



Attachment J-16 SOCCo Quality Assurance Program Flow Down Requirements

J-16 Number: _____ **Description:** _____

Required ✓	Requirement Description	Comments – Explanation/Justification
☐	J-16 No additional requirements required.	
☐	1.0 Program (If checked, all lines are required)	
☐	1.1 Subcontractor shall submit a project Quality Assurance Plan (QAP) that incorporates the elements stated herein. The QAP (includes implementing work documents) shall be submitted as specified in the Submittal Register J-8.	
☐	1.2 Subcontractor shall provide an organization chart that identifies and describes responsibilities, levels of authority, and interfaces for those managing, performing, and assessing the adequacy of work.	
☐	1.3 Subcontractor shall designate a QA/QC representative (must be independent of directing and performing work) who will provide interface for quality related work and any stop work actions by the subcontractor or SOCCo. The subcontractor shall submit the resume of the QA/QC representative showing Knowledge, Skills and Ability (KSA) related to QA activities for SOCCo QA approval as specified on the Submittal Register J-8.	
☐	1.4 Subcontractor shall identify National Consensus Standards for applicability to their Quality Program Requirements as selected below:	
	☐ ASME/NQA-1 2008/2009 Part 1-Nuclear Quality Assurance Program Requirements	
	☐ ASME/NQA-1 2008/2009 Part 2 (as selected)	
	☐ 2.4 Power, Instrumentation and Control Equip.	
	☐ 2.7 Software	
	☐ 2.14 CGD	
	☐ 2.18 Maintenance	
	☐ Other: _____	
☐	2.0 Personnel Training and Qualifications	
	2.1 Subcontractor personnel performing work requiring special skills or abilities shall be trained and have documented qualifications or certifications prior to performing work and will submit as specified in the Submittal Register J-8.	

Note: SOCCo assigned QA personnel have right of access to enter all work areas and request documentation to be provided in a timely manner to conduct oversight of activities and to resolve identified problems.

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☐	3.0 Quality Improvement (If checked, all lines are required)	
☐	3.1 Subcontractor shall assign the responsibility for identification and authority to the designed QA/QC representative to stop unsatisfactory work and control further processes, installation or use of nonconforming items.	
☐	3.2 Subcontractors shall provide requirements for the identification, reporting, and disposition of project non-conformances. Non-conformances including S/CI require notification of SOCCo representative for review and concurrence of proposed corrective actions prior to commencing corrective action implementation.	
☐	4.0 Documents and Records (If checked, all lines are required)	
☐	4.1 Subcontractor shall have a program which identifies and controls project records. The program should identify how the subcontractor reviews and approves changes, issues revisions, and stores records.	
☐	4.2 The document control program shall describe how SOCCo controlled documents and drawings are maintained ensuring current revisions are used for field work and will submit as specified in the Submittal Register J-8. Superseded and cancelled controlled documents shall be marked "VOID" and removed from the field or work area.	
☐	4.3 Subcontractor shall describe how revisions to final design (As-Built drawings, Use-As-Is, Repair, nonconformance disposition) are subjected to a design control process for review and approval.	
☐	4.4 Subcontractor shall routinely review documents used in the work area to ensure that current, approved, controlled documents are in use in the field.	
☐	4.5 Project records must be maintained in compliance with ASME NQA-1 Requirement 17 Quality Assurance Records Section 600 Storage.	
☐	4.6 Subcontractor shall maintain a continuous record of all field changes and shall incorporate all such changes on the "As Built" drawings and other engineering data.	
☐	4.7 Subcontractor shall maintain receipt/acceptance testing/inspection records; records shall be traceable to systems, components, specifications, or activities and will submit as specified in the Submittal Register J-8.	

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☐	5.0 Work Processes (If checked, all lines are required)	
☐	5.1 Subcontractor shall identify the methods used to verify work completion via daily logs, process inspections, or acceptance testing for work performed; includes sub-tier contractor's work.	
☐	5.2 Subcontractor's QAP and approved work control documents must describe how daily work is verified by supervision. Daily work documentation should include at a minimum: applicable testing, startup requirements, maintenance, special processes, field changes, and safety or quality concerns.	
☐	5.3 Subcontractor shall ensure procedures or work instructions to accomplish tasks necessary to execute the work are developed and approved prior to use.	
☐	5.4 Subcontractor shall submit a project Work Plan. The work plan shall be submitted as specified in the Submittal Register J-8.	
☐	6.0 Design (If checked, all lines are required)	
☐	6.1 A program for the design of items and processes shall be established and implemented using sound engineering/scientific principles and appropriate standards (when design is required).	
☐	6.2 When design calculations are required, the QAP must describe a calculation verification process which includes software quality assurance including software and hardware and operating system validation.	
☐	6.3 Design change control process shall be established such that FBP Engineering reviews adequacy of change and impact to original design that include controls to incorporate modifications or field changes for final designs.	
☐	7.0 Procurement (If checked, all lines are required)	
☐	7.1 Subcontractor shall identify subtier vendors and flow down contract requirements.	
☐	7.2 Subcontractor/supplier project QAP shall describe how the receipt of specification procured materials will be inspected to ensure conformance to purchase requirements.	
☐	7.3 When required, Certificates of Conformance (CoCs) shall meet applicable criteria from NQA-1 (2008/2009), Requirement 7, Section 503 (a) through (f).	

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☐	8.0 Inspection and Acceptance Testing (If checked, all lines are required)	
☐	8.1 Subcontractor shall check items supplied to their work processes to ascertain that items are correct and suitable for use.	
☐	8.2 When work requires specific standard implementation (NOTE: testing, ASME/AWS codes, geotechnical testing, welding), work documents shall be developed to detail how the Contractor will implement special processes (welding, heat treating, brazing, soldering, and non-destructive examination) to established standards and will submit as specified in the Submittal Register J-8.	
☐	8.3 For inspection and testing activities, the project QAP or Work Plan shall identify the program controls necessary for calibration, maintenance, accountability, and use of equipment. Item or process test requirements shall include acceptance criteria. Subcontractor shall identify subtier testing vendors.	
☐	8.4 Subcontractor shall document the ability of an item or process to satisfactorily perform its intended function. Test records shall include as a minimum: item/process tested, tester, type of observation, results and acceptability, any corrective actions to deviations, and name of authorized evaluator.	
☐	8.5 Subcontractor shall submit an acceptance/test plan. The plan shall be submitted as specified in the Submittal Register J-8.	
☐	8.6 Measuring and Test Equipment (M&TE): Subcontractor shall have M&TE controls established to ensure M&TE equipment is labeled and tagged to indicate calibration status. M&TE identification includes ability to provide traceability to calibration and test data.	
☐	9.0 Assessments	
	Subcontractor shall conduct field documented observations and assessments, and report deficiencies.	
☐	10.0 Suspect Counterfeit Items (If checked, all lines are required)	
☐	10.1 If subcontractor is ordering and receiving items, they are required to comply with DOE O 414.1E Attachment 2 Part B, Suspect/Counterfeit Items (S/CI) Prevention and will complete SOCCo training module EC7001 Suspect/Counterfeit Items Awareness or SOCCo approved subcontractor training prior to ordering/receiving items.	

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☐	10.2 Subcontractor shall include the following S/CI requirements in subcontractor work documents for items purchased that are listed on the SUSPECT/COUNTERFEIT ITEM COMPONENT AND PRODUCT INFORMATION listing:	
	A. Notwithstanding any other provisions of this agreement, the Contractor warrants that all items provided to SOCCo shall be genuine, new and unused unless otherwise specified in writing by the subcontractor. Contractor further warrants that all items used by the subcontractor during the performance of work at the Portsmouth Gaseous Diffusion Plant, include all genuine, original, and new components, or are otherwise suitable for the intended purpose. Furthermore, the subcontractor shall indemnify SOCCo, its agents, and third parties for any financial loss, injury, or property damage resulting directly or indirectly from material, components, or parts that are not genuine, original, and unused, or not otherwise suitable for the intended purpose. This includes, but is not limited to, materials that are defective, suspect, or counterfeit; materials that have been provided under false pretenses; and materials or items that are materially altered, damaged, deteriorated, degraded, or result in product failure.	
	B. Types of material, parts, and components known to have been misrepresented include (but are not limited to) fasteners; hoisting, rigging, and lifting equipment; cranes; hoists; valves; pipe and fittings; electrical equipment and devices; plate, bar, shapes, channel members, and other heat treated materials and structural items; welding rod and electrodes; and computer memory modules. The Subcontractor's warranty also extends to labels and/or trademarks or logos affixed, or designed to be affixed, to items supplied or delivered to the Contractor. In addition, because falsification of information or documentation may constitute criminal conduct, the Contractor may reject and retain such information or items, at no cost, and identify, segregate, and report such information or activities to cognizant Department of Energy officials.	
☐	10.3 Equipment purchase requisitions that may contain high strength bolts and/or circuit breakers shall be reviewed for Suspect/Counterfeit Items and/or NRTL.	

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☐	11.0 Software Quality Assurance	
	The subcontractor project QAP shall describe how the Software is controlled to meet the requirements contained in DOE O 414.1E Attachment 2 Part C, <i>Software Quality Assurance</i> .	
☐	Other:	

Attachment:

QA Prepared by: _____

Signature/Date

QA Reviewed by: _____

Signature/Date

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