

PROCEDURE: NCSX-PROC-006 Revision 2		Page: 1 of 8
<b>Title</b>  <b>Control of NCSX Supplier Information</b>	<b>Initiated by:</b>  NCSX Systems Engineering Support Manager	<b>Effective Date:</b>  <b>April 21, 2005</b>
<b>Concurred by</b>  NCSX Quality Assurance Manager	<b>Approved by:</b>  NCSX Engineering Manager	<b>Supersedes:</b>  <b>Revision 1 Dated: February 13, 2004</b>

**Record of Revisions**

Revision	Date	Description of Changes
0	5/1/2003	Initial Issue
1	2/13/2004	Revised introduction and several steps in the procedure to clarify responsibilities
2	4/21/2005	Added record of revisions table. Changed to a simplified flow chart format and updated to clarify the processes.

**Applicability**

This procedure is applicable to the entire NCSX Project.

**Introduction**

It is essential for the configuration control of information provided to NCSX suppliers that the subcontract or purchase order information and the technical information provided to potential suppliers for Requests for Quote (RFQ) and Requests for Proposals (RFPs), and to suppliers awarded subcontract or purchase orders is correctly dispositioned and approved from a procurement and technical perspective. The NCSX cognizant engineer/technical representative is responsible for developing and assuring that the necessary administrative (e.g., approved statement of work, requisition, etc.) and technical (e.g., signed technical specifications and signed drawings) documentation is available for Procurement to facilitate the solicitation and award process. PPPL Procurement is then responsible for gathering this information into an approved procurement package for transmittal to potential suppliers or suppliers awarded subcontract or purchase orders.

For the NCSX Project, wide use of electronic documentation will be the norm. This electronic information is posted on the three supplier sites (i.e., the Procurement Web, the Manufacturing Web, and the Supplier FTP Site) and should be entirely self-consistent. As described in the NCSX Data Management Plan (NCSX\_PLAN\_DMP), the three related webs have slightly different but related purposes:

- The Procurement Web is an open access informational web site maintained by the PPPL Procurement Department and contains all documentation required for potential suppliers to develop proposals;

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- The Manufacturing Web is an informal information web site maintained by WBS Managers. This open access site contains project documentation of interest to potential suppliers; and
- The Supplier FTP Web Site contains CAD drawings and models, statements of work, and specifications for use by suppliers under contract.

Both the Procurement and Manufacturing web pages are primarily **informational** in nature and are not part of this procedure. PPPL Procurement maintains the material posted on the Procurement Web and WBS Managers maintain the subject content and material posted on the Manufacturing Web.

This procedure will focus on the Supplier FTP web site and describes how the initial information is developed, verified, and then approved before delivery to PPPL Procurement, before posting on the appropriate supplier site, and how revised information for supplier subcontracts or purchase orders for the NCSX Project is processed and the appropriate supplier site(s) revised. It also outlines the processes by which the NCSX Project ensures that the supplier subcontract or purchase order and technical information remains self-consistent. In all instances, the necessary initial or revised information will **not** be posted on these ftp sites until authorized by both the technical authority (Cognizant Engineer/Procurement Technical Representative) and PPPL Procurement Representative.

The initial effort will be to develop the documentation package necessary for either RFQs/RFPs or recently awarded subcontract or purchase orders. Part A of this procedure describes the process for initially approving and posting procurement-related documentation for either RFQ/RFP, design basis for start of subcontract or purchase order work, or Release for Fabrication.

Once the subcontract or purchase order is awarded, it may become necessary to update the documentation. The starting point for any revision to supplier subcontract or purchase order and technical information is a directed change that impacts the subcontract or purchase order. The NCSX Configuration Management Program controls the processing and approval of this change. Part B of this procedure describes this process.

#### **Referenced Documents**

NCSX-PLAN-PEP	NCSX Project Execution Plan
NCSX-PLAN-SEMP	NCSX Systems Engineering Plan
NCTX-PLAN-CMP	NCSX Configuration Management Plan
NCSX-PLAN-DMP	NCSX Data Management Plan
NCSX-PLAN-DOC	NCSX Document and Records Plan
NCSX-PROC-001	NCSX Procedure, Glossary of Acronyms and Definitions
NCSX_GUID-PRO	NCSX Pro/INTRALINK Users Guide
NCSX-PROC-002	NCSX Configuration Control
NCSX-PROC-004	NCSX Work Planning
NCSX-PROC-009	NCSX Requests for Deviation (RFD)
NCSX Engineering Web Page Specifications and Statements of Work	– Specification and Statement of Work Formats

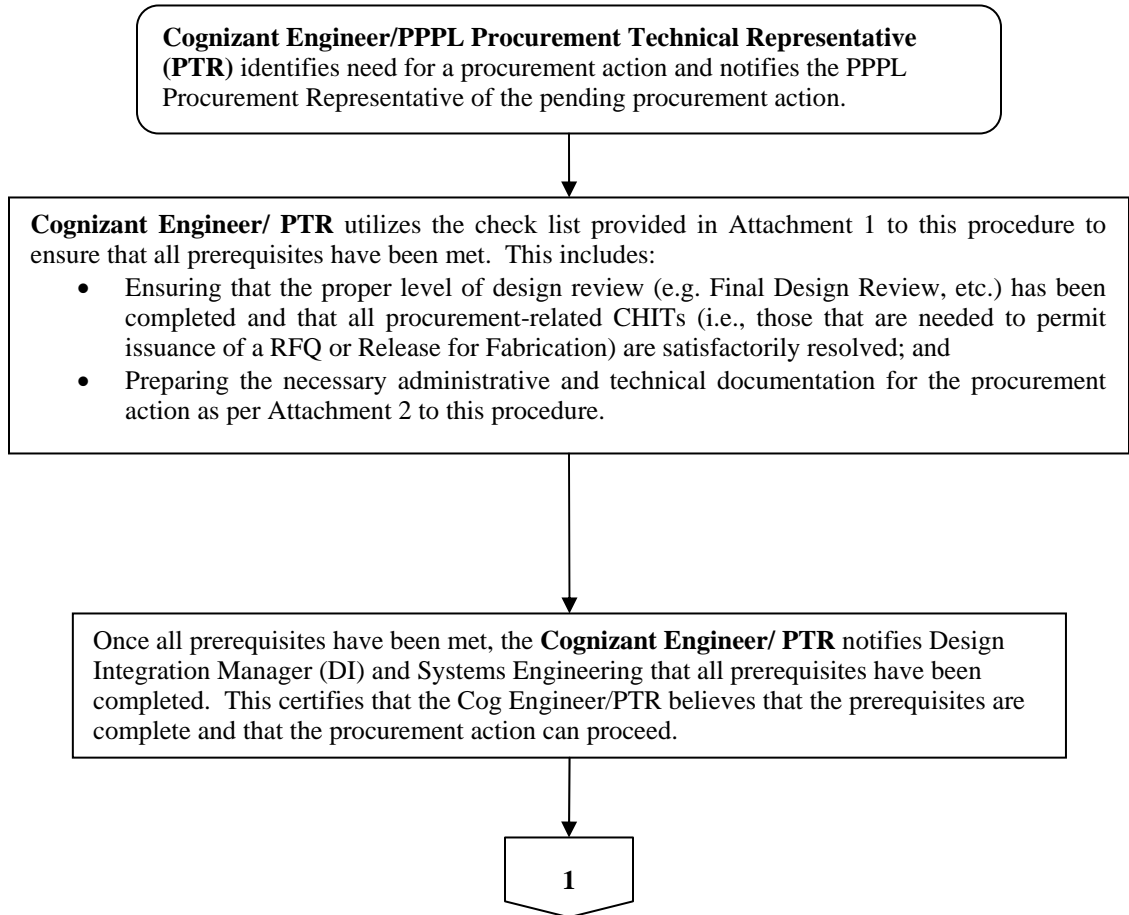
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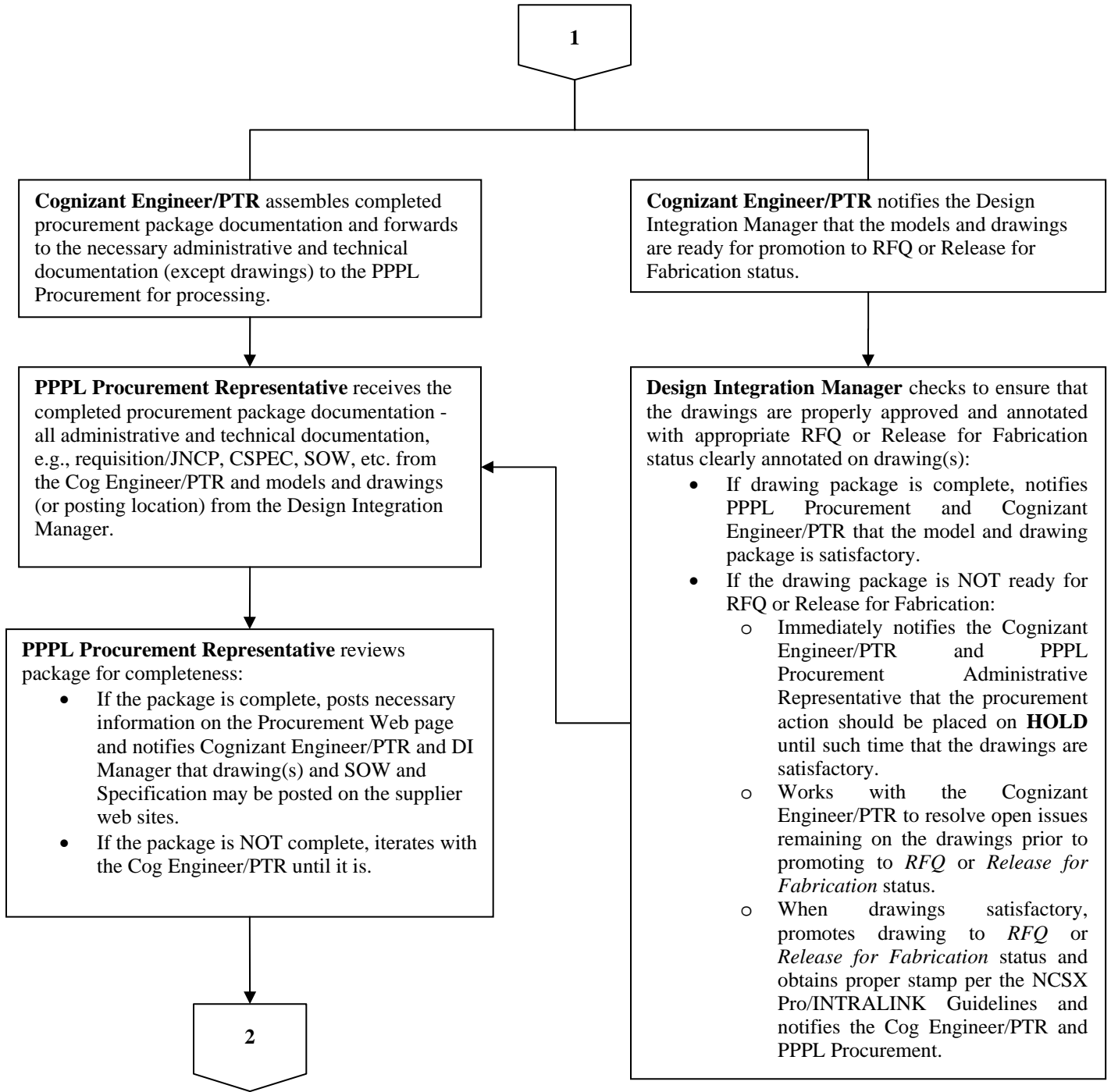
PPPL Engineering Procedure 006	Review and Approval of Specifications and Statement of Work
PPPL Engineering Procedure 010	Control of Drawings, Software, and Firmware
PPPL Engineering Procedure 032	Work Planning
PPPL Engineering Procedure 033	Design Verification

**Procedure**

**A. Initial Development of Procurement-Related Documentation**

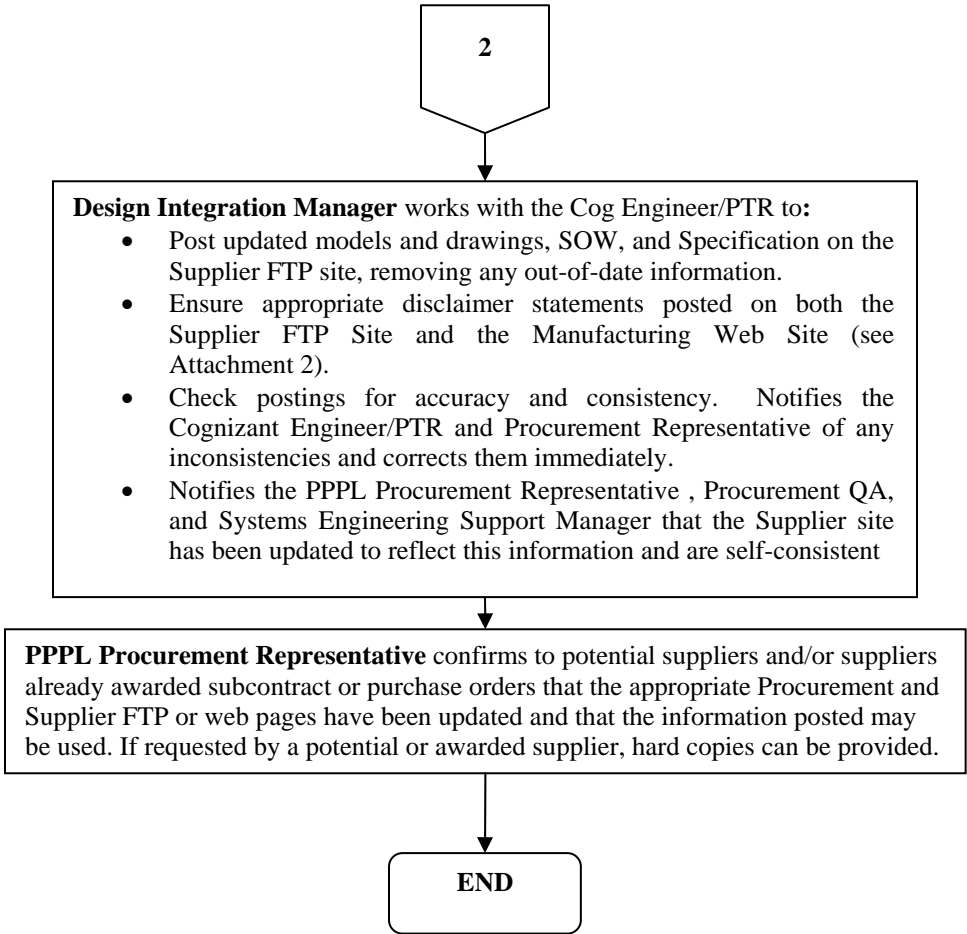


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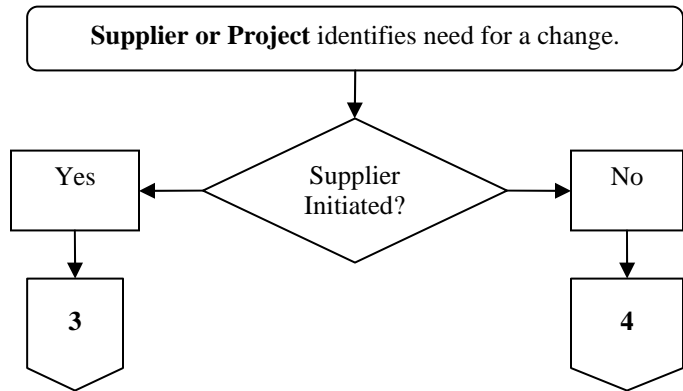


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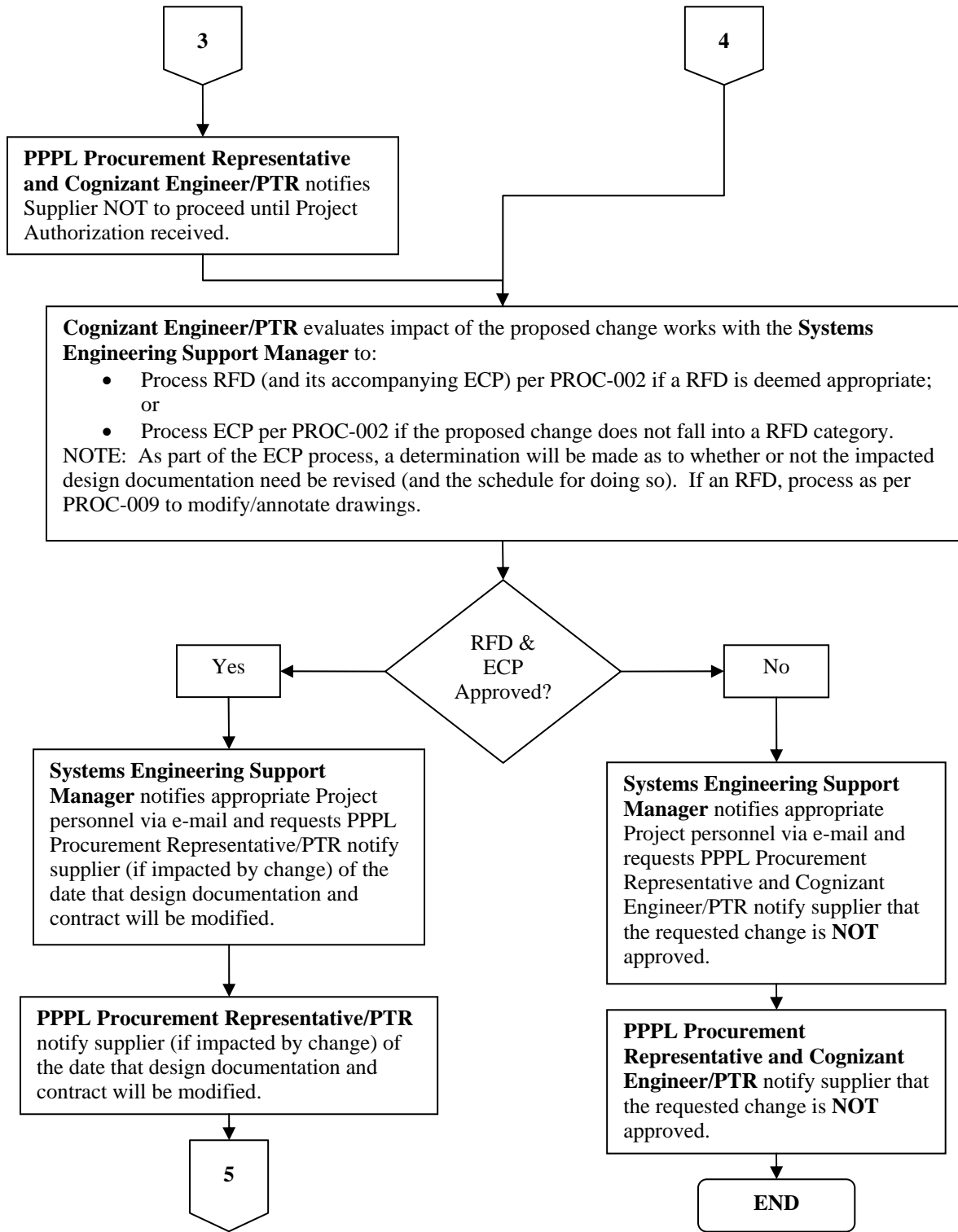
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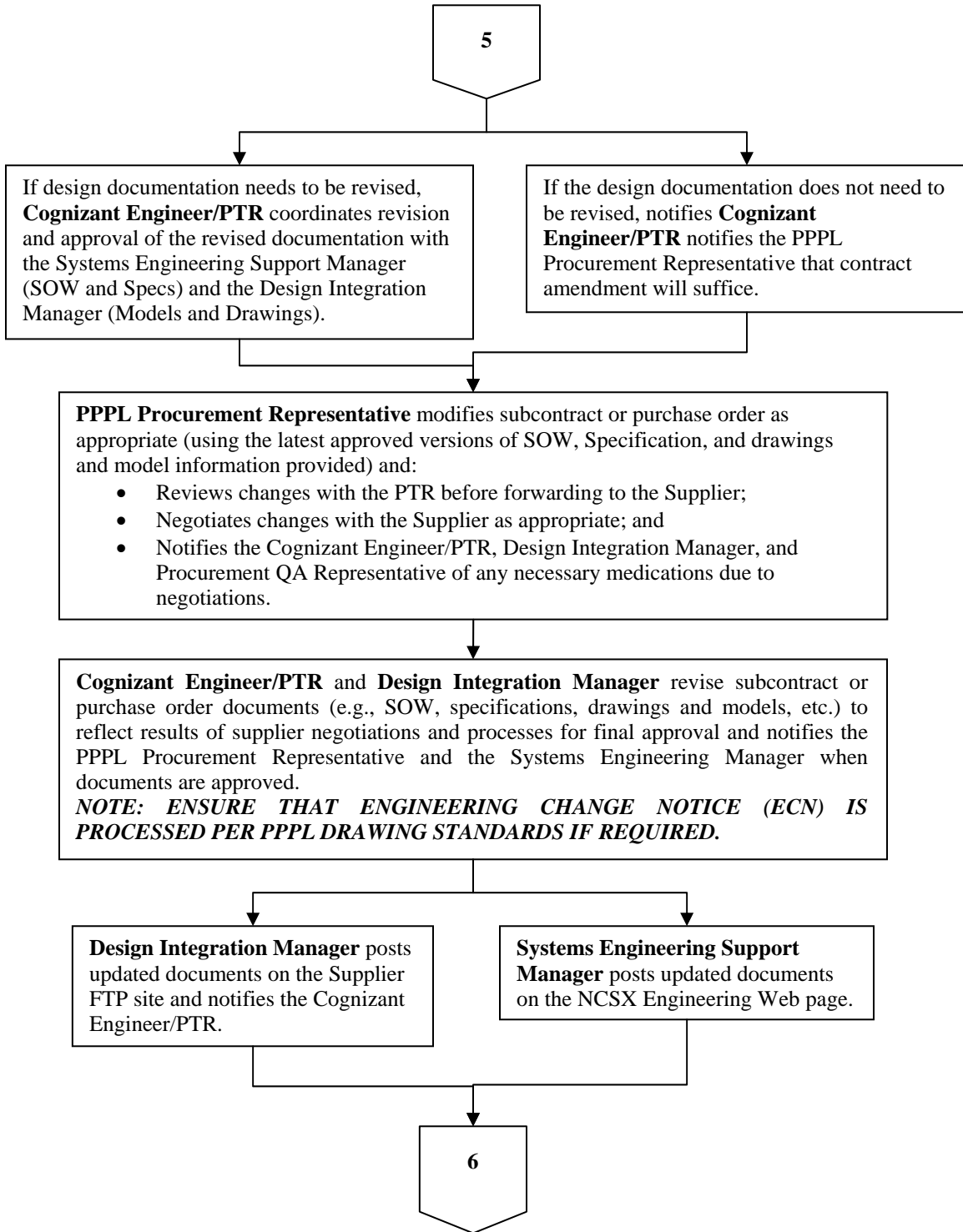
**B. Processing Changes to Supplier Subcontract or Purchase Order Information**



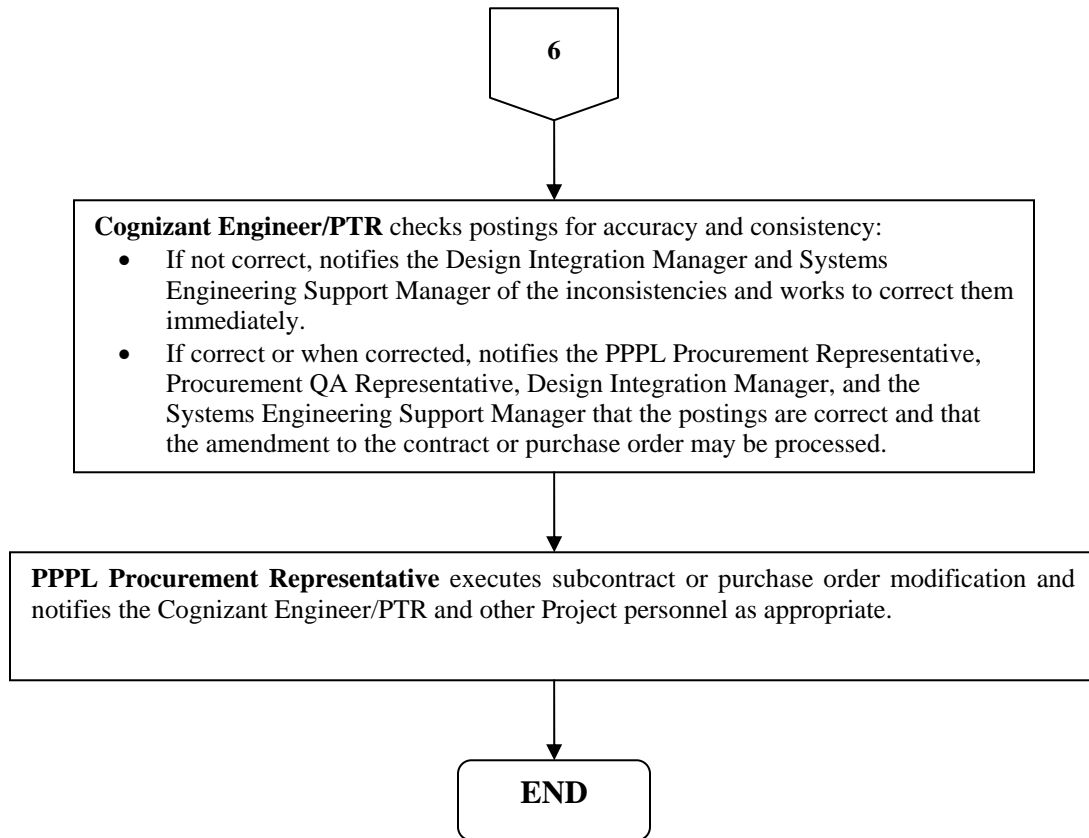
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**Attachments****1 – Procurement Package Check List****2 – Technical and Administrative Documentation Needed for a Procurement Package****3 – Disclaimer Statements**

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## Attachment 1

## Procurement Package Checklist

The following checklist can be utilized to ensure that the necessary pre-requisite administrative and technical procurement documentation is completed. This checklist may be attached to the certification memorandum specified in Part A of this procedure.

Pre-Requisite Documentation	Completed? (Yes or No)	Comments
FDR Report finalized and <b>ALL</b> procurement-related CHITs resolved?		
Approved SOW available and ready to be posted?		
Approved Specification available and ready to be posted?		
Approved and properly annotated drawing package available and ready to be posted?		
Pre-requisite supplier deliverables received and approved?		
Funded and approved requisition (including any JCNP or other supporting documentation) available?		
Other?		

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## Attachment 2

## Documentation Needed for a Procurement Package

In addition to ensuring that the proper level of design review (e.g. Final Design Review, etc.) has been completed and that all procurement-related CHITs (i.e., those that are needed to permit issuance of a RFQ or Release for Fabrication) are satisfactorily resolved, the following administrative and technical documentation is required to complete the procurement package:

- **Administrative documentation required:**
  - a. Statement of Work (SOW) prepared per ENG-006 and NCSX format requirements and approved and posted. (*Note: for simple fabrication contracts, the Cognizant Engineer/PTR, in consultation with the PPPL Procurement Representative, may decide that a requisition and drawing is sufficient.*)
  - b. Requisition prepared and approved.
- **Technical documentation required:**
  - Specification (Product Spec/CSPEC) prepared per ENG-006 and NCSX format requirements. Specifications must be approved and posted. (*Note: for simple fabrication contracts, the Cognizant Engineer/PTR, in consultation with the PPPL Procurement Representative, may decide that a requisition and drawing is sufficient.*)
  - Drawing(s) developed, checked, and approved and posted per the PPPL Drawing Standards and the NCSX Pro/INTRALINK Users Guide at the appropriate level for *RFQ* (proposal stage) or *Release for Fabrication* (authorization to start fabrication).
- **Other documentation that may be required:**
  - Any pre-requisite supplier deliverables received and approved ;
  - Funded and approved requisition (including any JNCP or other supporting documentation) available; and
  - Any other documentation deemed necessary by PPPL Procurement to support this procurement effort.

**NOTE:** Guidelines for NCSX SOWs and Specifications are posted on the NCSX Engineering Web page:

[http://www.pppl.gov/me/NCSX\\_Engineering/](http://www.pppl.gov/me/NCSX_Engineering/)

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**Attachment 3  
Disclaimer Statements**

**FTP SERVER VERSION:**

## DISCLAIMER

Unless specifically incorporated by reference in a subcontract or purchase order issued by the Procurement Division of Princeton Plasma Physics Laboratory (PPPL), the files available on this ftp server are provided for information purposes only, and shall not be used for fabrication or otherwise employed in subcontract performance.

**NCSX MANUFACTURING WEB PAGE VERSION:**

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