

TEMPORARY CHANGE REQUEST

TCR NO. **TCR-P-072-R2-002**

(e.g., TCR-ENG-021,R0-001)

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: Adolfo Amaya **Phone Ext:** 2305

Department Name: Quality Assurance

Document Number: P-072 **Revision No.:** 2

Document Title: Procurement Assurance

Reason for change:

Update References and Quality requirements sections to link this procedure with S/CI program existing procedures.

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

1. Add: References Section, page 1 – QA-003 Procurement Quality Assurance
2. Add: Quality Requirements section, page 2 – Procurement restrictions for Suspect/Counterfeit-Susceptible Items

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
Department/Division Head Approval

3/8/16
Date

John DeLooper
Head, Best Practices and Outreach/designee

3/8/16
Date

Release/Effective date of this TCR: 3/9/16

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

Subject: Procurement Assurance (Environmental, Safety & Health [ES&H], Quality and Technical Requirements)	Effective Date: June 29, 2012	Initiated by: Head, Best Practices and Outreach
	Supersedes: P-072 R1 dated 9/1/98 & eliminates P-028, R4 dated 4/10/07	Approved: Director

TCR-P-072, R2-002

References:

10CFR830.122 Quality Assurance Requirements, Criterion 7, Performance/ Procurement
 10CFR 835, Occupational Radiation Protection
 10CFR851, Worker Health and Safety Program
 ENG-006, Preparation, Review and Approval of Specifications & Statements of Work
 QA-003, Procurement Quality Assurance **TCR-P-072, R2-002**

The individual (requisitioner) requesting procurement of any service, hardware, or software, regardless of procurement method (purchase order, subcontract, open order, basic ordering agreement (BOA) job orders, blanket purchase agreements (BPAs), or procurement card) is responsible for assuring that the service, hardware, or software meets PPPL ES&H, quality and technical requirements. PPPL processes require procurements to be approved by a supervisor, who assures that other reviews based on a graded approach (e.g., ES&H, QA), have been completed.

Credit card purchases are limited (by procedure and authorized individual) to small dollar value items or services that are procured without technical requirements (e.g., a 12 volt dc motor from a catalog). Purchase orders, subcontracts, BOA job orders and BPAs are usually supplemented with specifications and/or statements of work that provide a description of the activity to be performed by the supplier.

For more significant procurements, including subcontracts, BOA job orders and BPAs, a Princeton Technical Representative (PTR) is formally designated by the Director of Procurement with the concurrence of the responsible line manager. The PTR is responsible for verifying that the specific requirements have been fulfilled. In either case, the requisitioner or PTR is responsible to:

- Ensure the ES&H, quality and technical requirements are specified.
- Oversee Subcontractor activities to ensure compliance with the requirements and assist in interpreting requirements of the work.
- Ensure that PPPL meets its obligations to the subcontractor (e.g., training, drawings, etc).
- Ensure specified deliverables are received and are acceptable.
- Notify Procurement of any indication that the cost will exceed the subcontract amount or that the Subcontractor will not complete work in accordance with the delivery schedule.
- Ensure invoiced work was completed and assist in the subcontract closeout when the work is completed.

ES&H requirements may include, as appropriate:

- ESHD 5008 ES&H Directives (impose specific section and requirement within procurement document)
- Training requirements (e.g., GET required for individual on site > 40 hours – per GEN-008)
- Specific Laboratory procedure requirements (e.g., Job Hazard Analysis, hoisting and rigging, lock-out/tag-out, etc.)

The Environment, Safety, Health & Security Department is available to support the requisitioner/PTR by:

- Assisting in the selection and specification of ES&H requirements
- Reviewing the acceptability of provided ES&H documentation
- Issuing required permits (e.g., confined space, etc)
- Providing safety oversight of construction activities

Quality requirements may include, as appropriate:

- Requirements for a fabrication/inspection/test plan
- Designation of PPPL witness points
- Requirement for a supplier Quality Assurance Plan
- Control requirements for changes to PPPL approved documents
- Requirements for special processes
- Criteria for the acceptability of purchased items and services
- Procurement restrictions for Suspect/Counterfeit-Susceptible Items TCR-P-072, R2-002
- Requirements for acceptance inspections and tests
- Requirements for the processing of nonconformances
- Requirements for calibration of measuring and test equipment
- Provisions for release for shipment forms
- Documentation requirements
- PPPL access requirements including required training

The Quality Assurance Division is available to support the requisitioner/PTR by:

- Assisting in the selection and specification of quality requirements.
- Supporting the technical representative in the selection of the best supplier for the procurement.
- Providing regular contact with the supplier's Quality Manager to assure that the supplier understands and adheres to the quality requirements.
- Performing pre-award surveys, inspections, and audits at the supplier's facility.
- Reviewing the acceptability of provided documentation of quality characteristics, such as material certifications and inspection or test reports.
- Documenting nonconformances via the Quality Assurance Nonconformance Program.