

## QUALITY ASSURANCE MANUAL

NUCLEAR WASTE REPOSITORY IN SALT

4.0

SECT.

TITLE

REV. NO.

PROCUREMENT DOCUMENT CONTROL

0

#### 4.1 **PURPOSE**

This section describes the requirements for preparation, review, and approval of procurement documents and changes thereto to control the quality of Supplier-furnished material, equipment, or services. Detailed specifics for implementation and appropriate forms are documented in implementing procedures.

### 4.2 REQUIREMENTS

The requirements for content of the procurement documents are des-4.2.1 cribed below.



- Procurement documents issued at all tiers of procurement shall include:
  - (1) A statement of the scope of the work to be performed by the Supplier:
  - (2) Technical requirements, these requirements shall be specified by reference to specific drawings, specifications, codes, standards, regulations, procedures, or instructions, including revisions that describe the items or services to be furnished. Procurement documents shall provide for identification of test, inspection, and acceptance requirements;
  - (3) Quality Assurance Program requirements, the extent of which shall depend on the type and use of the item or service being procured. Procurement documents shall include requirements for the Supplier to incorporate quality program requirements in subtier procurement documents;
  - (4) Right of access to the Supplier's facility and records for inspection or audit;
  - (5) Documentation required to be submitted for information, review, or approval. The time of submittal shall also be established. When purchase documents require the Supplier to maintain specific quality assurance records, the retention times and disposition requirements shall be prescribed:
  - Suppliers' requirements for the reporting and disposition (6) of nonconformances, including Morrison-Knudsen approval of disposition;

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- (7) Spare and replacement parts identification of spare and replacement parts or assemblies and delineation of the technical and quality assurance data required for these parts or assemblies.
- 4.2.2 The requirements for procurement document review are described below.
  - a. A review of the procurement documents and changes shall be made to assure that documents transmitted to the prospective Supplier(s) include provisions to assure that items or services will meet the specified requirements.
  - b. Reviews shall be performed and documented to provide objective evidence of satisfactory accomplishment of such review prior to contract award.
  - c. Changes made as a result of the bid evaluations or precontract negotiations shall be incorporated into the procurement documents. The review of such changes and their effects shall be completed prior to contract award. This review shall include the following considerations:
    - (1) Appropriate requirements specified in Paragraph 4.2.1 of this section:
    - (2) Determination of any additional or modified design criteria:
    - (3) 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.
  - d. Reviews required by this section shall be performed by personnel who have access to pertinent information and who have an adequate understanding of the requirements and intent of the procurement documents.



e. Procurement documents shall be reviewed by QA personnel. This review will be performed and documented to assure that quality requirements are correctly stated, that they can be inspected and controlled, and the procurement documents have been prepared to incorporate appropriate provisions of 4.2.1 through 4.2.3 of this section.

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- 4.2.3 The requirements for procurement document changes are described below.
  - a. Procurement document changes shall be subject to the same degree of control as the original documents.

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