



Westinghouse Electric Corporation
Nuclear and Advanced Technology Division

AP600

Engineering Procedure

Subject:

CONTROL OF SUBCONTRACTOR SUBMITTALS

Approved:

H. J. Bruschi, General Manager
Advanced Technology Business Area

Effective Date

6-1-95

**AUTHOR/RESPONSIBLE
FUNCTION**

Contact Manager, Plant Engineering, on questions concerning this procedure.

PURPOSE

To establish the methodology for receipt, distribution, control, and review of subcontractor design document submittals.

SCOPE

This procedure applies to all design documents submitted by subcontractors related to the AP600 program. Those documents are as specified in each subcontract and generally include, but are not limited to:

- Applicable general specifications used in design
- System Specification Documents
- All the design drawing documents
- Design Specifications
- Design Analysis/Calculation Documents
- Design change documents
- Design and analysis report documents

DEFINITIONS

Document - Any written or pictorial information describing, defining, specifying, reporting, or certifying activities, requirements, procedures, or results.

Procedure - A document that specifies or describes how an activity is to be preformed.

Subcontractor - Any individual or organization who furnishes items or services in accordance with a procurement document. An all inclusive term used in place of any of the following: vendor, supplier, seller, contractor, fabricator, consultant and their subtier level.

Document Submittal Form (DSF) - A form used by a subcontractor to submit a document.

PROCEDURE

General

- A. This procedure specifies the activities for processing the receipt from AP600 subcontractors of Document Submittal Forms (DSF) and submitted documents.
- B. This procedure supersedes the requirements of WCAP-9565 DP-4.0 & DP-7.0 for the processing of supplier submittals for the AP600 program.

RESPONSIBILITY/ACTION

Subcontractor

1. Prepare the DSF in accordance with the contractual instructions and submit the documents to the AP600 person identified in the subcontract.

Addressee

2. Forward copy of DSF and document(s) to the following:
 - Responsible manager and/or responsible engineer
 - Other involved individuals

3. Forward original of DSF and document(s) to AP600 Central File.

AP600 Central File

4.
 - a. File DSF by letter number
 - b. File document(s) by document number

Responsible Manager/
Engineer

5. If the submitted document is a Design Change Proposal (DCP), proceed in accordance with AP-3.2.

Reviewers

6. Review documents as appropriate and return any comments to the Responsible Manager/Engineer.

Responsible Manager/
Engineer

7. Return comments to subcontractor.

Subcontractor

8. Act on comments prior to next document revision.

REFERENCES

- A. WCAP-12601, Program Operating Procedures, AP-3.2 Design Configuration Change Control for the AP600 Program.
- B. WCAP-9565, DP-4.0, Procurement Document Control.
- C. WCAP-9565, DP-7.0, Control of Purchased Items and Services.

FORMS/EXHIBITS

Document Submittal Form, Form 58229, Exhibit 28.