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Signatures maintained on controlled copy in CAD QA office.

1.0 Purpose

To define the general responsibilities and procedures for specifying quality assurance (QA) requirements on AGS Procurement Documentation.

2.0 Scope

The requirements of this document apply to supplies, components, assemblies, subsystems, and systems purchased by the AGS Department.

3.0 Policy

3.1 Personnel responsible for the design or performance of items or services to be purchased shall ensure that the procurement requirements of the purchase requests are clear and complete.

3.2 The AGS Quality Representative (QR) shall review procurement documentation for items classified as A-1 (Critical) or A-2 (Major); or having a total value of \$10,000.00 or more. concurrence will no longer be required on purchase order change requests, and Intra-Laboratory Requisitions.

3.3 Procurement documentation shall contain or reference a description of the scope of work, technical requirements, quantity, the desired delivery schedule, special handling, inspection and test requirements, documentation and other appropriate QA requirements.

3.3 Alternate proposals or exceptions to procurement documentation requirements shall be communicated by the Buyer/Contracts Specialist to the person responsible for the design or performance of the item(s) or service(s) to be purchased for their evaluation and approval prior to the issuance of a purchase order or contract.

3.4 To the extent necessary, suppliers shall have a Quality Assurance Program consistent with the AGS Quality Assurance Program.

4.0 References

4.1 BNL-QA-101, Seller Quality Assurance Requirements

4.2 AGS-QAP-301, QA Classifications

5.0 Requirements

5.1 AGS purchase documents or contracts shall reference the appropriate seller QA requirements, in BNL-QA-101, that are commensurate with the purchased item's complexity, criticality (QA Classification Category) and cost. Seller exceptions to any QA requirements shall be communicated to the AGS QA Office for appropriate action. BNL-QA-101 is applicable to "built to order" and off-the-shelf items which are classified

as QA Category A-1 (Critical) and A-2 (Major). At the discretion of the cognizant engineer or scientist (CE/CS), the requirements of BNL-QA-101 may be applied to material classified as A-3 (Minor) or A-4 (Other). BNL-QA-101 shall be supplied to the Seller or potential Seller as part of the procurement documentation package.

Note: Items that are purchased by the Supply and Material Division for general stock are automatically classified as BNL QA Category A-4 (Other). These items must be evaluated by the CE/CS to assure the items are suitable for the intended application.

- 5.2 If an item does not have a QA Category designation, the CE/CS with the assistance of the AGS QA Office, shall determine the proper QA Category. When appropriate, division management shall concur with QA Category assignment.
 - 5.2.1 The CE/CS should give appropriate consideration when determining the QA Category designation and selecting Seller QA Requirements for "off-the-shelf" items. "Off-the-shelf" items are manufactured by a supplier for inventory, or are items supplied by an independent distributor. The off-the-shelf designation does not include catalog items built by a supplier to satisfy a specific order.
 - 5.2.1 Due to the difficulty with imposing additional requirements on sellers and distributors of off-the-shelf items, the CE/CS should determine if specific testing must be performed at BNL to verify compliance of procured items.
- 5.5 The CE/CS may modify or waive the requirements of BNL-QA-101. The intended modification or waiver of these requirements should be discussed with AGS QA Office. When such modifications are granted they shall be detailed along with other applicable requirements of BNL-QA-101.
 - 5.5.1 When modifying or eliminating technical or QA requirements, the CE/CS should consider preparing additional documents (supplementary specifications, drawings, test or inspection procedures, etc.) in order to adequately verify the quality of the item. The CE/CS shall also determine if special testing/inspection will take place at BNL, the Seller's facility or at an off site location.
- 5.6 Division management responsible for review and approval of procurement documentation should ensure that both the technical and QA requirements of the procurement are clear and complete before submittal to a potential Seller.
- 5.7 If a Seller or potential Seller cannot satisfy or takes exception to the technical or QA requirements specified, the CE/CS, Quality Representative, and Buyer/Contracts Specialist should consider:

- 5.7.1 If new Seller(s) should be selected that will comply with the technical/QA requirements;
- 5.7.2 Whether the technical or QA requirements should be modified;
- 5.7.3 For off-the-shelf items, preparing a specification/drawing that will result in a change of its off-the-shelf status. In this way appropriate QA requirements can be imposed;
- 5.7.4 Inspection/tests to be performed at BNL to assure the product complies with requirements.