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| Subcontractor/Suppliers | Program Requirements Document | For Additional Info: http://EDMS | Effective Date: 01/30/17 |
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Manual: Subcontractor Requirements

Change Number: 352949

*The current revision can be verified on EDMS.

1. PURPOSE

This Program Requirements Document (PRD) provides the minimum requirements for preparation of *procurement documents* (see def.) as required to purchase selected materials, items, equipment, or services for the Idaho Cleanup Project (ICP) Core per the subcontract requirements, when performing work activities at ICP Core.

2. APPLICABILITY

This PRD applies to ICP Core *subcontractors/suppliers* (see def.) when specified by a subcontract.

Supplemental requirements may be specified for all or part of the work scope as determined to be appropriate by the *contractor* (see def.). The subcontractor/supplier shall implement the requirements of this PRD and all supplemental requirements, when and as specified by the subcontract, as defined on Form 540.10, "Subcontractor Requirements Manual (SRM) Applicability."

This PRD is applicable to the procurement of quality-significant items, materials, equipment, and services, as well as Quality-Level 4 items as defined in Section 4.2.

3. RESPONSIBILITIES

| Performer | Responsibilities |
|------------------------|---|
| Subcontractor/Supplier | Train personnel working to this procedure in accordance with PRD-5001, "Training and Indoctrination." Prepare and maintain a Procurement Control Log. Prepare purchase orders with appropriate information as specified in this procedure. Identify required vendor data submittals in subcontractor/supplier-prepared procurement documents. Perform an independent review of all procurement documents. |

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4. REQUIREMENTS

- 4.1 Subcontractor/supplier personnel responsible for preparing, reviewing, approving, processing, and delivering procurement documents shall be trained to the requirements of this PRD in accordance with PRD-5001.
- 4.2 A subcontractor/supplier-generated procurement document, such as purchase order or contract, shall be developed, reviewed, approved, and issued for all material, equipment, and/or items designated by the Subcontract as Quality-Level 1, 2, or 3, as well as all related subcontracted services (i.e., design, testing, cleaning, refurbishment, and inspection), and Quality Level 4 items, materials, and/or equipment that require traceability or independent inspection.
- 4.3 Procurement documents shall be identifiable and traceable through a unique numerical identifier.
- 4.4 The subcontractor/supplier shall initiate contractor Form 432.42, “Subcontractor/Supplier Procurement Control Log.” The log shall be maintained in a centralized location and shall be current at all times.
- 4.5 As a minimum, each procurement document shall include the following information/data:
- A. Complete description of item, material, equipment, or service
 - B. Applicable technical requirements (specifications, drawings, standards, etc.)
 - C. Specified manufacturer published product description
 - D. Applicable acceptance criteria
 - E. Applicable calibration requirements
 - F. Applicable quality assurance and quality control requirements
 - G. Applicable suspect or counterfeit material control and prevention requirements
 - H. Nonconformance reporting requirements
 - I. Applicable personnel qualifications
 - J. Applicable test, inspection, and procedure review requirements
 - K. Applicable vendor data submittal requirements

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- L. Contractor and subcontractor/supplier “right-of-access” statement for monitoring of subcontractor/supplier performance
 - M. Applicable contractor receiving inspection requirements
 - N. Applicable safety and health requirements.
- 4.6 The procurement document shall individually list each required submittal and the required schedule for submittal of each item.
- 4.6.1 Each procurement document shall have attached only the relevant technical specifications, engineering drawings, or other documents that are applicable to the subject procurement.
 - 4.6.2 All referenced drawings, specifications, codes, standards, or other source document information shall be identified on the procurement document by title, document number, and revision.
- 4.7 Completed procurement documents shall be reviewed and approved by the subcontractor/supplier.
- 4.7.1 The document originator shall approve the completed procurement document.
 - 4.7.2 An independent, authorized subcontractor/supplier representative shall review and approve the completed procurement document. The independent review shall verify, as a minimum, that all subcontract or purchase order/subcontract requirements are clearly and completely stated. The independent reviewer shall sign and date each approved procurement document.
- 4.8 Approved procurement documents shall be transmitted or otherwise delivered to approved lower-tier subcontractor/suppliers and vendors in accordance with PRD-5007, “Document Control.”
- 4.9 All original procurement documentation shall be maintained with the Subcontractor/Supplier Procurement Control Log.
- 4.10 Documentation prepared by the subcontractor/supplier as required by this PRD shall be completed, maintained, and stored in a single location in a secure and protected environment during the full performance period of the subcontract or purchase order.
- 4.10.1 All required documentation shall be legible, reproducible, free from erasures, correction fluid, and/or correction tape, and completed in black indelible ink only.

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- 4.10.2 When a correction to documentation is required, a single line shall be drawn through the information to be deleted; additional information, if needed, shall be recorded adjacent to the information being changed; and the individual revising the document shall initial and date each entry adjacent to the correction.
- 4.10.3 When completed, all blanks or blocks shall be filled in on each document. If there is no relevant information, the blank or block shall be marked “N/A.”
- 4.10.4 All required documentation shall be made readily available for contractor review and/or audit.
- 4.10.5 All required documentation shall be submitted to the contractor when required by the subcontract or purchase order in accordance with PRD-5003, “Vendor Data Control.”

5. DEFINITIONS

See LST-27, “Glossary,” for definitions of the following terms:

Contractor

Procurement document

Subcontractor/Supplier

6. REFERENCES

Form 432.42, “Subcontractor/Supplier Procurement Control Log”

Form 540.10, “Subcontractor Requirements Manual (SRM) Applicability”

PRD-5001, “Training and Indoctrination”

PRD-5003, “Vendor Data Control”

PRD-5007, “Document Control”

7. APPENDIXES

None.