

PROCEDURE: NCSX-PROC-006 Revision 0		Page: 1 of 3
Title NCSX Supplier Site Posting	Initiated by: NCSX Systems Engineering Support Manager	Effective Date: May 1, 2003
Concurred by NCSX Quality Assurance Manager	Approved by: NCSX Engineering Manager	Supersedes: New

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 contract information and the technical information posted on the two supplier sites (i.e., the Manufacturing Web and the Supplier FTP Site) are entirely self-consistent. This procedure describes how revised information for vendor subcontracts for the NCSX Project are processed and the appropriate supplier site revised.

The starting point for any revision to a supplier contract and technical information is a directed change that impacts the contract. The NCSX Configuration Management Program controls the processing and approval of this change. This procedure outlines the processes by which the NCSX Project ensures that the supplier contract and technical information remains self-consistent.

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-PROC-002	NCSX Configuration Control
PPPL Engineering Procedure 006	ENG-006 - Review and Approval of Specifications and Statement of Work

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Procedure**A. Processing Changes to Supplier Contracts and Technical Information**

<u>Responsibility</u>	<u>Action</u>
Systems Engineering Support Manager	1. Notifies the responsible Procurement Technical Representative (PTR) and Design Integration Manager (DI) that a change as been approved as part of the configuration management system that has the potential to impact an existing or pending supplier contract.
Procurement Technical Representative	2. In consultation with the Design Integration Manager, evaluates impact of directed change (if not already done in the evaluation of the ECP) on the contract and technical supporting information for impact. <ul style="list-style-type: none"> • If directed change impacts an existing NCSX contract, a pending NCSX contract, or supporting technical information distributed for proposals, notifies the Procurement Representative and Procurement Quality Assurance and proceeds to Step #3 or • If directed change has no impact on the contract or supporting technical information, notifies the Design Integration Manager and the Systems Engineering Support Manager by e-mail.
Procurement Technical Representative, and Design Integration Manager	3. Revises documents as necessary: <ul style="list-style-type: none"> • PTR revises Statement of Work (SOW) and Specification as necessary. Guidelines for NCSX SOWs and Specifications are posted on the NCSX Engineering Web page http://www.pppl.gov/me/NCSX_Engineering/. Sends revision for review, with reviewers consistent with those for the original SOW or Specification. • DI directs the necessary modifications to existing models and drawings in accordance with the guidelines contained in the NCSX Pro/INTRALINK Users Guide (NCSX-GUID-PRO) also accessible from the NCSX Engineering Web page.
Procurement Technical Representative	4. Evaluates reviewer comments on SOW and Specification and incorporates as appropriate. Reviews proposed revisions to models and drawings for self-consistency. Resolves inconsistencies with DI as appropriate. Once proposed revisions deemed appropriate and self-consistent, coordinates approval of the impacted documents and notifies Procurement Representative of proposed changes and requests that contract be modified to incorporate these changes.
Procurement Representative	5. Modifies contract as appropriate, using the latest versions of SOW, Specification, and drawings and model information provided by PTR and DI. Reviews changes with PTR. 6. Negotiates proposed changes with supplier. 7. Notifies PTR, DI, and PQA of any necessary modifications due to negotiations.

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| Procurement Representative,
Procurement Technical
Representative, and Design
Integration Manager | 8. Revises contract documents (e.g., SOW, specifications, drawings and models, and contract) to reflect results of supplier negotiations and processes for final approval. |
| Procurement Representative
Procurement Technical
Representative and Design
Integration Manager | 9. Executes contract modification and notifies PTR
10. Post updated information on the supplier sites: <ul style="list-style-type: none"> • DI posts updated models and drawings on the Supplier FTP sites, removing any out-of-date information. • PTR posts SOW and Specification and any appropriate clarifying information on the Manufacturing Web site for that contract. Removes any out-of-date information. • Ensures appropriate disclaimer statements posted on both the Supplier FTP Site and the Manufacturing Web Site (see Attachment 1). |
| Procurement Technical
Representative | 11. Checks postings for accuracy and consistency. If not, notify the Procurement Representative of the inconsistencies and correct them immediately.
12. Notifies PR, PQA, DI, and Systems Engineering Support Manager that postings have been updated and that contract and postings are now self-consistent. |

Attachment 1 – Disclaimer Statements

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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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