PPPL	PRINCETON PLASMA PHYSICS LABORATORY	PROCEDURE	No. QA-009 Rev 3 page 1 of 2
Subject: DCMA Vendor Surveillance Delegation		**Effective Date:** March 24, 2009	**Initiated by:** Head, Quality Assurance
		Supersedes: Revision 2 Nov. 17, 2005	**Approved:** Director

Applicability

This procedure applies to PPPL Departments, Projects, and Divisions.

Introduction

This procedure describes the process for utilizing supplier survey or surveillance assistance from the Defense Contract Management Agency (DCMA).

Reference Documents

None

Procedure

Responsibility	Action
Procurement	1. Assures that purchase orders contain a requirement allowing the use of DCMA surveys or surveillances.
Quality Assurance and PPPL Technical Representative	2. Determine together that the use of DCMA surveillance would effectively and efficiently support the quality objectives of the PPPL procurement.
Quality Assurance	3. Prepares written request for delegation of DCMA vendor surveillance for the subject PPPL procurement. The letter should include: a citation of the DOE/DCMA interagency agreement which authorizes the delegation; a description of the procurement; purchase order or subcontract number; key personnel; procurement documents; and the proposed scope of DCMA involvement. The letter must include limits on DCMA authority and on the total number of hours DCMA can bill. Typically it will specify that DCMA is to identify nonconforming conditions, but acceptance of the resolution remains a PPPL responsibility.

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Responsibility	Action
Quality Assurance	4. Obtains concurrence signatures from the PPPL Procurement Technical Representative and then sends the request directly to the local DCMA Office.
	5. Contacts the DCMA Representative to review the work scope, identify the required documentation, discuss communication expectations, and identify the vendor contact. When practicable, a meeting of the DCMA Representative, the supplier contact, the PPPL Technical Representative, and Quality Assurance at the supplier's facility should be arranged.
DCMA	6. Performs vendor surveillance activities based on agreed-to workscope and transmits written reports, including hours billed, to Quality Assurance. Identifies nonconforming conditions and immediately notifies PPPL QA of the nonconforming conditions.
Quality Assurance	7. Contacts supplier representative to resolve nonconforming conditions. Determines in conjunction with the PPPL Technical Representative acceptability of Supplier-proposed resolution.
	8. Tracks hours billed, from DCMA written reports.
	9. Determines in conjunction with the PPPL Technical Representative that DCMA assistance is complete and no longer required.
	10. Notifies the DCMA Office that DCMA support of the contract is no longer needed.

Attachments

None

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