Approved: M.D. Gardner Date: 10/12/2004
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# I. PURPOSE AND SCOPE

This procedure describes the process for accepting *external documents* (see glossary) and other products provided by *government sector suppliers* (see glossary) to the National Spent Nuclear Fuel Program (NSNFP). NSNFP Task Management Agreements (TMAs) define the external documents or products to be submitted to NSNFP for use by NSNFP. The purchase of repository-related or transportation-related *items* (see glossary) from government sector suppliers is not anticipated; therefore, acceptance of such items is not addressed by this procedure.

Work funded by the NSNFP and performed by the Office of Civilian Radioactive Waste Management (OCRWM) or direct support organizations of OCRWM does not represent a NSNFP/supplier interface and is not subject to this procedure.

Supplier-provided cost, budget, and schedule-related documents are excluded from the processes established by this procedure.

# II. SUMMARY

This procedure describes the conditions that lead to the acceptance of external documents and other products submitted by government sector suppliers. This procedure establishes acceptance criteria, including minimum mandatory reviews or tests, and methods to communicate the results of the review or tests.

# III. PROCEDURE

## A. Initiating Conditions for Review of Submitted Documents or Products

NSNFP PSO Technical Staff

1. Initiate a review for acceptance of submitted documents or software in accordance with this procedure when:

   a. A supplier-generated document or software is finalized in accordance with the supplier's procedure or other specific directions provided in the NSNFP TMA.

   b. An interim review of a supplier-generated document or product is warranted as determined by the Program Support Organization (PSO) technical staff or stipulated by the NSNFP TMA.

   c. Review for acceptance of a supplier's quality assurance (QA) program implementing documents is required.

   d. NSNFP acceptance of a nonconformance disposition is required.

NSNFP PSO Technical Staff

e. NSNFP confirmation of personnel training and experience records is required.

## B. Processing Supplier-Submitted Documents or Products for Review

NSNFP PSO Technical Staff

1. Process supplier-submitted documents for acceptance review as external documents in accordance with NSNFP Procedure 6.04.

   a. Use the applicable review criteria as indicated in Attachment A.

      (1) Communicate the criteria to reviewers by citing the NSNFP procedure reference on a Document Review Transmittal form.

      (2) As applicable indicate that document formats stipulated by NSNFP procedures are not required for supplier-generated documents of the same type.

2. For other document types not addressed by NSNFP procedures, refer the reviewers to the applicable criteria of Attachment A.

   a. Use the mandatory reviewers for these documents as stipulated in Attachment A.

3. Perform confirmatory software tests in accordance with NSNFP Procedure 19.01.

## C. Communicating the Results of the Review for Acceptance

NSNFP PSO Technical Staff

1. Review comments or product test results for adequacy and consistency with the requirements of the NSNFP TMA.

   a. Provide formal resolution for any identified inconsistencies.

2. Prepare correspondence to transmit the results of the review for acceptance to the supplier.

   a. If the review resulted in no comments or test deficiencies for resolution by the supplier, indicate NSNFP acceptance of the documents or products as submitted.

   b. If resolution of comments or test deficiencies by the supplier is required, forward the unresolved comments or test deficiencies to the supplier with a request for resolutions.

      (1) Obtain NSNFP reviewers concurrence with the supplier's comment resolutions.

   c. Upon satisfactory incorporation of the comment resolutions or test deficiencies, accept the document or product.

# IV. REFERENCES

None.

# V. DEFINITIONS

Terms appearing in italics followed by the notation "see glossary" are defined in the NSNFP Documents Manual Introduction and Glossary.

# VI. ATTACHMENTS

Attachment A, Criteria for Supplier Document or Product Review

# VII. QUALITY RECORDS

The following quality records generated as a result of this procedure require retention in accordance with the identified classification and NSNFP Procedure 17.01.

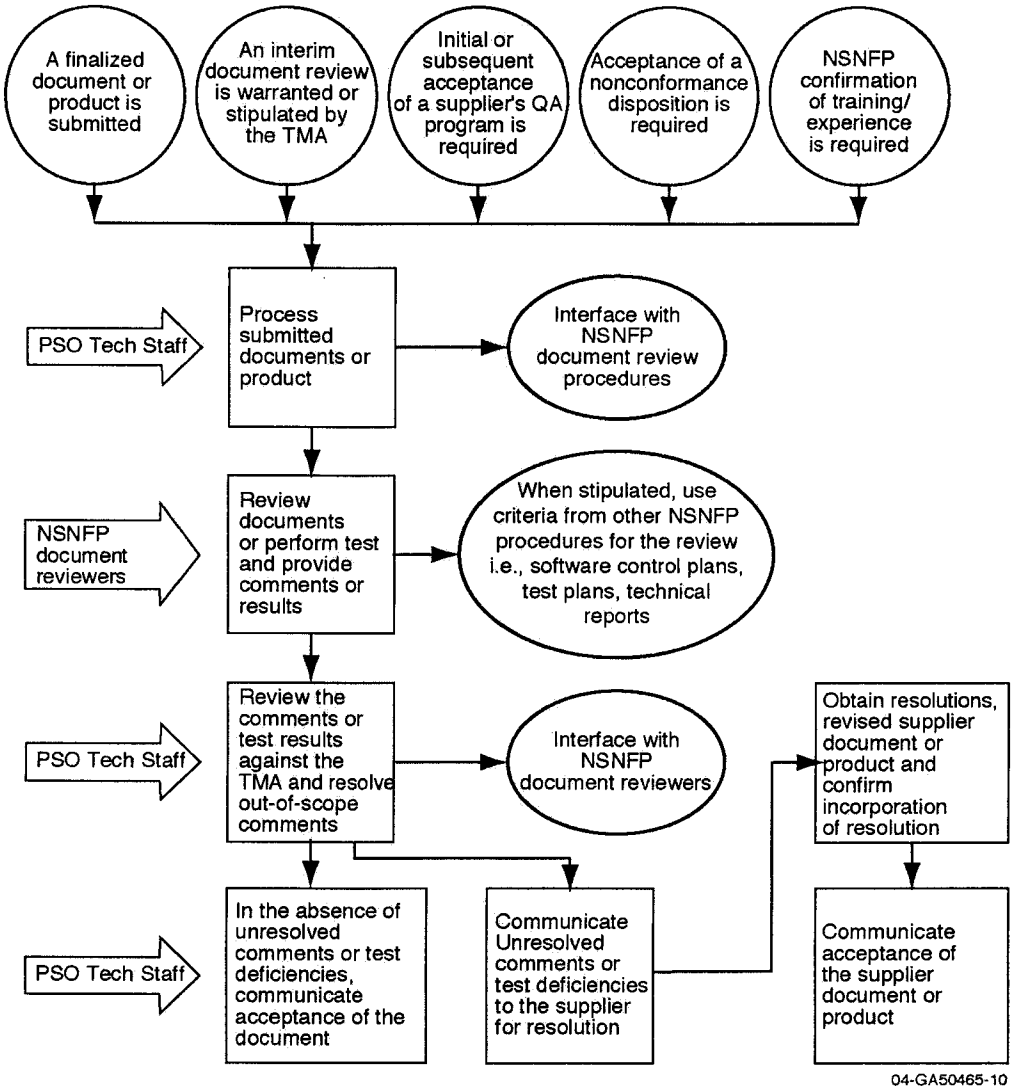
Lifetime

None.

Nonpermanent

A. NSNFP correspondence for results of supplier document product reviews

# VIII. PROCEDURE FLOW DIAGRAM



# Attachment A

## NSNFP Criteria for Supplier Document or Product Review

The following chart identifies the criteria or location of the criteria applicable for the listed document types or product and the minimum mandatory reviewers.

| Document Type or Product | Review Criteria or Criteria source | Minimum Mandatory Reviewers |
|---|---|---|
| Test plans and reports | NSNFP Procedure 11.01 | As stipulated by NSNFP Procedure 6.04 |
| Engineering documents and technical reports | NSNFP Procedure 3.04 | As stipulated by NSNFP Procedure 6.04 |
| Software control plans and reports | NSNFP Procedure 19.01 | As stipulated by NSNFP Procedure 6.04 |
| Personnel training and experience documentation | NSNFP Procedures 2.04 and 2.08 | As stipulated by NSNFP Procedure 2.04 or 2.08 |
| Supplier QA program implementing documents | NSNFP Procedure 7.02 | As stipulated by NSNFP Procedure 6.04 |
| Dispositions for supplier-generated nonconformance reports | The report disposition is acceptable if:<br>• The results of technical, inspection, or test data are within the range of the acceptance criteria.<br>• Critical characteristics of test specimens are not altered.<br>• Design inputs or assumptions are not invalidated.<br>• The use-as-is, reject, repair, or rework dispositions are identified<br>• Technical justifications are documented for repair or use-as-is dispositions. | As stipulated by NSNFP Procedure 6.04 |

# Attachment A

| Document Type or Product | Review Criteria or Criteria source | Minimum Mandatory Reviewers |
|---|---|---|
| Supplier Generated or Certificates of Conformance | The supplier's accepted QA program includes implementing documents to be followed in filling out, reviewing, and approving certificates<br>The submitted certificate identifies the purchased item or service, specific procurement document requirements met including any approved changes, waivers, or deviations applicable to the item or service.<br>The certificate is signed or otherwise authenticated by a person who is responsible for the QA function and whose responsibilities and position are described in the supplier's QA program. | As stipulated by NSNFP Procedure 6.04 |
| Software | Develop and perform software test in accordance with NSNFP procedure 19.01 | As stipulated by NSNFP Procedure 19.01 |
| QA Records | Review in accordance with criteria established by NSNFP Procedure 17.01 | As stipulated by NSNFP Procedure 17.01 |
| General—Document types or other products not stipulated above | Review or check for conformance to the approved TMA | PSO Technical Staff individual and PSO QE |