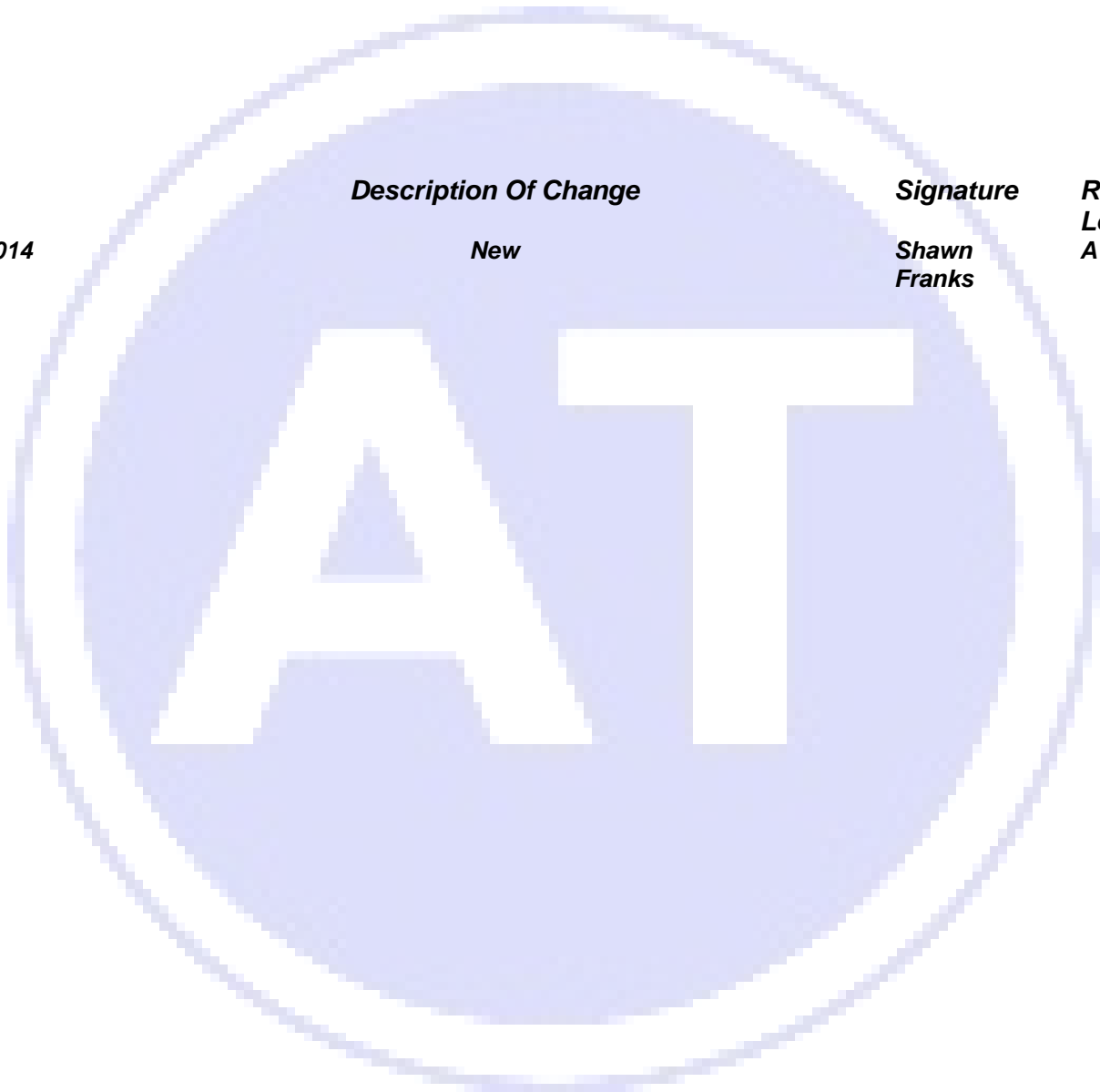
Description Of Change

New

Signature

Shawn
Franks

**Rev.
Level**
A



Procedure Approval:

Company Title:

Date:

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1. PURPOSE

This document sets forth the minimum requirements for qualification to correctly and accurately assign batch numbers to incoming materials, assign Annealing Batch numbers final anneal, and how to properly handle material throughout the entire production process.

2. APPLICATION

This procedure applies to all personnel required to follow the procedure the proper method of measuring materials per specification and purchase order. This procedure concerns Production and Quality Assurance departments

3. DEFINITIONS

Lot- Refers to shipping lot based on either a 10,000lbs weight or 600 tubes.

Batch - Refers to amount of tube in one (1) bundle through the production processes.

Annealing Batch # - Refers to the final annealing process of every batch going the furnace at one time.

4. PROCEDURE

4.1. Scope and Responsibilities

4.1.1. It shall be the responsibility of the Quality Manager and/or Production Supervisor to insure the following:

4.1.1.1. That training and experience requirements are established.

4.1.1.2. That the Receiving Inspection Process (QMS-012) is adequately followed and maintained.

4.1.1.3. It shall be the responsibility of the Quality Department to insure that all personnel maintain proper training and experience requirements for the job functions they are performing

3.1.2 An annual test of proper document controls and material handling is accurately and comprehensively followed by all personnel.

3.1.3 Identification and allocation of received materials based on Purchase Order and Heat Identification maintained and provides accurate results.

3.1.4 All personnel properly trained to use the appropriate paperwork and required forms for purchase order and/or standard.

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5. ALLOCATION OF MATERIALS

- 5.1 Upon proper Receiving inspection completion, needed materials is allocated into batches for processing with the Material Release Form.
- 5.2 Inspection identifies the Heat Numbers of material and transfers information to each batch/bundle allocated from Purchase Order.
- 5.2. Heat information is recorded on the Material Release/Job Traveler or tags made with said information and attached with job packets on every batch/bundle to maintain traceability.
- 5.3. Each Batch/Bundle is processed through the approved manufacturing processes individually to ensure that tractability is maintained.
- 5.4. If any tube is separated from original batch/bundle, a new Traveler is created and information duplicated with quantities. A notation shall be included for the reason of material separation.
- 5.5. If any tube is non-compliant in current production phase, a non-conforming material report is generated and information recorded on the lower section of the traveler. All quantities shall be accounted for in every batch/bundle.
- 5.6. Non-conforming material shall be segregated for conforming material (see QMS 005 Control of non-conforming materials) and disposition recorded for said material.

6. ANNEALING BATCH # ALLOCATION

- 6.1. All batches/bundles in Final Annealing Phase shall be recorded on Final Annealing work order with Heat information.
- 6.2. Information of each batch/bundle of current final annealing batch shall be recorded in the Furnace Journal and Annealing Batch # assigned at that time. Verify that the Heat # is recorded in the Furnace Journal and Final Annealing work order.
- 6.3. Annealing Batch # is recorded on Job Traveler.
- 6.4. In the event of multiple batches in the same final annealing process, the same Annealing Batch # shall be used for all batches/bundles processed through the furnace at one time.

7. Supporting Documents

- 7.1 Job Traveler
- 7.2 Furnace Annealing Work Order
- 7.3 Pointing Work Order

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- 7.4 Drawing Work Order
- 7.5 Re-Point Work Order
- 7.6 Material Release Form
- 7.7 Receiving Inspection
- 7.8 QMS-012 Receiving Inspection
- 7.9 QMS-011 In-process Inspection
- 7.10 Non-Conforming Material Report
- 7.11 QMS-005 Non-Conforming Materials
- 7.12 QMS-001 Quality Manual

