

Idaho National Laboratory

PROCEDURE DEVELOPMENT	Identifier: RD-5005	Page 1 of 4	
	Revision: 0		
	Effective Date: 05/24/06		
Companywide	Program Requirements Document	USE TYPE 3	DAR Number: 506460

Manual: Subcontractor Requirements

1. PREREQUISITE

Subcontractor/supplier personnel responsible for developing work control/administrative procedures as required by the contract or purchase order 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 Subcontractor/supplier procedures shall be submitted as required in accordance with RD-5003, Vendor Data Control.

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

2.2 Subcontractor/supplier procedures shall be identified by a title page that provides the:

- A. Subcontractor/supplier business name
- B. Contract or purchase order number
- C. Procedure title
- D. Unique procedure number
- E. Revision number
- F. Effective date
- G. Page number (such as, page 1 of 4)
- H. Approval signature of the authorized subcontractor/supplier or representative.

2.3 All other procedure pages, including attachments and appendices shall include a title block that provides:

- A. Sequential page numbering (such as, page 2 of 4)
- B. Procedure title
- C. Unique procedure number
- D. Revision number.

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- 2.4 Unless otherwise specified, subcontractor/supplier-generated procedures shall include the following sections and information:
- 2.4.1 **Purpose**--explains the intent of the activity or task to be performed.
- 2.4.2 **Scope and Applicability**--provides the extent and relevance of the activity or task to be performed.
- 2.4.3 **Responsibilities**--provides a summary list of general responsibilities by organization.
- 2.4.4 **Precautions and Limitations**--alert 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.
- 2.4.5 **Prerequisites**--specify 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.
- 2.4.6 **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:

9.9 Start surge pump P-WM-123.

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.

- 2.4.7 **Records**--identify the records that will be created as a result of procedure implementation and the responsibilities for maintaining those records prior to submittal.
- 2.4.8 **Definitions**--define unique terms relative to the procedure.
- 2.4.9 **References**--manuals, procedures, or forms that are identified within the procedure.
- 2.4.10 **Appendices**--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.*

- 2.5 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 RD.
- 2.6 Subcontractor/supplier procedure revisions shall require the same subcontractor/supplier and *contractor* (see def.) approvals as the original.
- 2.7 Subcontractor/supplier procedures shall be controlled in accordance with RD-5007, Document Control.
- 2.8 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.
 - 2.8.1 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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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.*

2.8.2 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."

2.8.3 All required documentation shall be made readily available for contractor review and/or audit.

2.8.4 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

RD-1008, Training and Indoctrination

RD-5000, Subcontractor Quality Assurance Program Requirements

RD-5003, Vendor Data Control

RD-5007, Document Control

5. APPENDIXES

None.