

WELD MATERIAL REQUISITION

LANL WELDING PROGRAM					
					# _____
WELD MATERIAL REQUISITION					
DATE: _____		DRAWING NO.: _____			
Welder Name: _____		Employee or Z No.: _____		Symbol: _____	
Field Weld No. _____		Item No.: _____		Misc. ID: _____	
WPS or WTS No.: _____		Issued By: _____		Received By: _____	
Authorized By: _____					
FILLER METAL					
Type: _____	Size: _____	Ht No. _____	Lot No. _____	Quantity: _____	
Type: _____	Size: _____	HT # _____	Lot No. _____	Quantity: _____	

INSTRUCTIONS FOR WELD MATERIAL REQUISITIONS

1. The purpose of the Weld Material Requisition is to track the assignment of welders to the work and to assure the proper weld filler metal (electrode) is issued to the welder and used on the work. It is not intended to control the amount of filler metal issued to, and returned by, the welder. Weld Material Requisitions may also be used to update welder qualification records.
2. The Weld Material Requisition is a three-part, sequentially numbered form. The pink copy (original) should be maintained for the weld package if and when required, the blue copy is for the issue station or tool room, and the yellow is the originator's copy. Reproduced copies may be used when preprinted forms are not available.
3. Only authorized personnel shall be permitted to issue Weld Material Requisitions. The LANL WPA shall maintain a list of individuals authorized to approve Weld Material Requisitions. These personnel may include Construction or Technician Supervisors/Engineers and craft foremen.
4. Weld Material Requisitions shall be processed as follows:
 - a. The originator shall provide for the following blocks:
 - Date (the date the requisition is to be used)
 - Drawing No. (Revision No. is not required)
 - Welders name, Z number or employer number and symbol

GWS 1-03 – Welding and Brazing Material Procurement & Control
Attachment 2, Weld Material Requisition

Rev. 1, 10/27/06

- Field Weld No. or Item Welded – The Weld Material Requisition may identify more than one field weld or item welded if the following apply:
 - (1) the same Welding Fabrication Procedure or Welding Technique Sheet is used for each weld, and
 - (2) the same welding filler metal is used on each weld.
- Welding Procedure Specification, Welding Fabrication Procedure or Welding Technique Sheet No. and Revision
- Authorized By (signature of originator)
- Filler Metal Type and Sizes – Welders shall not be issued more than one type of weld filler metal (electrode classification) at a time, except that when the Welding Technique Sheet requires more than one process or weld filler metal, the filler materials may be issued at the same time, provided the welder is qualified to weld with both processes.

Upon completion of the above information, the originator shall give the welder the pink and blue copies. The yellow copy shall remain in the originator's book of Weld Material Requisitions. (In practice, requisitions may be prepared the afternoon before and given them to the welder at the start of the next day's shift.)

- b. The welder shall proceed to the issue station or tool room, where the attendant will issue the weld filler material and complete the following blocks:
- Quantity Issued – The quantity issued is based on the amount estimated to complete the work or the amount estimated to be used on that shift. If the amount issued to the welder is not sufficient to complete the welding task, the amount may be changed by the attendant. In this case, the originator's approval or a new Weld Material Requisition is not required.
 - Time of Issue

After completion of the above information, the attendant will give the welder the pink copy of the Weld Material Requisition and retain the blue copy.

- c. The attendant will enter the WMR information in the Weld Material Control Log (Attachment 3)
- d. When the welder returns the unused weld filler material, the attendant shall enter the returned information on the Weld Material Control Log (Att. 3 and return the pink and blue copies of the Weld Material Requisition to the welder.