

TEMPORARY CHANGE REQUEST

TCR NO. **TCR-0-041, R0-003**

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or
2) minor, and do not warrant Department Head review.

Person Requesting Change: Frank Malinowski **Phone Ext:** 2203

Department Name: Quality Assurance

Document Number: O-041 **Revision No.:** 0

Document Title: Suspect and Counterfeit Items (S/CI) Committee Charter

Reason for change:

Update Order revision and Position Title. Edit Responsibilities section for clarity.

Change description: (Summarize and attach changed pages, with changes clearly indicated)

First and second paragraphs – DOE Order 414D

Third Paragraph – Updated ES&H Dept. name

Fourth paragraph and first bullet – Head, Best Practices and Quality Assurance

Re-ordered bullets for precedence.

First bullet – “The Head, Best Practices and Quality Assurance shall approve the appointment of the S/CI Coordinator.”

Third bullet – “Being aware...”

Fifth bullet – “The S/CI Coordinator shall evaluate S/CI incidents with, as needed, participation of other resources, including all or part of the Committee.”

1. Does this TCR significantly alter the intent or scope of the document? **YES:** **NO:** X

2. Does this TCR significantly impact **ES&H**? **YES:** **NO:** X

If 1 or 2 is **YES**, Explain why the changes should not be routed for Department Head review:

James B. Graham

1/26/16

Department/Division Head Approval

Date

John DeLooper

1/26/16

Head, Best Practices and Outreach/designee

Date

Release/Effective date of this TCR: 1/26/16

Incorporate this TCR into next revision of this document? **YES:** X **NO:**

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	ORGANIZATION/ MISSION	No. O-041 Rev 0 page 1 of 1						
	<table border="1"> <tr> <td rowspan="2">Subject: Suspect and Counterfeit Items (S/CI) Committee Charter</td> <td>Effective Date: May 8, 2006</td> <td colspan="2">Initiated by: Head, Best Practices and Quality Assurance</td> </tr> <tr> <td>Supersedes: New</td> <td colspan="2">Approved: Director</td> </tr> </table>			Subject: Suspect and Counterfeit Items (S/CI) Committee Charter	Effective Date: May 8, 2006	Initiated by: Head, Best Practices and Quality Assurance		Supersedes: New	Approved: Director
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Introduction

DOE Order 414.1D requires that an S/CI prevention process be developed and implemented as part of the organization’s quality assurance program and commensurate with the facility/activity hazards and mission impact. The Suspect/Counterfeit Items Committee (S/CI) is responsible for oversight of the PPPL S/CI program. TCR-O-041, R0-003

Per DOE O 414.1D, an item is suspect when inspection or testing indicates that it may not conform to established Government or industry-accepted specifications or national consensus standards or whose documentation, appearance, performance, material, or other characteristics may have been misrepresented by the supplier or manufacturer. A counterfeit item is one that has been copied or substituted without legal right or authority or whose material, performance, or characteristics have been misrepresented by the supplier or manufacturer? TCR-O-041, R0-003

The Committee consists of seven voting members representing Quality Assurance, Engineering & Infrastructure, Procurement, Facilities & Site Services, and Environment, Safety, and Health. A majority of the voting members must be present to meet the quorum requirements for a meeting. Committee meetings will be held, at a minimum, semi-annually. The Committee can request the services of specific Laboratory employees to serve as non-voting Resource Members.

The Committee reports to the Head, Best Practices and Quality Assurance. TCR-O-041, R0-003

Responsibilities

The Committee is responsible for:

- Recommending one of its members as the PPPL S/CI Coordinator, an individual identified to DOE as the Laboratory’s point of contact for S/CI issues. This individual will take the lead in evaluating S/CI issues. The Head, Best Practices and Quality Assurance shall approve the appointment of the S/CI Coordinator. TCR-O-041, R0-003
- Being knowledgeable of DOE requirements for S/CI program
- Being aware of S/CI issues in other DOE facilities and elsewhere. TCR-O-041, R0-003
- Promoting awareness of the potential for S/CI to be found at the Laboratory.
- The S/CI Coordinator shall evaluate S/CI incidents with, as needed, participation of other resources, including all or part of the Committee. Appropriate corrective actions shall be agreed upon with and assigned to the affected Responsible Line Managers. TCR-O-041, R0-003
- Maintaining information on potential S/CI items on a designated website that Laboratory personnel can use as a reference.
- Reviewing the efficiency and effectiveness of the S/CI safeguards at the Laboratory.
- Recommending changes, as necessary, to existing Laboratory systems and procedures, in order to achieve the goal of minimizing S/CI occurrences.