

PROCEDURE: NCSX-PROC-006 Revision 3		Page: 1 of 10
Title Control of NCSX Supplier and In-House Fabrication Information	Initiated by: NCSX Systems Engineering Support Manager	Effective Date: Revision 3 7/1/2005
Concurred by NCSX Quality Assurance Manager	Approved by: NCSX Engineering Manager	Supersedes: Revision 2 April 22, 2005

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.
3	7/1/2005	Revised title of this procedure to include posting of information for in-house fabrications.

Applicability

This procedure is applicable to the entire NCSX Project.

Introduction

I. Supplier Information

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.

For the NCSX Project, the Cognizant Engineer is typically also assigned as the Procurement Technical Representative (PTR), unless the Cognizant Engineer is not a PPPL Employee (e.g., ORNL personnel). In instances where the Cognizant Engineer is not a PPPL employee, a PPPL PTR will be assigned. *For the purposes of this procedure, the term Cognizant Engineer/PTR will be used.* In that instance, both the Cognizant Engineer and the PPPL PTR will report to the assigned Responsible Line Manager (RLM).

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The PTR will be the technical contact for procurements and will be 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.

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.

II. In-House Fabrications

For those components assigned for in-house fabrication, it is equally essential that the technical information provided to PPPL fabricators is up-to-date and accurate. The NCSX cognizant engineer is responsible for assuring that the necessary technical (e.g., signed technical specifications and signed drawings) documentation is available for the NCSX personnel assigned the responsibility for in-house fabrication of a component.

In addition, the NCSX Project utilizes a utility called *FroTools* to permit access to the NCSX model and drawing files via a INTRALINK users account. The cognizant engineer will normally utilize this method to view the latest electronic models and drawings and Part C of this procedure outlines the process. As an alternative, a special "In-House Fabrication" folder has been added to the Supplier FTP site in lieu of *FroTools*.

III. Configuration Control

As with any technical information that has been approved for fabrication, the information is under configuration control and the processes outlined in NCSX-PROC-002 will apply. For external procurements, it is essential for the that the 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. This is also true for the technical information provided to PPPL in-house fabricators.

IV. Electronic Documentation

For the NCSX Project, wide use of electronic documentation will be the norm. This electronic information is posted one of the three electronic 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

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related purposes:

- **The Procurement Web** is an open access informational web site located at <http://oorm-1.pppl.gov/public/procurement/>. It is maintained by the PPPL Procurement Department and contains all documentation required for potential suppliers to develop proposals. *Once a contract is awarded, the information on that contract will be removed from this site.* This site is utilized primarily for large dollar procurements (e.g., in excess of \$100,000).
- **The Manufacturing Web** is an open access informal information web site located at: http://ncsx.pppl.gov/NCSX_MFG/. It is maintained by WBS Managers. This open access web site contains project documentation of interest to potential suppliers and provides an overview look-ahead potential procurement actions coming in the near term. Links to the Supplier FTP site enable a viewer to get additional detailed information.
- **The Supplier FTP Web Site** is a multipurpose ftp site located at: <ftp://ftp.pppl.gov/pub/ncsx/manuf/>. FTP sites are the repository for large data files that may not be appropriate for web pages. It is maintained by the NCSX Design Integration Manager. This site:
 - Provides detailed information of an informational nature for potential supplier who desire additional information not available on the Manufacturing Web – a link is usually provided from the Manufacturing Web;
 - Provides the single source of contract administrative and technical information to the suppliers under contract. This site contains electronic drawings and models, statements of work, and specifications for use by suppliers under contract; and
 - Provides detailed technical information for PPPL in-house fabricators in a special “In-House Fabrication” folder on this site as an alternative to the *FroTools* database.
- **The FroTools Database** serves as a convenient source for posting the technical information (specifications and electronic models and drawings) necessary for completing the in-house fabrication tasks. Section C of this procedure covers use of this database. If not convenient, or the cognizant engineer does not have an INTRALINK account, the Supplier FTP may be used on a case-by-case basis to post technical information.

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. However, once a contract is awarded, the Supplier FTP site is the sole source of contract and technical information for suppliers.

This procedure will focus on how subcontract and/or fabrication information (models/drawings, specifications, and statements of work) are made available.

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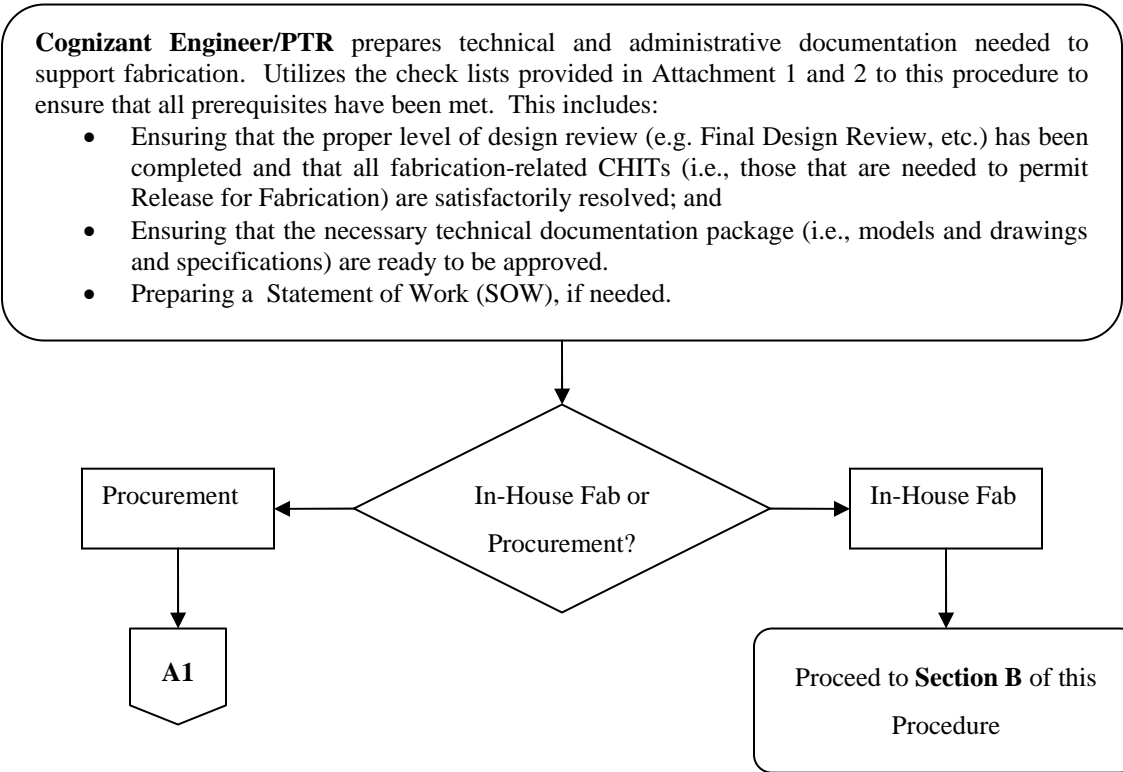
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Referenced Documents

NCTX-PLAN-CMP	NCSX Configuration Management Plan
NCSX-PROC-002	NCSX Configuration Control
NCSX-PROC-009	NCSX Requests for Deviation (RFD)
NCSX-GUID-PROCURE	NCSX Procurement Guide
PPPL Engineering Procedure 010	Control of Drawings, Software, and Firmware
PPPL Engineering Procedure 032	Work Planning
PPPL Engineering Procedure 033	Design Verification

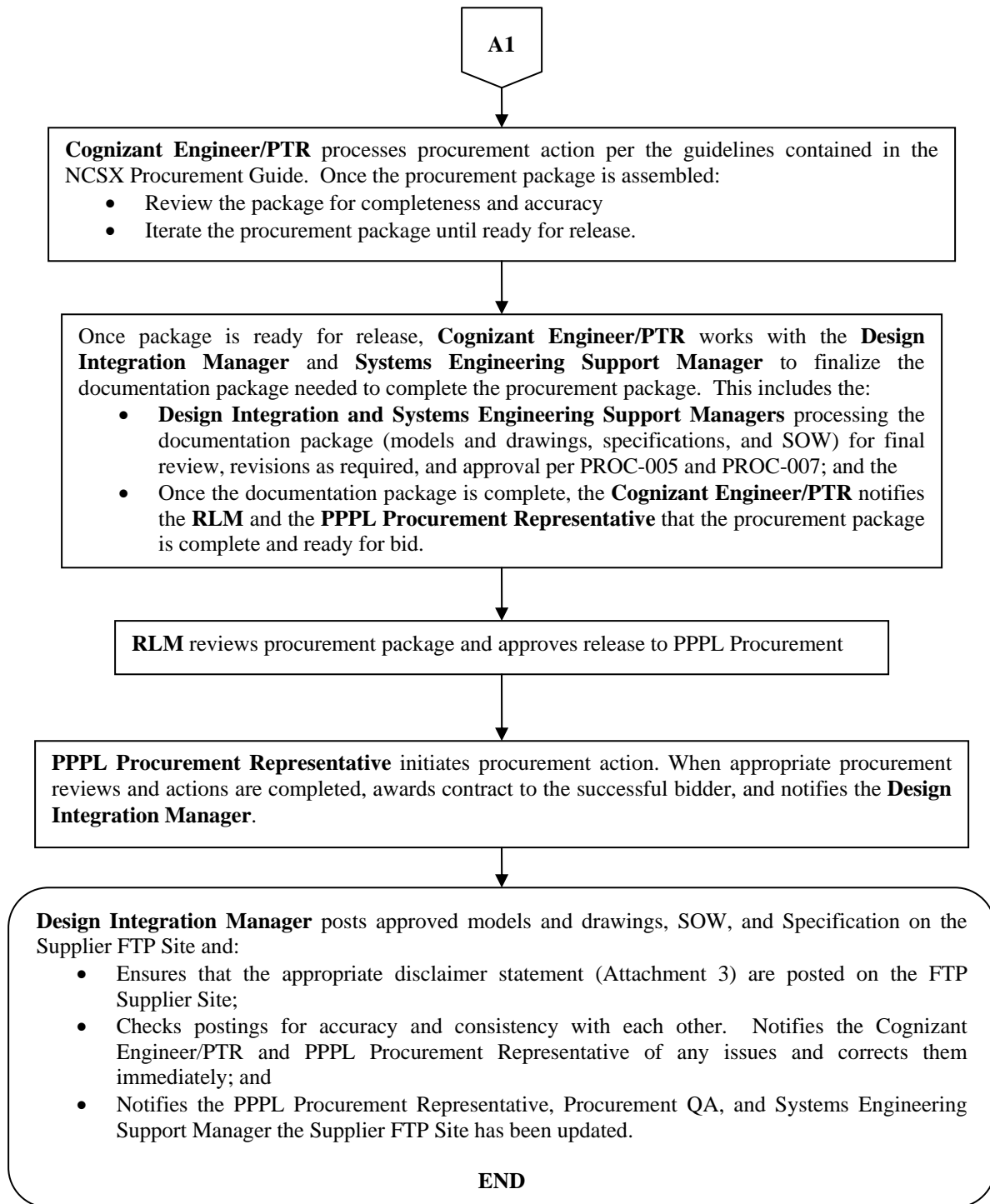
Procedure

A. Development of Fabrication-Related Information (External Procurement)



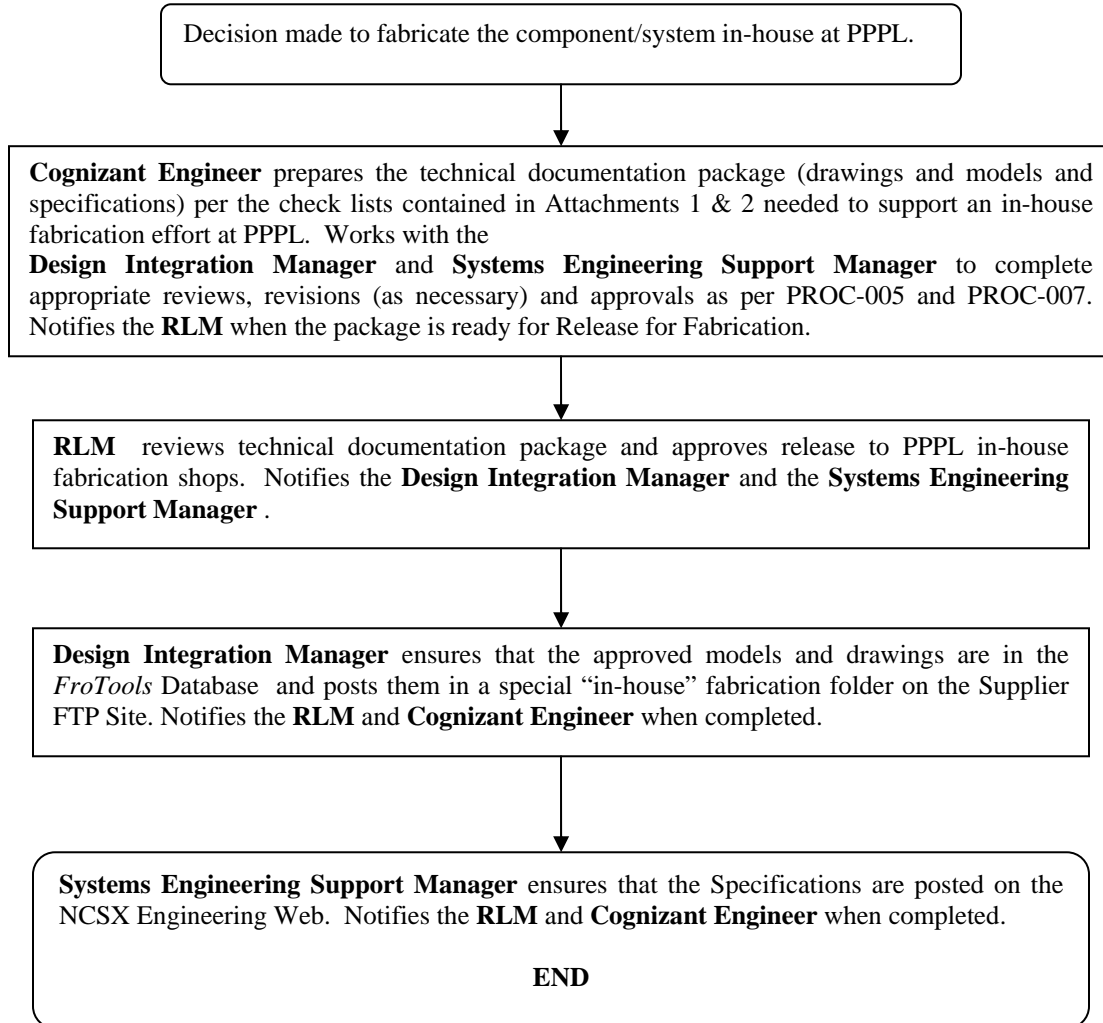
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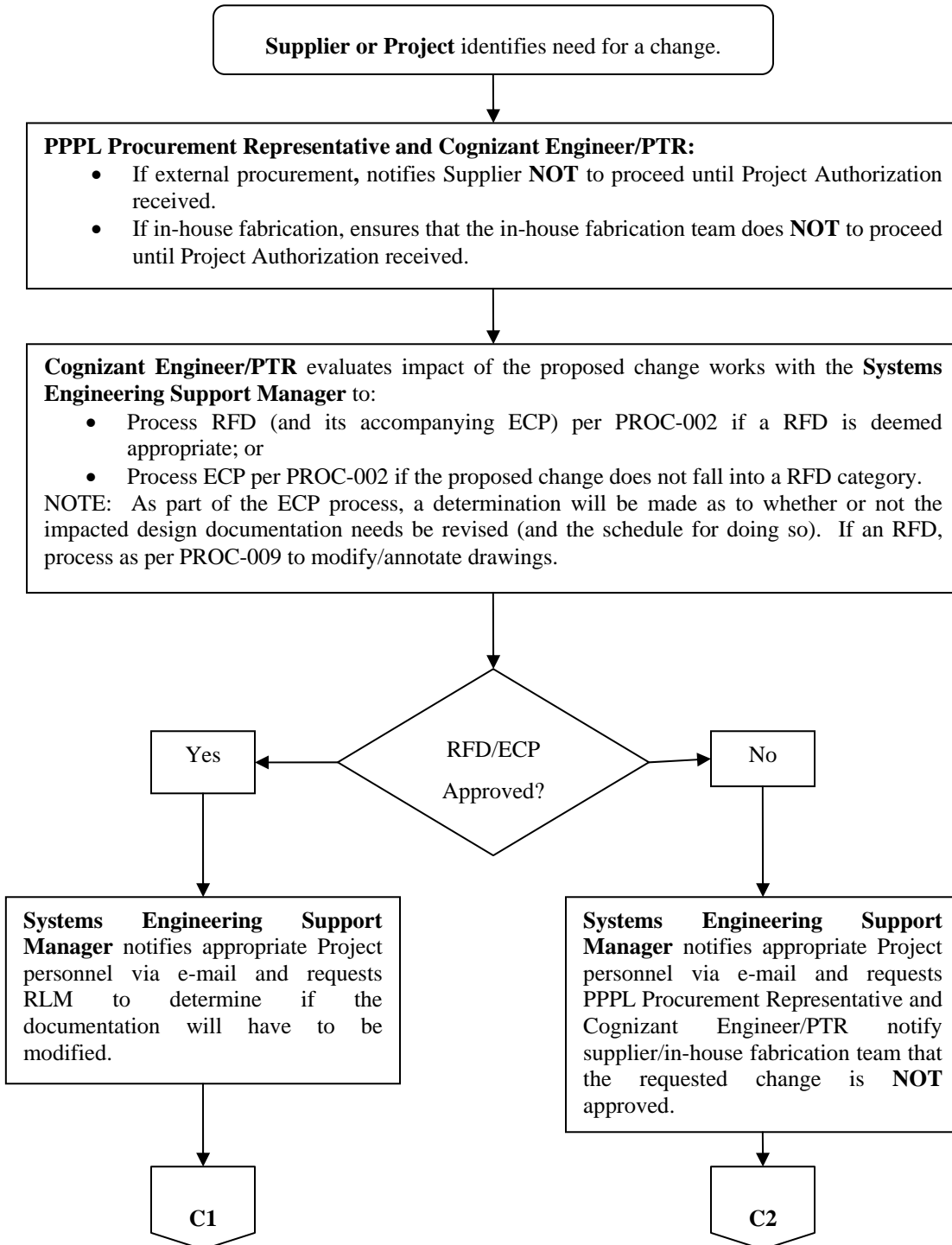
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B. Initial Development/Revision of In-House Fabrication -Related Documentation

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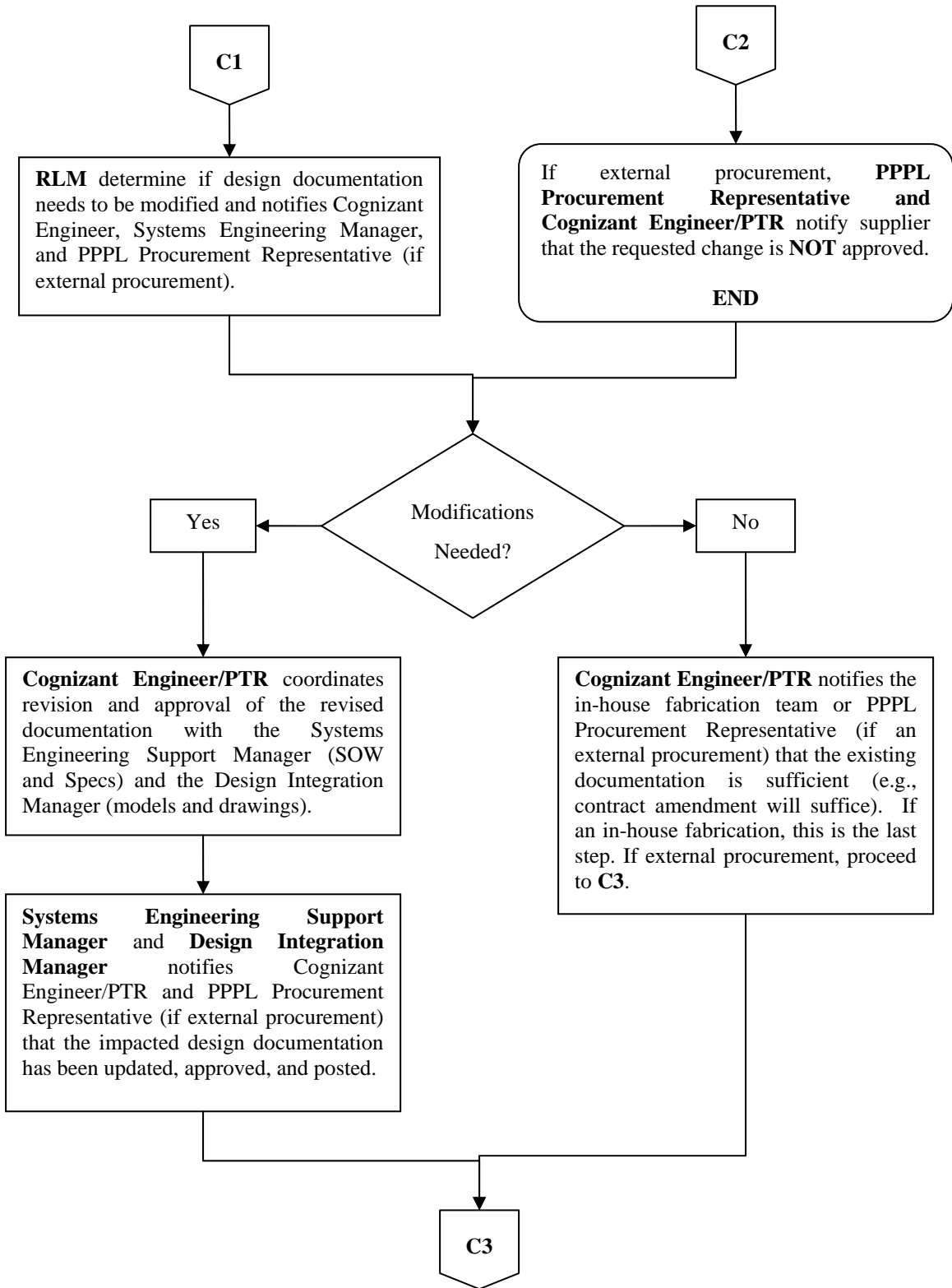
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C. Processing Changes to Subcontract/Purchase Order or In-House Fabrication Information



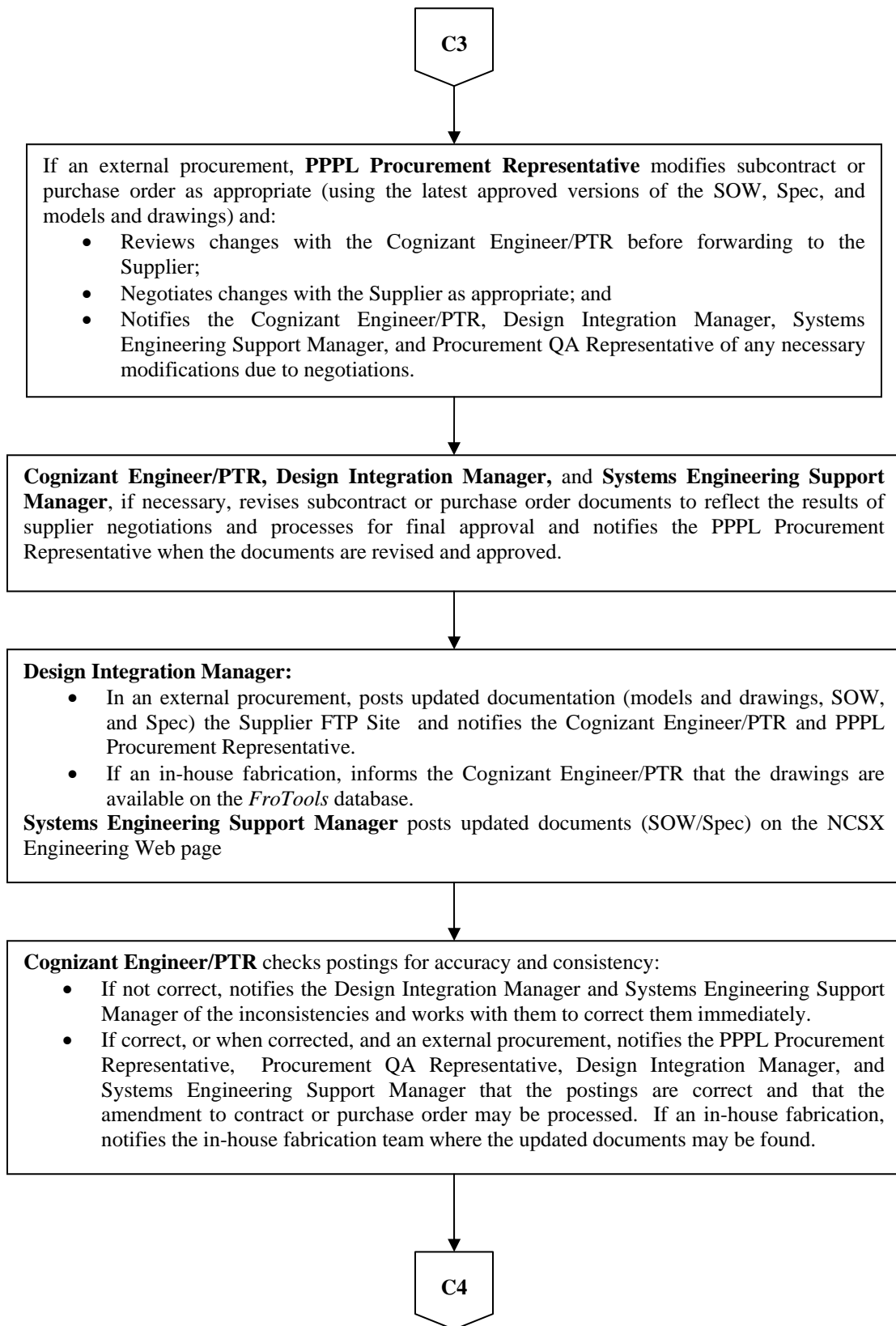
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C4

If an external procurement, the **PPPL Procurement Presentative** executes subcontract or purchase order modification and notifies the Cognizant Engineer/PTR and other Project personnel as appropriate.

END

Attachments

- 1 – Procurement/In-Housed Fabrication Package Check List
- 2 – Technical and Administrative Documentation Needed for a Procurement Package
- 3 – Disclaimer Statements

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Attachment 1**Procurement/In-House Fabrication Package Checklist**

The following checklist can be utilized to ensure that the necessary pre-requisite administrative and technical procurement documentation is completed.

Pre-Requisite Documentation	Completed? (Yes or No)	Comments
FDR Report finalized and ALL procurement and fabrication - related CHITs resolved?		
Approved SOW (Procurement only) 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/in-house fabrication deliverables received and approved?		
Funded and approved requisition for Procurement action (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/

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Attachment 3

Disclaimer Statements

SUPPLIER 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**

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