



Environmental Management Consolidated Business Center
Ash Fall Project

Receipt Inspection

Procedure: AFP-AP-16
Revision 0, 04/21/16

Receipt Inspection

Revision: 0
Effective Date is 3 days after the date of approval

Prepared By: Signature on File 04/18/16
Robert Hasson **Date**
Ash Fall Project QA Lead

Approved By: Signature on File 04/18/16
Kelly Ebert **Date**
ORP Ash Fall Project Engineer

Concurrence: Signature on File 04/18/16
Ken Armstrong **Date**
EMCBC Assistant Director,
Office of Technical Support and Asset Management

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1.0 PURPOSE

The purpose of this procedure is to establish the process and responsibilities to ensure that Ash Fall Project personnel properly inspect and document the receipt of procured items and services.

2.0 SCOPE

The scope of this procedure includes the steps involved in receiving and handling of Ash Fall Project items and services supporting the Office of River Protection (ORP) Program.

3.0 APPLICABILITY

This procedure applies to ORP, Department of Energy Environmental Management Consolidated Business Center (EMCBC) personnel, and contractors that receive procured items and services for Ash Fall Project activities supporting the ORP Program.

4.0 REQUIREMENTS and REFERENCES

4.1 Requirements

4.1.1 EM-QA-001, *EM Quality Assurance Program (QAP)*

4.1.2 ASME NQA-1-2008/2009a, *Quality Assurance Requirements for Nuclear Facility Applications*

4.2 References

4.2.1 AFP-QAPP-01, *Quality Assurance Project Plan (QAPP)*

4.2.2 AFP-AP-11, *Procurement Document Control*

4.2.3 AFP-AP-15, *Supplier Control*

4.2.4 AFP-AP-20, *Quality Assurance Records*

5.0 DEFINITIONS and ACRONYMS

5.1 Procurement Document – The purchase requisition or purchase order document that specifies the technical product requirements to the vendor to ensure the quality of the purchased product with reference to applicable information such as standards or test methods.

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- 5.2 Q-Material – Items that must be purchased under the EM-QA-001, *EM Quality Assurance Program (QAP)* and NQA-1 *Quality Assurance Requirements for Nuclear Facility Applications* requirements.
- 5.3 Requester – The Ash Fall Project Staff placing the purchase order request.
- 5.4 Service – Provided for the Ash Fall Project. The result generated by activities between the supplier and the customer, and by the supplier internal activities to meet customer needs.

6.0 RESPONSIBILITIES

6.1 Receiving Personnel

- 6.1.1 Responsible for receiving the package/material from the Supplier.
- 6.1.2 Ensuring that there is no obvious damage to the package before accepting the material. Once received, notifies the Requester for receipt inspection.

6.2 Requester (Ash Fall Project Staff)

- 6.2.1 Responsible for reviewing that the materials received are the materials that were ordered in accordance with the procurement documents.
- 6.2.2 Responsible for ensuring the packages received are not damaged.

6.3 QA Lead

- 6.3.1 Responsible for ensuring that a purchased item or service meets the requirements of the procurement documents and the receipt is documented in accordance with this procedure.

7.0 GENERAL INFORMATION

None.

8.0 PROCEDURE

- 8.1 Incoming materials are not used or processed until they have been inspected or verified as conforming to the specified requirements.

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- 8.2 As materials arrive at the facility, receiving personnel are to ensure the packages received are not damaged. Receiving personnel are then to notify Ash Fall Project personnel (Requester) of the receipt of the material or service purchased.
- 8.3 The Requester is immediately required to document the receipt and inspection on the Ash Fall Receipt Inspection, Form 16-1:
- 8.3.1 Initiates a Receipt Inspection Form 16-1 with the following information:
- Date
 - Container ID
 - Material
 - Purchase Order Reference Number
- 8.3.2 Performs a visual inspection of the shipping container(s), inner container/box, and material for damage.
- 8.3.3 If the container directly holding the purchased material is found to have damage, then the material must be thoroughly inspected immediately.
- 8.3.4 Document any damage to the shipping container(s), damage to the material itself, discrepancies with the procurement document and any discrepancies with the material not being what was intended.
- 8.3.5 Ensure the materials and any supporting documentation received is in fact the materials and services ordered according to the procurement documents.
- 8.3.6 Determine Acceptance or Rejection.
- 8.3.6.1 If rejected, determine disposition (return materials to the vendor or scrap). Rejected materials will be noted as rejected on the manifest/shipper, physically marked, and segregated until the disposition is completed.
- 8.3.6.2 The QA Lead or the Requester is responsible for notifying the subcontractor and/or supplier for immediate action if the material does not conform to the procurement document requirements. Provide any comments that would support the rejection and disposition for this material.
- 8.3.6.3 The Requester and QA Lead must sign and date the receipt inspection form.

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- 8.4 Materials must then be marked with its unique ID number, which is associated with the purchase order and project.
- 8.4.1 If the material is large enough, place the unique ID number directly on it using the supplied paint pen.
- 8.4.2 For some material, tags that have been imprinted with the unique ID number may be used.
- 8.4.3 Otherwise, place the materials in an empty bin in the designated project area, and place the unique ID number on the bin front using the label maker.
- 8.5 Labeling should also include requirements for special environments or the needs for special controls, if any.
- 8.6 Once materials are marked, they are to be placed in the secure designated project storage area. All items shall be handled, stored, cleaned, packaged, shipped, and preserved so as to prevent damage or loss and to minimize deterioration.
- 8.7 All equipment and/or materials requiring storage protection from adverse climate conditions (such as moisture and/or temperature fluctuations) will be stored in a climate controlled facility.
- 8.8 When required, special equipment (such as containers, shock absorbers, and accelerometers) and special protective environments (such as inert gas atmosphere, specific moisture content levels, and temperature levels) shall be specified and provided and their existence verified.
- 8.9 When required for critical, sensitive, perishable, or high-value items, specific procedures for handling, storage, packaging, shipping, and preservation shall be used.

9.0 RECORDS MAINTENANCE

- 9.1 The forms and records generated through implementation of this procedure shall be prepared and submitted in accordance with AFP-AP-20, *Quality Assurance Records*.
- 9.2 The following are considered Lifetime QA Records:
- Ash Fall Project Receipt Inspection – Form 16-1.

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10.0 FORMS USED

Form 16-1 – Ash Fall Project Receipt Inspection

11.0 ATTACHMENTS

None.

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AFP-AP-16, Form 16-1

1. Date: _____/_____/_____
2. Container ID: _____
3. Material/Service: _____
4. Purchase Order Reference Number: _____
5. Visual inspection, shipping container:
 - a. Shipping container damage Yes No
If yes, describe: _____

 - b. Material damage Yes No
If yes, describe: _____

6. Does the product/service meet the requirements of the procurement? Yes No
If no, explain: _____

7. Accepted: Rejected:
Disposition if Rejected: _____

8. Subcontractor/Supplier contacted by: _____

9. Other Comments: _____

Requester's Name _____ Requester's Signature/Date _____
(Print)

QA Lead's Name _____ QA Lead's Signature/Date _____
(Print)

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Form 12-1 – Record of Revision

DOCUMENT: AFP-AP-16, *Receipt Inspection*

Revision Number	Description of Changes	Revision on Pages	Effective Date
0	Initial Issue	All	04/21/2016