1. PURPOSE

This program requirements document (PRD) identifies requirements and responsibilities for identifying and controlling *items* (see def.).

2. APPLICABILITY

This PRD applies to company organizations involved in identifying and controlling items during research and development, procurement, construction, fabrication, operation, maintenance and decommissioning phases of facilities for which the Idaho Cleanup Project (ICP) contractor has responsibility.

3. RESPONSIBILITY

3.1 Line Organizations

Line organizations that originate, use, store, or receive items are responsible for identifying and controlling the items in accordance with the requirements contained in this PRD. In addition, line organizations are responsible for carrying out the requirements contained in this document through the use of implementing procedures, and for ensuring implementation of this *process* (see def.) for applicable items and activities.

3.2 Technical Support Organization

The *technical support organizations* (see def.) are responsible for providing technical support in the identification and control of items for line organizations that originate, use, store, and receive items.

3.3 Quality Assurance Organization

The Quality Assurance organization is responsible for establishing and maintaining a system for identifying the quality status of items that encompasses, but is not limited to, *acceptance* (see def.), *rejection* (see def.), hold for *inspection* (see def.), and conditional use.

3.3.1 Cognizant Quality Engineer

The *cognizant quality engineer* (see def.) is responsible for providing quality assurance support in the identification and control of items for line organizations.

3.4 Procurement Organization

The Procurement organization is responsible for carrying out the requirements contained in this document through the use of implementing procedures. The organization is also responsible for ensuring implementation of this process for applicable items and activities from the time of release of a purchase order to a supplier to the time of release of the item or activity to the project for use.

3.5 Warehouse Organization

The Warehouse organization is responsible for receipt of items in accordance with the requirements of this document.

4. REQUIREMENTS

4.1 Companywide Applications

The requirements identified in this subsection meet the requirements in "Quality Assurance Requirements for Nuclear Facility Application," American Society of Mechanical Engineers (ASME) NQA-1-2008 with Addenda through NQA-1a-2009, Department of Energy (DOE) O 414.1D, "Quality Assurance," and other standards listed in FWD-7, "Foreword." These requirements apply to the entire company as defined by FWD-7.

4.1.1 Basic

4.1.1.1 Controls will be established to ensure that only correct and accepted items are used or installed.

4.1.2 Identification

4.1.2.1 Identification will be maintained on the items or in documents traceable to the items, or in a manner that ensures that identification is established and maintained.

4.1.2.2 Items of production (batch, lot, component, part) will be identified from the initial receipt and fabrication of items up to and including installation or use. This identification will relate an item to an applicable design or other pertinent specifying document.

4.1.2.3 Work planning documents that involve *Quality Level* (QL; see def.) -1, QL-2, QL-3 items will identify a quality organization *hold point* (see def.) for material *verification* (see def.) prior to processing or installation. QL-1, QL-2, and QL-3 materials will not be released until quality inspection has completed material verification (except QL-3 Manufacturer/Part Number Verification [PNV]). QL-3 PNV and QL-4 material verification may be performed by the installer, provided no traceability is required.

NOTE: *This does not apply to supplier-furnished material or items.*

4.1.3 Physical Identification

4.1.3.1 Physical identification will be used to the maximum extent possible.

4.1.3.2 If physical markings are either impractical or insufficient, other appropriate means will be employed (such as physical separation, labels or tags attached to containers, or procedural control).

4.1.3.3 Identification markings will be applied using materials and methods that provide a clear and legible identification and do not degrade the function or service life of the item.

4.1.3.4 Markings will be transferred to each part of an identified item when subdivided and will not be obliterated or hidden by surface treatment or coating unless other means of identification are substituted.

4.1.4 Traceability

4.1.4.1 When codes, standards, or specifications include specific identification or *traceability* (see def.) requirements (such as identification or traceability of the item to applicable specification and grade of material; heat, batch, lot, part, or serial number; or specified inspection, *test* [see def.], or other records), the program will provide such identification and traceability control.

4.1.5 Limited Life Items

4.1.5.1 Items having a limited calendar or operating life or cycles will be identified and controlled to preclude use of items whose shelf life or operating life has expired.

4.1.6 Maintaining Identification of Stored Items

4.1.6.1 Provisions will be made for the control of item identification consistent with the planned duration and conditions of storage, such as:

A. Provisions for maintenance or replacement of markings and identification records due to damage during handling or aging

B. Protection of identifications on items subject to excessive deterioration due to environmental exposure

C. Provisions for updating existing plant records.

4.1.7 Maintaining Identification of Items Disassembled During Maintenance Activities

4.1.7.1 Provisions shall be made for the control of item identification during maintenance activities as determined by Engineering in the work planning documents.

5. RECORDS

All records designated in implementing documents as *quality assurance records* (see def.) will be controlled in accordance with PRD-5088, "Quality Assurance Records."

6. DEFINITIONS

Refer to LST-199, "Quality Assurance Program Requirements Document Definitions," for the definitions of the following terms:

acceptance

cognizant quality engineer

hold point

inspection

item

process

quality assurance record

quality level

rejection

technical support organization

test

traceability

verification

7. REFERENCES

ASME/NQA-1-2008 with Addenda through NQA-1a-2009, "Quality Assurance Requirements for Nuclear Facility Applications," American Society of Mechanical Engineers

DOE O 414.1D, "Quality Assurance"

FWD-7, "Foreword"

LST-199, "Quality Assurance Program Requirements Document Definitions"

PRD-5088, "Quality Assurance Records"