

Structural Steel Material Receiving and Traceability Record

Blank project field record | Complete from current approved documents and site observations

Scope

Included: Receipt, identification, certificate review and preservation of traceability for structural sections, plate and project-specified associated products before fabrication or issue to work.

Excluded: Material design selection, independent laboratory testing, engineering approval, supplier certification audit, welding/bolting, and acceptance of grades or certificate levels not stated by the project.

Use and project setup

Project field: Project / package _____

Project field: Supplier / mill / processor _____

Project field: Delivery docket / date _____

Project field: Material register revision _____

Project field: Laydown / storage location _____

Project field: Receiving recorder / role _____

Project field: Quarantine / NCR reference _____

Before inspection: Approved material schedule and product standards — Identifies specified section/plate type, grade, dimensions, certificate and any traceability requirement.

Before inspection: Supplier purchase order, docket and certificate package — Allows receipt identifiers and certificate scope to be reconciled with the delivered lot.

Before inspection: Marking transfer and cutting/processing traceability procedure — Defines how original heat/lot identity follows pieces when markings are removed or material is divided.

Before inspection: Storage, segregation and nonconformance process — Supplies project rules for identification, damage, quarantine and disposition.

Before inspection: Inspection responsibility and release/hold arrangements — Identifies who records receipt and who may decide disposition under the contract.

How to use

1. Before unloading or issue, identify the controlled material schedule, purchase order and required certificate/marking basis.
2. Record the delivery and the identifiers physically present on each distinguishable lot or item; use continuation rows for split deliveries.
3. Match grade, product form, dimensions and certificate scope to the approved schedule. Record the certificate number and the specific item/heat/lot link.
4. If an original mark will be lost during cutting or processing, confirm and record the project traceability transfer method before that event.
5. Separate unidentifiable, damaged or discrepant material using the project process and link its actual disposition; do not silently relabel it.
6. Use the log for each receiving lot or traceability transfer. Retain original certificates and supplier records; this sheet indexes them, it does not replace them.

Important: Blank record only. Material identity, grade and certificate requirements come from approved project documents. A certificate reference alone does not establish that the delivered item is the item certified.

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

SMR-01 Delivery and lot boundary

What to observe	Supplier, docket, delivery date, product forms, bundle/pack identifiers and the boundary of each heat or manufacturing lot.
How to check	Review the purchase order and delivery docket against physical bundle tags and project material schedule; separate mixed lots before records are merged.
Acceptance basis	Each recorded lot is distinguishable and its supplier/docket and schedule item can be traced. Mixed or uncertain boundaries remain identified as unresolved rather than assigned a guessed identity.
Reference to verify	Supplier docket, approved purchase order, material schedule and receiving-lot procedure; cite the actual delivery and document revisions.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Delivery docket / supplier	_____
Bundle or lot boundary	_____
Schedule item / revision	_____
Receiver / date	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

SMR-02 Specified grade and product form

What to observe	Section/plate/product form, grade marking, dimensions and the exact schedule item against which it is checked.
How to check	Read markings from the material and compare to the controlled schedule; record units and source for dimensions when the project calls for a measured check.
Acceptance basis	Observed product form, grade and required dimensions reconcile with the approved schedule entry; a mark that cannot be read or matched stays pending.
Reference to verify	Approved steel schedule and drawings; cite member/product line, material designation and revision.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Physical mark / grade	_____
Schedule item / drawing ref	_____
Product form / size / unit	_____
Observed mismatch / status	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

SMR-03 Heat / cast / batch marking

What to observe	Mill, heat/cast or batch identifiers and whether the required mark is present, legible and linked to the delivered item/lot.
How to check	Visually compare the mark on the item or bundle with the certificate and supplier traceability list; capture photo or transcription source.
Acceptance basis	The identifier physically associated with the lot can be reconciled to the source record where project traceability requires it; missing links are explicitly unresolved.
Reference to verify	Project material traceability plan, supplier bundle list, item marking and certificate identity fields; cite the actual heat/lot locator.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Item / bundle ID	_____
Observed heat / cast mark	_____
Supplier list ref / row	_____
Photo / evidence ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

SMR-04 Material test certificate scope

What to observe	Certificate issuer/reference, product standard/grade stated, heat or lot identifiers, product dimensions and whether the certificate covers the received product.
How to check	Compare the actual certificate pages/attachments to the received lot and schedule; record exceptions and missing pages rather than relying on a cover email.
Acceptance basis	The certificate is applicable to the identified received lot and contains only the evidence required by the project; missing scope or identity linkage is referred for disposition.
Reference to verify	Approved material specification, certificate submittal register and original manufacturer test certificate; cite file, page and heat/lot entry.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Certificate number / revision	_____
Issuer / product / grade	_____
Heat / lot covered	_____
Schedule line / exception ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

SMR-05 Certificate level and additional test evidence

What to observe	Project-stated certificate category, inspection/test evidence, additional tests or third-party verification where expressly specified.
How to check	Locate the exact contract/specification clause and compare the submitted evidence package to that clause; do not infer a certificate level from a marketing claim.
Acceptance basis	Only the level and evidence expressly required by current project documents are checked. Unspecified or unavailable evidence is recorded as a project query, not replaced with a default.
Reference to verify	Project steel specification, contract annexure and approved material submittal; cite exact revision/clause and submitted evidence pages.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Specified evidence / clause	_____
Submitted report or cert ref	_____
Issuer / scope	_____
Gap / clarification ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

SMR-06 Mark transfer through processing

What to observe	Parent heat/lot, piece/member marks, cut/processed item identifiers, transfer record and current storage/workshop location.
How to check	Observe the actual transfer before original marks are removed; reconcile parent-child references to the controlled cutting/material register and remaining offcuts.
Acceptance basis	Each processed item requiring traceability retains a documented link to its parent lot under the project procedure; any broken chain is controlled and referred.
Reference to verify	Approved identification-transfer procedure, nesting/cutting list, material register and shop drawing member marks; cite parent and child entries.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Parent heat / lot	_____
Child piece / member marks	_____
Transfer method / register row	_____
New location / evidence	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

SMR-07 Condition, segregation and receipt disposition

What to observe	Visible damage, distortion, corrosion/contamination, mixed identities, storage controls, quarantine status and the assigned receipt decision.
How to check	Inspect the actual item/laydown conditions; compare only with project handling/storage criteria and record a photo, location and decision reference for exceptions.
Acceptance basis	Condition and segregation status are documented; any concern has a traceable project disposition. The recorder does not accept a structural defect or release quarantined material without assigned authority.
Reference to verify	Project storage/handling specification, material NCR procedure and receiving responsibility matrix; cite the condition photo, area and disposition/NCR.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Item / lot / location	_____
Observed condition / photo	_____
Segregation status	_____
Decision role / NCR / date	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Receipt and traceability log

Use one row for each received heat/lot or controlled identity-transfer event. Keep the original certificate/docket as source evidence and link all split items by the project material register. Mark actual status only after the assigned role records a decision.

Project / contract: _____ Element / pour / lot: _____ Date / shift: _____

Location / area: _____ Record reference / revision: _____

Delivery / transfer date	Supplier / docket ref	Product form / description	Grade / schedule item	Heat / batch / cast ID	Member / piece marks / location	Certificate / revision / scope	Status / NCR / decision-role ref

Issues and corrective action

Project: Location / room / element: Inspection date:

Item / date	Issue and immediate action	Disposition / corrective instruction	Recheck evidence / date	Responsible role / reference

Unresolved items: identify affected area, status, person notified, instruction / NCR reference and any condition before concealment or next work.

Material identity and traceability handover

Project: _____ Location / room / element: _____ Date: _____

Record inspection handover status

- ☐ Record complete; source evidence linked
- ☐ Issue, recheck or project decision remains open
- ☐ Assigned project role review / disposition required

This handover records identification and document review only. It does not approve a material substitution, establish design suitability, certify a supplier or authorize fabrication unless that authority is expressly assigned by the project.

Handover roles and references

Recorder / inspector name and role / date _____

Assigned technical or project decision role / date _____

Supplier / fabricator contact if clarification is needed _____

Related register, report, NCR or instruction reference _____

Signatures record the named person's stated role and entry only. They do not by themselves approve design, certify compliance, release a contractual control point or authorize the next activity.

Source notes

References explain topic and record design only. They do not supply universal project acceptance values. Confirm contract documents, jurisdiction and approved product/system.

Cavoren structural steel fabrication and erection baseline

Role: Scope/topic context only; not independent technical authority or project acceptance criteria.

Locator: Existing public baseline rows STE-02 to STE-16 for material certificates, weld documentation/inspection, fasteners, erection, traceability and closeout.

Source URL: <https://itp.cavoren.net/templates/structural-steel/>

Queensland Department of Transport and Main Roads, MRTS78 Fabrication of Structural Steelwork (November 2020 listing)

Role: Topic and process-interface guidance only. Do not transfer TMR project criteria, registered-supplier conditions, Hold Points, values, frequencies or role assignments to general building work. Check the actual adopted edition and amendments.

Locator: Current Category 2 listing identifies MRTS78 for fabrication of structural steelwork; MRTS278 is separately listed for supply of structural fasteners. TMR May 2026 amendment register describes MRTS78 suite changes including traceability and removal of structural-bolt provisions into MRTS278. The TMR technical specification is scoped to Queensland transport/bridge structures.

Source URL: <https://www.tmr.qld.gov.au/business-industry/Technical-standards-publications/Specifications/2-Bridges-Marine-and-Structures>

Queensland Department of Transport and Main Roads, Amendment Register (May 2026)

Role: Amendment summary only. The register does not replace the adopted technical specification and project annexures or supply universal building criteria.

Locator: MRTS78 Suite amendment entry: additional documentation for Hold Points 1 and 2, fabricator responsibility for material traceability, structural-bolt information moved to separate MRTS278, Hold Point order changes and welding-topic additions.

Source URL: <https://www.tmr.qld.gov.au/RSS-Feeds/-/media/8A5A858423EA4B3CAEB558C6394B728C.ashx>

Standards Australia, Australian Standards supporting the steel sector

Role: High-level scope reference only; project must identify adopted standards, amendments, construction category and contract criteria.

Locator: Public summary of AS/NZS 5131:2016 scope: fabrication including bolting/welding, corrosion-protection preparation/processes and site erection/modification. The standard text is not reproduced or used for clause-level criteria.

Source URL: <https://www.standards.org.au/news/australian-standards-r-supporting-the-steel-sector>

Steelwork Compliance Australia, compliance scheme overview

Role: Explains that scheme/certification status is project-specific. This blank site form does not certify fabricators, welding quality or product compliance.

Locator: Public overview describes the scheme as certification/audit for supply, fabrication and erection against project-specified AS/NZS 5131 and, where specified, AS/NZS ISO 3834; it identifies the engineer/project as choosing and specifying the construction category.

Source URL: <https://www.scacompliance.com.au/>