

PROCEDURE: NCSX-PROC-008 Revision 1		Page: 1 of 4
Title NCSX “Fast Response” Process	Initiated by: NCSX Systems Engineering Support Manager	Effective Date: May 5, 2006
Concurred by: NCSX Quality Assurance Manager	Approved by: NCSX Engineering Manager	Supersedes: Revision 0 Dated December 17, 2004

Record of Revisions

Revision	Date	Description of Changes
0	12/17/2004	Initial Issue. This document was cancelled in November 2005 and the ECP process rolled into PROC-002
1	5/5/2006	Re-instituted this procedure to reflect the “fast response” processes for RFDs and NCRs.

Applicability

This procedure is applicable to situations in which the Procurement Technical Representative (PTR) or the Responsible Engineer, with RLM concurrence, determine that there is a real urgency to process a question posed in a Request for Deviation (RFD) or Non-Conformance Request (NCR) in order to preclude or minimize a fabrication, assembly, or testing program idled while awaiting NCSX Project disposition.

*This process should **ONLY** be used to minimize or preclude an unfavorable impact on a time critical effort and should **NOT** be used to “bail out” a supplier or PPPL effort due to poor planning and/or lack of timely notification.*

Introduction

This procedure describes the process by which a question reflected in either a RFD or NCR must be processed quickly (e.g., within 24 hours) to prevent an unfavorable impact on a supplier or PPPL fabrication process such as a fabrication or testing program idled while the NCSX Project is dispositioning the specific change vehicle (e.g., ECP, RFD, or NCR).

The “Fast Response” process has the potential to by-pass many of the checks and balances inherent in the processing of RFDs and NCR (i.e., ECNs and ECPs will **NOT** be processed using a “fast response” since either a RFD or NCR will be the predecessor to the ECN or ECP) . *Accordingly, this process should only be used in very special and time critical instances where normal processing of Expedited ECPs, ECNs, RFDs, or NCRs will result in an unfavorable impact on the supplier such as a fabrication line being idled while the NCSX Project is dispositioning the specific change vehicle. It should **NOT** be used because a supplier has elected to wait until the end of the business day to identify the issue – poor planning and execution on the part of the supplier or PPPL is **NOT** a rationale to process a “fast response.”*

The basic difference of the “fast response” process is that the PTR and RLM can implement this process using e-mail (via Procurement if it could be considered contract direction). It is important that the Systems Engineering Support Manager, Procurement Quality Assurance, and the Subcontract Administrator be copied on all “fast response” e-mails. If the proper person (PTR, RLM, or Subcontract Administrator) is not available, then the next person in the line respective organization is authorized to approve the requested action once the initiator has convinced that person that a real time-sensitive issue exists; if the initiator cannot reasonably convince the next line person of the urgency, it will **NOT** be processed as a “rapid response” action.

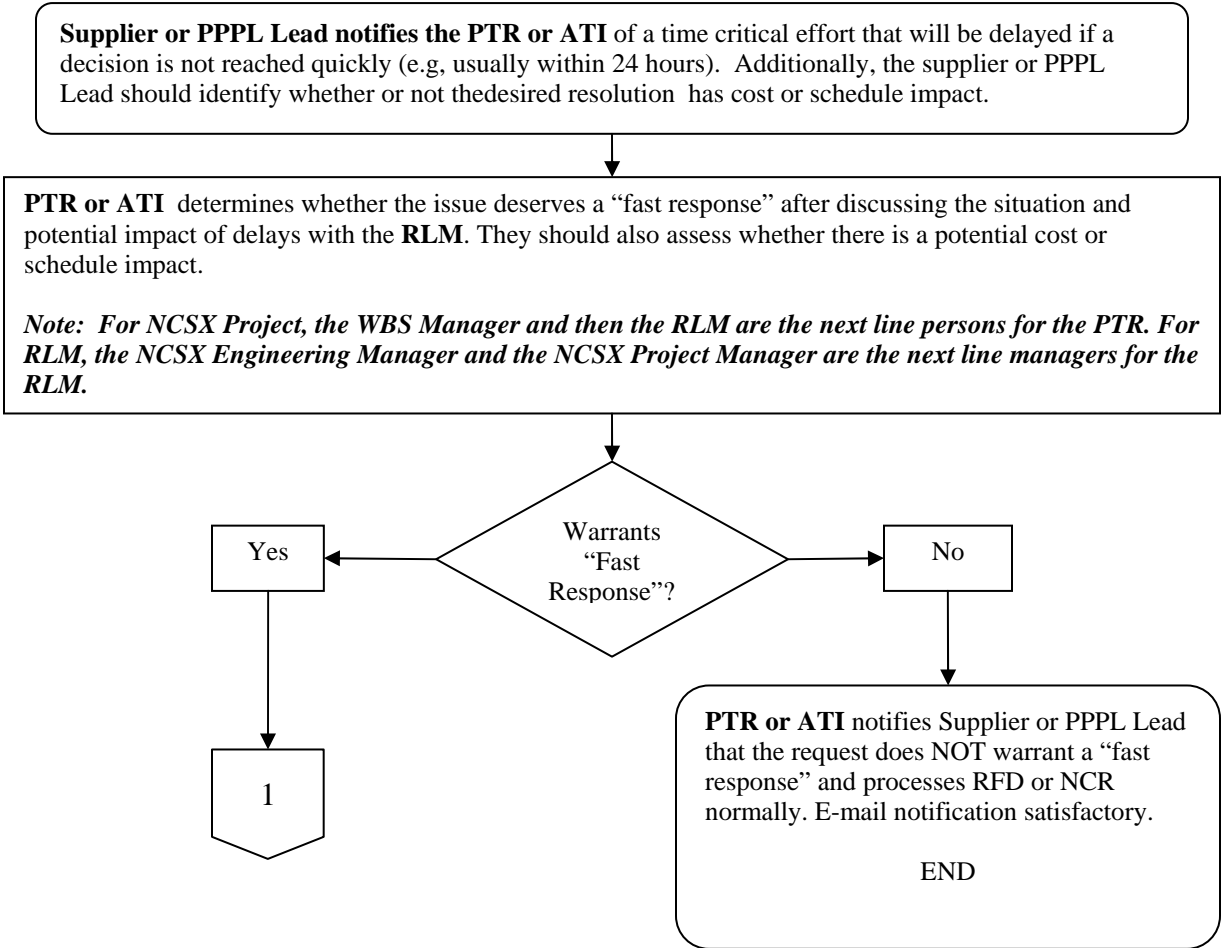
For the NCSX Project, the WBS Manager is the next line person for the PTR - the RLM can also be act on behalf of the PTR or the WBS Manager. If the RLM is not available, the NCSX Engineering Manager or the NCSX Project Manager can review and approve the “fast response” action. For Procurement, the Subcontract Administrator is the first line of review and contact with the supplier. If the Subcontract Administrator is not available, the PPPL Procurement Manager or the Business Operations Department Head is the final contract decision maker. ***Only the Procurement Representative (Subcontract Administrator, PPPL Procurement Manager, or Business Operations Department Head) has the authority to provide contract direction to the supplier.***

If a “fast response” process is implemented, the Systems Engineering Support Manager will be responsible for initiating proper follow-up documentation with the full series of approvals within 24-72 hours.

Applicable Documents

Document	Title
<u>NCSX-PLAN-CMP</u>	<u>NCSX Configuration Management Plan</u>
<u>NCSX-PROC-002</u>	<u>NCSX Configuration Control</u>
<u>NCSX-PROC-009</u>	<u>NCSX Request for Deviation</u>
<u>PPPL QA-005</u>	<u>Control of Non-Conformances</u>

A. Procedure



1

PTR or ATI coordinates response with the RLM and provides e-mail resolution through Subcontract Administrator (if supplier) or PPPL Lead (if internal to PPPL). Resolution documentation should include:

- E-mail to document resolution of issue to supplier (via Subcontract Administrator if supplier-related) or PPPL Lead (if internal to PPPL). Copies of this e-mail should also be sent to Systems Engineering Support Manager (for RFDs) and Procurement QA representative (for NCRs).

Note: This e-mail should address technical resolution as well as an assessment of relative cost and schedule risks; e.g., whether or not the potential cost and schedule risks are offset by the larger potential impact on delivery of components or any cost incentive programs implemented. This e-mail should also address the future actions (e.g., processing the actual RFD or NCR documentation) within 24 -72 hours. This e-mail will serve as the basis for the formal notification by the Subcontract Administrator (if supplier-related) or AT(if internal to PPPL) of the approval of the “fast response” change approval.

- Following resolution of the issue, if time permits, the PTR or ATI should also document the appropriate response in coordination with the RLM for later processing:
 - If RFD, drafts RFD and provides copy to the Systems engineering Support Manager for processing and signature.
 - If NCR, drafts copy and sends to the PQA representative for processing and signature.

If supplier impacted, Subcontract Administrator processes “fast response” change approval to supplier. If not supplier-related, then ATI notifies PPPL Lead of “fast response” change approval.

Note: For NCSX Project, the PPPL Procurement Manager and the Business Operations Head are the next Procurement line persons for NCSX Subcontract Administrator.

Systems Engineering Support Manager (if RFD) or PTR/PQA (if NCR) prepares and processes documentation within 24-72 hours to formally document the “fast response” request.

END