






**NYE COUNTY NUCLEAR WASTE  
REPOSITORY PROJECT OFFICE**

**QUALITY ADMINISTRATIVE PROCEDURE**

TITLE:  <b>Procurement of Items and Services</b>		REVISION: 1  DATE: 3-31-04  PAGE: 1 of 8
PROCEDURE NUMBER:  <b>QAP-7.1</b>	SUPERSEDES:  <b>Revision 0, 9-30-95</b>	
APPROVAL   Project Manager	CONCURRENCE   On-Site Geotechnical Representative	
Date: 4-5-04	 Quality Assurance Officer	
	Date: 3/28/04	

**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.

- 3.2** *Non-standard items and services (NSIS)*—products 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.
- 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.
- 3.7** *Standard items and services with additional QA requirements (SIS-QA)*—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.

## **4.0** **RESPONSIBILITIES**

### **4.1** **Project Manager**

The Project Manager (PM) 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 SIS-QA and NSIS 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 SIS-QA and NSIS procurements and the subsequent QA controls implemented.

### **4.3 On-Site Geotechnical Representative**

The On-Site Geotechnical Representative (OSGR) is responsible for reviewing and approving all procurement requests, confirming or revising the procurement category and any QA requirements specified by the requestor, forwarding DOIS or SIS procurement documents for NWRPO and Nye County processing, and sending SIS-QA or NSIS 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 for 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.

### **4.5 Procurement Personnel Responsibilities**

Procurement personnel are responsible for processing purchase order and contract procurement requests, by generating procurement documents, coordinating procurement, tracking receipt, 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:

- The requestor shall complete Parts 1 and 2 of the PRR Form and submit it to the OSGR 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 OSGR shall review the request and approve or reject it. If necessary, the OSGR shall revise, or ask the requestor to revise, the request prior to approval.

- The OSGR shall submit approved standard procurement requests (i.e., DOIS or SIS) to NWRPO procurement personnel for processing and approved QA procurement requests (i.e., SIS-QA or NSIS) 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. 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.

DOIS and SIS procurements requests shall be processed as follows:

- Based on the PRR Form received from the OSGR, 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 3 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

SIS-QA and NSIS 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 OSGR, 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 4 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 may elect to conduct the qualification after procurement is completed.
- 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 NSIS shall be procured from qualified suppliers; SIS-QA 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 acceptance of supplier qualifications shall be recommended by the QAO and approved by the Project Manager or designee before the start of work. The list of qualified suppliers shall be maintained in the QARC.

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 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 NSIS or SIS-QA, 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 NSIS 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 in accordance with 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 SIS-QA or NSIS 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.*

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.*

## **8.0 ATTACHMENTS**

Attachment 1 Procurement Request/Receipt Form

## Attachment 1 Procurement Request/Receipt Form

Form QAP-7.1-1 Rev 0 03-31-04	
<b>Nye County Nuclear Waste Repository Project Office PROCUREMENT REQUEST/RECEIPT FORM</b>	
<b>Part 1 Procurement Information</b>	
Requestor	Date
Name of Item/Service	
Justification	Date
Not to Exceed Total Cost	Applicable ISIP Task Name/Number
Type (check one) <input type="checkbox"/> Purchase Order <input type="checkbox"/> Contract	QA Category (check one) <input type="checkbox"/> SIS <input type="checkbox"/> SIS-QA <input type="checkbox"/> NSIS
QA Requirements (attach as necessary)	
<b>Part 2 Detailed Information (NA if not applicable)</b>	
Description of Item/Service	
Model/Catalog Number	Quantity
Suggested Supplier Name and Address	
	Phone
	Fax
Additional Suppliers (attach as necessary)	
Ship/Deliver To Address	
On-Site Geotechnical Representative	Date
Signature	
<b>Part 3 Requestor Inspection Approval and Receipt</b>	
Requestor	Date
Signature	
<b>Part 4 Preliminary QAO Approval for SIS-QA and NSIS Procurements</b>	
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	Date
Signature	
<b>Part 5 Post-Receipt QAO Approval for SIS-QA and NSIS Procurements</b>	
QA Acceptance Method (attach as necessary)	
	Date
Quality Assurance Officer	Date
Signature	