

COOPER INDUSTRIES, INC.
COOPER-BESSEMER
RECIPROCATING PRODUCTS DIVISION



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DRAWN BY PEB CHECKED BY EL APPROVED BY [Signature] DATE JAN. 29, 1991

Aftermarket Services
Handling of Spare Parts Orders

QCP-07-02 Rev. 0
Sheet 1 of 7

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**TITLE: Aftermarket Services
 Handling Spare Parts Orders**

NUMBER: QCP-07-02

1.0 Purpose

The purpose of this procedure is to define the order entry/product tracking process.

2.0 Scope/Application/Policy Statements

2.1 Scope: This procedure discusses activities performed by the Aftermarket Order Analyst and Warehouse/Inspection Personnel relative to purchase order review, order entry, inspection and release for shipment.

2.2 Application: The requirements of this procedure apply to purchase orders for spare parts received for nuclear power generating utilities.

2.3 Policy Statements:

2.3.1 Oral purchase orders shall not be accepted.

2.3.2 Emergency requirements may be entered into the order entry system upon receipt of written request that confirms all essential commercial, technical and quality requirements. This shall include a purchase order number and the signature of an agent of the requesting company. The official purchase order shall follow; and, requires Quality Assurance review prior to release of supplier purchase order or shop order packages.

2.3.3 All Nuclear customer purchase orders shall be directed to the Aftermarket Nuclear Department.

2.3.4 Generally, when costs/leadtimes are more than 6 months old (i.e. 6 or more months since last providing the part), Aftermarket Order Analysts shall secure necessary input from Quality and Purchasing to ensure that the quoted costs/leadtimes are valid.

2.3.5 Discrepancies between the purchase order and relevant quotation; or, incompatibilities with the CES customer approved quality assurance program shall be brought to the attention of the customer in writing and resolved. For such purchases to proceed, written confirmation or a change order must be received from the customer's agent.

3.0 References

ISP-9-3 Quality Program Requirements Nuclear Approved Vendors List.

4.0 Definitions

4.1 AVL (Approved Vendors List)-- The vehicle for documenting a suppliers qualification to supply parts.

4.2 CES (Cooper Energy Services)-- Designation for the purpose of this procedure that refers to Aftermarket.

4.3 Item-- Any level of unit assembly, including structure, system, sub-system, sub-assembly, components, parts or material.

4.4 Prime Source Facility-- Is the facility (i.e. Reciprocating in Grove City, PA; Rotating in Mount Vernon, OH; or En-Tronic Controls in Mount Vernon, OH) that supplies the item. The item may be manufactured or purchased.

4.5 Safety related-- Emergency diesel generator items whose failure could adversely affect the units ability to perform its intended mission. There are three safety related categories:

- Critical-- may be used in a general sense to refer to safety related items, however, it specifically indicates that the items function is critical to the success of the emergency diesel generator.
- Environmental-- indicates that the item contains nonmetallic components that require qualification. The item may or may not be functionally critical.
- Seismic-- indicates that the item must be qualified by analysis or test for resistance to specified shock. The item may or may not be functionally critical.

4.6 QVD (Quality Verification Documents)-- records that document or attest to the quality of items being manufactured or purchased. This includes but is not necessarily limited to:

- Prototype Test Reports
- Certified Material Property Reports
 - Certified Material Test Reports
 - Impact Test Data

4.6 (Continued)

- Ferrite Data
- Material Certificate of Compliance
- Electrical Property Reports

- Nondestructive Test Reports

- Pressure Test
 - Hydro
 - Air
 - Leak
 - Bubble or
 - Vacuum Test Verification Reports

- Performance Test Verification Reports
- Heat Treatment Verification Reports
- Cleaning and Coating Verification Reports
- Welding Verification Reports
- Weld Rod Control Verification Reports
- Major repair Verification Reports
- Certificates of Conformance
- Certificates of Compliance

5.0 **Statement of Work**

RESPONSIBILITY

Aftermarket Order Analyst

ACTION REQUIRED

5.1 Receive purchase order.

5.2 Review the purchase order as follows:

5.2.1 Pull and review, as applicable, the Bill of Materials by serial number, drawings, the environmental/ seismic qualification list, and the Approved Vendors List.

5.2.2 Determine if the requested part number is appropriate for the customer. If not clarify with the customer/ Quality/Engineering.

5.2.3 Determine if a quote with input from Quality and Purchasing is needed. If so, secure the needed input to ensure quoted costs/leadtimes are valid.

5.2.4 Verify that the supplier is approved (i.e. on the AVL). If not, notify Purchasing.

5.2.5 Match the purchase order to the quotation number. If no quotation number has been assigned (e.g. unpriced purchase orders) assign a number.

5.2.6 Verify: Dates, signature, price(s), part number(s), descriptions, quantities, quality assurance requirements, including proper classification for the part being supplied, and terms and conditions.

5.2.7 Notify Engineering and/ or Quality Assurance in writing if concerns requiring their corrective action are identified during the review.

Aftermarket Order Analyst

5.3 Enter the order into the order entry system. The quoted shipping date (QSD) leadtimes start when this activity is completed.

5.4 Transmit a copy of the customer purchase order, for safety related nuclear parts, to the appropriate Quality Assurance Technician of the prime source facility. Also notify the prime source Inventory Control Department, as well as the appropriate expeditor(s).

5.5 Release spare parts when they become available on the order entry system (i.e. AIMS System) and on the Catalyst Warehouse System.

5.6 Review the order release and ensure completion of:

5.6.1 Any imposed source surveillance requirements.

5.6.2 Quality verification document requirements.

5.6.3 Required testing.

5.6.4 Information needed by warehouse personnel.

Warehouse/Inspection
Personnel

5.7 Receive the order release.

5.8 Gather items.

5.9 Inspect-Record serial numbers, where applicable, and complete the reports. Place the items in a holding area.

5.10 Send the order release and inspection reports to the Aftermarket Nuclear Department.

Aftermarket Order Analyst

5.11 Secure certificate(s) of Conformance from the appropriate prime source facility Quality Assurance Department.

5.12 Send quality verification documents and the order release to the warehouse.

Warehouse/Inspection
Personnel

5.13 Match the items in the "holding" area with the QVD and order release.

5.14 Package for shipment in accordance with ANSI N45.2.2.

5.15 Ship items.

5.16 Complete invoicing.

6.0 **Special Circumstances**

None

7.0 **Exhibits**

None