

Standard Operating Procedure <b>Orbital Equipment Box</b>	SOP No. 5.016
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- 1 Purpose
  - 1.1 To establish a standard procedure for strict inventory control of orbital weld machines and equipment.
- 2 Scope
  - 2.1 This procedure applies to all foremen placing orders for orbital weld machines and equipment, and to the orbital weld machine operator.
- 3 Responsibility
  - 3.1 It is the responsibility of the Therma foreman and the orbital machine operator to ensure the use of this accepted format.
- 4 Procedures
  - 4.1 Assign serial numbers to all orbital equipment boxes.
  - 4.2 Foreman shall call the tool room and request an equipment box with orbital weld machine, weld heads, facing tool, etc. using Orbital Equipment Request Form (FN 5.016.1).
  - 4.3 The tool room will list all items being delivered on log sheets, entering quantity shipped and date.
  - 4.4 The tool room will retain a copy of the log sheet.
  - 4.5 Upon receipt of the equipment box and components, the foreman and certified orbital operator shall take inventory, sign the log sheet, and enter the date received.
  - 4.6 The Therma driver will return a copy of the equipment log to the tool room.
  - 4.7 Follow steps 4.2 to 4.6 if request replacement or extra equipment and components.

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5 Review and Approval

- 5.1 The Therma quality control representative shall review and audit logs on a regular basis to ensure a 100% return of orbital equipment.

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## Document Approval

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Field Operations Manager

4-9-1997  
Date

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Quality Control Manager

4-14-97  
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4-16-97  
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