

## Idaho National Laboratory

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	Revision: 1	
	Effective Date: 06/06/07	
Subcontractors	Program Requirements Document	eCR Number: 551702

## 1. PREREQUISITE

Subcontractor/supplier personnel responsible for reporting, controlling, and/or resolving *nonconformances* (see def.) shall be trained to the requirements of this RD in accordance with RD-5000, Subcontractor Quality Assurance Program Requirements and RD-1008, Training and Indoctrination.

## 2. REQUIREMENTS

2.1 Subcontractor/supplier personnel, regardless of position, title, or organizational affiliation, are responsible for identifying and reporting to the *contractor POC* (see def.), potential or known nonconforming conditions.

2.2 These requirements apply to all items related to facility safety, reliability, or operation; and all items that are determined to be *suspect/counterfeit items* (see def.-S/CI).

The requirements identified in this RD are optional for the following items unless S/CI's are involved:

- A. Nonconforming items discovered while in an *in-process* (see def.) status under work *process* (see def.) control *procedures* (see def.) that are reworked within the scope of the work process control to meet existing design requirements.
- B. Items not related to facility safety, reliability, or operation (drinking water and sewage systems; office heating, cooling, electrical, and lighting systems, etc.).

2.3 Upon detection, subcontractor/supplier personnel shall immediately report to the *contractor* (see def.) all potential or known nonconformances.

**NOTE:** *Unless otherwise specified, the contractor documents all nonconforming conditions, regardless of source, on Form 230.01, Nonconformance Report.*

2.4 Immediately upon identification or discovery of a potential or known nonconforming condition, the originating organization (contractor, contractor representative, or subcontractor/supplier) shall attach or otherwise affix a Form 230.02, Nonconformance Tag, in accordance with RD-5017, Inspection, Test, and Operational Status.

2.5 Immediately upon identification, the subcontractor/supplier shall segregate potential or known nonconforming items, material, and/or equipment.

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- 2.6 The subcontractor/supplier shall take all actions necessary to prevent the inadvertent usage or installation of identified nonconforming items, material, and/or equipment.
- 2.6.1 Nonconforming items, material, and/or equipment shall be segregated by placing them in a clearly identified and designated hold area pending an approved *disposition* (see def.) from the contractor.
- 2.6.2 When segregation is impractical or impossible due to physical size, weight, or access limitations, other precautions shall be employed to preclude inadvertent use.
- 2.7 The subcontractor/supplier shall provide technical assistance to help resolve reported nonconformances, as directed by the contractor.
- 2.8 Contractor approved dispositions shall be implemented and corrective action taken by the subcontractor/supplier as directed by the approved disposition.
- 2.9 Pending issuance of an approved disposition or *conditional release* (see def.) by the contractor, work shall not proceed on any item, material, or equipment identified as nonconforming.
- 2.10 Subcontractor/supplier actions or activities outside the boundaries of the nonconformance may continue provided they do not render the nonconforming condition inaccessible to any work or verification activities that may be required to resolve the nonconforming condition.
- 2.11 Subcontractor/supplier actions or activities that impact or otherwise interfere with any reported nonconforming condition may be authorized to proceed as conditionally released, if approved as such by the contractor.
- 2.11.1 At the option of the subcontractor/supplier, a request for conditional release may be submitted to the contractor on Form 432.53, Subcontractor/Supplier Conditional Release Request/Record for construction projects only. If the request for conditional release is approved:
- A. The subcontractor/supplier shall comply with all specific work instruction and/or restrictions noted therein, and
- B. The contractor representative shall affix or otherwise attach a Form 230.04, Conditional Use Tag to the applicable item, material, or equipment.
- 2.12 The subcontractor/supplier shall obtain the required reinspections as directed by the approved conditional release and/or nonconformance report disposition(s).

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2.13 All required reinspections shall be considered mandatory hold points under the terms of the contract.

**NOTE:** *The contractor is the only authorized organization to remove nonconformance and conditional use tags.*

2.14 Subcontractor/supplier identification, reporting, processing, and control of nonconforming items, material, and equipment, shall be subject to random and/or periodic review or audit by the contractor.

Subcontractor/supplier identification, control, and resolution of nonconforming items shall be subject to review and/or audit by the contractor.

### 3. DEFINITIONS

Terms utilized in this RD are defined in LST-359.

### 4. REFERENCES

RD-1008, Training and Indoctrination

RD-5000, Subcontractor Quality Assurance Program Requirements

RD-5017, Inspection, Test, and Operational Status

Form 230.01, Nonconformance Report

Form 230.02, Nonconformance Tag

Form 230.04, Conditional Use Tag

Form 432.53, Subcontractor/Supplier Conditional Release Request/Record

### 5. APPENDIXES

None.