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CALLAWAY PLANT

MATERIALS ENGINEERING PROCEDURE

WEP-ZZ-00015

PREPARATION OF PROCUREMENT DOCUMENTS

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PREPARATION OF PROCUREMENT DOCUMENTS

1. PURPOSE (**CTSN** 564, 4630)

This procedure establishes the process for documenting Materials Engineering technical and quality evaluation on Procurement Documents.

1.1 SCOPE

Provides guidance for the preparation, review and processing of the Engineering portion of Purchase Requisition (PR) and Edit Inventory (EI).

2. DEFINITIONS

2.1 Bill Of Material (BOM) - Used by plant personnel to initiate the procurement process.

2.2 Bill of Material Follower, (BOMF) - The Bill of Material Follower is completed by Materials Engineering to document the technical and quality requirements for procurement and the review of those requirements and is used during disaster recovery in lieu of on-line PR.

2.3 Blanket Purchase Order - A purchase order issued to a designated vendor that allows for release of material or services on a continual basis. Material may be ordered stock or non-stock. Orders may be safety-related/special scope/non-safety related.

2.4 Class 'A' - Information on the Material Control System that normally requires a second review (by a Materials Engineer for safety-related and special scope material and services). If a non-Class 'A' field is on the same screen as Class 'A' fields, it MUST receive the second review to be changed.

2.5 Class 1E - The safety classification of the electrical equipment and systems that are essential to emergency reactor shutdown, containment isolation, reactor core cooling, and containment and reactor heat removal, or are otherwise essential in preventing significant release of radioactive material to the environment.

2.6 Commodity Item - An item having a generic application throughout a Nuclear unit, which lends itself to bulk procurement (e.g., nuts, bolts, o-rings, gaskets, lamps, fuses, electronic components, etc.).

2.7 Configuration Review - Comparison of current design information to the original tested configuration to determine if changes exist that could affect qualification.

2.8 Critical Stock - Those items that are critical to plant operations and should only be used in the MCS designated end use application. These items relate to Tech Specs, are crucial for plant reliability and are used in the plant, but cannot be provided through the normal supplier/manufacturer.

2.9 Downgrade - Changing the Procurement Level from one of the Safety-Related designations (S1R, S2R, S3R, S4R, S5R) to Special Scope (S5S) or Non-Safety (NS), or from Special Scope to Non-Safety.

2.10 Edit Inventory (EI) - Change to information on Material Control System - Inventory function or a Purchase Requisition.

2.11 EQ Equipment List - This is a listing of safety-related Callaway equipment as given in FSAR Table 3.11 (B)-3. It contains a listing of the equipment by tag number, a description of each piece of equipment, the project specification reference for that piece of equipment, and information about its environment and function classification per NUREG-0588, Appendix E (i.e., Categories A, B, C, D).

2.12 Manufacturer - Company or individual that purchases raw material and adds value through labor and time to produce a product.

2.13 Manufacturer's Part Number - The number a manufacturer assigns to the product he produces. A part number may also be a model number if the number is assigned to a product that is an assembly of component parts.

2.14 Manufacturer/Vendor - Group or organization that is responsible for the quality of the item being ordered.

2.15 Original Manufacturer (OEM) - Group or organization as specified in the current revision of the design documents (i.e., drawing, specification, etc.) which is the most basic/baseline manufacturer/supplier.

2.16 Purchase Requisition (PR) - The basic document, prepared by Materials, to specify requirements and document the approval for procurement action that provides a description of the materials, equipment, supplies or services to be procured. It specifies or references applicable regulatory requirements, design bases, technical requirements and quality assurance criteria.

2.17 Qualified Supplier - A supplier that has been determined acceptable by UE Supplier Quality to provide safety-related, commercial grade, or supplemental QA program material, equipment or services.

2.18 Receipt Inspection Request (RIR) - Used by Materials Engineering to request receipt inspection by the QC Department. This is used to verify that technical and quality requirements have been met. The RIR may consist of physical identification, documentation verification, and verification of physical requirements.

2.19 Safety-Related - Those activities affecting quality regarding structures, systems, and components necessary to assure: (1) the integrity of the reactor coolant pressure boundary, (2) the capability to shutdown the reactor and maintain it in a safe shutdown condition, or (3) the capability to prevent or mitigate the consequences of accidents which could result in off-site exposures comparable to the guideline exposures of 10CFR100.

2.20 Services - The performance by a contractor of activities such as design, fabrication, inspection, non-destructive examination, repair, or installation.

2.21 Special Scope - Non-safety related items within the scope of supplemental QA programs. These are parts, components, and systems that: 1) provide fire protection for a safety-related structure, system, or component (Fire Protection program); 2) contain or may contain radioactive material and are not identified as safety-related (Group D Augmented program); and 3) could structurally fail during a seismic event and thereby degrade the performance of safety-related items required to maintain the plant in a shutdown condition, but are themselves not classified as safety-related (non Category I Seismic (II/I) program). The Non-Category I Seismic program includes Seismic Category I/Non-Seismic Category I interfaces. Calibration of the Effluent Monitoring and Meteorological system also fall within the scope of the supplemental QA programs.

2.22 Stock Review - Printout of selected Class 'A' information from Edit Inventory or Purchase Requisition. Designated "Non-Stock Review" for non-stock procurements.

2.23 UOPME - Union Electric Operations Materials Engineering memorandum that may be issued to add, remove, or change the technical and quality requirements for a Purchase Requisition or other procurement documents; request action from other departments; or document other functions by Materials Engineering.

3. RESPONSIBILITIES

3.1 SUPERVISING ENGINEER, MATERIALS

3.1.1 Ensures the technical and quality requirements for Safety-Related/Special Scope procurements are clearly and properly specified.

3.1.2 Ensures that any commercial risks associated with ordering items not conforming to design documents are assumed by the appropriate management person.

3.2 MATERIALS ENGINEER

3.2.1 Ensures the technical and quality requirements are specified on the PR for safety-related and special scope items.

3.2.2 Establish acceptance methods and acceptance criteria for QC on the Receipt Inspection Request (RIR).

4. PURCHASE REQUISITION PROCEDURE (TYPE 3270 AND 4259)

4.1 GENERAL REQUIREMENTS

4.1.1 Upon receipt of a PR for procurement processing, prepare the technical and quality requirements for the PR in accordance with this procedure.

4.1.2 Review applicable design documents, specifications, instruction manuals, FSAR (e.g. Table 3.11(b)), CEL, Q-List, etc. to determine technical and quality requirements applicable to the item. (**CTSN** 2910, 2914, 4640, 2932, 2934)

4.1.2.1 Decide which method of procurement WILL be used, and the extent of application, to provide the basis for product acceptance (e.g., performance based audit, tests and/or inspection, survey, etc.). As necessary these activities are to be coordinated with Supplier Quality. (**CTSN** 4633)

4.1.2.1.1 Methods of acceptance of an item from a Qualified Supplier may include: (**CTSN** 3584, 4562, 4781, 4801, 42685)

a. Supplier Documentation

b. Product Identification

c. Tests and Inspections as needed to supplement the above

4.1.2.1.2 Acceptance methods for Commercial Grade Items, as defined in **WEP-ZZ-00001**, "Commercial Grade Evaluation", are:

a. Special Tests and Inspections

b. Commercial Grade Survey of Supplier

c. Source Verification

d. Acceptable Supplier/Item Performance Record

4.1.3 Methods chosen to verify acceptance criteria are based on many considerations. Some of these factors are listed in Section 4.17.4.

4.1.3.1 The engineer has the option to impose hold and witness points on the vendor to ensure the technical and quality requirements are met. This activity should be coordinated with Supplier Quality. (**CTSN** 2472, 4633, 4776, 4779, 41641, 4774, 3571)

4.1.4 All appropriate technical and quality requirements required by the design documents SHALL be imposed on the vendor via description, part number, procurement codes, or other special requirements placed on the Purchase Order (P.O.). (**CTSN** 41176, 41430, 42683, 4858)

4.1.5 A PR can be completed for items that do not conform to approved design documents when a change is pending. Based on the item's complexity and intended use, the Materials Engineer may specify a QC hold pending the appropriate change of the design document.

4.1.6 Notify the Supervising Engineer, Materials, or his designee, of the commercial risk involved and obtain his approval on the PR.

4.1.7 Items should be procured through normal supply channels where practicable. This involves direct procurement and shipment from the manufacturer or through authorized distributors. Items procured through other channels should be treated with caution and should generally be subject to traceability to the original manufacturer or performance of tests and/or inspections as appropriate.

4.1.8 Two methods are available for the replacement of obsolete items. One method is to request an alternative replacement (design change request) in accordance with **APA-ZZ-00604**, "Requests For Resolution". The other method is to obtain the replacement item from the surplus market.

4.1.8.1 Establishment of traceability to the original manufacturer, or performance of tests and inspections, as appropriate, is generally necessary to ensure product quality when the surplus method is utilized. (**CTSN** 42440)

4.1.9 A review of the Materials Engineering Vendor Information Manual should be made to determine if any special vendor considerations apply.

4.2 SAFETY CLASSIFICATIONS (**CTSN** 1664)

4.2.1 Determine the safety classification of each item in accordance with **APA-ZZ-00430**, "Classification of Parts".

4.3 PROCUREMENT LEVEL

4.3.1 Assign procurement level to each item in accordance with **WEP-ZZ-00007**, "Procurement Level Assignment".

4.3.1.1 For items procured commercial grade, a Parts Q-List (PQL) evaluation per **APA-ZZ-00430** and a Commercial Grade (CG) evaluation per **WEP-ZZ-00001**, "Commercial Grade Evaluation", SHALL be completed. (**CTSN** 4669)

4.3.1.1.1 A PQL is not required for commodity items, but the safety function of the generic item should be documented on the CG or PR.

4.3.1.1.2 For SS procurements, CG Evaluations are not required. **APA-ZZ-00430** has instructions on when PQL Evaluations are prepared for SS procurements.

4.4 DESCRIPTION

4.4.1 Enter the description of the item to be procured as it is to appear on the purchase order. When possible the MMIS Standard Nomenclature format should be used. The description of the item should be sufficiently detailed as to adequately convey all pertinent information to both the vendor and to users of the Material Control System (MCS) in the plant.

4.4.1.1 The description of the item may include technical or quality requirements not included in the procurement codes.

4.4.1.1.1 Technical or quality requirements may include parent component equipment numbers and serial numbers as reference, imposing qualification reports, imposing specifications, ASME code class, and subtier manufacturer part number.

4.4.1.1.2 When imposing qualification reports on a PR, a review of the Equipment Qualification Work Package, as applicable, MUST be made to ensure the referenced report is approved.

4.4.2 Information which increases the efficiency of personnel using MCS, such as a short description of the equipment the material/part is used on, may be added after an "*" in the description. Any information after an "*" is information only and WILL NOT appear on the P.O. or be imposed on the vendor.

4.5 STORAGE LEVEL

4.5.1 Assign appropriate storage level for the item. Refer to **WSP-ZZ-00002**, "Storeroom Storage and Control", for various storage conditions for level A, B, C, and D environments. (**CTSN** 2418)

4.6 SHELF LIFE

4.6.1 Assign Shelf life in accordance with **WDP-ZZ-00010**, "Identification Control, Storage, and Disposition of Shelf Life Items".

4.6.2 "Shelf Life Notes" may be used to document sources used to determine shelf life and/or storage level - for example, telecon with vendor to determine material, or catalog that has recommended temperature range during storage.

4.7 MANUFACTURER/VENDOR

4.7.1 Enter the vendor(s) which should supply the material or service. When applicable, the original equipment supplier (e.g., Westinghouse, Colt, G.E., etc.) should be listed first and the equipment manufacturer (e.g., Namco, Agastat, Crosby, etc.) should be listed next.

4.7.2 When a specific vendor is not required and a part/material can be supplied by many vendors based on the description and/or part number, enter "Generic" as a vendor name.

4.7.3 For items ordered S1R, S2R, or S4R, the engineer should review the Qualified Suppliers List (QSL) to determine if the recommended supplier is on the QSL and the scope covers the item/service being procured. If the supplier is not on the QSL, Materials Engineering should contact Supplier Quality and determine whether the supplier can be qualified or if other qualifiable sources can be used. A Request for Supplier Evaluation form (CA-#1592) should be initiated in accordance with **APA-ZZ-00400**, "Procurement of Parts, Supplies, Materials, and Services", for adding new suppliers, or supplier qualifications, to the QSL. (**CTSN** 2466)

4.7.4 For items ordered S3R or S5R and dedicated based entirely or in part on a survey of the supplier's control of critical characteristics, review the Qualified Suppliers List (QSL) to identify qualified commercial grade (Type C) suppliers that can provide the item.

4.7.4.1 Review the scope of qualification for the identified suppliers to determine if the critical characteristics identified on the CG are adequately controlled. The vendor code from the QSL MUST be inserted in the "QSL" field.

4.7.4.1.1 If some critical characteristics identified on the CG are not adequately controlled, credit can still be taken for those characteristics that are controlled. The uncontrolled characteristics MUST be verified by Union Electric on the Receipt Inspection Request (Section 4.17).

4.8 PART NUMBER

4.8.1 Enter the full part number, if available, for each vendor listed. Part numbers that are void or have been replaced should be "retired".

4.9 COMPONENTS

4.9.1 Enter all known component numbers associated with the item being procured. The system designator may be included as a component ID for ease in searching MCS. Quantity may be added, but when both parent and daughter components are entered, the quantity should only be assigned to one.

4.10 SPECIFICATION

4.10.1 Enter applicable specifications for a spare part stock number.

4.10.2 Specifications may be listed for general stock. However, because general stock is frequently used on applications representing various original design specs, this is not a standard practice. It is the material user's responsibility to determine where general stock can be used.

4.10.3 For this category, the actual Westinghouse PIP specifications are not entered. Enter the artificial spec numbers assigned by Document Control to Instruction Manuals (e.g., M-721).

4.11 PROCUREMENT CODES

4.11.1 Standard technical and quality requirements identified in Section 4.1 are typically included in the procurement code system. Review the procurement code system in accordance with **WEP-ZZ-00003**, "Procurement Code System", and list applicable codes on the PR.

4.11.2 For items procured S1R, S2R, or S4R, the following general requirements are considered and imposed on the vendor as appropriate (typical procurement codes in parentheses): (**CTSN** 2467, 2470, 3556, 4634, 4636, 4637, 4638, 4639, 4814, 41430, 42683, 43000)

a. Instructions for correspondence (A001).

b. No deviations from P.O. requirements (A006).

c. 10CFR21 applicability (A074).

d. Documentation of supplier deviations (A151).

e. Right of Access (A155).

f. Manufacturing Test and Inspection Criteria (standard requirements included in vendor's qualification).

g. Manufacturing/Assembly Cleanliness (standard requirements included in vendor's qualification).

h. Labeling/Marking of containers or enclosures (D039).

i. Certification (E500).

j. Packaging and shipping requirements (standard requirements included in vendor's qualification).

k. Item configuration review (N003).

l. Documentation - material test reports, inspection and test reports, personnel and procedure qualification, etc. (various procurement codes).

4.11.2.1 These items may not be applicable for all procurements or may be included in other requirements (e.g., spec, ASME Code, qualification reports, etc.) imposed on the vendor and thus not required as procurement codes. This list is not intended to be all inclusive. Each item procured MUST be evaluated on a case by case basis.

4.11.3 For items procured commercial grade (S3R, S5R) or special scope (S5S), nuclear unique procurement requirements MUST NOT be imposed. The following general requirements should be considered and possibly imposed on the vendor (typical procurement codes in parentheses): (**CTSN** 4636, 4879, 2443, 4814)

a. No deviations from P.O. requirements (A006).

b. Documentation of supplier deviations (A151).

c. Lot control (A679).

d. Manufacturing Test and Inspection Criteria (B001).

e. Manufacturing/Assembly Cleanliness (C001).

f. Labeling/Marking of container or enclosure (D039).

g. Packaging and shipping requirements (F006).

h. Certification (E526 for Group D-augmented components).

i. Documentation - Drawings, manuals, etc., normally required on initial buy of component only.

4.11.3.1 These and other requirements may or may not be applicable to individual items and each MUST be considered on a case by case basis.

4.12 REQUISITION COMMENTS

4.12.1 This field is used principally to relay non-technical information to the reviewer, Material Control, and Supplier Quality. Although it is stored against the PR, it is not printed.

4.13 REFERENCE DOCUMENTS

4.13.1 Enter documents used to obtain information included in the PR. These may include specifications, drawings, instruction manuals, RFR's, Parts Q-List Evaluations, FSAR sections, codes, standards, catalogs, notes to files, etc.

4.13.2 When a primary reference is included in the Document Control System, the revision number should be entered. This allows the system to verify whether the reference has been revised before the next PR review.

4.13.3 References used to prepare the requisition should have an asterisk entered in the "PR*" column. That WILL assure the reference is permanently stored against and printed on hard copies of the requisition. If the asterisk is not entered, the reference WILL be stored only against the stock number. The asterisk should be left off of historical references (for example, an RFR that has been incorporated in a drawing) that do not contribute additional information to the PR.

4.14 REFERENCE TEXT

4.14.1 References that do not fit into the format of the Reference Document screen should be entered in Reference Text. This includes documentation of telecons and inspections. Detailed explanations of information obtained from a document should also be included in Reference Text.

4.14.2 Reference Text is permanently stored against and printed on hard copies of the requisition.

4.15 MATERIALS ENGINEERING STOCK NOTES

4.15.1 This field may be used to provide information in the stock system that is of interest to materials personnel. However, these notes cannot be viewed by personnel outside of the Materials Dept. They also are not stored against and do not print with the requisition.

4.16 CRITICAL STOCK TEXT

4.16.1 Appears on Inventory as a Caution statement to inform plant personnel of pertinent information relating to use of an item. Critical stock notes contain specific information unique to the stock item and are to be used sparingly.

4.17 RECEIPT INSPECTION REQUEST

4.17.1 Review the following on the Receipt Inspection Request for applicability to the item(s) acceptance. (**CTSN** 2324, 2325, 3583, 4562, 4782, 4801, 3587, 42685)

a. Product Identification

b. Manufacturing Documentation

c. Physical Properties

d. Performance Properties

e. Physical Damage & Cleanliness

f. Protection Requirements

g. Post Issue Inspection/Test

4.17.1.1 Check yes (Y) when verification for pertinent technical or quality requirements is required.

4.17.1.2 It is not necessary to establish acceptance criteria for every technical and quality requirement. The acceptance criteria established should, once verified, provide reasonable assurance the item meets all the technical and quality procurement requirements. Acceptance methods produce objective evidence verifying that acceptance criteria have been satisfied.

4.17.2 For S3R and S5R procurements, enter the Commercial Grade Evaluation number; the system WILL enter the revision date. When a Materials Engineer processes a rebuy, the Commercial Grade Evaluation should also be reviewed to assure that it is still adequate.

4.17.3 Acceptance criteria may change between procurements if an item is procured from a different supplier or if changes to the supplier's quality assurance program or its implementation have been identified.

4.17.4 Factors which should be considered in establishing acceptance criteria are listed below. Many of these factors should be considered when choosing acceptance methods.

a. The potential consequences of failure of the item. Both nuclear safety and plant operability aspects should be considered.

b. The historical performance of the supplier in providing items which meet established requirements.

c. The historical performance of the item in service.

d. The complexity of the item design.

e. The complexity of the manufacturing process.

f. Industry experience with similar items which have a history of being sub-standard or provided with fraudulent certifications.

g. The effect that verifying the acceptance criteria has on the item's operability.

h. The cost of verifying specific acceptance criteria relative to the increased assurance provided through verification. However, regardless of cost, the acceptance criteria established MUST provide reasonable assurance that the technical and quality procurement requirements have been met.

i. The access a supplier grants to his facilities.

j. Whether an item is manufactured as a result of a purchase order or if the order is filled from available stock.

k. Whether the supplier is the manufacturer or a third party.

l. Availability of design information.

m. Overchecks to confirm acceptance. Typical factors which would cause consideration of overchecks include NRC Information Notices and past performance.

n. The capability of plant staff to conduct post-issue inspection or testing and its effect on plant operations.

o. The confidence the utility has in supplier provided documentation.

p. The practicality of performing source verification.

q. Utility receiving inspection and testing capability.

4.17.5 Once acceptance criteria have been finalized, the necessary receiving inspection and source verification may be provided. Also, post-issue inspection/test criteria may be provided when applicable. (**CTSN** 4801)

4.17.6 A detailed description of the requirement(s) to be verified and the acceptance criteria for each item should be provided.

4.17.6.1 For commercial grade procurements the RIR MUST include as a minimum, the applicable requirements listed on the associated commercial grade evaluation.

4.17.6.2 For commercial grade procurements requiring verification testing provide the following: (**CTSN** 4562)

a. A brief description of the required test(s) or references (e.g., ASTM standards, procedures, etc.).

b. Sampling criteria in accordance with **WEP-ZZ-00019**, "Sampling Plan Utilization for Commercial Grade Item Acceptance".

c. Acceptance criteria for each test or the specific section of the referenced specification, code, or standard which provides acceptance criteria.

4.18 REVIEW DATE

4.18.1 The review date is entered to permit (but not force) rebuys for a stock number when there has been no change in revision numbers on Reference Documents or the revision date of Commercial Grade Evaluations.

4.18.2 The requisition review date may be extended if in the engineer's judgment:

a) The item is considered an "off the shelf" type item;

b) The item's specification is not normally subject to substantial change,

c) The requisition for the item contains adequate reference documents to assure substantial changes are identified.

4.18.2.1 Requisition that contain attachments may not have a review date extension.

4.18.3 The review date is limited to three (3) years from the date of the PR. If no review date is entered, the system enters the date the originator completes the PR (which forces the next PR to be reviewed by Materials Engineering).

4.18.4 Review dates may also be entered when there are no revisions to be verified against the Document Control System but the reference documents listed provide relatively stable information (e.g., industry standards, catalogs, selected RFR's).

4.19 APPROVAL

4.19.1 As approver of the PR the reviewing engineer performs an independent review to assure that requirements and acceptance criteria are correctly stated.

NOTE:	The system does not permit the reviewer to make any changes to the PR except on the STATUS/COMPLETION screen.

4.19.2 After Engineering approval, S1R, S2R, and S4R PR's are routed to Supplier Quality (SQ) for review. The purpose of the SQ review is to select qualified vendors to supply the products and to assure consistency of Quality Conditions with PR requirements. The SQ review is performed in accordance with **GDP-ZZ-00430**, "Supplier Quality Review of Purchase Requisitions".

4.20 REVISIONS

4.20.1 Revisions may be made to the PR by: a) revising after it is returned by Purchasing, b) initiating an Edit Inventory, c) issuing an UOPME.

4.20.2 A revised PR receives the same level of review as the original with the following exceptions:

4.20.2.1 The revised PR does not have to be returned to Supplier Quality if changes do not affect the qualified vendors assigned or if a change in Procurement Level removes the need for qualified (Q) vendors from the QSL.

4.20.2.2 The revised PR does not need an engineer's approval when the changes are non-technical. Examples of non-technical changes include (but are not limited to) typographical errors; information on a referenced document was obviously misread and transferred incorrectly; a dimensional change is made that does not affect technical and quality requirements.

4.20.3 When a purchase order is upgraded to S1R, S2R, or S4R from another procurement level by a document that cannot be routed to Supplier Quality (e.g., Edit Inventory), contact SQ to get their verbal approval of the qualified supplier and the Quality Conditions that WILL be added to the P. O. The SQ approval should be indicated on the document.

4.20.4 The originator and reviewer of a revised PR do not have to perform a complete Class 'A' review. They are responsible only for the material affected by the revision. The areas revised should be stated on the PR and other revision documents.

4.21 DOWNGRADES

4.21.1 Safety-Related and Special Scope stock numbers for spare parts (major codes 76, 77, 78) may be downgraded to non-safety related. The basis of the downgrade is documented on Reference Documents (PQL, CMP, Procedure, etc.) or the Reference Text. The engineer has the option of reviewing the PR for downgrade only or performing a complete Class 'A' review.

4.21.2 Safety-Related and Special Scope general stock numbers (major code 63) may not be downgraded. General stock is rejected to Material Control for cancellation with the reason for classification as non-safety documented on the reject note. The reason the general stock is not required to be SR may also be listed in Materials Engineering Stock Notes.

5. NON-STOCK REQUISITION PROCEDURE (TYPE 102)

5.1 GENERAL REQUIREMENTS

5.1.1 Type 102 Requisitions are used for all non-stock procurements. This includes contracted services and blanket orders as well as material procurement.

5.1.2 The same requirements apply to the preparation of a Type 102 Requisition as applies to Types 3270 and 4259 (see Section 4.0). However some Class A information is entered in different locations in the 102 process. They are identified in this section.

5.2 DESCRIPTION

5.2.1 The 102 is not limited to the 360 character stock description. However, only the first 360 characters appear on MCS inquiry under the non-stock (90) number the system assigns after the PR is completed. Therefore, the first 360 characters of the description should include information that identifies the material or service to personnel inquiring on MCS. The entire description is stored against the PR.

5.3 PART NUMBER AND MANUFACTURER/VENDOR

5.3.1 Part number and manufacturer/vendor are entered in the description. The Engineer cannot enter anything in the Part Number and Manufacturer/Vendor fields. Anything that appears in those fields on the PR is entered by Material Control.

5.4 PROCUREMENT LEVEL, SHELF LIFE, STORAGE LEVEL

5.4.1 Procurement level, shelf life and storage level are entered on the "Buying Information" screen in the 102 process, not on the "Full Description" screen. The same requirements apply to those fields as in the 3270/4259 processes.

5.5 REVIEW DATE

5.5.1 A review date may be entered on the "status/completion" screen. However, entry is irrelevant as rebuys are not performed on non-stock.

6. BLANKET ORDERS

6.1 GENERAL

6.1.1 The technical and quality requirements for blanket orders are provided on non-stock requisitions. Blanket orders fall into four categories:

a. Stock - RIR from Blanket PR

b. Stock - RIR from Stock Number

c. Non-Stock - RIR from Blanket PR

d. Non-Stock - RIR from Release PR

6.1.2 The engineer decides which RIR WILL be used and MUST notify the responsible Material Controller who enters the type for the Blanket PR. The type should also be noted in the Requisition comments on the Blanket PR.

6.1.3 When no RIR exists for a Stock number and one is required for the blanket order, an EI WILL be initiated by MCS and sent to Materials Engineering. A Materials Engineer MUST enter the EI as originator to add the RIR.

6.2 REVIEWS

6.2.1 Periodic reviews of Materials Engineering's technical and quality requirements are required by **WCP-ZZ-00008** "Blanket Purchase Order". The review and any changes should be documented on an EI or UOPME. Any changes required in the Purchase Order MUST be routed to Purchasing.

7. VENDOR SERVICES (**CTSN** 5440)

7.1 The procurement level for vendor services to be performed at the Plant under the vendor's QA program, or the UE OQAP, MUST be in accordance with the procurement level as addressed in **WEP-ZZ-00007**, "Procurement Level Assignment". Invoke applicable requirements based on answers to the On-Site Contractors Checklist (CA-#1289 in APA-ZZ-00400). These requirements are in addition to any determined to be necessary in Section 4.0 of this procedure. (**CTSN** 2996, 3595)

NOTE:	For on-line On-Site Contractors Checklists attached to the BOM, the answers to items 20 through 27, excluding 22, are utilized to invoke applicable procurement requirements.

7.1.1 The engineer should review the Qualified Suppliers List (QSL) to determine if the recommended supplier is on the QSL. If the supplier is not on the QSL, Materials Engineering should process a Request for Supplier Evaluation form (CA-#1592) in accordance with **APA-ZZ-00400**, "Procurement of Parts, Supplies, Materials, and Services", or contact Supplier Quality if there are questions.

7.1.2 Impose the applicable specification, procedure or requirements for performing the service. If not included in the specification, the following are included as appropriate:

7.1.2.1 If the vendor is to prepare a procedure or specification for the service, annotate on the PR description that the Union Electric responsible person or other appropriate person/group WILL need to review and approve the use of the procedure or specification prior to beginning work.

7.1.2.2 Indicate under which QA program the vendor WILL be working. If the service being performed is under both the vendor's and UE's QA program, specify the scope of work that WILL be performed under each program.

7.1.2.3 Include the name or a position title for the appropriate Union Electric site contact/responsible person (Contract Administrator) and his address or phone number for the vendor to contact with technical questions.

7.1.2.4 Include procurement and receipt inspection requirements for all materials including consumables to be supplied and installed on safety related systems.

7.1.2.5 Calibration standards for vendor supplied M&TE MUST be traceable to NIST (National Institute of Standards and Technology), formerly NBS, standards or M&TE MUST be calibrated in accordance with UE's program.

7.1.3 PQL and CG evaluations are not required for on-site services performed in accordance with the Union Electric Quality Assurance (QA) program and in accordance with UE approved procedures and work documents.

7.1.4 All material supplied by the vendor, including consumables, to be used or installed on safety related systems MUST be processed in accordance with Section 4.0 of this procedure.

7.1.5 Vendor personnel qualification records are to be sent to the Contract Administrator for review and acceptance (CA-#1023). The Contract Administrator ensures that the work is acceptable and the acceptance is documented (e.g., Work Requests and the Contractor Performance Rating and Completion Notification form, CA-#1291). (**CTSN** 3609)

7.2 When the service the vendor can supply differs from the scope on the original Bill of Material (BOM), the BOM originator should be notified.

8. PROCUREMENTS FROM LICENSED UTILITIES

8.1 For procurements from Wolf Creek Nuclear Operating Corporation (WCNOC), invoke SPD 2.0, Spare and Replacement Parts Exchange Policy, in addition to requirements imposed in Section 4.0 of this procedure.

8.2 For procurements from Utilities other than WCNOC, the guidance in Section 4.0 is to be followed. Union Electric is responsible for configuration review.

9. DISASTER RECOVERY

9.1 This section of the procedure may be used during the following circumstances:

a. Working hours when the computer system is not available.

b. Off normal hours when approval for the PR is obtained by telecon.

c. Unusual instances which mitigate the use of the computer system.

9.2 Prepare a hand written/typed BOMF on the BOMF form (Attachment 3) in accordance with the PR guidelines in this procedure for the applicable sections.

9.2.1 Obtain proper signatures on Page 2 of the form.

9.2.1.1 If a second engineer is not available on site for the review, obtain approval by telecon and document the telecon approval in the reviewer signature block.

9.2.2 If more space is needed for any section or written instructions are needed for the inspection section, a Continuation Sheet, Attachment 4, should be used.

9.2.3 For stock and non-stock buys, the on-line PR MUST be completed when personnel and the computer are available. This is necessary to assure payment of the vendors.

9.3 For an upgrade in the disaster recovery mode, the recommended method is with a Non-Conforming Materials Report (NMR) type SOS in accordance with **APA-ZZ-00500**, "Corrective Action Program".

10. EDIT INVENTORY

10.1 An Edit Inventory (EI) may be prepared to make changes to the Inventory File and/or a PR. An EI has the same requirements of corresponding fields on a PR, unless documented otherwise.

10.2 An EI of Class 'A' Information for Safety-Related or Special Scope may be initiated by a Materials Engineer or a Material Controller (see Material Control procedure, **WCP-ZZ-00013**, "Inventory Control").

10.2.1 Downgrades may be initiated by Material Control when a design document (Procedure, RFR, Drawing, etc.) exists that defines the part or component as non-safety-related for procurement purposes. The design document MUST be referenced on the "Reference Document" screen. See Section 4.21.

10.3 An EI of Class 'A' information on a PR may be issued in lieu of revising the PR (preferred when a Purchase Order has been issued for the PR).

10.3.1 Only Materials Engineers should initiate an EI for a Safety Related or Special Scope PR.

10.4 When a review of all Class 'A' information has not occurred under the current system (no review date exists on the Inventory System), all Class 'A' fields MUST be reviewed. When a previous review is confirmed by the review date, information unrelated to the specific change may be considered accurate and the reviewer is not required to reconfirm all Class 'A' fields.

10.5 Only Materials Engineers approve an EI of Class 'A' information for a safety-related or special scope stock/non-stock review or PR.

10.5.1 Non-Class 'A' screens do not require a second review/approval.

11. SHELF LIFE REVIEW

11.1 A Shelf Life Review is completed when changes are made that only affect Shelf Life. This review is actually a subset of Edit Inventory and applies to the Shelf Life field and other fields that impact, or have information related to shelf life: storage level, description, PM, shelf life notes.

11.2 Description changes on Shelf Life Reviews should be limited to information affecting shelf life, i.e., material and removing information from old descriptions that is now included in other fields. This can include some reorganization of the description to add or delete words.

12. REFERENCES

12.1 **APA-ZZ-00330**, Preventive Maintenance Program

12.2 **APA-ZZ-00400**, Procurement of Parts, Supplies, Materials and Services

12.3 **APA-ZZ-00407**, Control of On-Site Contractors

12.4 **APA-ZZ-00430**, Classification of Parts

12.5 **GDP-ZZ-00430**, Supplier Quality Review of Purchase Requisitions

12.6 **WCP-ZZ-00008**, Blanket Purchase Orders

12.7 **WCP-ZZ-00013**, Inventory Control

12.8 **WDP-ZZ-00010**, Identification Control, Storage, and Disposition of Shelf Life Items

12.9 **WDP-ZZ-00015**, Control and Disposition of Preventive Maintenance Items While in Storage

12.10 **WEP-ZZ-00001**, Commercial Grade Evaluation

12.11 **WEP-ZZ-00003**, Procurement Code System

12.12 **WEP-ZZ-00007**, Procurement Level Assignment

12.13 **WEP-ZZ-00019**, Sampling Plan Utilization for Commercial Grade Item Acceptance

12.14 **WSP-ZZ-00002**, Storeroom Storage and Control

12.15 ANSI N45.2.2-1972, Packaging, Shipping, Receiving, Storage, and Handling of Items for Nuclear Power Plants, 2313, 2417

12.16 ANSI N45.2.13-1976, Quality Assurance Requirements for Control of Procurement of Items and Services for Nuclear Power Plants

12.17 ANSI N45.2.4-1972, Installation, Inspection, and Testing Requirements for Instrumentation and Electric Equipment During the Construction of Nuclear Power Generating Stations, 2039

12.18 SPD 2.0, Spare and Replacement Parts Exchange Policy

12.19 NUMARC 90-13, Nuclear Procurement Program Improvements

12.20 EPRI NP-6408, Guidelines for Establishing, Maintaining, and Extending the Shelf Life Capability of Limited Life Items (NCIG-13)

12.21 EPRI NP-6629, Guidelines for Procurement and Guidelines for the Procurement and Receipt of Items for Nuclear Power Plants (NCIG-15)

12.22 EPRI NP-6896, Guidelines for Determining In-Storage Maintenance of Items for Nuclear Facilities (NCIG-18)

12.23 Operating Quality Assurance Manual, 2039, 4608, 4628, 4631, 4632, 4743, 4647, 4666, 4753, 4767, 4807, 4809, 4864, 4867, 4868, 4879

12.24 Supplemental Quality Assurance Programs, 42274, 42275, 42324, 42360

12.25 10CFR Part 71, Packaging and Transportation of Radioactive Material, 42108

13. RECORDS

13.1 QA RECORDS

13.1.1 Purchase Requisition (3270) File U200.0002

13.1.2 Purchase Requisition (4259) File U200.0002

13.1.3 Purchase Requisition (102) File U200.0002

13.1.4 Stock Review (PR Change) File U200.0002

13.1.5 Stock Review (Shelf Life) File U200.0010

13.1.6 Stock Review File U200.0010

13.1.7 Non-Stock Review File U200.0002

13.2 COMMERCIAL RECORDS

13.2.1 Purchase Requisition (102) File U200.0002*

13.2.2 Purchase Requisition (4259) File U200.0008*

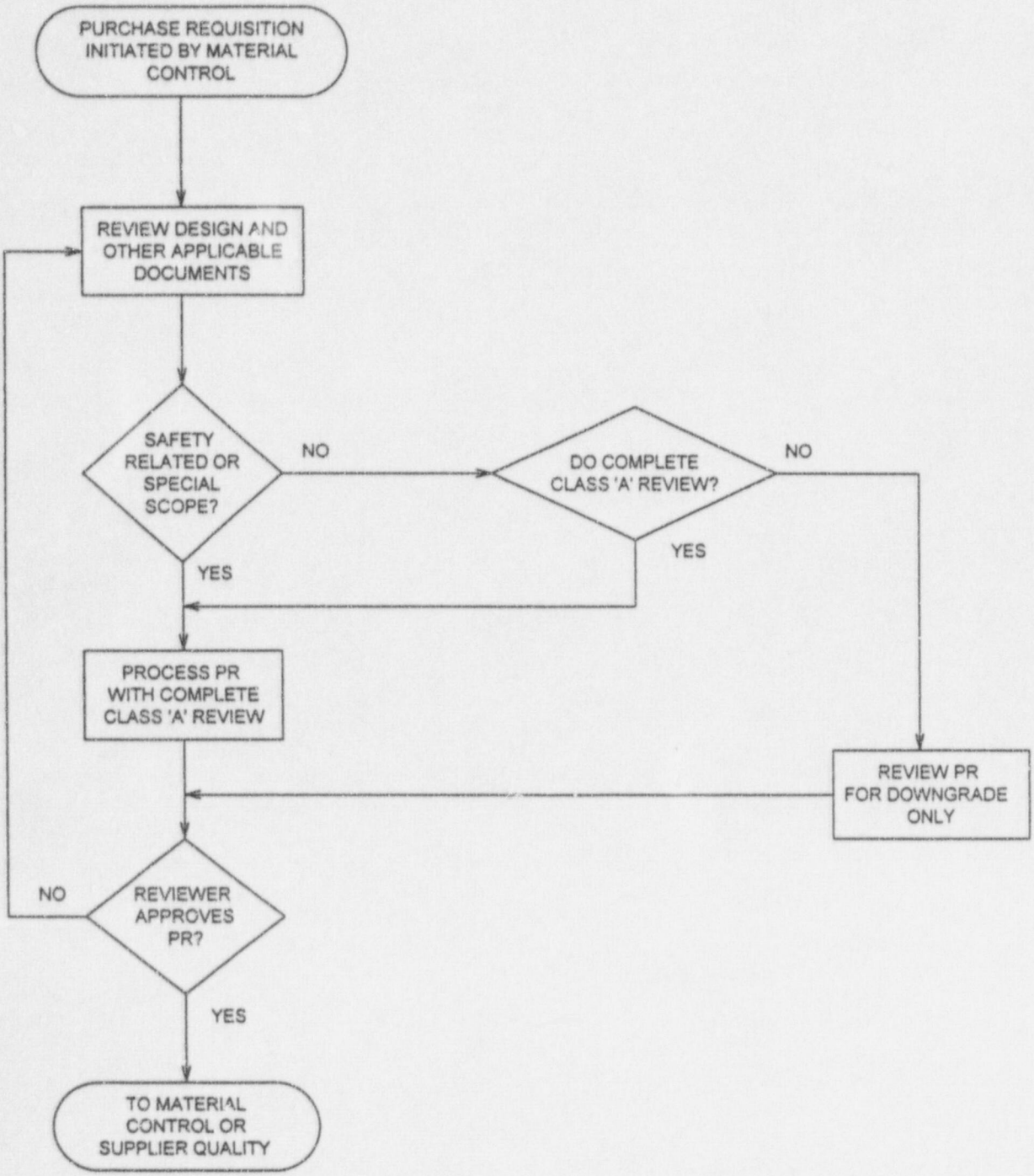
13.2.3 Stock Review File U200.0008*

13.2.4 Stock Review (Shelf Life) File U200.0008*

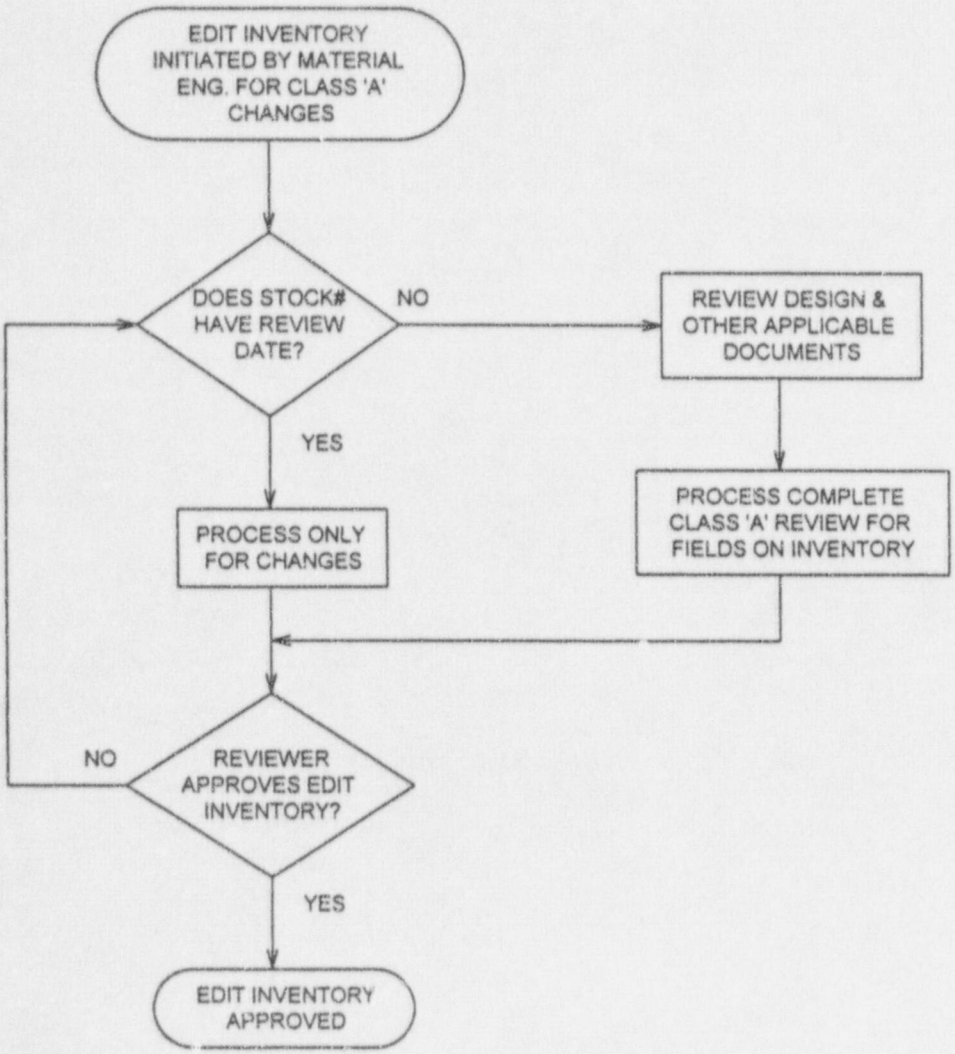
13.2.5 Non-Stock Review File U200.0002*

*Storeroom Central Files

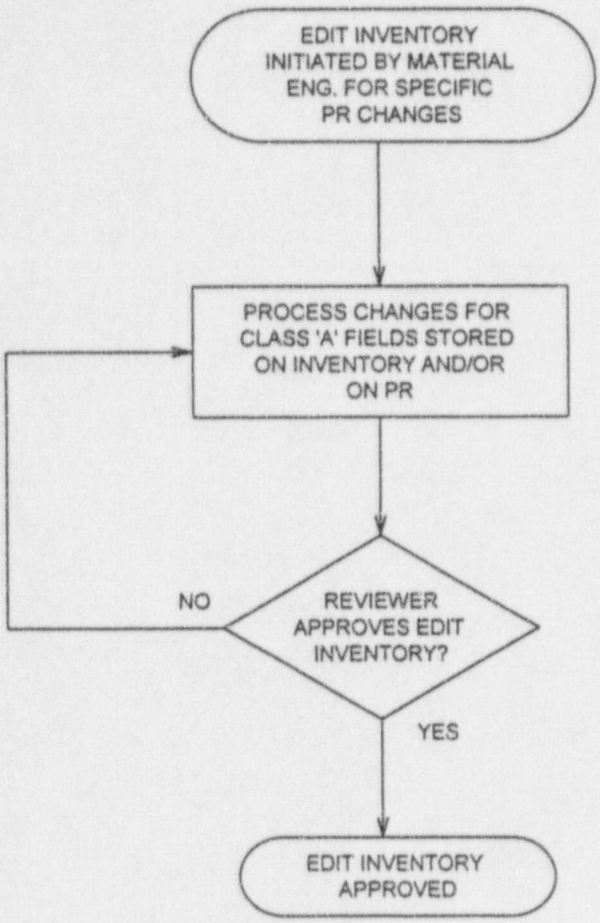
PURCHASE REQUISITION PROCESS



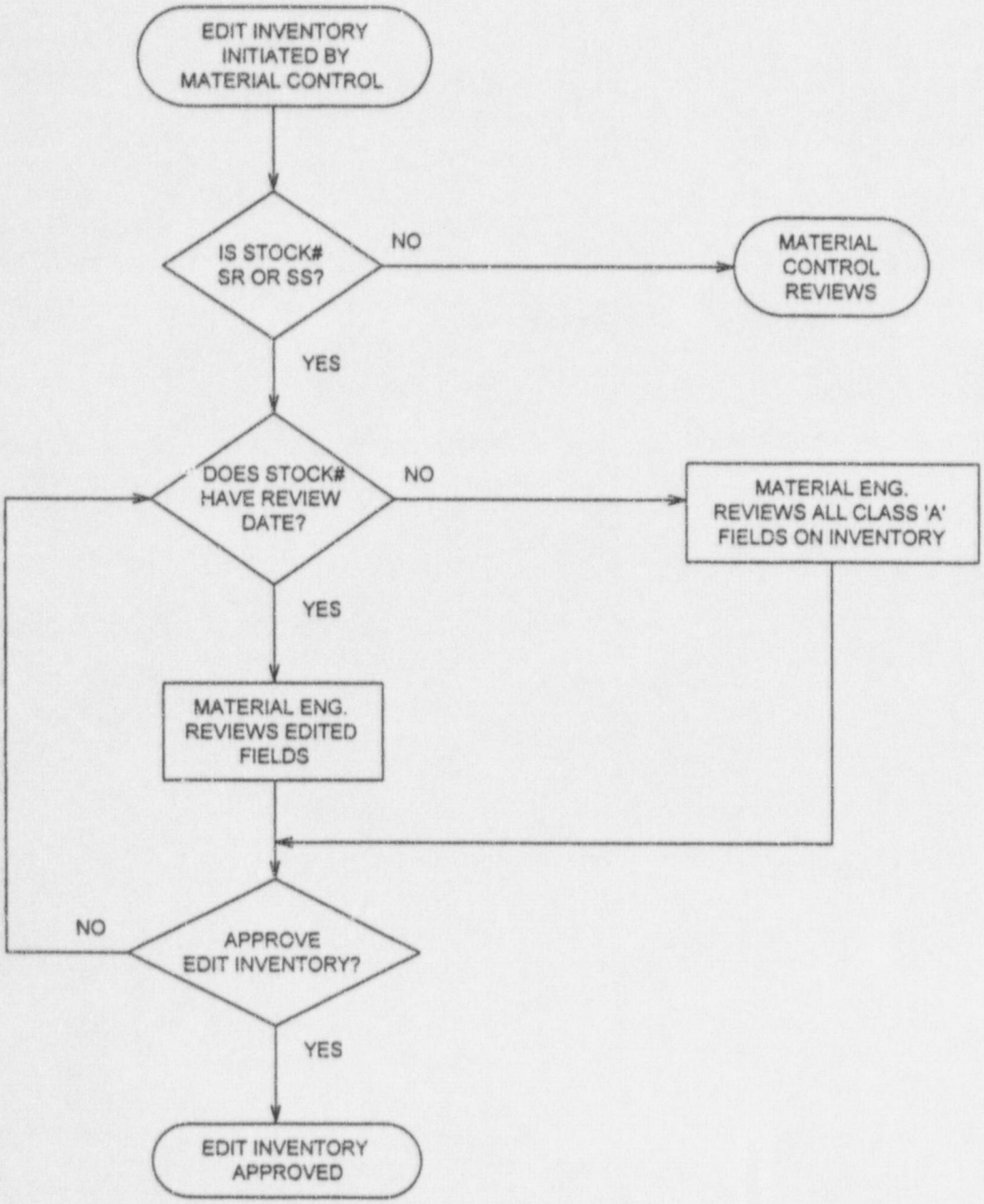
EDIT INVENTORY FOR "CLASS A" CHANGES



EDIT INVENTORY FOR PURCHASE REQUISITION CHANGES



EDIT INVENTORY INITIATED BY MATERIAL CONTROL



UNION ELECTRIC COMPANY
BOM FOLLOWER

Page _____ of _____

BOMF _____

BOMF NUMBER _____ DATE _____ INIT. DOCUMENT: BOM___ STOCK___ UOPME___

LINE NUMBER _____ LEVEL 5 NO _____ PROCUREMENT LEVEL ____ STORAGE LEVEL ___

SHELF LIFE _____ MONTHS (XXX = FURNISHED BY SUPPLIER)

ASME CODE _____

PROC: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

REF: _____

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DESCRIPTION: _____

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Page _____ of _____

BOMF _____

Part Number _____ Manufacturer _____

_____ _____

_____ _____

COMPONENT IDS: _____

_____

_____

PREVENTIVE MAINTENANCE ___ (Y/N)

_____

COMMENTS: _____

_____

_____

_____

_____

ITEM INSPECTION

1. PRODUCT IDENTIFICATION _____
2. MANUFACTURING DOCUMENTATION _____
3. PROTECTION REQUIREMENTS _____
4. PERFORMANCE PROPERTIES _____
5. INERT GAS BLANKET _____
6. DESICCANT _____
7. PHYSICAL DAMAGE & CLEANLINESS _____
8. POST ISSUE INSPECTION/TEST _____

SPECIFIED REQUIREMENTS

9. PHYSICAL PROPERTIES _____

PREPARED BY _____ DATE _____
Engineer ID NUMBER

REVIEWED BY _____ DATE _____
Engineer ID NUMBER

BOMF CONTINUATION SHEET

Page _____ of _____

BOMF Number _____

Line Number _____

BOMF SECTION