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

#### **kRecord 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;

### **Controlled Document**

- 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**

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 -	Specification and Statement of Work Formats	
Specifications and Statements of Work		

### **Controlled Document**

THIS IS AN UNCONTROLLED DOCUMENT ONCE PRINTED. Check the NCSX

NCSY

PROCEDURE	NCSX-PROC-006 Revision 2	Page: 3 of 8

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

**Cognizant Engineer/PPPL Procurement Technical Representative** (**PTR**) identifies need for a procurement action and notifies the PPPL Procurement Representative of the pending procurement action.

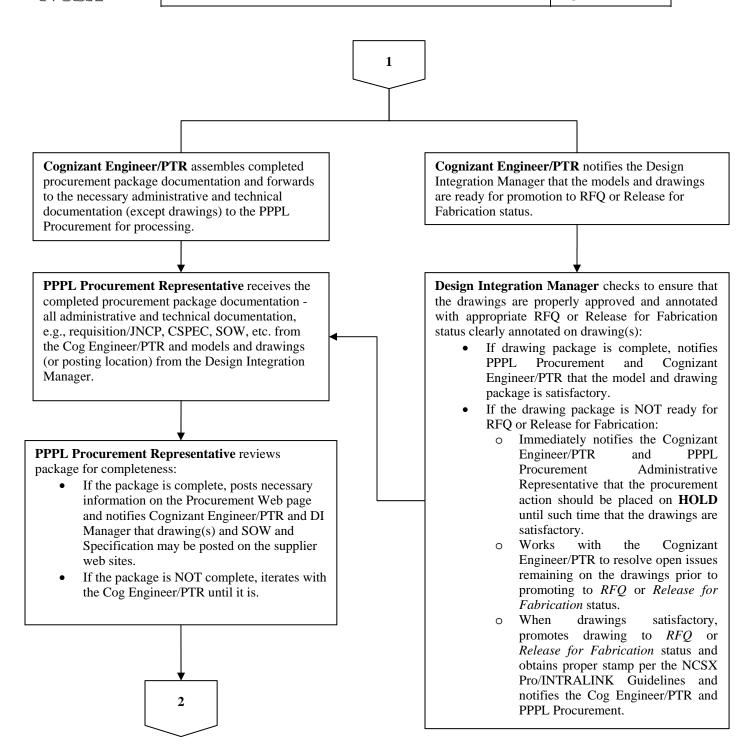
**Cognizant Engineer/ PTR** utilizes the check list provided in Attachment 1 to this procedure to ensure that all prerequisites have been met. This includes:

- 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; and
- Preparing the necessary administrative and technical documentation for the procurement action as per Attachment 2 to this procedure.

Once all prerequisites have been met, the **Cognizant Engineer/ PTR** notifies Design Integration Manager (DI) and Systems Engineering that all prerequisites have been completed. This certifies that the Cog Engineer/PTR believes that the prerequisites are complete and that the procurement action can proceed.

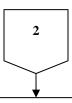
1

## **Controlled Document**



### **Controlled Document**

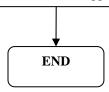
THIS IS AN UNCONTROLLED DOCUMENT ONCE PRINTED. Check the NCSX



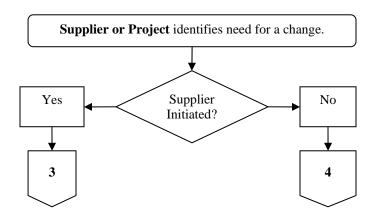
**Design Integration Manager** works with the Cog Engineer/PTR to:

- Post updated models and drawings, SOW, and Specification on the Supplier FTP site, removing any out-of-date information.
- Ensure appropriate disclaimer statements posted on both the Supplier FTP Site and the Manufacturing Web Site (see Attachment 2).
- Check postings for accuracy and consistency. Notifies the Cognizant Engineer/PTR and Procurement Representative of any inconsistencies and corrects them immediately.
- Notifies the PPPL Procurement Representative, Procurement QA, and Systems Engineering Support Manager that the Supplier site has been updated to reflect this information and are self-consistent

**PPPL Procurement Representative** confirms to potential suppliers and/or suppliers already awarded subcontract or purchase orders that the appropriate Procurement and Supplier FTP or web pages have been updated and that the information posted may be used. If requested by a potential or awarded supplier, hard copies can be provided.

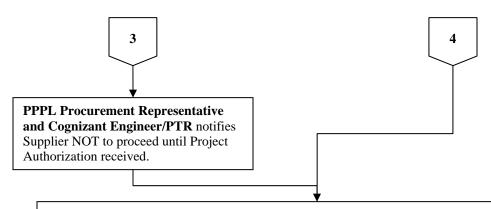


## B. Processing Changes to Supplier Subcontract or Purchase Order Information



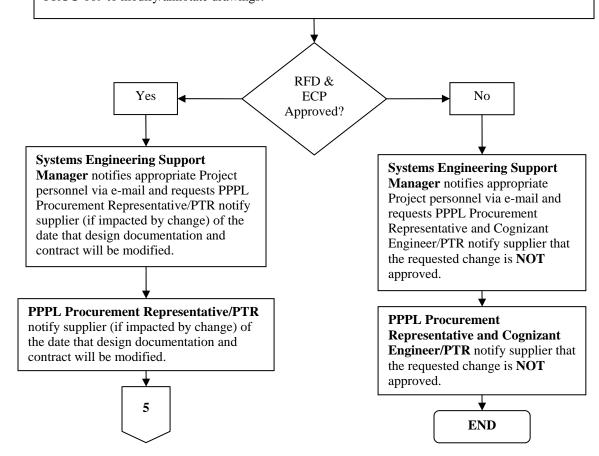
## **Controlled Document**

THIS IS AN UNCONTROLLED DOCUMENT ONCE PRINTED. Check the NCSX

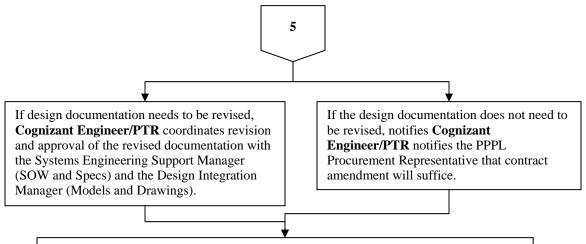


**Cognizant Engineer/PTR** evaluates impact of the proposed change works with the **Systems Engineering Support Manager** to:

- Process RFD (and its accompanying ECP) per PROC-002 if a RFD is deemed appropriate;
  or
- Process ECP per PROC-002 if the proposed change does not fall into a RFD category. NOTE: As part of the ECP process, a determination will be made as to whether or not the impacted design documentation need be revised (and the schedule for doing so). If an RFD, process as per PROC-009 to modify/annotate drawings.



## **Controlled Document**

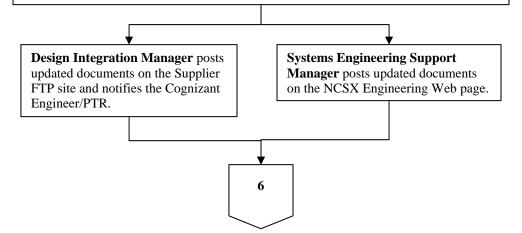


**PPPL Procurement Representative** modifies subcontract or purchase order as appropriate (using the latest approved versions of SOW, Specification, and drawings and model information provided) and:

- Reviews changes with the PTR before forwarding to the Supplier;
- Negotiates changes with the Supplier as appropriate; and
- Notifies the Cognizant Engineer/PTR, Design Integration Manager, and Procurement QA Representative of any necessary medications due to negotiations.

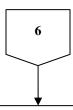
**Cognizant Engineer/PTR** and **Design Integration Manager** revise subcontract or purchase order documents (e.g., SOW, specifications, drawings and models, etc.) to reflect results of supplier negotiations and processes for final approval and notifies the PPPL Procurement Representative and the Systems Engineering Manager when documents are approved.

NOTE: ENSURE THAT ENGINEERING CHANGE NOTICE (ECN) IS PROCESSED PER PPPL DRAWING STANDARDS IF REQUIRED.



## **Controlled Document**

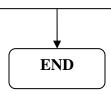
THIS IS AN UNCONTROLLED DOCUMENT ONCE PRINTED. Check the NCSX



Cognizant Engineer/PTR checks postings for accuracy and consistency:

- If not correct, notifies the Design Integration Manager and Systems Engineering Support Manager of the inconsistencies and works to correct them immediately.
- If correct or when corrected, notifies the PPPL Procurement Representative, Procurement QA Representative, Design Integration Manager, and the Systems Engineering Support Manager that the postings are correct and that the amendment to the contract or purchase order may be processed.

**PPPL Procurement Representative** executes subcontract or purchase order modification and notifies the Cognizant Engineer/PTR and other Project personnel as appropriate.



#### **Attachments**

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

## **Controlled Document**

## NATIONAL COMPACT STELLARATOR EXPERIMENT

NCSX

# PROCEDURE: NCSX-PROC-006 Revision 2

### **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?		

# **Controlled Document**

**THIS IS AN UNCONTROLLED DOCUMENT ONCE PRINTED**. Check the NCSX Engineering Web prior to use to assure that this document is current.

Page: 1 of 1

NCSX

## PROCEDURE: NCSX-PROC-006 Revision 2

#### **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 suppler 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/

#### **Controlled Document**

**THIS IS AN UNCONTROLLED DOCUMENT ONCE PRINTED.** Check the NCSX Engineering Web prior to use to assure that this document is current.

Page: 1 of 1



## PROCEDURE: NCSX-PROC-006 Revision 2

#### **Attachment 3**

## **Disclaimer Statements**

# Page: 1 of 1

## 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:

**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 site are provided for information purposes only, and shall not be used for fabrication or otherwise employed in subcontract performance.