

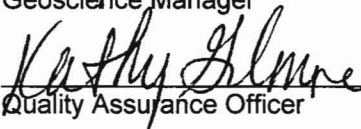




**NYE COUNTY NUCLEAR WASTE
REPOSITORY PROJECT OFFICE**

QUALITY ADMINISTRATIVE PROCEDURE

TITLE: Procurement of Items and Services		REVISION: 2 DATE: 9-17-08 PAGE: 1 of 8
PROCEDURE NUMBER: QAP-7.1	SUPERSEDES: Revision 1, 3-31-04	
APPROVAL  _____ Director 9/19/08 Date	CONCURRENCE  _____ Geoscience Manager 9/17/08 Date  _____ Quality Assurance Officer 9/17/08 Date	

1.0 PURPOSE

This quality administrative procedure (QAP) describes Nye County Nuclear Waste Repository Project Office (NWRPO) requirements and responsibilities for controlling the procurement of items and services for quality-affecting activities of NWRPO technical programs.

2.0 APPLICABILITY

This QAP applies to the procurement of items and services that affect the quality of work performed for NWRPO technical programs.

3.0 DEFINITIONS

- 3.1 *Daily operation items and services (DOIS)***—commercial products required for daily operation that do not directly impact the quality of the NWRPO technical programs. Examples of DOIS-category items include office supplies, standard computers, and non-quantitative safety equipment (e.g., hard hats, safety glasses, etc.).

- 3.2** *Quality assurance items and services (QAIS)*—products or services not readily available that directly affect the quality of activities and results of NWRPO technical programs and involve new and/or highly complex techniques or methods or readily available products that directly affect the quality of activities and results of NWRPO technical programs and have special QA-related requirements in their procurement documents. Examples of QAIS-category items include (but are not limited to): specialized instrumentation requiring calibration certification (e.g., thermometers, Westbay® or similar pressure and temperature monitoring equipment); laboratory analysis of hydrologic, geologic, or other media; professional services contracts for research and analysis; and custom-written software packages.
- 3.3** *Quality administrative procedure*—a procedure developed to implement the quality assurance (QA) requirements described in the QA Program Plan (QAPP).
- 3.4** *Quality Assurance Program Plan*—the controlled plan that outlines the NWRPO QA requirements, which are based principally on the applicable portions of the requirements set forth by the U.S. Nuclear Regulatory Commission and the American National Standards Institute for nuclear power plants, as adapted for a nuclear waste repository.
- 3.5** *Qualified supplier* —a supplier who has been evaluated and deemed capable of providing specific items or services in accordance with NWRPO QA requirements.
- 3.6** *Standard items and services (SIS)*—readily available products that directly affect the quality of activities and results of NWRPO technical programs and have no special QA-related requirements in their procurement documents. Examples of SIS-category items include standard buffer and calibration solutions, tape measures, sounders, geophones, quantitative safety equipment (e.g., noise level meters) and commercial (industry standard) software packages (e.g., Surfer®, WellCAD, ArcGIS software, etc.).

4.0 RESPONSIBILITIES

4.1 Director

The Director or designee is responsible for approving this QAP.

4.2 Quality Assurance Officer

The QA Officer (QAO) is responsible for reviewing, revising if necessary, and approving all QAIS procurement requests. The QAO is also responsible for reviewing and revising the NWRPO QA requirements described in these requests and specifying and implementing one or both of the following controls:

- Qualification of the supplier, preferably before procurement is completed
- Acceptance of the item or service by inspecting it during production, after receipt, or by evaluation of the documentation supplied with it

In addition, the QAO is responsible for maintaining a record of all QAIS procurements and the subsequent QA controls implemented.

4.3 Geoscience Manager

The Geoscience Manager (GSM) is responsible for reviewing and approving all procurement requests, confirming or revising the procurement category and any QA requirements specified by the requestor, returning or forwarding SIS procurement documents for processing, and sending QAIS procurement documents to the QAO for implementation of the QA controls specified in this QAP.

4.4 Requestor

The requestor is responsible for clearly identifying an item or service in the Procurement Request/Receipt (PRR) Form (Attachment 1) and assigning a QA category to each procurement.

For SIS procurement requests, the requestor is responsible for selecting and clearly identifying the item or service that meets the QA-related requirements (e.g., composition, purity, accuracy, or repeatability) by carefully evaluating, comparing, and verifying, where necessary, the advertised specifications of different suppliers. In addition, the requestor is responsible for recommending known and established suppliers. The requestor is also responsible for following standard Nye County procurement procedures for inspection, verification, and acceptance of an item upon receipt. Depending upon the cost of the procurement, the requestor may be required to include three suppliers and prices or follow the Nye County bid process.

4.5 Procurement Personnel

Procurement personnel are responsible for processing purchase order and contract procurement requests, by generating procurement documents, coordinating procurement, tracking receipts, and arranging for payment.

5.0 PROCESS

5.1 Initial Processing

Procurement of an item or service for NWRPO technical programs shall include the following initial steps, regardless of procurement type (i.e., contract or purchase order) or QA category (with the exception of DOIS):

- The requestor shall complete Parts 1 and 2 of the PRR Form and submit it to the GSM for review and approval. If the procurement is a contract, a scope of work with tasks, deliverables, schedules, and budget or cost bid table shall be attached.
- The GSM shall review the request and approve or reject it. If necessary, the GSM shall revise, or ask the requestor to revise, the request prior to approval.
- The GSM or requestor shall submit approved standard procurement requests (SIS) to NWRPO procurement personnel for processing and approved QA procurement requests (QAIS) to the QAO for implementation of QA controls.

5.2 Standard Procurement Request Processing

DOIS procurement requests shall be excluded from QA controls because they do not impact the quality of activities or results of NWRPO technical programs. PRR Forms are not required for DOIS procurements. Although SIS procurements impact quality, they are excluded from QA controls because 1) QA requirements designated by the requestor are satisfied by advertised specifications guaranteed by the supplier or manufacturer and 2) the item or service is inspected, verified, and accepted upon receipt according to standard Nye County procurement procedures.

SIS procurements requests shall be processed as follows:

- Based on the PRR Form received from the GSM, NWRPO procurement personnel generate a procurement document (i.e., purchase order).
- The requestor verifies that the procurement document includes all required information specified on the PRR Form.
- NWRPO procurement personnel finalize the procurement document according to standard Nye County procurement procedures.
- NWRPO procurement personnel store the PRR Form with a copy of the procurement document and transmit the form to the requestor upon receipt of the item.
- The requestor follows standard Nye County inspection, verification, and acceptance procedures and signs Part 4 of the PRR Form. The Nye County standard acceptance procedure is detailed in Section 5.5 of this QAP.
- The requestor returns the PRR Form to NWRPO procurement personnel, who file it with other required procurement documentation.

5.3 Quality Assurance Procurement Request Processing

QAIS procurement requests shall be processed as described in Section 5.2 of this QAP, with additional steps taken by the QAO. These procurement requests shall include documents describing the special QA requirements, qualification of the supplier, and/or inspection. These controls help to ensure that the item or service does not adversely affect the quality of NWRPO technical programs, and shall be implemented by the QAO as follows:

- Upon receipt of the PRR Form from the GSM, the QAO reviews and revises, if necessary, the QA requirements or instructions specified by the requestor in Part 1.
- The QAO determines the need for a QA qualification of the supplier and/or inspection of the product, records the results in Part 3 of the PRR Form, and signs the form.
- If supplier qualification has been deemed necessary, the QAO qualifies the supplier, using methods described in Section 5.4 of this QAP. • The QAO forwards the PRR Form to NWRPO procurement personnel for the processing steps described in Section 5.2 of this QAP.

- The QAO inspects the item during production or after the inspection of the delivered item by the requestor, as detailed in Section 5.6 of this QAP.
- The QAO completes Part 5 of the PRR Form and forwards a copy of the form to NWRPO procurement personnel for their files. The original PRR Form is placed in the procurement data package containing supplier qualification and QA inspection documentation and submitted to the NWRPO QA records center (QARC).

5.4 Supplier Qualification

All QAIS that are non-standard items shall be procured from qualified suppliers; QAIS that are standard items with special QA requirements shall be procured from qualified suppliers only if deemed necessary by the QAO. If there is no supplier for a particular procurement on the list of qualified suppliers, the QAO shall qualify a new supplier for that procurement and add that supplier to the list.

The methods for selecting and evaluating a supplier shall include an evaluation of one or both of the following:

- Technical and QA capability, based on an evaluation of facilities, personnel, QA records, and QA program implementation
- History of providing an identical or similar item or service that performed satisfactorily

The vendor shall be recommended by the GSM and supplier qualifications shall be approved by the QAO before the start of work. The list of qualified suppliers shall be maintained in the QARC.

If deemed necessary by the QAO, annual evaluations of qualified suppliers shall be conducted and documented by the QAO and, if applicable, include the following:

- A review of supplier-furnished documents and records, such as a certificate of conformance (i.e., supplier-signed statement certifying that the item or service conforms to the one specified in the procurement document)
- Results of previous source verifications, audits, and inspections
- The operating experience of identical or similar items furnished by the supplier
- Results of audits conducted by other clients

All documentation associated with annual supplier qualification shall be submitted to the QARC.

5.5 Standard Acceptance Requirements

The requestor shall inspect all items and services upon receipt, regardless of QA category and in accordance with Nye County procurement procedures, and verify the following:

- Identification as specified on the procurement request

- Configuration as ordered
- Correct dimensions and other specified physical characteristics
- Freedom from shipping damage
- Cleanliness
- Appropriate inspection, testing, technical information, and/or other records (e.g., certificate of conformance)

If an item or service does not meet specifications, the requestor shall contact NWRPO procurement personnel for return of the item or other appropriate resolution.

5.6 Quality Assurance Acceptance Methods

The methods for accepting an item or service with QA requirements shall include one or more of the following:

- Surveillance or audit of the production of the item or service, as described in QAP-18.1, *Audits and Surveillances*
- Inspection of the delivered item, as described in Section 10 of the QAPP
- Evaluation of the certificate of conformance
- Review of objective evidence of conformance to procurement requirements, such as technical information furnished with the item or service

For acceptance of QAIS, the QAO shall perform the acceptance method(s) specified in Part 5 of the PRR Form to verify conformance to QA specifications. If the item or service fails to meet QA specifications, it shall be returned to the supplier for correction, and a nonconformance shall be processed according to QAP-15.1, *Control of Nonconforming Items or Activities*.

Deliverables from QAIS contracts for professional services shall be accepted by conducting annual inspections at the end of the contract period, focusing on deliverables specified in the contract. In cases where the major deliverables are technical reports, documentation of independent technical reviews, as described in QAP-3.1, *Independent Technical Review*, shall be considered evidence of quality.

6.0 RECORDS

Documents generated by this QAP are QA records and shall be submitted to the QARC by the responsible individual. Prior to submittal, the sender shall ensure that each document is complete, legible, and adequately identifiable, as specified in QAP-17.1, *Records Management*.

The QA records generated by this QAP include:

- A list of qualified suppliers

- Annual evaluations of qualified suppliers
- The data package for each QAIS procurement, including the following:
 - Results of supplier evaluations and audits
 - Acceptance records
 - The completed PRR Form

7.0 REFERENCES

QAP-3.1, *Independent Technical Review*. Quality Administrative Procedure. Nye County Nuclear Waste Repository Project Office (NWRPO). Pahrump, Nevada.

_QAP-15.1, *Control of Nonconforming Items or Activities*.

_QAP-17.1, *Records Management*.

_QAP-18.1, *Audits and Surveillances*.

QAPP, *Nye County Nuclear Waste Repository Project Office Quality Assurance Program Plan*. Quality Assurance Program Plan. NWRPO. Pahrump, Nevada.

8.0 ATTACHMENTS

Attachment 1 Procurement Request/Receipt Form

Attachment 1 Procurement Request/Receipt Form

Form QAP-7.1-1 Rev 2
9/17/2008

Nye County Nuclear Waste Repository Project Office PROCUREMENT REQUEST/RECEIPT FORM				
Part 1 Procurement Information				
Requestor			Date of Request:	
Name of Item/Service				
Justification			Date Required:	
Not to Exceed Total Cost				
Type (check one) <input type="checkbox"/> Purchase Order <input type="checkbox"/> Contract		QA Category (check one) <input type="checkbox"/> SIS <input type="checkbox"/> QAIS		
QA Requirements (attach as necessary)				
Part 2 Detailed Information (NA if not applicable)				
Description of Item/Service	Item Number	Unit Price	Quantity	Total Cost
				0
				0
				0
				0
				0
				0
				0
			Subtotal	0
			Shipping Cost	
			Total	0
Suggested Supplier Name and Address				
			Phone	Fax
Additional Suppliers (attach as necessary)				
Ship/Deliver To Address				
Geoscience Manager		Signature		Date
Part 3 Preliminary QAO Approval for QAIS Procurements (NA if not applicable)				
QA Controls <input type="checkbox"/> Qualification of Supplier <input type="checkbox"/> Inspection of Item/Service				
QA Supplier Qualification Method (attach as necessary)				
				Date
Quality Assurance Officer		Signature		Date
Part 4 Requestor Inspection Approval and Receipt				
Requestor		Signature		Date
Part 5 Post-Receipt QAO Approval for QAIS Procurements (NA if not applicable)				
QA Acceptance Method (attach as necessary)				
				Date
Quality Assurance Officer		Signature		Date