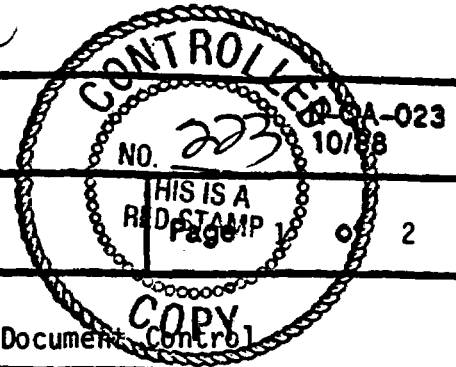


INTERIM CHANGE NOTICE



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Number 04-01

Rev. 0

Title Procurement Document

REQUIRED CHANGES:

QMP SECTION

CHANGE TO

1. 2.0

Change last sentence to "This procedure also applies to the procurement of QA Level III items and services and to those items and services for which the QA Level has been determined to be 'Not Applicable (N/A)' as delineated in Section 5.1."

2. 3.7 (New)

Add "3.7 QA LEVEL - NOT APPLICABLE ITEMS AND SERVICES The designation of QA Level - N/A is limited to those items and services determined to be ancillary equipment, material, and related services necessary to support or perform administrative tasks. As such items and services do not meet the criteria for QA Level I, II, or III, no Project Office QA requirements shall be imposed when these items and services are procured. Included in this category are business office furniture (e.g., desks, chairs, tables, bookcases, etc.), business office supplies (e.g., pens, paper, staples, etc.), and services related to the operation of a business office (e.g., typing, printing, reproduction machine services, etc.)."

3. General

Change "Project Quality Assurance (QA) Department Manager" to "QA Engineering Department (QAED) staff" throughout this procedure. As used in this procedure, QAED staff refers to the QAED Manager or a QA engineer assigned to the QAED.

4. 4.4

Change 4.4 to "QUALITY ASSURANCE ENGINEERING DEPARTMENT (QAED) STAFF

"The QAED staff is responsible for the review and approval of the QA Level and quality requirements for QA Level I, II, and III purchase requisitions (PRs), including changes; QA Level I and II purchase orders (POs), including changes; and prospective suppliers exceptions to procurement requirements. In addition, the QAED staff is responsible for participating in the establishment of quality requirements for spare or replacement parts, as necessary."

B907200091 B90712
PDR WASTE
WM-11 PDR

APPROVALS

Project Manager, T&MSS

W. Macrae
Date July 7, 1989

Project Quality Manager

[Signature]
Date 7/7/89

Project Manager

[Signature]
Date 7/10/89

INTERIM CHANGE NOTICE
CONTINUATION PAGE

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REQUIRED CHANGES:

QMP SECTION

CHANGE TO

5. 5.1

Change 5.1 to "INITIATION OF A PR

"5.1.1 Requestors procuring items or services designated as QA Level I, II, III, or Not Applicable (N/A) shall prepare a PR using the SAIC Corporate PR form or equivalent in accordance with the SAIC Corporate Purchasing Policy and Procedure Manual (Instruction D-5, Instructions for the Preparation and Processing of Purchase Requisitions).

"5.1.2 When procuring QA Level III items or services, requestors shall ensure the QA Level (i.e., QA Level III) and specific quality requirements, as appropriate, are documented on the PR form. The cognizant requestor shall obtain the QA Engineering Department staff's review and approval of the QA Level and quality requirements, as appropriate, prior to further processing of the PR in accordance with SAIC Corporate Purchasing Instructions. When procuring items or services which have not been designated QA Level I, II, or III and which comply with the other criteria delineated in Section 3.7, requestors shall ensure the QA Level (i.e., QA Level - N/A) and quality requirements (i.e., Quality Requirements - N/A) are documented on the PR form. PRs involving the procurement of those items and services identified as QA Level - N/A shall not be submitted to QA Engineering Department staff for review and approval of the QA Level and quality requirements prior to further processing of the PR. The following requirements of this procedure apply only to the procurement QA Level I or II items or services."