

SECTION  
QUALITY STANDARDS

SUBJECT  
PREPARATION AND PROCESSING OF INTERNAL  
DEFICIENCY REPORT AND RESTRAINT ORDER

I. APPLICABILITY

ALL NPGD ORGANIZATIONS

II. PURPOSE

To define the responsibilities for preparation and disposition of Internal Deficiency Reports and Restraint Orders.

III. EFFECTIVITY

This procedure shall be applicable to all Internal Deficiency Reports and Restraint Orders initiated subsequent to the issue date of this procedure.

IV. REFERENCES

NPG-1707-01 - Processing of Safety Concerns

V. FORMS PROCESSED (See Forms Section Manual)

PDS-21269 - Restraint Order (RO)

PDS-21270 - Internal Deficiency Report (IDR)

VI. GENERAL

A. Quality Assurance has the responsibility and authority to implement and enforce the requirements of NPGD Quality Assurance programs, policies and procedures. Violations to the NPGD quality program may result in the QA Department issuing an RO. An RO shall be issued by QA whenever conditions adverse to quality are identified that require curtailment or suspension of work/process to assure product quality when corrective action is not evident.

B. IDRs shall be initiated by QA personnel during the normal exercise of their duties to identify and resolve deficiencies noted in NPGD documents or activities. IDRs shall not be used to report deficiencies that are appropriately reported as preliminary significant deficiencies (see NPG-1707-01) nor in cases where it is necessary to suspend work/process to assure product quality.

C. GUIDELINES TO BE CONSIDERED WHEN ANALYZING A DEFICIENCY:

1. Is it of a recurring nature?
2. Is it a violation of Codes, Regulations, or Specification?
3. Is it a violation of an NPGD procedure? \*

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THE BABCOCK & WILCOX COMPANY  
ADMINISTRATIVE MANUAL  
POLICIES AND PROCEDURESNUMBER  
NPG-1703-01VI. GENERAL (cont'd)C. GUIDELINES TO BE CONSIDERED WHEN ANALYZING A DEFICIENCY: (cont'd)

If all answers to the guideline questions are "no" the deficiency is of a minor nature and may be handled through direct contact and does not warrant issuance of an IDR. If any answer to the guideline questions is "yes" an IDR shall be issued unless the deficiency meets the definition of a preliminary significant deficiency or the need to suspend work/process to assure product quality. In cases where there is a need to suspend work/process an RO shall be issued.

- \* Violations of an editorial or administrative nature do not automatically require a deficiency report if the violation can be expeditiously resolved without violating any procedures.

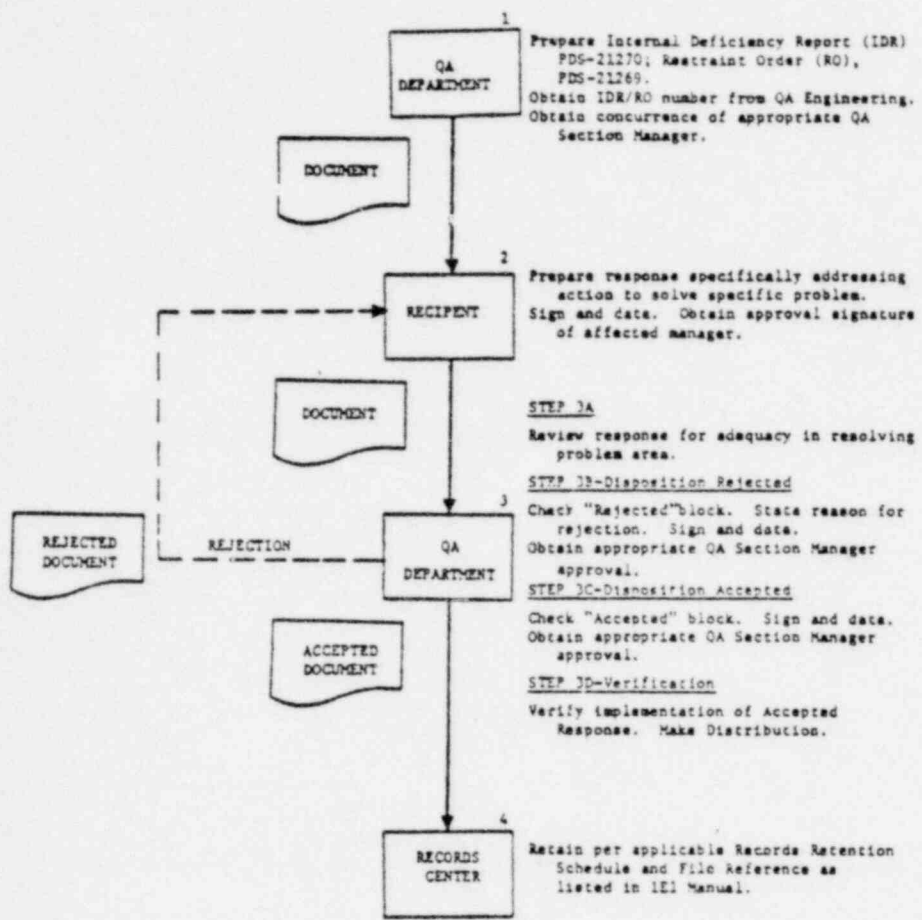
VII. PROCEDURE

IDRs and ROs shall be processed in accordance with the attached flowchart, Exhibit A.

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PROCESSING INTERNAL DEFICIENCY REPORT AND RESTRAINT ORDER



DISTRIBUTION	ACCESSORY SUPPLIER ITEMS RO	B&W MANUFACTURED ITEMS RO	NPGD IDR/RO
Project Management Function	X	X	
Purchasing Buyer	X		
Purchasing Buyer's Supervisor	X		
Mgr., QA	X	X	A
Mgr., QA Audits	X	X	A
Mgr., Qa Engineering	X	X	A
Mgr., QA Fuels	A	A	A
Mgr., QC Surveillance	A	A	A
Section Manager of Addressee	X	X	X
Department Manager of Addressee	X	X	
Others	A	A	A

NOTE:  
 A = As Applicable  
 X = Mandatory

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