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**U.S. DEPARTMENT OF ENERGY
OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT
OFFICE OF QUALITY ASSURANCE**

SUPPLIER SURVEY REPORT

OF

ECTRON CORPORATION

SAN DIEGO, CALIFORNIA

**REPORT NUMBER OQA-SFE-97-004
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ENCLOSURE

1.0 EXECUTIVE SUMMARY

The results of the supplier survey of Ectron Corporation revealed that implementation in all the areas evaluated was satisfactory. Personnel performing calibration demonstrated a good knowledge and understanding of the calibration process. With the exception of Records Storage, the results of the survey did not identify any adverse conditions relative to the calibration services to be provided; however, responsibility for determining the use of this supplier rests with the Lawrence Livermore National Laboratory (LLNL).

The products of interest to LLNL are the Thermocouple Simulator Calibrators, Models 1100CF and 1120, and the calibration thereof.

2.0 SCOPE

The supplier survey was conducted at the request of LLNL to evaluate the technical and quality capabilities of Ectron Corporation's facility, personnel, and quality program to provide calibration services. Also, the evaluation was to determine if Ectron Corporation's Quality Assurance (QA) program and implementation satisfy the requirements of the Office of Civilian Radioactive Waste Management (OCRWM) QA program for the intended scope of work. The OCRWM QA program elements determined to be applicable were: Organization; QA Program; Procurement Document Control; Implementing Documents; Document Control; Control of Purchased Items and Services; Inspection; Test Control; Control of Measuring and Testing Equipment (M&TE); Inspection Test and Operating Status; Nonconformances; Corrective Actions; and QA Records.

The technical area evaluated during the survey was product testing and calibration of the product in accordance with the Instrument Manuals.

3.0 SURVEY TEAM AND OBSERVERS

Donald J. Harris, Survey Team Leader, Office of Quality Assurance (OQA)

4.0 PERSONNEL CONTACTED DURING FACILITY SURVEY

Howard Clark, Ectron Corporation, QA Manager

5.0 SUMMARY OF SURVEY RESULTS

Ectron Corporation's quality program, based on MIL-45208A and MIL-STD-45662A, was found to adequately implement the applicable elements of the OCRWM Quality Assurance Requirements and Description (QARD) for the intended scope of work.

Ectron Corporation's records are maintained for three years in file cabinets and cardboard boxes. These records are filed by date of manufacture or service and by model number. Records being maintained in cardboard boxes are not adequate protective storage. This inadequacy is highlighted by the fact that Ectron Corporation had a fire in the storage area during the first week of May and several old records were destroyed and some equipment was subjected to fire damage.

Implementation of Ectron Corporation's QA program and implementing procedures was found to be satisfactory, except for the recommendation described in Section 6.0 of this report. Ectron Corporation is a small electronics corporation based in San Diego, California. Their product line is approximately 14 different Model Series with options. The total personnel in the corporation is approximately 25, with the youngest member being with the company for approximately 12 years. The work force is stable with limited turnover. The technical evaluation revealed that Ectron Corporation has the experience and technical capability of performing the required calibrations. With the resolution of the recommendation, Ectron Corporation's facility, personnel and quality program are considered acceptable for the scope of work.

The details of the survey, along with the objective evidence reviewed are contained within the survey checklist which is available from the OQA's quality suppliers' evaluation files.

6.0 RECOMMENDATIONS/OBSERVATIONS

Because of the identified problem in Ectron Corporation storage area, it is recommended that procurement documents with Ectron Corporation require the identification and submittal of the Traveler, Certification of Calibration, and associated calibration certificates of the M&TE standards used to perform the calibration.

Ectron Corporation had a fire in their storage facility the first part of May 1997. The salvage and clean-up became a priority from a business sense. Consequently, their computerized test equipment log (M&TE Recall System) sorted by property tag number was not current. The test equipment was found to be tagged as requiring calibration but the test equipment log was not reflective of the actual status of the instruments.

Update the Test Equipment Log to reflect the instruments that are "not in service" and ensure those instruments past due are withdrawn and unavailable for use until recalibrated.