

TUGCO ENGINEERING DIVISION	PROCEDURE	REVISION	ISSUE DATE	PAGE
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PROCEDURE FOR FIELD PROCUREMENT FOR INFORMATION ONLY	PREPARED BY <i>[Signature]</i> 5-2-84 APPROVED BY <i>[Signature]</i> 5-31-84 APPROVED BY B&R QA <i>[Signature]</i> 6-1-84 APPROVED BY TUGCO QA <i>[Signature]</i> 6-8-84			

*Rec'd 9/19/84 @CP
from Richard Baker*

1.0 REFERENCES

- 1-A TUGCO QA PLAN
- 1-B B&R CPSES QA Manual
- 1-C CP-EP-18.0 Control of Record Turnover Activities
- 1-D CP-EI-5.7-1 Instruction for Field Purchasing of NSSS
Renewal Parts

2.0 GENERAL

2.1 PURPOSE

To establish the methods and controls by which the provisions Ref.1-A and 1-B are accomplished and to assure the proper interface and coordination of the procurement organizations involved in these activities.

2.2 SCOPE

This procedure shall apply to all purchases of items and services required during construction of CPSES. The provisions of this procedure shall be employed in the conduct of all procurement activities currently managed by site procurement organizations.

2.3 RESPONSIBILITY

The Assistant Project General Manager is responsible for the design, engineering, and procurement of CPSES.

The Assistant Project General Manager has specifically delegated the detailed implementation of the procurement program to the Project Support Services Manager. The Project Support Services Manager and the Supervisors within his organization shall ensure that activities are identified, planned, and controlled in accordance with the measures described herein and that additional instructions exist as required to supplement this procedure.

The B&R Site QA Manager or his designee shall approve any revision to this procedure prior to implementation.

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TUGCO QA Manager or his designee shall approve any revision to this procedure prior to implementation.

2.4 DEFINITIONS

2.4.1 Approved Suppliers/Vendor List

A listing which indicates the vendors' qualification to supply items and services. The list shall be maintained and controlled in accordance with Reference 1-A & 1-B.

2.4.2 Specification/Drawing

A document containing information which would enable the vendor to design, fabricate, and furnish items or services.

2.4.3 Purchase Order or Subcontracts

The procurement document (herein termed "contract") authorizing the vendor to provide items or services.

2.4.4 Supplier Quality Assurance Requirements

Those quality assurance program requirements of which vendor compliance is mandatory to ensure adequate documented product control per Reference 1-A and 1-B.

2.4.5 Quality Assurance (QA)

TUGCO QA, or the B&R Site QA Manager or designees. The scope of approval authority and directions for the distribution of procurement documents shall be as described herein.

3.0 PROCEDURE

3.1 ORIGINAL PROCUREMENT

3.1.1 Requisition

All procurement activities shall be initiated by the use of CPSES FIELD REQUISITION-CONSTRUCTION as illustrated in Figure 1.

The requisition shall be approved by the Assistant Project General Manager or his designee.

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3.1.2 Quality Assurance Review of the Requisition

Requisitions for Procurement of Materials, Items, and Services for ASME Section III Division I application shall be reviewed and approved by B&R Quality Engineering Group (QEG). Requisitions for Procurement of Materials, Items, and Services for ASME Section XI application and requisitions for Procurement of Materials, Items, and Services for all other Nuclear Safety related and Seismic Category I and II application shall be reviewed by TUGCO QA Manager or his designee.

NOTE: QA review and approval of Non Nuclear Safety-Related Requisitions is not required.

3.1.3 Development of the Contract

Procurement shall review the supplier's quotation for acceptability. Where exceptions/deviations are proposed, procurement shall coordinate technical review with the originator and/or appropriate QA organization for resolution. The bid evaluation and recommendation shall be forwarded to the Assistant Project General Manager or his designee for approval.

Procurement shall prepare the contract per Figure 2. Prior to issuing a Nuclear Safety-related Contract, procurement shall forward the contract to the appropriate QA/Engineering Group for review and approval (B&R QEG for ASME Section III Division I, items/services; TUGCO QA for ASME Section XI items/services; and for Non Code items/services).

Safety related contracts shall be issued to approved Suppliers/Vendors. Copies of Safety-related contracts shall be forwarded to the appropriate QA organizations by normal distribution.

Procurement shall file/store B&R generated procurement documents in fire resistant facilities until turnover as described per Reference 1-C.

Procurement shall file/store TUGCO generated procurement documents in fire resistant facilities or in duplicate in separate locations until transfer per Reference 1-C.

3.1.4 Provisions for Single Source Procurement

Single source procurement shall be initiated per Sections 3.1.1, 3.1.2, and 3.1.3 except the requisition shall state single source procurement is required. Upon receipt of the approved requisition, procurement shall proceed with preparation of the contract.

3.2 CHANGES TO CONTRACTS ESTABLISHED PER SECTION 3.1

Supplements to existing contracts shall be issued in the same manner as described in section 3.1 and per Figure 3. Except as noted below:

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On unit price structure purchase orders such as piping and hangers, additional quantities of bulk material and fabrication that are itemized in the unit price structure may be procured via a letter signed by the Assistant Project General Manager or his appointed designee.

All such additional requirements shall meet the requirements of the specification and purchase order. QEG shall review and approve all such letters affecting procurement activities of ASME Section III Division I related items/services. If unit prices for the additional item(s) requested are not specifically delineated in the unit price structure a purchase order supplement shall be prepared in accordance with the above described measures for contract supplements.

Procurement of Westinghouse (W) NSSS Replacement parts shall be in accordance with Reference 1-D. Periodic releases against the order may be via a letter signed by the Assistant Project General Manager or his designee. Such letters shall be reviewed and approved by PMG prior to issuance. Supplements to the W order shall be issued to incorporate and adjust monies and quantities as required. All supplements shall be reviewed and approved by QA (B&R for ASME Section III Division I, TUGCO QA for non-ASME).

3.3 CHANGES TO EXISTING CONTRACTS ESTABLISHED BY GIBBS & HILL

Supplements shall be controlled in accordance with Section 3.2. The supplement shall be prepared per Figure 4.

3.4 CHANGES TO EXISTING CONTRACTS ESTABLISHED BY BROWN & ROOT

3.4.1 Purchase Orders

Supplements to existing Purchase Orders shall be requisitioned in accordance with Section 3.1.1. Upon receipt of the field requisition approved by B&R Project Manager or his designee, and QA (B&R ASME Section III Division I, TUGCO QA for non-ASME), procurement shall prepare a Change Order per Figure 5 for issue. Change Orders to safety-related Purchase Orders shall be approved by QA.

Document transmittals such as drawing revisions, specification revisions, and letters describing agreements, understandings, and clarifications between the procurer and the vendor shall contain a definitive explanation as to the purpose of the document and how it applies to the purchase order. Such documents shall be in the form of "BRV" letter. QA shall review and approve all such letters affecting procurement activities of nuclear safety-related parts, material, components, or services.

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3.4.2 Subcontracts

Supplements to existing subcontracts shall be controlled in accordance with Section 3.4.1 except as noted by the following conditions.

The subcontracts shall be supplemented by a Change Order per Figure 6 or Supplemental Agreement per Figure 7. Information regarding the supplement shall be forwarded to B&R Houston Subcontracts for preparation. All supplements to safety-related subcontracts shall be approved by the appropriate QA Group (B&R for ASME Section III, Division I; TUGCO for ASME Section XI; and for Non Code).

3.5 CHANGES TO EXISTING CONTRACTS ESTABLISHED BY TUSI SITE PROCUREMENT

Supplements to existing contracts shall be controlled in accordance with Section 3.2.

3.6 DISTRIBUTION OF CHANGES TO PROCUREMENT DOCUMENTS

Changes to Procurement Documents shall be distributed in the same manner as the original (i.g., appropriate QA organization, QC Receiving, etc.).

3.7 CHANGES TO CONTRACTS TO IMPLEMENT REVISIONS TO DESIGN DOCUMENTS

Applicable Field Design Changes and revisions to design documents, such as revisions to G&H design drawings or specifications, shall be transmitted to the vendor by Procurement.

Document transmittals, such as drawing revisions, specification revisions, and letters describing agreements, understandings, and clarifications between the procurer and the vendor, shall contain a definitive explanation as to the purpose of the document and how it applies to the contract. Such documents shall be in the form of a "CPPA" letter. QA shall review and approve all such letters affecting procurement activities of nuclear safety-related parts, material, components, or services.

For contracts previously established by Brown & Root, Field Design Changes approved by CPPE shall be reviewed by Procurement for applicability to the contracted scope of work. When required, the design change shall be transmitted to the vendor as delineated in Section 3.4. Revisions to design documents, such as revisions to design drawings or specifications, shall be forwarded to the vendor as applicable in accordance with Section 3.4. As an alternative, the design organization may be directed to transmit such revisions directly to the vendor.

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FIGURE 4

SUPPLEMENT TO PURCHASE ORDER
TEXAS UTILITIES GENERATING COMPANY
P. O. BOX 1007, CLETON, TEXAS 75443
COMANCHE PEAK STEAM ELECTRIC STATION
1980 82 2300 MW INSTALLATION

SELLER:

SUPPLEMENT NO.	ORDER NO.
MATERIAL OR SERVICES	
VENDOR NO.	DATE

SHIP TO:	SHIP VIA:	SEND INVOICE TO:

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FIGURE 6

Original Subcontract (Contractor's Name and Address)		Brown & Root, Inc. P. O. Box 3 Houston, Texas 77001		Page _____ Date _____
1	ADDITION BY THIS CHANGE ORDER	SUBCONTRACT CHANGE ORDER		Change Order No. _____ Date _____ Subcontract Number _____
2	DEDUCTION BY THIS CHANGE ORDER	<input type="checkbox"/> ORIGINAL NOTIFICATION		<input type="checkbox"/> COUNTERNOTIFICATION
3	AMENDED TOTAL			Accounting Code _____

7 SUBC WITHACTORY

THE TERMS AND CONDITIONS FORMING THE ORIGINAL SUBCONTRACT ARE MADE A PART OF THIS CHANGE ORDER EXCEPT TO THE EXTENT MODIFIED ON THE FACE HEREOF.

THE FOLLOWING CHANGES ARE HEREBY MADE TO THE ABOVE REFERENCED SUBCONTRACT.

DESCRIPTION

UPON TO GENERAL CONTRACTOR MAKING PAYMENT FOR THE CHANGES SET FORTH IN THIS CHANGE ORDER. SUBCONTRACTOR SHALL MAINTAIN THIS CHANGE ORDER AND RETAIN THE ORIGINAL FOR HIS FILES. ALL OTHER COPIES ARE TO BE RETURNED TO GENERAL CONTRACTOR AS STATED IN THE BODY OF THIS CHANGE ORDER.


SUBCONTRACTOR		BROWN & ROOT, INC. - GENERAL CONTRACTOR	
AUTHORIZED REPRESENTATIVE		AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE SIGNED	SIGNATURE	DATE SIGNED

REMIT THE COPY

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FIGURE 7

\$ _____ Contract Value To Date \$ _____ Addition By This Agreement \$ _____ Deduction By This Agreement \$ _____ Amended Total	 <i>Skill, Integrity and Responsibility</i>	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> SUPPLEMENTAL AGREEMENT Brown & Root, Inc. <small>ENGINEERS-CONSTRUCTORS HOUSTON OFFICE P.O. BOX 1001 GLEN ROSE, TEXAS</small> </div>		
Date _____ Job No. & Account _____	Supplemental Agreement No. _____ Shipment Permitted By _____	Subcontract No. 25-1195 Design Change Reference _____		
Subcontractor		Reason For Agreement		
Quantity	Unit	Description	Unit Price	Amount
This Supplemental Agreement is issued in accordance with the original subcontract, and it is understood that all Terms of the General Conditions, Specifications and Drawings to which this agreement is a supplement shall apply except as expressly modified herein.				
Reviewed And Agreed Upon By:		SUBCONTRACTOR		
BROWN & ROOT, INC. - GENERAL CONTRACTOR		TEXAS UTILITIES SERVICES, INC.		
BROWN & ROOT, INC. - QUALITY ASSURANCE				