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Subcontractor/Supplier	Program Requirements Document	For Additional Info: <a href="http://EDMS">http://EDMS</a>	Effective Date: 01/30/17
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Manual: Subcontractor Requirements

Change Number: 352969

\*The current revision can be verified on EDMS.

## 1. PURPOSE

This Program Requirements Document (PRD) provides the minimum requirements for reporting, controlling, and resolving *nonconformances* (see def.) 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 *subcontractor/suppliers* (see def.) when specified by a subcontract, unless the subcontractor/supplier has an approved alternate procedure and form per PRD-5003, “Vendor Data Control.”

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	Document all subcontractor/supplier nonconforming conditions.  Provide conditional release for nonconforming items as appropriate.
Subcontractor/Supplier	Train personnel working to this procedure in accordance with PRD-5001, “Training and Indoctrination.”  Identify and report potential or known nonconforming conditions.  Segregate and prevent inadvertent usage of nonconforming items.  Implement <i>disposition</i> (see def.) of nonconforming items.  Obtain re-inspections as directed by approved disposition or conditional release.

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#### 4. REQUIREMENTS

- 4.1 Subcontractor/supplier personnel responsible for reporting, controlling, and/or resolving nonconformances shall be trained to the requirements of this PRD in accordance with PRD-5001.
- 4.2 Subcontractor/supplier personnel, regardless of position, title, or organizational affiliation, are responsible for identifying and reporting to the *contractor point of contact (POC)* (see def.) potential or known nonconforming conditions.
- 4.3 Upon detection, subcontractor/supplier personnel shall immediately report to the contractor all potential or known nonconformances.

**NOTE:** *Unless otherwise specified, the contractor or contractor representative documents all nonconforming conditions, regardless of source, in accordance with MCP-538, “Control of Non-Conforming Items.”*

- 4.4 Immediately upon identification, the subcontractor/supplier shall segregate potential or known nonconforming items, material, and/or equipment.
- 4.5 The subcontractor/supplier shall take all actions necessary to prevent the inadvertent usage or installation of identified nonconforming items, material, and/or equipment, pending an approved *disposition*.
  - 4.5.1 Nonconforming items, material, and/or equipment shall be segregated by placing them in a clearly identified and designated hold area pending an approved disposition from the contractor.
  - 4.5.2 When segregation is impractical or impossible due to physical size, weight, or access limitations, other precautions shall be employed to preclude inadvertent use or installation.
- 4.6 The subcontractor/supplier shall provide technical assistance to help resolve reported nonconformances as directed by the contractor.
- 4.7 Contractor-approved dispositions shall be implemented and corrective action taken by the subcontractor/supplier as directed by the approved disposition.
- 4.8 Pending issuance of an approved disposition or *conditional release* (see def.) by the contractor, work shall not proceed on any item, material, or equipment identified as nonconforming.
- 4.9 Subcontractor/supplier actions or activities outside the boundaries of the nonconformance may continue provided they do not render the nonconforming condition inaccessible to any work or verification/inspection activities that may be required to resolve the nonconforming condition.

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- 4.10 Subcontractor/supplier actions or activities that impact or otherwise interfere with any reported nonconforming condition may be authorized to proceed as conditionally released, if approved as such by the contractor.
- 4.10.1 At the option of the subcontractor/supplier, a request for conditional release may be submitted to the contractor on FRM-2210, “Information Request/Change Order.”
- 4.10.2 If the request for conditional release is approved, the following requirements apply.
- 4.10.2.1 The subcontractor/supplier shall comply with all specific work instruction and/or restrictions noted therein.
- 4.10.2.2 The contractor representative shall affix or otherwise attach Form 230.04, “Conditional Use Tag,” to the applicable item, material, or equipment.
- 4.11 The subcontractor/supplier shall obtain the required re-inspections as directed by the approved conditional release and/or nonconformance report disposition(s).
- 4.12 All required re-inspections shall be considered mandatory hold points under the terms of the subcontract.
- NOTE:** *The contractor is the only authorized organization to remove nonconformance and conditional use tags.*
- 4.13 Subcontractor/supplier identification, reporting, processing, and control of nonconforming items, material, and equipment shall be subject to random and/or periodic review or audit by the contractor.
- 4.14 Subcontractor/supplier identification, control, and resolution of nonconforming items shall be subject to review and/or audit by the contractor.

## 5. DEFINITIONS

See LST-27, “Glossary,” for definitions of the following term(s):

*Conditional release*

*Contractor*

*Contractor POC*

*Disposition*

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*Nonconformance*

*Subcontractor/supplier*

## **6. REFERENCES**

Form 230.04, “Conditional Use Tag”

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

FRM-2210, “Information Request/Change Order”

MCP-538, “Control of Non-Conforming Items”

PRD-5001, “Training and Indoctrination”

PRD-5003, “Vendor Data Control”

## **7. APPENDIXES**

None.