

NUCLEAR WASTE MANAGEMENT PROGRAM
CONTROLLED COPY NO. 0089

No.: 033-YMP-R 4
Revision: 0
Date: December 15, 1988
Page: 1 of 3

Subject: PROCUREMENT DOCUMENT CONTROL

Approved: FEB 10 1989

Approved by: [Signature] ^{12/20/88} Date: [Signature] ^{12/15/88} Date
Yucca Mountain Project Leader Quality Assurance Manager

1.0 REQUIREMENTS

1.1 MEASURES TO ASSURE ADEQUATE QUALITY

Measures are established to assure that applicable regulatory requirements, design or site investigation bases, and other requirements that are necessary to assure adequate quality are suitably included or referenced in the documents for procurement of material, equipment, and services utilized for the LLNL-YMP. To the extent necessary, procurement documents require sub-tier contractors to provide a Quality Assurance (QA) program that is consistent with the pertinent provisions of the LLNL-YMP QAPP as required for the specified Quality Assurance ~~level controls.~~ <sup>CH R 4-0-1
2/12/89</sup>

2.0 ADDITIONAL REQUIREMENTS FOR ~~QA LEVEL I ACTIVITIES~~ QUALITY AFFECTING PROCUREMENTS

2.1 CONTENT OF PROCUREMENT DOCUMENTS

Procurement documents issued at all tiers of procurement include provisions for the items listed below, as deemed necessary by the LLNL-YMP:

2.1.1 SCOPE OF WORK

A statement of the scope of the work to be performed by the supplier is included in the procurement documents.

2.1.2 TECHNICAL REQUIREMENTS

Technical requirements are specified in the procurement documents. Where necessary, these requirements are specified by reference to specific drawings, specifications, codes, standards, regulations, procedures, or instructions, including revisions thereto that describe the items or services to be furnished. The procurement documents provide for identification of test, inspection, and acceptance requirements of the LLNL-YMP for monitoring and evaluating the supplier's performance.

2.1.3 QA REQUIREMENTS

2.1.3.1

Procurement documents require that the supplier have a documented QA program that implements either portions or all of the requirements of this document. Quality Assurance Program Plans (QAPPs) and documents of subcontractors for ~~Quality Assurance Level I~~ purchases are reviewed and approved by the LLNL-YMP. Those which do not adequately define QA requirements, as judged by the QA representative of the LLNL-YMP, are corrected prior to initiation of activities specified by the purchase order or contract. The extent of the program required depends upon the type and use of the item or service being procured. The procurement documents require the supplier to incorporate appropriate QA program requirements in subtier procurement documents.

Handwritten:
N/A 4.0-1
QA 9/10/82
Quality Effects

2.1.3.2

In developing QA requirements for test and other equipment, consideration is given to whether proper performance of that equipment can be determined during or after its use (i.e., whether failure or malfunction of the equipment can be detected).

2.1.4 RIGHTS OF ACCESS

At each tier of procurement, the procurement documents provide for access to the suppliers' facilities and records for inspection or audit by the LLNL-YMP, appropriate DOE Project Office personnel, or other DOE Project Office authorized representatives. DOE Project Office access to subtier contractor facilities is arranged through the LLNL-YMP.

2.1.5 DOCUMENTATION REQUIREMENTS

The procurement documents at all tiers identify the documentation required to be submitted to the LLNL-YMP. The time of submittal is established. If the LLNL-YMP require the supplier to maintain specific QA records, then the retention times and disposition requirements are specified in accordance with 033-YMP-R 17.

2.1.6 NONCONFORMANCE

The procurement documents prescribe the LLNL-YMP's requirements for reporting and approving disposition of nonconformances.

2.1.7 SPARE AND REPLACEMENT PARTS

The procurement documents require the identification of appropriate spare and replacement parts or assemblies and the appropriate delineation of the technical and quality related data that are required for ordering these parts or assemblies. The technical and quality requirements are equal to or better than the original. If QA or technical requirements of the original item cannot be determined, then an engineering evaluation is conducted by qualified individuals to establish the requirements. The evaluation considers the interchangeability, function and safety of the item. The evaluation is documented.

2.2 PROCUREMENT DOCUMENT REVIEW

A review of the procurement documents and changes thereto are made to assure that documents transmitted to the prospective supplier or suppliers include appropriate provisions to assure that items or services meet the specified requirements. The review is performed and documented prior to contract award. Procurement document reviews are performed by personnel who have access to pertinent information and who have adequate understanding of the requirements and intent of the procurement documents. The review includes as a minimum, the cognizant technical organization and QA organization. The review by the QA organization assures that the following requirements are met:

- o QA requirements are correctly stated, inspectable, and controllable.
- o There are adequate acceptance and rejection criteria.
- o Procurement documents are prepared, reviewed, and approved in accordance with the QA requirements.

2.3 PROCUREMENT DOCUMENT CHANGES

Procurement document changes are subject to the same degree of control as utilized in the preparation of the original documents. Changes that are made as a result of the bid evaluation or precontract negotiations are incorporated into the procurement documents. The review of such changes and their effects are completed and documented prior to contract award. Review of changes include the following considerations:

- o Appropriate content is included in procurement documents as required by Paragraph 2.1.
- o Additional or modified design or site investigation criteria is determined.
- o Analysis of exceptions or changes requested or specified by the supplier and determination of the effects such changes may have on the intent of the procurement documents or quality of the item or service to be furnished.

2.4 DISTRIBUTION OF PROCUREMENT DOCUMENTS

The LLNL-YMP forwards to the DOE Project Office Quality Assurance Manager a copy of purchase documents, and changes thereto, as issued, when purchases involve ~~Quality Assurance Level I~~ items or services. Only those purchase documents which identify the vendor, describe the scope of work, and detail when work is to start are submitted to the DOE Project Office Quality Assurance Manager.

quality affecting
CN R 4-0-1
JR 9/10/92

Deleted
per CN R 4-0-2
JR 9/10/92