

Idaho National Laboratory

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Subcontractor/Supplier	Program Requirements Document	USE TYPE 3	DAR Number: 506460
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Manual: Subcontractor Requirements

1. PREREQUISITE

Subcontractor/supplier personnel responsible for receiving, identifying, controlling, and/or transmitting controlled documents shall be trained to the requirements of this RD in accordance with RD-5000, Subcontractor Quality Assurance Program Requirements and RD-1008, Training and Indoctrination.

2. REQUIREMENTS

- 2.1 Receipt and distribution of controlled documents shall be performed at a central work location during the full performance period of the contract or purchase order.
- 2.2 Controlled copies of applicable controlled documents shall be maintained at all affected work locations.
- 2.3 All controlled documents shall be date stamped when received or transmitted and recorded on Form 432.40, Subcontractor/Supplier Controlled Document Status/Distribution Log.
- 2.4 Each controlled document shall be stamped in red indelible ink as a **“CONTROLLED DOCUMENT.”**
- 2.5 Work that is required under the terms of the contract or purchase order shall be performed to controlled documents only.
 - 2.5.1 Affected contract documents shall be maintained current at all times during the performance period of the contract.
 - 2.5.2 Redlining techniques shall be used to identify contract changes made in accordance with RD-5002, Design Change Control. Affected contract documents shall be redlined immediately after or during the performance of work. Redline documents are to be considered “as built” condition.
 - 2.5.3 Changes shall be identified utilizing red indelible ink. Use of other colors, pencil, correction fluid, or correction tape is not permitted.
 - 2.5.4 The affected area of a document being redlined shall be clouded or otherwise clearly designated as the affected area. Each affected area shall reference the change document number.
 - 2.5.4.1 For text documents, i.e., specifications, vendor data schedules, special conditions, etc., change documents may

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be physically taped over, hand-written over, or written next to the affected area.

- 2.5.4.2 Drawing or other pictorial changes may be accomplished using sketches provided via the change documents. Sketches may be taped or stapled to drawings in lieu of pen and ink changes. The affected area of the original drawing is to be X'd out with the notation "deleted" written across any area that is taped or stapled over.
- 2.6 A distribution list of controlled documents shall be maintained on Form 432.40.
- 2.7 Transmittal of controlled documents to any source shall be recorded on Form 432.40.
- 2.8 Superseded or obsolete controlled documents shall be voided, removed from use, and physically removed from the work area - destruction of documents should be delayed until project completion. Superseded controlled documents are to be logged on Form 432.40 and may be kept for bid reference as archive materials when marked "**HISTORICAL DOCUMENT, NOT FOR USE IN CONSTRUCTION.**"
- 2.9 Documentation prepared by the subcontractor/supplier as required by this RD shall be completed, maintained, and stored in a single location in a secure and protected environment during the full performance period of the contract or purchase order.
- 2.9.1 All required documentation shall be legible, reproducible, free from erasure, correction fluid, and/or correction tape, and completed in black indelible ink only (**excluding** the requirements in 2.5.3).
- NOTE:** *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.*
- 2.9.2 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."
- 2.9.3 All required documentation shall be made readily available for *contractor* (see def.) review and/or audit.

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- 2.9.4 All required documentation shall be submitted to the contractor when required by the contract or purchase order, in accordance with RD-5003, Vendor Data Control.

3. DEFINITIONS

Terms utilized in this RD are defined in LST-359.

4. REFERENCES

Form 432.40, Subcontractor/Supplier Controlled Document Status/Distribution Log

RD-1008, Training and Indoctrination

RD-5000, Subcontractor Quality Assurance Program Requirements

RD-5002, Design Change Control

RD-5003, Vendor Data Control

5. APPENDIXES

None.