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WP 13-QA1003

Revision 21

Quality Assurance Receipt/Source Inspections

Management Control Procedure

EFFECTIVE DATE: 02/16/11

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APPROVED FOR USE

TABLE OF CONTENTS

CHANGE HISTORY SUMMARY 3

INTRODUCTION 4

REFERENCES 5

PRECAUTIONS AND LIMITATIONS 6

PREREQUISITE ACTIONS 6

PERFORMANCE 7
1.0 INSPECTION PLANNING 7
2.0 FILLING OUT THE SRIVS 10
3.0 PROCESSING A PRCN OR CHANGES TO AN EXISTING SRIVS 11
4.0 SOURCE INSPECTIONS 11
5.0 RECEIPT INSPECTIONS 12
6.0 CLOSE OUT/VALIDATE THE SRIVS 17
7.0 GFE and GSA EQUIPMENT 19
8.0 TYPE "B" SPARE PARTS/BENCH STOCK VERIFICATION 20
9.0 M&TE USAGE LOG 20

CHANGE HISTORY SUMMARY

REVISION NUMBER	DATE ISSUED	DESCRIPTION OF CHANGES
21	02/16/11	Added EA13QA1006-1-0 to the References section. Added Precautions and Limitations section and identified applicable JHAs. Changed receipt inspection step to verify shaded box in IFMS shows inspection requirements. Deleted "Inspection Required" box. (1.1.3). Deleted hoisting and rigging materials from inspection requirements to be incorporated into the SRIVS. Deleted procured or rented forklifts and electrical equipment. Added equipment and tools and general electrical safety. Added references to WP 12-IS.01-3 and WP 12-IS.01-7. (2.3.1) Added direction to complete EA13QA1006-1-0 and record M&TE information on it, during source and receipt inspections. (4.0, 5.0) Revised step related to supplier notification of source inspection acceptance to indicate notification is made through the AR/VR process. (4.1.6) Deleted requirement to notify the Cognizant Engineer, Cognizant Manager, and Site Technical Representative of nonconformances/rejects identified during inspection. (5.2.6) Deleted requirement to enter (partial) inspection results and a brief explanation of items inspected, on the SRIVS for partial inspections. (5.4) Deleted requirement to enter testing results on the SRIVS. (5.5.6) Deleted requirement to verify M&TE information during SRIVS review. (6.2.1) Deleted requirement to verify equipment is staged in a suitable QA hold area. (7.2.1) Additional minor/editorial changes throughout.

INTRODUCTION [1, 2, 3, 4, 5, 6]

This procedure provides instructions for Quality Assurance Inspection Services (QAIS) to conduct and report on-site, or off-site, quality-related functions in support of fabrication oversight, receipt, and/or source inspections.

QAIS and contracted inspectors assigned to fabrication oversight duties will perform inspections in accordance with this procedure or WP 13-QA3020 and the respective Quality Assurance Inspection/Verification Plan(s).

Inspection activities for this procedure include:

- Physical observation of quality-affecting activities as defined in WP 13-1
- Receipt inspection of quality-related procured items that require inspection prior to release for plant use, system installation, warehouse stock, or activities in support of remote facility locations
- Source inspection conducted at the vendor's facility to provide a real-time compliance verification of procurement/contract requirements
- The receiving process for Government Furnished Equipment (GFE) and Government Services Administration (GSA) equipment that is supplied to Washington TRU Solutions LLC (WTS)

Inspections of quality-affecting items and processes shall be performed by personnel other than those who performed or directly supervised the work.[7] Inspections are conducted by qualified inspectors for all QAIS functions pertinent to quality-affecting items, equipment, systems, or activities.

QAIS activities are performed in accordance with approved implementing procedures, Source/Receipt Inspection Verification Sheet (SRIVS), and/or inspection plans as part of the Waste Isolation Pilot Plant (WIPP) site work planning process. These inspection planning processes include the identification of items to be inspected and the parameters or characteristics to be evaluated with the use of established acceptance and performance criteria.

QAIS activities are performed offsite to verify procurement requirements in accordance with approved inspection plans and/or SRIVS.

Performance of this procedure generates the following record:

- EA13QA1003-1, Source/Receipt Inspection Verification Sheet

All records generated by the implementation of this procedure will be handled, stored, and dispositioned in accordance with Quality Assurance's (QA) Records Inventory and Disposition Schedule (RIDS).

REFERENCES

BASELINE DOCUMENTS

- DOE-STD-1090-2007, Hoisting and Rigging

REFERENCED DOCUMENTS

- DOE/WIPP-02-3183, CH Packaging Program Guidance
- DOE/WIPP-02-3283, RH Packaging Program Guidance
- DOE/WIPP-06-3336, CNS 10-160B RH Cask Program Guidance
- WP 08-PT3001, Type "B" Packaging Maintenance Program
- WP 09-CN3005, Graded Approach to Application of QA Controls
- WP 12-IS.01-3, Industrial Safety Program - Equipment and Tools
- WP 12-IS.01-7, Industrial Safety Program - General Electrical Safety
- WP 13-1, Washington TRU Solutions LLC Quality Assurance Program Description
- WP 13-QA.04, Quality Assurance Department Administrative Program
- WP 13-QA.05, Suspect/Counterfeit Items Program
- WP 13-QA1006, Quality Assurance Plant Inspections
- WP 13-QA3004, Nonconformance Report
- WP 13-QA3020, Fabrication Oversight
- WP 15-PC3041, Approval/Variation Request Processing
- WP 15-PC3609, Preparation of Purchase Requisitions
- WP 15-PM3526, Receipt Discrepancies
- EA13QA1003-1, Source/Receipt Inspection Verification Sheet
- EA13QA1006-1-0, Quality Assurance Inspection Report
- EA13QA1007-1-0, Dimensional Inspection Report

PRECAUTIONS AND LIMITATIONS

- Only personnel who are familiar with the current version of JHA PROD-30, Penetrant Examination (NDE); PROD-49, QAIS Field Inspections; PROD-53, Magnetic Particle Examination (MT); and PROD-346, QA Receipt Inspections, as applicable, may perform related activities in this procedure.

PREREQUISITE ACTIONS [8, 9, 10]

1.0 WTS QA management, verify designated inspection personnel are qualified in accordance with WP 13-QA.04.

2.0 Personnel who have not been qualified in accordance with WP 13-QA.04 and the applicable qualification card may perform support activities, such as data-taking or equipment operation, under the direct supervision of a qualified inspector.

3.0 WTS QA management, verify that designated IFMS (Integrated Financial Management System) reviewers have completed the required training as stated in accordance with WP 15-PC3609, as well as the QA Department indoctrination in accordance with WP 13-QA.04, before reviewing procurements.

PERFORMANCE

1.0 INSPECTION PLANNING

NOTE

Receipt/source inspection planning is performed in conjunction with general inspection planning requirements contained in WP 13-QA1006 and 13-QA3020, as required.

NOTE

Per WP 12-IS.01-3, WTS quality receipt inspections shall be initiated for all procured and rented forklifts and all received hoisting and rigging equipment. Extent of inspection(s) shall be determined by review of vendor/supplier documentation per WP 15-PC3041, Approval/Variation Request (AR/VR) submittal (i.e., load test reports, current nondestructive examination [NDE] reports) and WTS QA concurrence. These requirements shall apply to direct contract or subcontract equipment.

NOTE

Per WP 12-IS.01-7, QA will verify that electrical equipment requiring QA Receipt Inspection has a nationally recognized testing laboratory (NRTL) label or catalog cut sheet showing an NRTL listing (if required by the purchase order [PO]). "Refurbished" molded-case circuit breakers should not be accepted (see WP 13-QA.05). For special equipment not listed or labeled by an NRTL, a QA Hold Tag shall be placed on the material at receiving, and the Requisitioner or Cognizant Individual (CI) notified.

NOTE

Documentation submitted via the AR/VR process becomes the Cognizant Individual’s (CI) responsibility.

1.1 WTS Quality Reviewer, when a Purchase Requisition (PR), Purchase Requisition Change Notice (PRCN), Statement of Work (SOW), or a specification associated with a procurement requiring receipt or source inspection is routed via the IFMS, perform the following:

1.1.1 If applicable, ensure the requisitioner has reviewed WP 09-CN3005 for applicable Quality Level (QL) determinations.

1.1.2 Verify appropriate quality requirements have been incorporated in the requisition in IFMS.

- If the procurement involves QL-1 or QL-2 designated equipment, verify that applicable quality attributes that require direct support/actions by WTS QA per the Quality Requirements database have been incorporated in IFMS.

1.1.3 When a receipt inspection is required, perform the following:

[A] Verify that the shaded box, either before or between the line items, shows inspection requirements.

[B] If the box does not contain the information, notify the requisitioner/CI.

1.1.4 Determine receipt inspection requirements based on the following:

[A] For commercially available items, verify that:

- Damage was not sustained during shipment.
- The item received was the item ordered.
- The item is not a Suspect/Counterfeit Item (S/CI) as described in WP 13-QA.05.
- Inspection or testing is accomplished, as required, to ensure conformance with the manufacturer's published requirements.
- Documentation, as applicable to the item, was received and is acceptable.[16]

[B] Consideration of source assessments, verifications and audits, and the demonstrated performance quality of the supplier.

- Review Qualified Suppliers List for scope of work/restrictions, as applicable.

[C] Review of adequacy and completeness of any required supplier documentation submittal.

[D] Proper configuration; identification; dimensional, physical, and other characteristics; freedom from shipping damage; and cleanliness as applicable.[15]

1.1.5 Determine source inspection requirements based on the following:

- When verification cannot be performed at receipt inspection.
- PR/CE requirements.

- When it is more economical, practical, or expedient to use the supplier's inspection or test equipment versus in-house testing.

- When a supplier does not have a fully implemented QA program.

- Source verifications shall be accomplished as early as possible, but in any case prior to the start of those activities which are required to be controlled, and shall include the active involvement of the QA organization.

- Source verification shall be accomplished consistent with the supplier's planned inspections, examinations, or tests, and performed at intervals consistent with the importance and complexity of the item.

- The extent of source verifications shall be a function of the relative importance, complexity, and quantity of items or services being procured, as well as the supplier's quality of performance.[6]

- Services (such as third party inspection, engineering, and consulting services; and installation, repair, overhaul, or maintenance work) shall be accepted by any or all of the following methods:

  – Technical verification of data produced

  – Surveillance and/or audit of the activity

  – Review of objective evidence for conformance to the procurement document requirements such as certifications or test reports.[20]

1.1.6 Record inspection attributes/controls on the SRIVS, EA13QA1003-1.

1.1.7 If any item(s) needs a S/CI inspection (as described in WP 13-QA.05), ensure the requirement is incorporated on the SRIVS for each line item that needs the S/CI inspection.[17]

1.1.8 If the IFMS requisition is lacking the required quality inspection criteria, contact the requisitioner.

2.0 FILLING OUT THE SRIVS [9]

NOTE

If the procurement is for services only, or the AR/VR process is invoked, the SRIVS may not be required. (Reference WP 15-PC3041)

2.1 QE, check the electronic document control system prior to utilizing the electronic SRIVS form to ensure that the current revision of the SRIVS form is being used.

2.2 QE, verify the PR/PRCN is NOT Central Characterization Project (CCP) related.

2.2.1 If the PR/PRCN is CCP related, have the requisitioner forward the PR/PRCN to CCP QA.

2.3 QE, verify applicable inspection attributes and controls are incorporated in the SRIVS per Section 1.0 of this procedure.

2.3.1 Incorporate receipt inspection requirements per the following:

[A] WP 12-IS.01-3, Equipment and Tools

[B] WP 12-IS.01-7, General Electrical Safety

NOTE

All blocks that are not filled in SHALL be considered not applicable (N/A).

2.3.2 Enter the following in Block 1:

- PR number
- Type of inspection
- CI (if applicable)

2.3.3 Enter the detailed inspection criteria in Block 2 as required by the Purchase Requisition line item description. Define inspection requirements by receipt or source inspection as applicable.

2.3.4 Initiating QE, print name and date in Block 4.

2.3.5 Save the original SRIVS in the database.

3.0 PROCESSING A PRCN OR CHANGES TO AN EXISTING SRIVS

3.1 QE, if initiating a change to an existing SRIVS, enter the following information in Block 3:

- PRCN number (if applicable)
- New inspection criteria
- Name and date

4.0 SOURCE INSPECTIONS [6]

NOTE

Establishment of a customer hold/witness point in a fabrication process must be documented in the procurement document. Work shall not proceed beyond a designated hold/witness point without the consent of Quality Assurance Oversight Programs (QAOP). Approval to waive the hold/witness point must be obtained from QAOP and documented by QAOP in the procurement document before continuing work beyond the designated inspection/test point.[18]

NOTE

When preparing to conduct business at a vendor/supplier facility, it is incumbent on the assigned WTS/QA personnel to address all safety regulations and requirements (including the use of appropriate Personal Protective Equipment [PPE]). This determination will be based on existing safety practices, including consideration of the vendor's safety program and associated regulations. This includes applicable indoctrinations and/or safety briefing prior to check-in. Verification of applicable PPE for the vendor's facility shall be initiated prior to the facility visit.

4.1 QA Inspector, perform the following:

4.1.1 Perform the required action (monitoring, observation, measurement, examination) as directed by the SRIVS.[11]

4.1.2 Document source inspection activities on EA13QA1006-1-0, in accordance with WP 13-QA1006.

[A] Record any measuring and test equipment (M&TE) used during the inspection, including the identification number and the calibration due date, on EA13QA1006-1-0.

[B] Reference the inspection report number on the SRIVS.

4.1.3 If WTS inspector performs NDE, record results on the original SRIVS and complete the applicable NDE Report (e.g., PT or MT). Reference NDE Report number in the SRIVS comment section.

4.1.4 If nonconformances are identified during inspection, perform the following:

[A] If working under the supplier QA Program:

- Notify the vendor's QA representative
- Notify the responsible WTS QE/Buyer
- Record the information on the applicable SRIVS

[B] If a discrepant item is to be retained/dispositioned for use by WTS or a subcontractor contractually obligated to WP 13-1, initiate an NCR in accordance with WP 13-QA3004.

NOTE

Documented final evidence of acceptance of source-verified items or services shall be provided to the Supplier, requisitioner, and the party receiving the item. Notifications are typically made using the AR/VR process.

4.1.5 Ensure that the final evidence of acceptance of source-verified items or services is provided to the buyer and CE/requisitioner, if applicable.[14]

4.1.6 Upon completion of Source Inspection(s) forward the SRIVS to the applicable QE for review and filing.

5.0 RECEIPT INSPECTIONS

NOTE

Receipt inspection activities require the use of the IFMS system to process warehouse receipts. The following IFMS screen(s) are to be used, as required: 1) Sign-In, 2) Select Receipt, 3) QA Receipt Inspection, 4) QA Receipt Inspection Selection, 5) Line Item Accept, 6) Inspection Description, and 7) IFMS Notification.

5.1 Designated QE, when notified of a receipt inspection, perform the following:

5.1.1 Go to the WTS/CCP SRIVS database(s); locate the SRIVS file by PO number and open.

5.1.2 When the SRIVS opens, perform the following:

[A] If the AR/VR process has been invoked, contact the initiating QE, and have them verify that all of the required submittals have been completely approved.

[B] If "File generated" has been inserted, go to the initiating QE and retrieve the SRIVS file.

[C] Give the SRIVS and any supporting documentation to a QA inspector for receipt inspection.

5.2 QA Inspector, perform the following and complete the SRIVS, as required:

NOTE

If other requirements are deemed necessary by the Inspector for inspection purposes, the Inspector should discuss with the responsible QE and/or CE/requisitioner for a determination.

NOTE

In some cases, in-process receipt inspections may be delayed up to 48 hours to allow for minor discrepancies (i.e. paperwork, part number changes) to be corrected by the Requistioner/CI.

NOTE

Each SRIVS will require QA signature(s) in Block 5 and Block 6 for the PO line item(s) listed in the Comments Section.

5.2.1 Perform receipt inspections for procured material in accordance with the instructions given on the SRIVS.[11]

[A] Record any measuring and test equipment (M&TE) used during the inspection, including the identification number and the calibration due date, on EA13QA1006-1-0 or EA13QA1007-1-0.

[B] Reference the inspection report number on the SRIVS.[13]

5.2.2 Record the following on the SRIVS:

- Item inspected and date of inspection.
- Inspector's name.
- Inspection method used (If applicable).

- Inspection criteria, sampling plan, or reference documents (including revision designation) used to determine acceptance.

- Results of acceptability.

- Applicable information (i.e., NDE Report number, Inspection Report number, NCR, RDR, etc…) entered in the comment section of the SRIVS.

- Reference to any information on actions taken in connection with nonconformances and/or RDRs, as applicable.[13]

- QAIS signature in Block 5 for the PO line item(s) listed in the comment section.

5.2.3 Ensure all supporting documentation is attached, as applicable.

Supporting documentation may include any of the following items:

- Certificate of Conformance (C of C)

- Certificate of Analysis (C of A)

- Certified Material Test Reports (CMTRs)

- Certificate of Accuracy

- Certificate of Calibration (National Institute of Standards and Technology [NIST]-traceable or equivalent)

- Certificate of load test

- As Found/As Left Data

- Test Report(s)

- Shelf Life (as applicable)

NOTE

Discrepant material/equipment identified during the initial warehouse receipt and/or receipt inspection processes shall be documented and resolved through the use of a Receipt Discrepancy Report (RDR) in accordance with WP 15-PM3526.

An NCR will be required only for discrepant items to be retained/dispositioned for use by WTS and subcontractors contractually obligated to WP 13-1.

All S/CI material or items require an NCR. The S/CI material can not be returned to the supplier.

5.2.4 If nonconformances/rejects are identified during inspection, perform the following:

[A] Notify the warehouse that the item/equipment requires resolution through the use of an RDR in accordance with WP 15-PM3526.

[B] If a discrepant item is to be retained/dispositioned for use by WTS or a subcontractor contractually obligated to WP 13-1, initiate an NCR in accordance with WP 13-QA3004.

[C] If the item is an S/CI, initiate an NCR in accordance with WP 13-QA3004.

[D] Record the RDR or NCR number in the Comments Section of the SRIVS and the inspection comments block in IFMS for the applicable line item.

[E] When the RDR or NCR has been dispositioned and the disposition completed, perform the following:

- Remove any hold tag that may have been placed on the item.
- Return the item to warehouse custody.
- Document inspection results in the Comments Section of the SRIVS.[5, 12]

5.3 Inspector, complete the receiving in IFMS by performing the following:

5.3.1 Enter a brief explanation of items inspected.

NOTE

Rejected items will require resolution through the RDR process in accordance with WP 15-PM3526.

5.3.2 Enter quantities for items ordered, inspected and accepted in the appropriate columns.

5.3.3 Provide inspection results to warehouse personnel, designated QE, Buyer, and requisitioner, as applicable.

5.4 For a partial receipt perform the following:

NOTE

Rejected items will require resolution through the RDR process in accordance with WP 15-PM3526.

5.4.1 Enter quantities for items ordered, inspected and accepted in the appropriate columns.

5.4.2 Enter QAIS signature in Block 5 for the PO line item(s) listed in the Comments Section.

5.5 QAIS, if an item is received at the warehouse that requires testing prior to a full release in IFMS, perform the following:

5.5.1 Initiate a QA Hold Tag per WP 13-QA3004.

5.5.2 Hang hold tag on the item to be tested.

5.5.3 Notify warehouse personnel that the item can be released for testing purposes only.

5.5.4 Document the release on the SRIVS.

5.5.5 If testing is satisfactory, perform the following:

[A] Remove the QA Hold Tag.

[B] Continue receipt inspections in accordance with the instructions given on the SRIVS.[11]

NOTE

Discrepant material/equipment identified during the initial warehouse receipt and/or receipt inspection processes shall be documented and resolved through the use of a RDR in accordance with WP 15-PM3526.

An NCR will be required only for discrepant items to be retained/dispositioned for use by WTS and subcontractors contractually obligated to WP 13-1.

5.5.6 If testing is unsatisfactory, perform the following:

[A] Notify the requisitioner and warehouse personnel that the item/equipment requires resolution through the use of a RDR in accordance with WP 15-PM3526.

[B] If a discrepant item is to be retained/dispositioned for use by WTS or a subcontractor contractually obligated to WP 13-1, initiate an NCR in accordance with WP 13-QA3004.

6.0 CLOSE OUT/VALIDATE THE SRIVS

NOTE

Each SRIVS will require QA signature(s) in Block 5 and Block 6 for the PO line item(s) listed in the Comments Section.

SRIVS Block 2 shall represent the specific items inspected and accepted during receipt inspection for each individual IFMS PO line item listed in the Comments Section.

6.1 QA Inspector, forward the completed file to the initiating QE, or alternate QE, for final review.

6.2 QE, perform final review as follows:

6.2.1 Verify all applicable sections are completed, required information is entered, and the QA Inspector has signed and dated the form.

Inspection documentation shall include:

- Item inspected and date of inspection
- Inspector's name
- Inspection method used (If applicable)
- Inspection criteria, sampling plan, or reference documents (including revision designation) used to determine acceptance

- Results or acceptability
- Applicable information (i.e., NDE Report number, Inspection Report Number, NCR, RDR, etc.) entered in the comment section of the SRIVS
- Reference to any information on actions taken in connection with nonconformances and/or RDRs, as applicable[13]

6.2.2 Ensure all supporting documentation is attached, as applicable.

Supporting documentation may include any of the following items:

- Certificate of Conformance (C of C)
- Certificate of Analysis (C of A)
- Certified Material Test Reports (CMTRs)
- Certificate of Accuracy
- Certificate of Calibration (NIST-traceable or equivalent)
- Certificate of load test
- As Found/As Left Data
- Test Report(s)
- Shelf Life (as applicable)

NOTE

An NCR will be required only for discrepant items to be retained/dispositioned for use by WTS and subcontractors contractually obligated to WP 13-1.

6.2.3 Verify corrective actions for any identified NCRs are completed.

6.2.4 If modifications, repairs, or replacements have been performed after final inspection, verify items have been reinspected or retested, as appropriate, to verify acceptability.[21]

6.3 QE, when final review is complete, perform the following:

6.3.1 Verify applicable information has been documented in the inspection block in IFMS for the applicable line item(s).

6.3.2 Ensure all required signatures are completed for each SRIVS contained in the file.

6.3.3 Move the completed electronic SRIVS file to the closed section of the SRIVS database.

6.4 Designated QE, periodically purge the SRIVS database of all closed SRIVS.

6.4.1 Process completed SRIVS files according to the QA Department RIDS.

7.0 GFE and GSA EQUIPMENT

NOTE

SRIVS developed for GFE/GSA equipment shall have a unique number given GFE/GSA-year-next sequential number (e.g., GFE/GSA-05-001, 002,...) and shall be maintained in the SRIVS database.

7.1 Cognizant QE, when notified by U.S. Department of Energy (DOE)/Carlsbad Field Office (CBFO) that an impending delivery of GFE/GSA equipment is scheduled for shipment to the WIPP, develop a SRIVS in accordance with Section 1.0 of this procedure.

7.2 QAIS, when equipment arrives on-site, perform the following:

7.2.1 Verify the following:

- No shipping damage
- The item received was the item specified

7.2.2 Initiate QA Hold Tag(s) in accordance with WP 13-QA3004, and place on equipment. State reason QA Hold Tag is being placed, i.e., hold for release, shipping damage, data package review, etc.

7.2.3 Record inspection results on the SRIVS.

7.3 QAIS, when equipment can be released, perform the following:

7.3.1 Remove QA Hold Tag(s).

7.3.2 Notify the cognizant QE that QA Hold Tag(s) has been removed.

8.0 TYPE "B" SPARE PARTS/BENCH STOCK VERIFICATION [19]

NOTE

Instructions for spare parts can be found in WP 08-PT3001, DOE/WIPP-02-3183 for TRUPACT-II and HalfPACTs; DOE/WIPP-02-3283 for the 72-B Casks; and DOE/WIPP-06-3336 for the 10-160B cask.

NOTE

SRIVS developed for Type "B" spare parts/bench stock verification shall be maintained in the SRIVS database.

8.1 Cognizant QE, when notified by Packaging Maintenance Engineer (PME) that Type "B" spare parts/bench stock have been re-labeled and need verification prior to shipment offsite, develop an SRIVS that includes the following:

- SRIVS number (Shipping Authorization number)
- Detailed inspection instructions including, but not limited to, the following:
  - PO number
  - Part number and description criterion as specified in the Spare Parts (Bench Stock) table(s) of the following manuals: DOE/WIPP-02-3183, DOE/WIPP-02-3283, and DOE/WIPP-06-3336

8.2 QAIS, perform pre-shipment verification (as required) in accordance with the following:

8.2.1 Verify labeling is in accordance with the SRIVS.

8.2.2 Verify labeling matches shipping authorization form.

8.2.3 Document inspection performance and results on the SRIVS.

9.0 M&TE USAGE LOG

9.1 Designated QE, perform the following:

9.1.1 Maintain a M&TE usage log on the QA database (Gallina/QRA/QAIS).

9.1.2 Compile data from EA13QA1006-1-0 and EA13QA1007-1-0 on M&TE usage.

9.1.3 Enter compiled data on the M&TE usage log.

9.1.4 Generate and complete EA13QA1006-1-0 each month in accordance with WP 13-QA1006, documenting the M&TE usage.

9.1.5 Forward/e-mail a copy of the monthly usage log to the Metrology Office.