

SAVANNAH RIVER REMEDIATION (SRR)

Quality Verification Document Requirement

Preparation Guide

Revision 1 6-20-11

	Name	Signature	Date
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1.0 Purpose

This procedure provides guidance to those suppliers preparing and submitting Quality Verification Document Requirement (QVDR) packages to SRR, when required by a SRR Purchase Order (PO).

Thorough understanding and use of this guide by each supplier and sub-tier supplier, in parallel with compliance to related SRR contract requirements, will significantly improve the likelihood that acceptable quality verification documents will be delivered on time, the first time.

2.0 Scope

This guide is applicable to SRR project suppliers and is intended for supplier use only.

This guide is applicable to the preparation, completion, and delivery of quality verification documents, when required by SRR contract. Quality Verification Document Requirements are defined in each SRR contract utilizing Form OSR 45-5, Quality Verification Documentation Requirements.

3.0 Definitions

- 3.1 Quality Verification Documents: deliverable supplier documents which an “independent” reviewer, e.g. Receiving Inspection, Source Surveillance Representative, etc. reviews to verify that the item or service meets the procurement requirements. Examples include, Certified Material Test Reports (CMTRs), welding verification reports, welder qualification records, dimensional inspection reports, load test reports, etc.
- 3.2 Supplier: any individual or organization who furnishes items or services in accordance with a purchase order. All inclusive term used in place of the following: vendor, seller, subcontractor, dealer, fabricator, consultant, manufacturer, distributor, and their sub-tier levels.

4.0 Responsibilities

Each supplier is responsible and accountable for the timely preparation, assembly, organization, review, and delivery of acceptable quality verification documents. This responsibility extends to all quality verification documents originated by sub-suppliers, at any tier.

The initial determination of document package acceptability on behalf of SRR is assigned to the Supplier Quality Representative (SQR), when assigned.

Final review and evaluation of each document package is performed upon receipt of the procured material, equipment, or services.

5.0 Procedure Guidance

5.1 General

The delivery of timely and acceptable quality verification documents with each shipment of procured material and/or equipment is both a PO requirement and an expectation of SRR.

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Quality verification documentation is no less important or less critical than the actual material, equipment, or service procured. Equal attention and commitment, by the supplier, to both is required.

Prime suppliers are responsible and accountable for documentation generated by sub-suppliers at any tier.

Without acceptable quality verification documents, acceptance of the procured material, equipment, or service will be delayed. Delay in this form, may adversely impact SRR project schedules and will generally require SRR to incur additional costs. SRR may respond to the delay with any remedy available under the terms of the PO, to including back charge.

Identification of key success factors when properly addressed will contribute to the success of preparing an acceptable document package. These factors are defined in Attachment 1, Quality Verification Document Requirement Success Factors.

Experience has shown that acceptable document packages acceptable to SRR generally possess many of the same attributes and require little to no rework. Common attributes of an acceptable quality verification document package are defined in Attachment 2, Quality Verification Document Requirement Attributes.

5.2 Document Legibility

Each document, specifically including the OSR 45-5 Form cover, shall be legible and reproducible. Documents with substandard legibility or documents that can no longer be reproduced without substantial degradation to legibility are not acceptable when the issue/concern applies to required technical data or information.

Each document and each entry on each document must be complete. Blank spaces or incomplete entries are not acceptable.

Changes made by manual correction should be avoided. If unavoidable, corrections to errors and/or omissions shall be made using the single-strike through method with the initials of the initiator and date of the change noted immediately adjacent to the change. Whiteout or similar type products are specifically prohibited and will not be accepted. It must be clear as to what changed, who initiated the change, and when the change occurred.

5.3 Completing OSR Form 45-5

The OSR 45-5 form must be completed in strict accordance with the Attachment 5 form instructions. Read the instructions carefully and completely.

The latest version of form OSR 45-5 is established by the PO and becomes the cover of the quality verification document package. Unless otherwise directed, the form may be completed electronically (if provided to the supplier electronically) or may be completed exclusively in hard copy. If completed electronically, the OSR 45-5 format shall not be altered, revised, or modified in any way exclusive of the mandatory entries required. Electronically altered, revised, or modified forms will be rejected.

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The supplier is responsible and accountable for accurately completing Column 7 and Blocks 8, 9, 10, 11, 12, 13, 14, and 15. The locations of these entries are highlighted in Attachment 4, OSR Form 45-5, Quality Verification Document Requirements.

Column 7, Document Page-Count, defines the page count for each document type, and for the document package as a whole. The page count will be used to determine if the package is complete when received. Each block within the column must contain a legible and accurate entry, even if the page count is zero. The entry must be accurate- no errors – no omissions. Verify and re-verify the page count.

5.4 Package Contents

Document packages should be professional grade in appearance. To the extent possible, documentation should be prepared/presented using current electronic technology for text, print, and/or graphics production. Manual corrections to hardcopy documents should be minimal.

Each document and all required information shall comply with the established technical and/or reviewed submittal requirements, as designated in the PO. Document content must be verified as a minimum, against the specification paragraph stated in Column 2 of Form OSR 45-5.

Each page of the document package must clearly include identification of the document category number, as stated in Column 1 of Form OSR 45-5. Any package containing any page that does not clearly identify the document category number will be rejected. Document type identification should be consistently applied, one page to the next.

Each document package shall be assembled using an organized and logical approach. When multiple document packages are submitted, the approach must be consistent between each package. Documents must be properly sequenced and align exactly with the order presented by the OSR Form 45-5 cover.

Document packages shall include only the required and mandatory documents/information, as defined by form OSR 45-5. Do not include documentation or other information that is not specifically required. Inclusion of non-mandatory documents

and/or information will cause unnecessary questions and/or contribute to confusion, irrespective of intent.

The completed documentation package will be evaluated by independent reviewers with little or no knowledge of the suppliers methods, techniques, or manufacturing processes. To the extent possible, the package should be developed using an approach that will require no further explanation or interpretation.

5.5 SRR Review

The SRR SQR reviews the package, when assigned. To the extent presented, the SRR Supplier Quality Representative will progressively review quality verification documents during in-process verification activities, assuring that the final review can be done efficiently and without significant difficulty.

The SRR SQR is not authorized to participate in the preparation of document packages. This is a supplier responsibility. However, the SRR SQR may be requested to clarify guidance particulars.

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The SRR SQR reviews the completed package or portions thereof, in accordance with Attachment 3, Quality Verification Document Requirement Review Checklist. Document packages that meet the checklist attributes as shown, will generally be acceptable to the SRR SQR.

Release to ship the procured material or equipment is dependent upon satisfactory review of the document package by the SRR Supplier Quality Representative. Satisfactory review is indicated by the SRR SQR signature in Block 16 of Form OSR 45-5 cover.

5.6 Document Package Submittal

Upon obtaining the authorized SRR SQR signature (when assigned) in Block 16, preparations shall be made for submitting the completed document package, as instructed by Form OSR 45-5.

Diligence is required when reproducing the completed package prior to submittal. SRR SQR signed packages that have been reproduced in any way, shall be re-verified by the supplier, to assure that the document package remains accurate and complete, that the package count is correct, and that no degradation in legibility has occurred.

The obligation to deliver an acceptable document package to the shipping destination remains with the supplier.

6.0 Records

NONE

7.0 References

Procedure Manual 3E, Procurement Specification Manual, Procedure 1.6, Engineering Document Requirements and Quality Verification Document Requirements Forms for Procurement Specifications.

8.0 Attachments

Attachment 1 - Quality Verification Document Requirements Success Factors.

Attachment 2 - Quality Verification Document Requirements Attributes.

Attachment 3 - Quality Verification Document Requirements Review Checklist.

Attachment 4 - OSR Form 45-5, Quality Verification Document Requirements.

Attachment 5 - OSR Form 45-5, Quality Verification Document Requirements Form Instructions

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ATTACHMENT 1

Quality Verification Document Requirements Success Factors

This Attachment defines the success factors that when given the proper degree of commitment and attention, provide a road map to producing and delivering acceptable document packages.

Early Planning – Early start

Plan for success. Initiate document package preparation activities early in the performance period. Prioritize preparation of the document package. Avoid late starts.

Assigned Accountability – Sufficient resources Available

Delegate responsibility and authority for document package preparation early. Provide a clear management commitment to necessary staffing and other required resources for the duration of the performance period.

Early Evaluation and Understanding of Documentation Requirements

Thoroughly investigate, evaluate, and understand the document requirements. Assume nothing. Obtain needed clarification early.

Recognition of OSR 45-5 Form Revisions – No Form/Format Modifications/Alterations

Verify that the cover sheet to the documentation package is the correct revision as established by the Purchase Order. If completing electronically, do not alter, revise, or modify the form in any way. Forms modified in any way will be rejected.

Clear, Well Defined, and Documented Preparation Process

Establish and document a package preparation procedure and follow it. Assure that the assigned responsibilities are clear, accountabilities are established, and that when implemented, an acceptable documentation package will result. Routinely assess/monitor the process.

Package Developed in Parallel with Production Activity

Initiate preparation and assembly of the documentation package prior to and during execution of the work. Do not wait or delay – start early.

SRR SQR Engaged Early – Address at Initial Visit

Communicate early with SRR SQR, when assigned, regarding documentation package status. Avoid surprises or last minute starts. Do not rely of the SQR to assist in preparing the document package. This is solely a supplier responsibility.

ATTACHMENT 1 (Cont)

Quality Verification Document Requirements Success Factors

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Sample Documentation Package Available

A sample documentation package should be prepared early in the performance period. Properly prepared, the sample will become the template from which the actual document package is prepared.

Attention to Detail – Continuous Progress Monitoring

Each page must be critically examined for accuracy, completeness, and legibility. Periodic in-process reviews will ensure that this standard is initially met and maintained throughout the performance period.

Effective Internal Document Review – In Advance

Each page of each package must be verified and re-verified by the supplier. Do not request review by the SRR SQR of any document that has not been validated as accurate, complete, and legible by the supplier document package preparation system.

Repetitive presentation of inadequate documentation to the SRR SQR will result in issuance of a Quality Deficiency report indicating that the supplier process controls are inadequate. The result of this action will be additional delay – attributable directly to the supplier.

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ATTACHMENT 2

Quality Verification Document Requirements Attributes

This Attachment defines the common attributes of an acceptable quality verification document package. Documentation packages reflecting these attributes will likely be accepted with little or no rework required.

- Information and Data Complies with Technical Requirements
- Professional Grade Presentation and Appearance
- Accurate in Every Respect – Zero Defects
- Well Organized, Logically Sequenced
- Adequate Content, Sufficient Detail, Clear Traceability
- Correct and Clear Document Identification
- Complete – Every Entry – Every Page
- Legible and Reproducible
- Accurate Page Numbering, Marking, and Count

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ATTACHMENT 3

Quality Verification Document Requirements Review Checklist

This Attachment defines the checklist used by the SRR SQR, when assigned, to evaluate documentation packages for acceptability prior to shipment. Confirm with assigned SQR the latest revision to this checklist.

Form 45-5, Quality Verification Document Requirements

Prior to acceptance, the completed Form OSR 45-5 meets the following:

- OSR Form 45-5 revision, content, and appearance, match the PO version, alterations not permitted
- OSR Form 45-5 Column 7 and Blocks 8 through 14 is/are complete, accurate, and legible
- OSR Form 45-5 Block 15 is signed/dated by authorized personnel

Quality Verification Document Package

Prior to acceptance the contents of the documentation package meet the following:

- Documentation Package is organized, orderly, and logically assembled
- Documentation Package contains only required documentation
- Document Category is identified on each page, as defined by OSR-45-5
- Page/Sheet identification including document category, is clear, correct, and not obscured
- Required technical information is legible and reproducible*
- Documents comply with supplier procedures or instructions, to the extent applicable
- Required technical information complies with specification referenced, as defined by Column 2 of Form OSR 45-5
- Page count is accurate and matches Column 7 of Form OSR 45-5
- Each page/sheet and each entry is complete, no blank or partially complete entries
- Each page/sheet is traceable to the material, process, or activity, as applicable
- Corrections are made using single line-through technique and individually initialed and dated, no white-out
- Listed dates are accurate and reflect the actual sequence of events, to the extent known or observed
- Signatures are affixed and accurately dated, by authorized personnel

For Material Test reports Specifically:

- Manufacturer name and Location are identified as required by material specification
- Report complies with applicable material specification(s)
- Heat Numbers are traceable to the material, to the extent required
- Material is correctly identified and includes as applicable, material specification, type, grade, addenda, and size
- Chemical and/or physical test results are within required material specification limits
- Heat treatment information is identified as applicable, to include, time, temperature, and cooling process
- Results of specified supplemental requirements are identified, including as applicable, NDE, Proof Load Tests, Hydrostatic tests, Charpy Impact tests, Hardness tests, Delta Ferrite Content, Diffusible Hydrogen Content etc.

Upon satisfactory review of the complete documentation package, the SRR SQR performs the following:

- Stamp or sign each page/sheet reviewed and accepted, if not previously completed
- Initial all entries in Column 4 of OSR 45-5 Form (even if page count is Zero)
- Complete each entry on Line 16 of OSR 45-5 Form, sign and date
- Confirm One (1) complete and approved package is included by the supplier with each shipment, as applicable

* Documents with substandard legibility or documents that can no longer be reproduced without substantial degradation to legibility are not acceptable when the legibility concern applies to required technical data or information

Quality Verification Document Requirements Form Instructions ATTACHMENT 5

Attachment No. X.X
Revision No. X
Spec/Req'n No. X-XXX-X-XXXXX
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Purpose The Quality Verification document Requirements (QVDR) is initiated by SRS and completed by the Supplier when providing quality verification documents. The QVDR is a multipurpose form to:

- Transmit quality verification documents from the Supplier,
- Provide evidence of SSR release of documentation and /or work, and
- Provide evidence of an SRS inspection check of documentation received at SRS.

SRS Entries		Supplier Entries	
Entry No.	Information Required	Entry No.	Information Required
1	Enter Document Category Number – see below.	7	Enter number of pages of quality verification document being submitted.
2	Enter Specification Number and Paragraph Reference.	8	Enter information required.
3	Enter Description corresponding to the Document Category Number.	9	Enter information required.
4	SSR to initial upon item release.	10	Enter information required.
6	Enter "Remarks: as appropriate.	11	Enter the quantity of units covered by the documents submitted. For each item on Entry No. 12 being released, provide a separate copy of this completed form and the supporting quality verification documents.
16	SSR and dates release.	12	Enter information required.
Field Entries			
Entry No.	Information Required	Entry No.	Information Required
5	SRS inspector at the jobsite to complete check-in.	13	Enter information required.
17	The SRS inspector will review the quality verification documentation package. If found satisfactory, he signs and dates the check-in statement.	14	Enter information required.
		15	Supplier – Signature of an employee authorized to sign such documents.

Document Category Numbers and Descriptions

- 12.0 Welding Verification Reports – Reports of welding performed to include weld identification, and certification that qualified welding procedures and welders were used.
- 13.0 Material Verification Reports – Reports relative to material which confirm, substantiate or assure that an activity or condition has been implemented in conformance with code and material Statement of Works imposed by the procurement documents.
- 14.0 Major Repair Verification Reports – Reports may include weld repair locations (maps), material test reports for filler metal, pre- and post-weld heat treatment records, NDE records, etc. The resolution of whether a repair is major or not is an SRS responsibility.
- 15.0 Cleaning and Coating Verification Reports – Reports include a certification of visual examination for surface preparation, surface profile, materials, etc.; and also humidity data, temperature data and coating thickness data as required by the procurement documents.
- 16.0 Heat Treat Reports – Reports normally include furnace charts and similar records which identify and certify the item(s) treated, the procedure used, furnace atmosphere, time at temperature, cooling rate, etc.
- 17.0 Material Property Reports
 - 17.1 MTR (Material Test Reports) – These reports include all chemical, physical, mechanical, and electrical property test data required by the material Statement of Work and applicable codes. These are applicable to cement, concrete, metals, cable jacket materials, rebar, rebar splices, etc.
 - 17.2 Impact Test Data – Reports of Charpy or drop weight tests including specimen configuration, test temperature and fracture data.
 - 17.3 Ferrite Data – Reports of the ferrite percentage for stainless steel materials used, including castings and welding filler metals as deposited.
 - 17.4 Materials Certificate of Conformance – Documents which certify conformance to the requirements of the applicable material Statement of Work.
 - 17.5 Electrical Property Reports – Reports of electrical characteristics, e.g., dielectric, impedance, resistance, flame tests, corona, etc.
- 18.0 Code Compliance – Verifying documents (such as data Forms U-1, M-2, State, etc.), which are prepared by the manufacturer or installer and certified by the Authorized Code Inspector.

Quality Verification Document Requirements Form Instructions ATTACHMENT 5

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- 19.0 UT – Ultrasonic Examination and Verification Reports – Examination results of certain characteristics of discontinuities and inclusions in material by the use of high frequency acoustic energy.
- 20.0 RT – Radiographic Examination and Verification Reports – Examination results of certain characteristics of discontinuities and inclusions in materials by x-ray or gamma ray exposure of photographic film, including film itself.
- 21.0 MT – Magnetic Particle Examination and Verification Reports – Examination results of surface (or near surface) discontinuities in magnetic materials by distortion of an applied magnetic field.
- 22.0 PT – Liquid Penetrant Examination and Verification Reports – Examination results of surface discontinuities in materials by application of a penetrating liquid in conjunction with suitable developing techniques.
- 23.0 Eddy Current Examination and Verification Reports – Examination results of discontinuities in material by distortion of an applied electromagnetic field.
- 24.0 Pressure Test – Hydro, Air, Leak, Bubble or Vacuum Test and Verification Reports – Results of hydrostatic or pneumatic structural integrity and leakage tests.
- 25.0 Inspection and Verification Reports – Documented findings resulting from an inspection.
- 26.0 Performance Test and Verification Reports – Reports of Test Results
 - 26.1 Mechanical Test, e.g., pump, performance data, valve stroking, load, temperature rise, calibration, environment, etc.
 - 26.2 Electrical Tests, e.g., load, impulse, overload, continuity, voltage, temperature rise, calibration, saturation, loss, etc.
- 27.0 Prototype Test Report – Report of the test which is performed on a standard or typical example of equipment, material or item, and which is not required for each item produced in order to substantiate the acceptability of equal items. This normally includes tests which may, or could be expected to, result in damage to the item(s) tested.
- 28.0 Certificate of Conformance – A document signed or otherwise authenticated by an authorized individual certifying the degree to which items or services meet specified requirements.