

Program Requirements Document Subcontractor/Supplier	<b>CONTROL OF NONCONFORMANCES</b>	Identifier: PRD-5018 Revision: 1 Page: 1 of 4
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Manual: Subcontractor Requirements

Change Number: 72554

## 1. PURPOSE

This Program Requirements Document (PRD) identifies the minimum requirements for reporting, controlling, and resolving *nonconformances* (see def.)

## 2. APPLICABILITY

This PRD applies to [INEEL subcontractor/suppliers](#) (see def.) when specified by a subcontract or purchase order.

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 or purchase order.

## 3. RESPONSIBILITIES

Performer	Responsibilities
Contractor	<p>Document all subcontractor/supplier nonconforming conditions.</p> <p>Provide conditional release for nonconforming items as appropriate.</p>
Subcontractor/Supplier	<p>Train personnel working to this procedure in accordance with PRD-5001.</p> <p>Identify and report potential or known nonconforming conditions.</p> <p>Segregate and prevent inadvertent usage of nonconforming items.</p> <p>Implement disposition of nonconforming items.</p> <p>Obtain re-inspections as directed by approved conditional release.</p>

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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, Training and Indoctrination.
- 4.2 **Subcontractor/supplier** personnel, regardless of position, title, or organizational affiliation, are responsible for identifying and reporting to the **contractor 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, on Form 230.1, Nonconformance Report.*

- 4.4 Immediately upon identification or discovery of a potential or known nonconforming condition, the originating organization (contractor, contractor representative, or **subcontractor/supplier**) shall attach or otherwise affix a Form 230.2, Nonconformance Tag, in accordance with PRD-5017, Inspection, Test, and Operational Status.
- 4.5 Immediately upon identification, the **subcontractor/supplier** shall segregate potential or known nonconforming items, material, and/or equipment.
- 4.6 The **subcontractor/supplier** shall take all actions necessary to prevent the inadvertent usage or installation of identified nonconforming items, material, and/or equipment.
  - 4.6.1 Nonconforming items, material, and/or equipment shall be segregated by placing them in a clearly identified and designated hold area pending an approved *disposition* (see def.) from the contractor.
  - 4.6.2 When segregation is impractical or impossible due to physical size, weight, or access limitations, other precautions shall be employed to preclude inadvertent use.
- 4.7 The **subcontractor/supplier** shall provide technical assistance to **help resolve** reported nonconformances, as directed by the contractor.

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- 4.8 Contractor approved dispositions shall be implemented and corrective action taken by the [subcontractor/supplier](#) as directed by the approved disposition.
- 4.9 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.
- 4.10 [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 activities that may be required to resolve the nonconforming condition.
- 4.11 [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.
- 4.11.1 At the option of the [subcontractor/supplier](#), a request for conditional release may be submitted to the contractor on Form [230.08, Conditional Release. Form 432.53, Subcontractor/Supplier Conditional Release Request/Record, is to be used for construction projects only.](#) If the request for conditional release is approved:
- A. the [subcontractor/supplier](#) shall comply with all specific work instruction and/or restrictions noted therein, and
  - B. the contractor representative shall affix or otherwise attach a Form 230.4, Conditional Use Tag to the applicable item, material, or equipment.
- 4.12 The [subcontractor/supplier](#) shall obtain the required reinspections as directed by the approved conditional release and/or nonconformance report disposition(s).
- 4.13 All required reinspections 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.*
- 4.14 [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.

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[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 definition of the following term(s):

*Conditional Release*

*Contractor*

*Contractor POC*

*Disposition*

*Nonconformance*

*Subcontractor/supplier*

## 6. REFERENCES

Form 230.1, Nonconformance Report

Form 230.2, Nonconformance Tag

Form 230.4, Conditional Use Tag

[Form 432.53, Subcontractor/Supplier Conditional Release Request/Record](#)

[Form 230.08, Conditional Release](#)

PRD-5001, Training and Indoctrination

PRD-5017, Inspection, Test, and Operational Status

## 7. APPENDICES

None.