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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: 352952

*The current revision can be verified on EDMS.

1. PURPOSE

This Program Requirements Document (PRD) provides the minimum requirements for the development and control of work control administrative procedures 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.”

3. RESPONSIBILITIES

Performer	Responsibilities
Contractor	<p>Coordinate review of subcontractor/supplier procedures submitted for approval.</p> <p>Coordinate appropriate changes to procedures to resolve contractor review comments.</p> <p>Approve subcontractor/supplier procedures that conform to design basis and plant operations requirements.</p> <p>Provides worker responsibilities for:</p> <ul style="list-style-type: none"> • Following prescribed quality instructions • Reporting errors or deficiencies in instructions • Identifying conditions or activities for which instructions are needed.

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Performer	Responsibilities
Subcontractor/Supplier	Train personnel working to this procedure in accordance with PRD-5001, "Training and Indoctrination." Prepare and maintain procedures for all anticipated activities, operations, etc. Prepare procedures with format and content as described in this PRD. Submit procedures for contractor approval in accordance with PRD-5003, "Vendor Data Control." Resolve contractor's review comments and modify procedures as needed.

4. REQUIREMENTS

- 4.1 Subcontractor/supplier personnel responsible for developing work control/administrative procedures as required by the subcontract shall be trained to the requirements of this PRD in accordance with PRD-5001.
- 4.2 Subcontractor/supplier procedures shall be submitted as required in accordance with PRD-5003.

NOTE: *Format subcontractor/supplier testing procedures as described in PRD-5014, "Test Control."*

- 4.3 Supplier procedures shall be identified by a title page that provides the:
- A. Supplier business name
 - B. Supplier-generated procedures titled "Supplier Procedure"
 - C. Subcontract number
 - D. Procedure title
 - E. Unique procedure number
 - F. Revision number
 - G. Effective date
 - H. Page number (such as, page 1 of 4)
 - I. Approval signature of the authorized subcontractor/supplier or representative.
- 4.4 All other procedure pages, including attachments and appendixes shall include a title block that provides:
- A. Sequential page numbering (such as, page 2 of 4)

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- B. Procedure title
 - C. Unique procedure number
 - D. Revision number.
- 4.5 Unless otherwise specified, subcontractor/supplier-generated procedures shall include the following sections and information:
- 4.5.1 Purpose—explains the intent of the activity or task to be performed.
 - 4.5.2 Scope and Applicability—provides the extent and relevance of the activity or task to be performed.
 - 4.5.3 Responsibilities—provides a summary list of general responsibilities by organization.
 - 4.5.4 Precautions and Limitations—alerts procedure users to actions or conditions that present or lead to potential hazards to personnel, possible damage to equipment, or abnormal conditions. Normally, precautions and limitations apply to the entire procedure or major portions thereof and cannot be effectively implemented in specific steps and/or cautions or warnings.
 - 4.5.5 Prerequisites—specifies actions that must be completed and conditions that must be met before beginning performance of procedure instructions. Normally, prerequisites are those actions or conditions that could cause unacceptable delays or disrupt procedure performance if they were placed elsewhere in the procedure.
 - 4.5.6 Instructions—directions that are necessary to perform the required functions of the given task. Instructions are normally written as short, concise, numbered steps in “command language.”

Example: Start surge pump P-WM-123.

- 4.5.6.1 Cautions or warnings of potentially hazardous situations are provided in this section, placed before the associated steps, and presented in a fashion that alerts the procedure user. Cautions alert procedure users to actions or conditions that present or lead to potential hazards to personnel, possible damage to equipment, or abnormal conditions. Warnings alert procedure users to actions or conditions that could result in significant personal injury or death.

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Example:

WARNING

Failure to open the pressure relief valve before starting surge pump P-WM-123 will cause system failure that could result in significant personal injury or death from overexposure.

- 4.5.7 Records—identifies the records that will be created as a result of procedure implementation and the responsibilities for maintaining those records prior to submittal.
- 4.5.8 Definitions—defines unique terms relative to the procedure.
- 4.5.9 References——manuals, procedures, or forms that are identified within the procedure.
- 4.5.10 Appendixes—administrative tools (such as, flow charts, checklists, or examples of forms) used as needed to aid in the performance of an activity.

NOTE: *If a particular section is not used, the word “None” is entered under the section heading.*

- 4.6 Subcontractor/supplier procedure revisions shall be identified by a vertical bar in the left hand margin and be in conformance with identification and format requirements of this PRD.
- 4.7 Subcontractor/supplier procedure revisions shall require the same subcontractor/supplier and contractor approvals as the original.
- 4.8 Subcontractor/supplier procedures shall be controlled in accordance with PRD-5007, “Document Control.”
- 4.9 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.
 - 4.9.1 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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- 4.9.2 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.
- 4.9.3 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.”
- 4.9.4 All required documentation shall be made readily available for contractor review and/or audit.
- 4.9.5 All required documentation shall be submitted to the contractor when required by the subcontract in accordance with PRD-5003.

5. DEFINITIONS

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

Contractor

Subcontractor/Supplier

6. REFERENCES

PRD-5001, “Training and Indoctrination”

PRD-5003, “Vendor Data Control”

PRD-5007, “Document Control”

PRD-5014, “Test Control”

7. APPENDIXES

None.