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SELLER QUALITY ASSURANCE REQUIREMENTS
FOR
QUALITY LEVEL 3 ORDERS

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1. SCOPE

- 1.1. This document establishes quality assurance requirements for Bettis-Idaho purchase actions when specified by the purchase order.
- 1.2. The use of this document does not relieve the Seller of his responsibility to assure compliance with all of the requirements of the purchase order.
- 1.3. In the event of a conflict among documents applicable to the purchase order, the Seller shall immediately notify Bettis-Idaho, who will, upon such notification, resolve the conflict and give the Seller a resolution via a Change Notice or Purchase Order Information Release (POIR) to the purchase order.
- 1.4. Form 74157 contains instructions for Seller's preparation and submittal of:
 - Request for Engineering Change (REC)
 - Degradation of Specification Requirements (DSR)
 - Repair Approval Request (RAR)
 - Approval Request (AR)

2. DEFINITIONS

- 2.1. Characteristic -- any dimensional, visual, functional, mechanical, electrical, chemical, physical, or material feature or property and any manufacturing process control element which describes and establishes the design and manufacturing requirements of the product.
- 2.2. Gage -- A fixed device or pre-set and nonvariable device used for determining whether a specified characteristic (dimension) is within limits.
- 2.3. Identification -- a distinguishing mark applied to a product establishing the identity of that product.
- 2.4. Item -- one of the distinct parts of a product, or a logical operational unit within a service.
- 2.5. Lower-Tier Supplier -- a material supplier or subcontractor who has a purchase order with the Seller or any of his lower-tier suppliers. Other subdivisions or activities within the Seller's parent facility not under the direct cognizance of the Seller's Quality Control Department, shall be considered lower-tier suppliers.
- 2.6. Measuring and Test Equipment -- all devices used to measure, gage, test, inspect, or otherwise examine items to determine compliance with specifications.

- 2.7. Objective Quality Evidence -- any statement of fact, either quantitative or qualitative, pertaining to the quality of a product based on observations, measurements or tests which can be verified. Evidence will be expressed in terms of specific quality requirements or characteristics.
- 2.8. Product -- purchased raw materials, components, assemblies, equipment, supplies, systems, or services.
- 2.9. Purchase Order -- includes the basic purchase order and all of its attachments (specifications, drawings, etc.) additional ordering data, change notices, and purchase order information releases.

3. QUALITY ASSURANCE PROGRAM REQUIREMENTS

The Seller shall implement a quality assurance program that meets the requirements of this form for the Seller's operation. The Seller's Quality Assurance Program shall be documented. Specific on-site evaluations of the Seller's quality assurance program will normally be performed by Bettis-Idaho prior to placement of a purchase order requiring this program. The Seller shall provide access for Bettis-Idaho evaluation of product or program conformance to purchase order requirements. This shall include access to any record, drawing, objective quality evidence, process or inspection during performance of the purchase order.

A quality program meeting MIL-I-45208 will normally be considered to fulfill the requirements of this form.

3.1. Document Control

Seller's documents which specify quality requirements or define activities affecting quality, shall be controlled. The preparation issue and change of such documents shall be controlled to assure that correct documents are being used.

Seller's documents for procurement of items and services which affect the quality of the product shall include or reference all requirements to assure product quality and shall be controlled as above.

Following placement of a purchase order, all of the Seller's requests for changes and approvals to Bettis-Idaho purchase orders shall be submitted in accordance with Form 74157. Documents that have been previously approved by Bettis-Idaho and have not been revised by the Seller do not require re-submittal on subsequent orders. In such cases, the Seller shall reference the approval document, and the subject document including revision and date of revision.

The Seller shall utilize the revision level of specifications as listed in the purchase order. Where no revision level is specified, the Seller shall utilize the latest issue of the specifications. If the inquiry specifies a superseded revision, the Seller may, at the time of bidding, request a change to the inquiry. If an existing purchase order specifies a superseded specification, the Seller may request a change to the order by submitting a Request for Engineering Change in accordance with Form 74157. Refer to Section 3.4 for additional guidance on substitutions.

3.2. Inspection Control

3.2.1. Receipt Inspection

The Seller shall perform receipt inspection on products and materials to be used on this purchase order. Receipt inspection shall be sufficient to assure the products and materials are in conformance with the purchase order requirements prior to release for use. Receipt inspection should include verification of objective quality evidence and performance of visual, dimensional, and electrical inspections or tests to assure product and material quality.

3.2.2. Acceptance Inspection

The Seller shall perform an acceptance inspection of all products to ascertain meeting the total requirements of the purchase order prior to submittal of such products to Bettis-Idaho.

The Seller's acceptance shall be based on 100% inspection, unless sampling inspection is performed in accordance with Section 3.2.3. As used herein, 100% inspection requires inspection of each characteristic of each piece included in the purchase order. The purchase order drawings, and not the manufacturer's drawings, shall be used for final inspection unless otherwise approved by Bettis-Idaho.

In-process inspections shall be performed where necessary to assure product quality.

Prior to Seller's final acceptance and presentation to Bettis-Idaho and/or the Government QAR, all deviations from or exceptions to the requirements of the purchase order must be covered by approved "Degradation of Specification Requirements", or approved "Request for Engineering Change", per Forms 74157. Refer to Section 3.7 for additional guidance on control of nonconforming items.

All of the requirements of the detail and assembly drawings apply after all of the processes employed to produce the item are completed, unless otherwise noted. Where dimensional and/or other requirements are not specified for an assembly, the requirements specified for the component detail continue to apply after assembly. Re-verification of the characteristics of items after assembly normally is not required unless such a requirement appears on a drawing or in the purchase order.

Inspection records shall be generated and maintained to satisfy objective quality evidence requirements of the purchase order. The "inspector" actually performing the inspection shall sign the inspection record.

3.2.3. Sampling Inspection

If the Seller proposes to use sampling inspection procedures in lieu of 100% inspection for acceptance, the Seller's proposed sampling procedures shall be submitted to and approved by Bettis-Idaho prior to use, via the "Approval Request" form (Form 74157). Submitted sampling plans shall define the following sampling plan information (e.g., MIL-STD-105, MIL-STD-414); single, double, or multiple sampling; normal, reduced, or tightened plan; lot sizes; inspection levels; and the Acceptable Quality Level (AQL), or equivalent aspects of similar plans.

3.2.4. Inspection Status

The seller shall assure that required inspections are performed to preclude inadvertent use or installation of items which have not passed the required inspection. The Seller shall maintain a suitable method to indicate inspection status.

3.3. Control of Lower-Tier Suppliers

A lower-tier Seller is a material supplier or subcontractor who has a purchase order with the Seller or any of his lower-tier Sellers. Other divisions or activities within the Seller's parent facility not under the direct cognizance of the Seller's Quality Control Department, shall be considered lower-tier Sellers.

The Seller is responsible for the performance of his lower-tier Sellers and shall establish and maintain a quality plan to provide for quality system surveillance and for product and process verification which ensures that applicable requirements are met at lower-tier Seller's facilities or fabrication sites.

The Seller shall ensure that inspection, manufacturing, and construction procedures, including changes to these procedures to be followed by lower-tier Sellers, are reviewed at a responsible level of management in at least two organizations, i.e., the organization doing the work and at least one higher-tier organization.

Examples of procedures, and changes thereto, requiring review and concurrence by at least two organizations include, but are not limited to, welding, brazing, plating, heat treating, cleaning, pickling, blasting, soldering, chrome plating, tube rolling, painting, nondestructive testing, water chemistry control, and electrical tests. This requirement does not preclude the necessity for Bettis-Idaho approval of documents as required by applicable specifications.

3.4. Identification and Control of Items

The Seller shall establish controls to assure that only accepted items are used or installed.

It is required that materials incorporated into the product be in complete compliance with the purchase order technical documents. When the Seller determines that it is of benefit to Bettis-Idaho (i.e., a decrease in cost or improved delivery) to substitute and upgrade a material for one identified in purchase order technical documents, the Seller may request approval from Bettis-Idaho. Approval will not be granted where materials listed in the purchase order technical documents are readily available.

Approval shall be obtained from Bettis-Idaho in accordance with the practice established below:

3.4.1. When the need for substitution is established at the time of response to invitation to bid, the Seller shall state in his response: 1) the original specification (including its revision) of the proposed material to be substituted, 2) the manufacturer of the material and 3) in the case that the manufacturer is not the direct supplier, the source from which the material is intended to be procured, 4) a comparison of the requirements of the specification required by the purchase order technical documents and the specification (including its revision) proposed by the Seller, 5) tests proposed to support substitution and 6) consequences which could result from the inability to procure material as specified in the purchase order.

3.4.2. When the need to apply material not fully identified in accordance with the purchase order technical requirement is established after placement of the purchase order, a request for substitution shall be submitted in a "Request for Engineering Change". This request shall contain the justification and the information specified in 3.4.1.

3.5. Control of Special Process

Special processes that control or verify quality, such as welding, heat treating, plating and nondestructive testing shall be performed by qualified personnel using qualified procedures in accordance with the specified specifications and standards. Records of such qualifications shall be maintained.

3.6. Control of Measuring and Test Equipment

The Seller shall utilize appropriate gaging, measuring, and test equipment, and shall regularly calibrate his inspection equipment using appropriate standards traceable to the National Institute of Standards and Technology. Standards established by the Seller for calibrating the measuring and test equipment used in controlling product quality shall have the capabilities for accuracy, stability, and range required for intended use. Records of such calibration shall be maintained by the Seller. If the Bettis-Idaho representative has reason to question the accuracy of the calibration, a recalibration of the questionable equipment may be required and witnessed.

3.7. Control of Nonconforming Items

The Seller shall control nonconforming items and conditions to prevent inadvertent installation or use. Controls shall provide for identification and disposition of nonconforming items.

Disposition of nonconforming items requires Bettis-Idaho approval under the following circumstances.

- Repair is required that is beyond the scope of the specified drawings, procedures or specifications. In such cases, a Repair Approval Request shall be submitted per Form 74157.
- The Seller proposes to accept the nonconformance. In such cases, a Degradation from Specification Requirements shall be submitted per Form 74157.

The Seller shall promptly notify Bettis-Idaho of such nonconformance.

3.8. Control of Records

3.8.1. Maintenance and Access to Files

The record files required by this purchase order shall be maintained by the Seller in a manner which provides suitable protection from deterioration or damage. Bettis-Idaho and/or the Government Representative access to specific information contained therein shall be allowed. The Seller shall maintain an official or master file of all quality and inspection records (objective quality evidence) required to prove compliance with purchase order requirements.

All data and information entered on data sheets that serves as objective quality evidence, shall be entered in ink and shall be clear and legible with no write-overs, or obliterations of any type. Erasures are not permitted. Errors requiring correction shall be lined out with a single line and the corrected data entered adjacent to the lined out information. Each change or addition to data sheets shall be initialed and dated.

Any records required by Bettis-Idaho at a location other than the Seller's facility and/or at a lower-tier supplier's facility shall be submitted to Bettis-Idaho upon request and shall be the responsibility of Bettis-Idaho until such records are returned.

- 3.8.2. Notwithstanding the provisions of the article titled "Examination of Records by Comptroller General" contained in the General Provisions (Form 73495), record files shall be maintained for a minimum of seven years. At the end of seven years, or a longer period if agreed upon, the Seller shall request instructions from Bettis-Idaho as to whether the records may be destroyed, forwarded to Bettis-Idaho, or be retained by the Seller for a longer period (as agreed upon by the Seller and Bettis-Idaho).