

**TOPICAL QUALITY ASSURANCE REPORT**

TQR 4.0

**PROCUREMENT DOCUMENT
CONTROL
RR911**

Rev. 8 Draft B

Date 09/18/96

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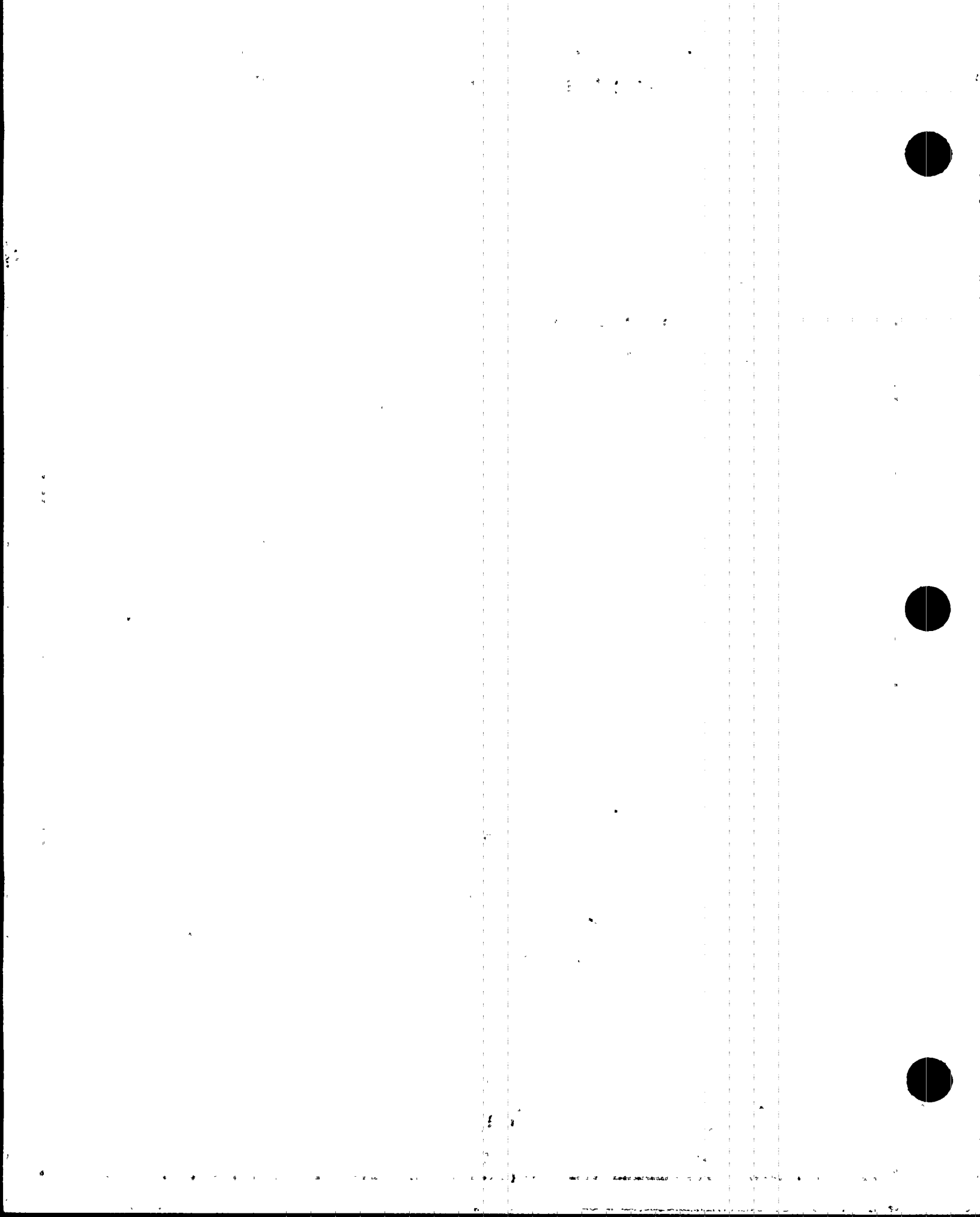
4.1 GENERAL REQUIREMENTS

Procurement of items and services shall be performed in accordance with procedures and instructions which assure that applicable regulatory requirements, design bases, code requirements, and other requirements necessary to assure quality shall be included or invoked by reference in the procurement document. These procedures and instructions shall delineate the sequence of actions to be accomplished in the preparation, review, approval, and control of procurement documents. Changes to procurement documents shall be subjected to the same degree of control as utilized in the preparation of the original documents.

4.2 IMPLEMENTATION**4.2.1 Procurement Document Provisions**

Quality Instructions shall identify the responsibilities and actions required of the organizations originating, reviewing, approving, and controlling procurement documents. These instructions shall require the procurement documents to specify:

- a. The scope of work to be performed;
- b. Technical requirements (by specifying or referencing) which shall include the applicable components and materials identification requirements, drawings, specifications, procedures, instructions, codes, and regulations and provide for identification of applicable test, inspection and acceptance requirements, or special process instructions;
- c. Quality Assurance Program requirements to be imposed on contractors which shall include the applicable portions of 10 CFR 50, Appendix B;



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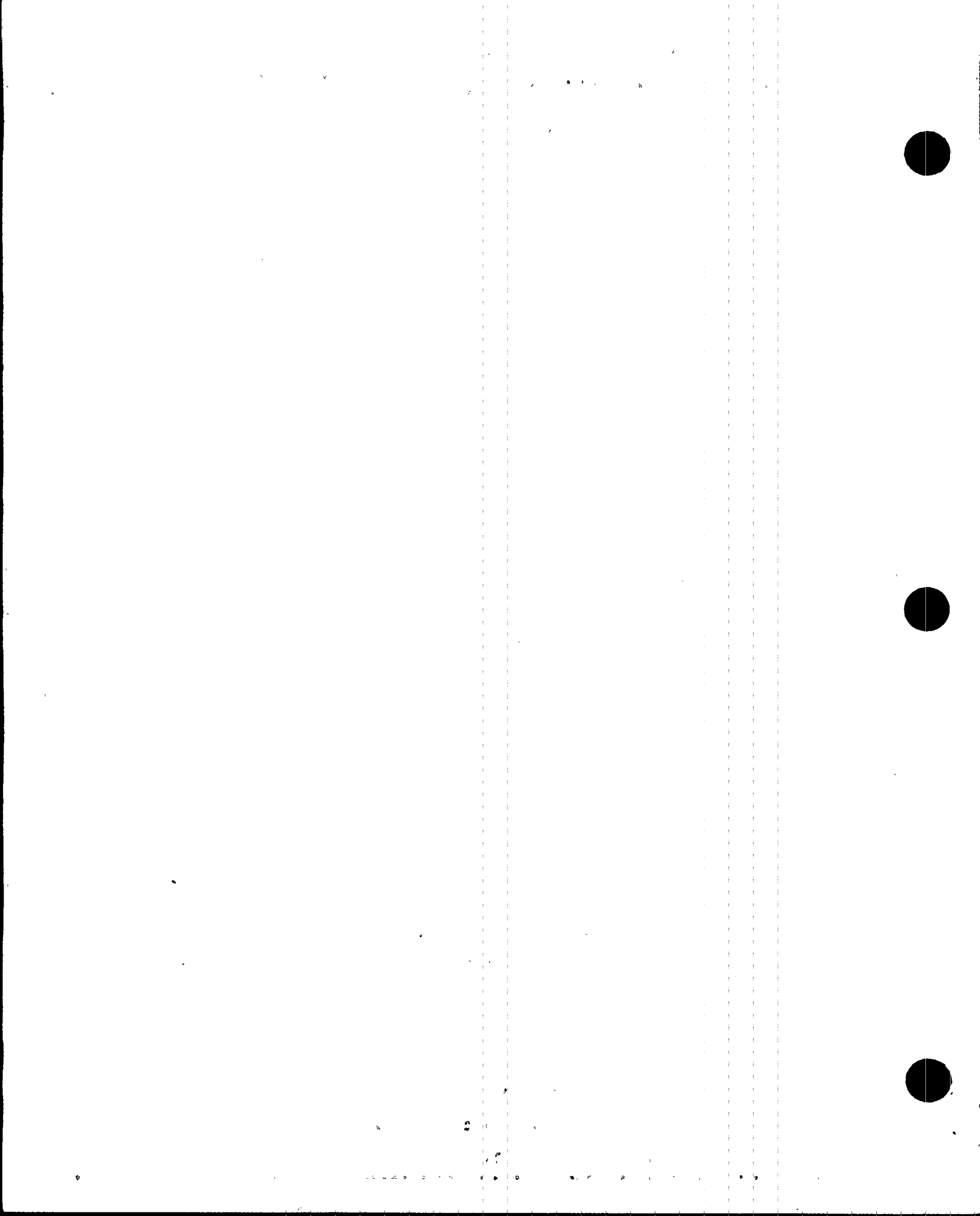
- d. Right of access which provides, as appropriate, for access to contractor facilities and records for inspection or audit by FPL or its designated representative, and to access for events such as witness and hold points;
- e. The documentation required to be prepared, maintained, and/or submitted to FPL or its representative for review, approval, or historical record. The time of submittal of this documentation and the retention and disposition of Quality Assurance Records which will not be delivered to FPL shall be prescribed.

Consideration shall be given to the need for special requirements in the preparation and review of procurement documents. Procedures and instructions shall be prepared and implemented for special on-site handling or storage requirements. The receiving department shall ensure on-site implementation of the special handling, shipping, and storage requirements for items received and controlled by their organization.

Special handling, preservation, storage, cleaning, packaging, and shipping requirements shall be specified, as appropriate, in the design documents or purchase orders. The requirements established in the design documents or purchase orders shall be consistent with industry accepted standards, the importance of equipment or material to nuclear safety, and the material or equipment's sensitivity to damage. The preparation of these design documents or purchase orders may be delegated by FPL to other organizations.

4.2.2 Procurement Document Review

Procurement documents shall be reviewed for correctness, and inspectability and controllability of quality requirements in accordance with Quality Instructions to assure that the appropriate provisions of Section 4.2.1 are included. This review shall be documented and performed by designated personnel who have been



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trained and qualified in quality assurance practices and concepts. These reviewers shall have access to pertinent information and have an adequate understanding of the quality and technical requirements and intent of the procurement documents.

Spare or replacement parts for safety related structures, systems, and components are subject to technical or quality requirements equivalent to, or better than, those used for the original equipment.

Changes to procurement documents, whether initiated by FPL or their representative, are subjected to the same degree of control as that utilized in the preparation of the original document.

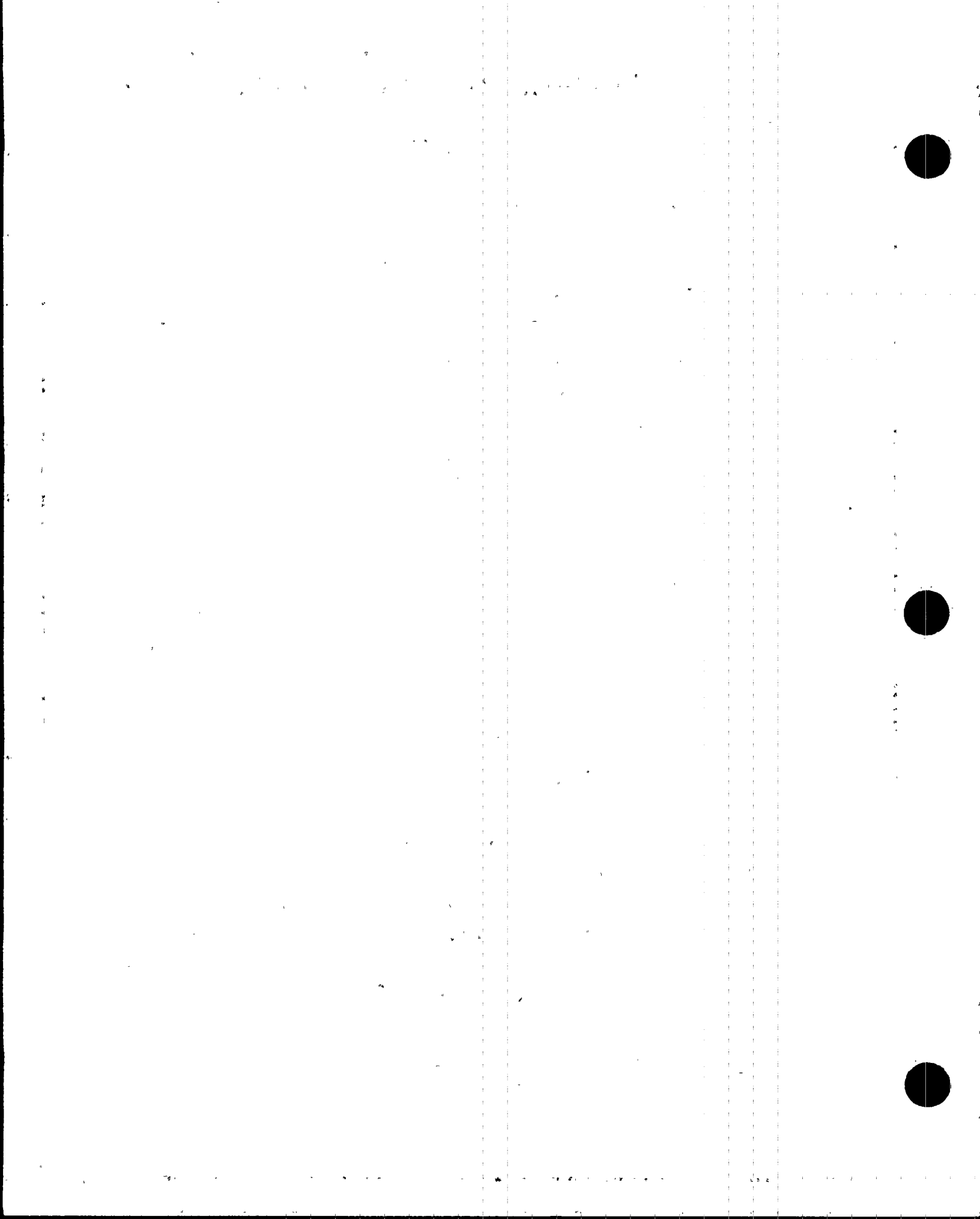
4.2.3 Selection of Procurement Sources

It shall be verified that the procurement document has been reviewed and approved, and that the supplier has been approved prior to issuing the purchase order for safety related materials or services. Verbal purchase orders shall be made in accordance with TQAR Appendix C exceptions to ANSI N45.2.13. Supplier approval is not necessary if the important characteristics of the item can be verified by inspection or test.

The overall procurement requirements, including those related to planning, bid evaluation, and review and concurrence of suppliers Quality Assurance programs, are described in Quality Instructions.

4.3 RESPONSIBILITIES

4.3.1 Direct reports of the President, Nuclear Division, and Department Heads of organizations supporting the Nuclear Division originating a procurement requisition shall be responsible for:



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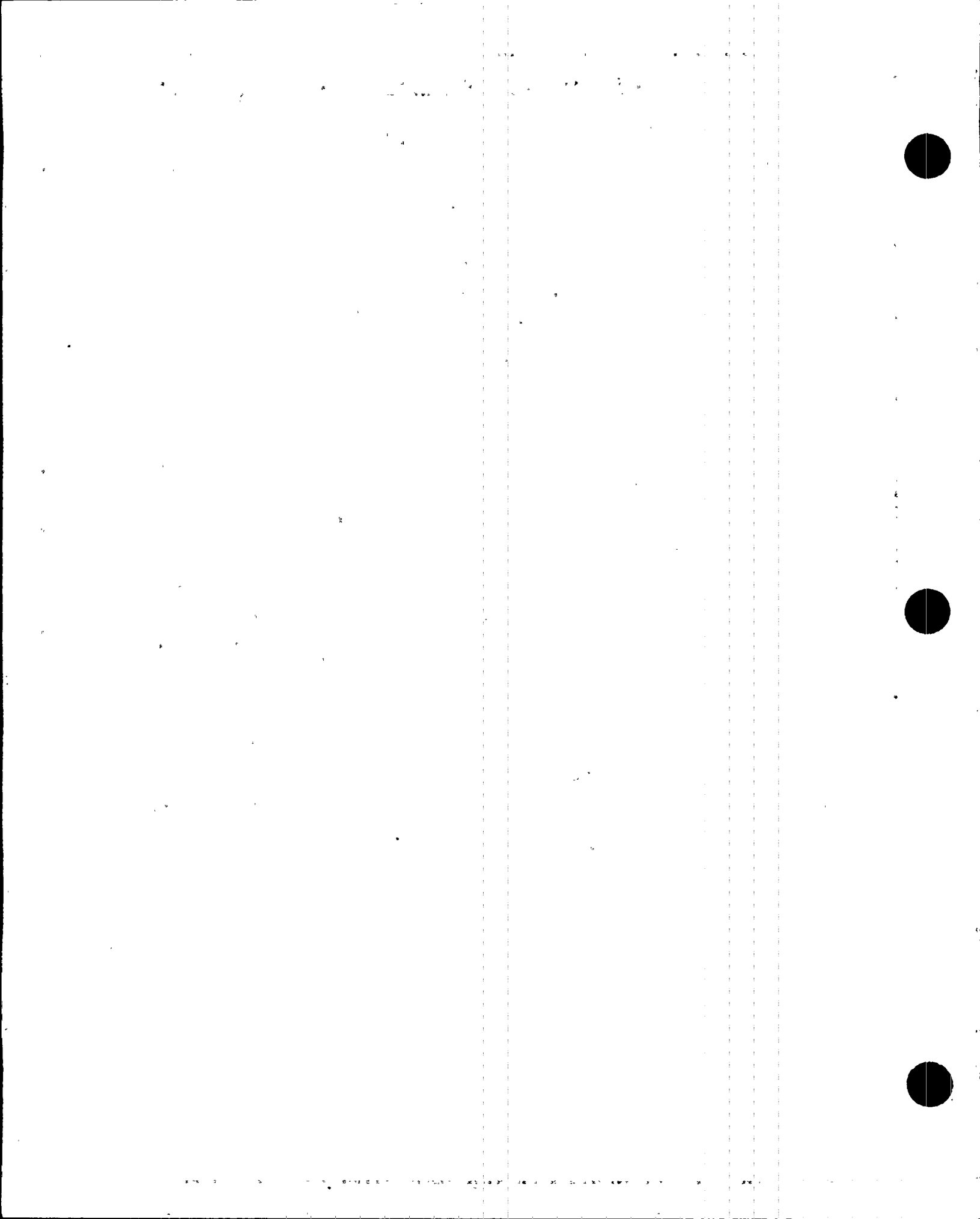
- a. Clearly describing the technical and quality considerations for the procurement of items or services;
- b. Specifying any special requirements;
- c. Specifying documentation required from the supplier;
- d. Specifying special handling, preservation, storage, cleaning, packaging, and shipping requirements, as appropriate.

4.3.2 The Vice President Nuclear Engineering and ~~Licensing~~ is responsible for:

- a. Performing technical evaluations to verify and/or establish technical and quality requirements for permanent and temporary power plant items and services;
- b. Reviewing technical and quality requirements contained in procurement documents and changes thereto to assure that ordering requirements are technically correct and complete for items and services as specified in 4.2.1, ~~including quality requirements~~;
- c. ~~Valuating~~ Evaluating the interchangeability of items that are not identical to what is currently installed.

4.3.3 The Director Nuclear Assurance is responsible for:

- a. Assisting in the resolution of quality requirements;
- b. Approving suppliers for safety related procurement and commercial grade item procurement (when applicable);
- c. Identifying surveillance witness and/or hold points at the supplier's facility for safety related procurement when supplier QA program is relied upon and programmatic deficiencies dictate;
- d. Performing supplier surveillance.



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4.3.4 The Plant Vice President ~~and or~~, for nuclear fuel procurement only, the Vice President Nuclear Engineering and Licensing, ~~cognizant for the issuance of a procurement document (for nuclear fuel procurement)~~ is responsible for:

- a. Incorporating requisition technical and quality requirements into the procurement documents;
- b. Notifying Nuclear Assurance of discrepancies and/or changes in supplier activities which may conflict with the work scope of Nuclear Assurance approved suppliers;
- c. Reviewing each procurement document to ensure that it is correct, in accordance with Nuclear Assurance approved supplier work scope and restrictions (when applicable) and the originating procurement requisition;
- d. Referencing and attaching appropriate Quality Assurance Program requirements, as referenced on respective procurement requisitions, requests for bid proposals, purchase orders and contracts;
- e. Verifying that the procurement document has been reviewed and approved and issuing procurement documents to suppliers, as approved by FPL Nuclear Assurance when supplier QA programs are required;
- f. Maintaining traceability ~~and retrievability~~ of procurement ~~document~~ ~~records~~ documents until ~~transmitted to~~ stored in an approved storage facility as a record.

