



## ACQUIRING SERVICES

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Revision: 3  
Eff. Date: 02/06/09  
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DAR No.: NSNF-785

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Manager, National Spent Nuclear Fuel Program

Date: 2/5/09

### I. PURPOSE AND SCOPE

This procedure addresses establishing interfaces with the Idaho National Laboratory (INL) Management & Operations (M&O) Contractor processes to perform a subset of National Spent Nuclear Fuel Program (NSNFP) work scope. The interfaces with the INL M&O Contractor processes are documented by a NSNFP Task Management Agreement (TMA)

NSNFP TMAs are used to establish NSNFP/INL M&O Contractor process interfaces for the following activities;

1. Acquisition of services from *government sector suppliers* (see glossary) from outside of the INL in support of NSNFP tasks.
2. INL acquisition of items or services from private sector suppliers in support of NSNFP tasks.

These government sector and private sector acquisitions are controlled by INL procedures and involve participation by NSNFP Technical Staff and NSNFP Quality Assurance Staff personnel in the INL procurement process.

3. Direct performance of NSNFP related field work using INL staff, INL facilities, and INL Management and Operations (M&O) Contractor procedures with the participation of NSNFP technical staff and NSNFP quality assurance staff personnel, as applicable.

Work funded by NSNFP and performed by the Office of Civilian Radioactive Waste Management (OCRWM) or direct support organizations of OCRWM does not represent a NSNFP/supplier interface and is not subject to this procedure.

### II. SUMMARY

This procedure describes the conditions that lead to the creation of a NSNFP Task Management Agreement (TMA) and scope changes to an existing NSNFP TMA. The procedure provides criteria to use in the development and formal review of TMA content.

Other procedures in the NSNFP Documents Manual contain criteria to develop and review test plans, software control plans, technical reports, or other engineering-related products that can be used in conjunction with a TMA when the task involves the development of these deliverables by the supplier. The development and review criteria in these NSNFP procedures can be separated from the applicable NSNFP procedure, attached or otherwise incorporated into a TMA, and flowed down to suppliers. In this manner, the TMA work scope description can be refined and deliverables, such as test plans, software control plans, or technical reports, can be quantified. The internal NSNFP review criteria for the document type and NSNFP procedures for reviewing documents then form a method to determine product acceptance in combination with other methods such as supplier assessments.

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### III. PROCEDURE

#### A. Initiating a NSNFP TMA or Scope Change to an Existing NSNFP TMA

- NSNFP PSO Technical Staff
1. Prepare a NSNFP TMA or scope change to an existing NSNFP TMA when:
    - a. A NSNFP Planning/QA Program Applicability Evaluation indicates that an NSNFP/INL M&O Contractor process interface is planned to accomplish the task(s).
    - b. An updated NSNFP Planning/QA Program Applicability Evaluation introduces a scope change that affects the NSNFP/INL M&O Contractor process interface described by an applicable TMA.
    - c. Directed by the PSO Manager.
    - d. A correction to an existing TMA is needed to adequately address the NSNFP/INL M&O Contractor process interface.

#### B. Developing Content for a NSNFP TMA or a Scope Change

- NSNFP PSO Technical Staff
1. Use the guidance in Attachment A to create the content of a NSNFP TMA or a scope change to an existing NSNFP TMA.
    - a. Coordinate with the NSNFP Document Control Coordinator (DCC) to select a NSNFP TMA number.
    - b. Incorporate the specific text of Attachment A, Section 4, Purpose, and modify the remaining text as applicable to the work scope.
    - c. Refer to the current NSNFP Planning/QA Program Applicability Evaluation to help develop task descriptions, deliverables, quality assurance (QA) requirements, training requirements, and interfaces with INL M&O Contractor processes.
    - d. As applicable, use the development and review criteria from NSNFP procedures governing the preparation of test plans, software control plans, technical documents, or other engineering-related products and incorporate the review criteria as a referenced attachment or incorporate portions of the text applicable to the work scope to be performed by others.
    - e. As appropriate, attach or reference software control plans or test plans, which were developed and approved by NSNFP and are to be performed exclusively by others or in conjunction with NSNFP personnel.

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NSNFP PSO  
Technical Staff

- f. Interface with the NSNFP Quality Assurance Staff Manager (QASM) as needed to develop the TMA or TMA scope changes.
  - (1) As applicable, coordinate with NSNFP QAS and proceed with the identification, review, and approval of the INL QA program implementing documents and implementing procedures for the work scope. Consider the INL’s previous approval status as may be indicated by the NSNFP Qualified Suppliers List.
  - (2) If performed prior to TMA approval, document the results of the QA program review and any actions necessitated by the review as part of the TMA.
- g. For scope changes, change bars may be placed in the margin of the NSNFP TMA to signify modified or revised text areas.

**C. Reviews and Approvals of NSNFP TMAs and Scope Changes**

NSNFP PSO  
Technical Staff

- 1. Submit completed draft NSNFP TMAs and subsequent scope changes for review and approval according to NSNFP Procedure 6.01.
- 2. Initiate a distribution of the approved TMA in accordance with NSNFP Procedure 6.03.
- 3. Coordinate with NSNFP QAS to determine if approval of the INL QA program is required according to NSNFP Procedure 7.02.
- 4. If required, facilitate annual supplier evaluations according to NSNFP Procedure 7.02.

**IV. REFERENCES**

None.

**V. DEFINITIONS**

Terms appearing in italics followed by the notation “see glossary” are defined in the NSNFP Documents Manual Introduction and Glossary.

**VI. ATTACHMENTS**

Attachment A, NSNFP Task Management Agreement Criteria

**VII. QUALITY RECORDS**

The following quality records generated as a result of this procedure require retention in accordance with the identified classification and NSNFP Procedure 17.01.

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## VII. QUALITY RECORDS

The following quality records generated as a result of this procedure require retention in accordance with the identified classification and NSNFP Procedure 17.01.

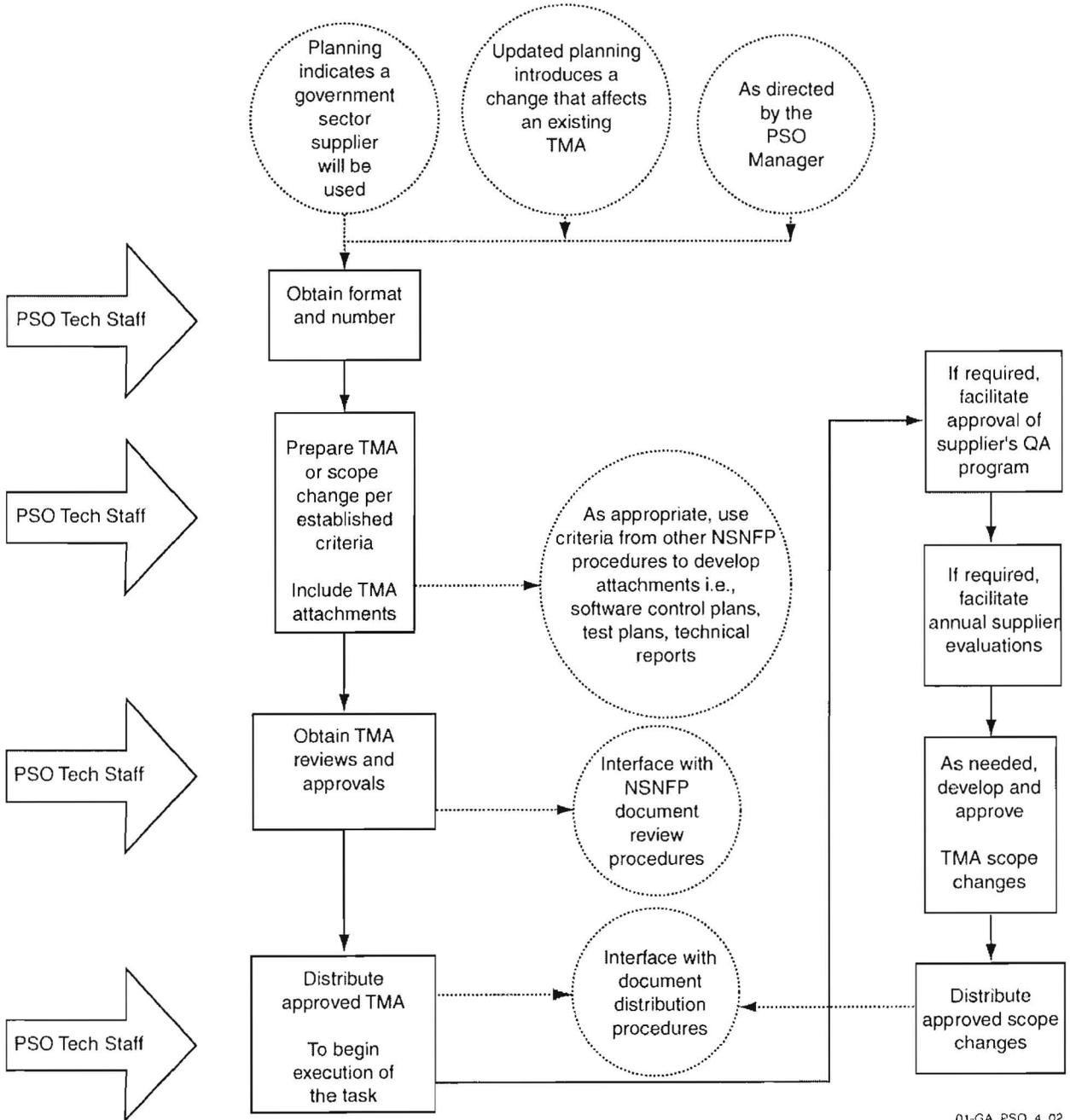
### Lifetime

- A. Approved NSNFP Task Management Agreements and changes thereto

### Nonpermanent

None.

**VIII. PROCEDURE FLOW DIAGRAM**



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## Attachment A

### NSNFP Task Management Agreement Criteria

<b>1. NSNFP TMA Number:</b>	<b>Revision Number:</b>	<b>2. Date of Preparation:</b>
<b>3. NSNFP Activity /Task Title(s):</b>		<b>INL WBS or Project No(s):</b> (if used)
<b>4. Purpose:</b> This Task Management Agreement (TMA) documents the interfaces necessary for coordination between the National Spent Nuclear Fuel Program (NSNFP) Technical Staff and Quality Assurance Staff (QAS) for the conduct of tasks described herein using Idaho National Laboratory (INL) Management and Operations Contractor (M&O) processes.		
<ul style="list-style-type: none"> <li>• To meet NSNFP commitments, the NSNFP QAS conducts quality assurance program audits or surveillances of the activities associated with the described tasks as determined by the NSNFP Quality Assurance Staff Manager. To facilitate these assessments, NSNFP QAS has access to INL facilities, INL records, and INL personnel</li> <li>• The listed NSNFP personnel will perform the following functions described in INL M&amp;O Contractor procedures. <ul style="list-style-type: none"> <li>• Project Quality Engineer – <i>List Name and Names of alternates</i></li> <li>• Project Manager - <i>List Name and Names of alternates</i></li> <li>• Principle Investigator, as applicable - <i>List Name and Names of alternates</i></li> <li>• <i>Add other functions as applicable and list Name and Names of alternates</i></li> </ul> </li> </ul>		
TMA Approvals:		
NSNFP Quality Assurance Staff Manager (QASM) Print/Type Name	NSNFP QASM Signature	Date
NSNFP Program Support Organization (PSO) Technical Staff Print/Type Name	NSNFP PSO Technical Staff Print/Type Name	Date
NSNFP PSO Technical Lead Print/Type Name	NSNFP PSO Technical Lead Signature	Date



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### Attachment A, NSNFP Task Management Agreement Criteria

#### 5. Work Scope

**5.a. Task Description:** Applicable to work performed directly by INL staff using INL facilities and INL M&O procedures.

Provide general description of activities including work scope, objectives, and primary tasks include sequencing of work if needed to coordinate efforts.

Briefly discuss the scope of government sector and private sector procurements to be made by INL as part of the NSNFP task and QA programs required of these suppliers.

**5.b. Technical Requirements:** Applicable to technical work performed directly by INL staff using INL facilities and INL M&O procedures.

(Define applicable standards and criteria to be met by the deliverable and the scientific approach or technical methods to be used if applicable. As an option, attach or incorporate development and review criteria as available from NSNFP procedures to define the description of the deliverable. If applicable, select and reference industry standards. If applicable, select and reference the regulatory, commitment, and guidance documents from the QARD. Include copies of non-industry standards or sources for obtaining non-industry standards that are not routinely available to the performer).

**5.c. Deliverables:** Applicable to work performed directly by INL staff using INL Facilities and INL M&O procedures.

(Specify products resulting from the activity; such as, documents including quality assurance program implementation documents, software, hardware, records, and other objective evidence. Stipulate the INL documentation to be gathered by NSNFP for information, review, or acceptance.. As applicable, include provisions to identify any spare and replacement parts or assemblies with the appropriate technical and QA data required for ordering.)

Include direction that copies of INL documentation stipulated as deliverables will be submitted to NSNFP for information, review, or acceptance as indicated. Duplicates of these documents will be retained by NSNFP as records.

**5.d. Assumptions:** Applicable to work performed directly by INL staff using INL Facilities and INL M&O procedures.

Identify those assumptions if any that are important to task definition and completion.

**5.e. Task Constraints or Prerequisites:** Applicable to work performed directly by INL staff using INL Facilities and INL M&O procedures.

(Identify prerequisites and conditions outside the control of the INL performer that are needed for successful completion of the task. Identify hold points that require NSNFP authorization prior to proceeding with the INL work.)

Hold point example: NSNFP Quality Assurance Staff Manager (QASM) written acceptance of the INL supplier's quality assurance program shall be obtained in conjunction with INL acceptance of the supplier's QA program. This acceptance shall be obtained prior to supplier's start of the work that is subject to the controls of the supplier's QA program. To facilitate this outcome, the NSNFP QASM shall provide qualified auditors to review and accept the suppliers program.

**5.f. Other:** (Any other requirements as appropriate; such as special equipment, special controls, special processes, computer software, readiness evaluations, peer reviews as defined by the QARD or 10 CFR Part 21 reporting.)

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### Attachment A, NSNFP Task Management Agreement Criteria

**6. Special Guidance to NSNFP personnel (FOR NSNFP USE ONLY)**

In addition to the considering the content of NSNFP Planning /Quality Assurance Program Applicability Evaluation (PAE) No. \_\_\_\_\_, consider the guidance given below when applying the controls of the INL M&O Contractor procedures.

**6.a Supplier Quality Program:**

When stipulated by NSNFP PAEs, the supplier (government or private sector) will have a documented quality assurance program commensurate with the scope, nature, or complexity of the service to be provided. The documented quality assurance program shall be acceptable to NSNFP when compared to the Office of Civilian Radioactive Waste Management (OCRWM) Quality Assurance Requirements and Description (QARD). NSNFP Quality Assurance Staff Manager written acceptance of the supplier's quality assurance program shall be obtained in conjunction with INL acceptance prior to starting work subject to the QA Program. As applicable before the contract is awarded, the purchaser shall resolve, or obtain commitments to resolve, unacceptable quality conditions identified during the proposal/bid evaluation.

The supplier shall implement the accepted quality assurance program for the work performed for NSNFP.

The supplier shall incorporate appropriate quality requirements into any procurement document issued to a sub-tier supplier.

All work will be performed in accordance with appropriate implementing documents and when stipulated by the documents, independently verified by a qualified Quality Engineer or Inspector under the purview of the supplier.

**Commercial Procurement of Calibration Services**

For suppliers of commercial calibration services with accreditation by a nationally-recognized accrediting body, a documented review of the supplier's accreditation may be used in lieu of external audits, inspections or tests following delivery, or in-process surveillances during the performance of the service (see QARD Subsection 7.2.14B.1 and 18.2.14B.1). The review shall include as a minimum:

1. Accreditation to ANS/ISO/IEC 17025, *General Requirements for the Competence of Testing and Calibration Laboratories* (2005).
2. Accreditation by the National Voluntary Laboratory Accreditation Program (NVLAP), administered by the National Institute of Standards and Technology or an accrediting body recognized by the NVLAP through a mutual recognition agreement.
3. Published scope of accreditation for the calibration laboratory covering the needed measurement parameters, ranges, and uncertainties.

Procurement documents shall impose additional technical and administrative requirements, as necessary, to satisfy the requirements of the OCRWM QARD and/or technical requirements.

The critical characteristics associated with the calibration shall be specified in approved design and/or procurement documents.

Verification of the critical characteristics shall be achieved by application of a dedication process to be performed by a specified dedicating entity.

The procurement documents shall require reporting as-found and as-left calibration data when calibrated items are found to be out of calibration.

The calibration certificate/report shall include identification of the laboratory equipment/standards used.



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### Attachment A, NSNFP Task Management Agreement Criteria

**6.b Training** As applicable ensure procurement documents developed by INL, address coordinating the confirmation of staff augmentation experience with INL/ NSNFP.

6.b.1 For NSNFP tasks requiring staff augmentation from outside of INL, include the experience requirements selected from procedure NSNFP 2.08. Include provisions for NSNFP and the supplier's organization to coordinate the verification of each selected individual's experience as required by procedure NSNFP 2.08.

Note: Coordination is required to ensure that Form NSNFP 2.08-1 is used appropriately by both NSNFP and the supplier's organization.

**6.c Nonconformances:** Specify that nonconformances will be reported to NSNFP and that NSNFP approval of dispositions of INL nonconformances and INL government sector or private sector supplier nonconformances will be required.

**6d. Commercial Grade Items** Consider the following when determining the content of INL procurement documents.

6.d.1 Where specific quality assurance controls appropriate for nuclear applications cannot be imposed in a practical manner, commercial grade items may be substituted for basic components, subject to the following to provide the necessary assurance that the dedicated item will perform its intended safety or waste isolation function:

6.d.2 The item's critical characteristics shall be specified in approved design and procurement documents.

6.d.3 Verification of the item's critical characteristics shall be achieved by application of a dedication process to be performed by a specified dedicating entity.

6.d.4 Implementing processes shall be developed to be consistent with Electric Power Research Institute (EPRI) *Guideline for the Utilization of Commercial Grade Items in Nuclear Safety Related Applications* (NCIG-07), EPRI NP-5652 (6/88), as endorsed and modified by NRC Generic Letters 89-02, *Actions to Improve the Detection of Counterfeit and Fraudulently Marketed Products* (3/89) and 91-05, *Licensee Commercial-Grade Procurement and Dedication Programs* (4/91).

## **Attachment A, NSNFP Task Management Agreement Criteria**

**6. e. INL Procurement Document Content – general** Consider the following when determining the content of INL procurement documents.

- 6.e.1 All applicable requirements delineated in procurement documents are correctly stated, inspectable, and controllable; there are adequate acceptance and rejection criteria; and the procurement document has been prepared, reviewed, and approved in accordance with the appropriate requirements.
- 6.e.2 As applicable, before the contract is awarded, the purchaser shall resolve, or obtain commitments to resolve, unacceptable quality conditions identified during the proposal/bid evaluation.
- 6.e.3 Identify whether the procurement is subject to the provisions of 10 CFR 21.
- 6.e.4 Identify the schedule for submittal of documents to the purchaser for information, review, acceptance, and retention.
- 6.e.5 Identify any spare and replacement parts or assemblies and the appropriate technical and QA information required for ordering. Spare parts shall be subject to QA program controls, codes and standards, and technical requirements equal to or greater than the original requirements, or as required to preclude repetition of defects.
- 6.e.6 Include instructions relative to the performance of special processes.
- 6.e.7 Require suppliers to establish controls to mitigate the procurement and installation of counterfeit or fraudulent items.
- 6.e.8 Identify whether the procurement is subject to the provisions of 10 CFR 21.
- 6.e.9 Identify procurement methods and organizational responsibilities, including interfaces between design, procurement, and QA organizations.
- 6.e.10 Identify NSNFP requirements for right of access to supplier facilities.

## **Attachment A, NSNFP Task Management Agreement Criteria**

### **6.f Commercial Procurement of Analytical Services**

Consider the following when determining the content of INL procurement documents.

- 6.f.1 As an alternative to requiring a documented QA program for suppliers of analytical services (measurement of properties or other characterization of samples) supporting scientific investigations, these procurements may be controlled as follows.
- a. Prior to issuing the procurement document, the purchaser shall develop a documented quality control sample plan that describes:
    - (1) The number of quality control samples and approach to be used for submitting samples (e.g., blind, duplicate, spike, etc.).
    - (2) The preparation and analysis of quality control samples or the identification of the source of the preparation and analysis method. Standards used in the preparation of quality control samples shall be traceable to nationally recognized standards. If no nationally recognized standard exists, the basis for use shall be documented.
    - (3) Acceptance criteria.
    - (4) How the number of quality control samples, the approach, and the acceptance criteria provide confidence in the accuracy/precision of the data.
  - b. The purchaser shall ensure that quality control analytical results are received and evaluated against acceptance criteria, prior to use of data.
  - c. The purchaser shall ensure that data, quality control analytical results, the quality control sample plan, and evaluation documentation are submitted as QA records.

## Attachment A, NSNFP Task Management Agreement Criteria

### 6.g Procurement of Commercial Grade Data

6.g.1 When required data cannot be obtained from an external source through a procurement process that involves the imposition of applicable QA program requirements, the data may be obtained through a non-quality procurement action provided:

A. Planning for data acquisition and use is performed as follows.

- (1) Scientific investigation planning shall be performed and documented prior to the start of work and includes:
  - Establishing the systematic, sequential progression of actions to meet the defined requirements.
  - Shall ensure that work is accomplished under suitably controlled conditions, which includes the use of appropriate equipment, suitable environmental conditions for accomplishing the activity, and assurance that prerequisites for the given activity have been satisfied.
  - Planning shall provide for any special controls, processes, test equipment, tools, and skills needed to attain the required quality/verification of quality and the need for verification of quality by inspection and test.
- (2) Planning shall be coordinated with organizations providing input to or using the results of the investigation.
- (3) Planning shall address provisions for determining the accuracy, precision, and representativeness of results.

B. The data produced by the procurement is identified, controlled, and qualified as follows.

- (1) Data shall be identified in a manner that facilitates traceability to associated documentation.
- (2) Data shall be identified in a manner that facilitates traceability to its qualification status.
- (3) Identification and traceability shall be maintained throughout the lifetime of the data.

6.g.2 In general, the review, adequacy, and usage of data shall be addressed as follows:

A. As an alternative to directing the disposal of any QA records by a supplier, the supplier shall be required to submit all QA records generated in the course of a procurement action to the OCRWM. These QA records shall thereafter be retained in accordance with the direction of the OPRRS.

B. Data reduction shall be described to permit independent reproducibility by another qualified individual.

## **Attachment A, NSNFP Task Management Agreement Criteria**

### **6.h Unqualified Data used in Scientific Investigations**

6.h.1 Data reduction shall be described to permit independent reproducibility by another qualified individual

A Data from scientific investigation activities that are used as direct input to site characterization, and scientific analysis or performance modeling that address safety and waste isolation issues shall be qualified from origin, except as allowed in section 6.h (2). below. External source data that are not identified as established fact and are used as direct input to scientific analysis or performance modeling must be qualified for its intended use.

- (1) Data shall be reviewed by individuals other than those who collected or reduced the data to ensure technical correctness.
- (2) Unqualified data may be used in scientific investigation provided traceability to its status as unqualified data is maintained. Unqualified data that are used as direct input to scientific analysis or performance modeling that address safety and waste isolation issues shall be qualified in accordance with section 6.i. at appropriate times during the scientific investigations and before:
  - Relying on the data to support the License Application (e.g., prior to submittal of the application to NRC),
  - Relying on the item for which the data were as design input to perform its function, or
  - Relying on the data to resolve safety or waste isolation issues.

## **Attachment A, NSNFP Task Management Agreement Criteria**

### **6.i Additional Guidance for Unqualified Data**

6.i.1 Unqualified data developed from scientific investigation activities that are used as direct input to site characterization, and scientific analysis or performance modeling that address safety and waste isolation issues shall be qualified. External source data that are not identified as established fact and are used as direct input to scientific analyses or performance modeling shall be qualified. One or a combination of the following methods shall be used in performing qualification activities:

A Determination that the controls under which the data were generated are similar in scope and implementation to the QARD.

B Evaluation of corroborating data – Rationale for selecting one set of data to corroborate another set of data shall be clearly explained and justified.

C Confirmatory testing.

D Peer review.

E Technical assessment to independently evaluate data, which includes one or a combination of the following:

- 1) Determination that the employed methodology is acceptable.
- 2) Determination that confidence in the data acquisition or developmental results is warranted.
- 3) Confirmation that the data have been used in similar application.

6.i.2 The methods in the first three qualification activities in Subsections 1 Section C. above shall include a review to determine the technical correctness of the data in accordance with established review criteria.

6.i.3 The qualification process shall be planned and documented. Documentation shall include:

A The factors used in arriving at the choice of the qualification method(s).

B The acceptance criteria used to determine if the data are qualified.

C The rationale for discontinuing any qualification methods abandoned after the initiation of the qualification process.

D The decision as to the qualification of the data.

## **Attachment A, NSNFP Task Management Agreement Criteria**

### **6.j Suppliers of ASME Section III Code items**

- 6.j.1 The following requirements relative to suppliers of ASME Section III Code items apply only to items designed and fabricated in accordance with ASME Section III, Rules for Construction of Nuclear Power Plant Components, and do not apply to non-code items that may be supplied by ASME Section III Code suppliers.
- 6.j.2 For the purchase of ASME Section III Code items, editions of ANSI/ASME NQA-1 identified NRC endorsed or otherwise approved by the NRC versions of the Code may be used for the construction of ASME Section III Code items when the referenced edition of ANSI/ASME NQA-1 is used in conjunction with other quality assurance, administrative, and reporting requirements contained in the Code. Further, applicable requirements contained in the QARD or supplier's QA program description document shall also be met in conjunction with the ASME Section III Code.
- 6.j.3 When assessing whether a company has an acceptable QA program to enable it to become a supplier, credit may be taken for the fact that ASME has surveyed the ASME Code supplier and issued a Certificate of Authorization or Quality System Certification of the appropriate scope and for the desired location, without performing any additional evaluation of the supplier's QA program.
- 6.j.4 Audits of ASME Code suppliers shall confirm that the suppliers are satisfactorily implementing:
- (a) Their accredited ASME Code QA program.
  - (b) The technical and quality provisions specified in the purchase order.
  - (c) The applicable provisions of the QARD or principal contractor's QA program description document.
  - (d) Applicable requirements contained in the regulations.

## **Attachment A, NSNFP Task Management Agreement Criteria**

### **6.k Verifications of Supplier QA program and work products**

Verifications of supplier QA program and work products shall be conducted as early as practical and shall not relieve the supplier of their responsibility for the verification of quality achievement. Verifications shall include (i) the use of audits to evaluate the supplier's performance and (ii) evaluation of purchaser's documentation to aid in the determination of the effectiveness of the supplier's QA program. This documentation shall include, as appropriate, documentation of source surveillance and inspections, audits, receiving inspections, nonconformances, dispositions, waivers, and corrective actions.

Methods for accepting supplier furnished items or services shall ensure that items or services comply with the purchaser's procurement document requirements and include one or more of the following, as appropriate to the items or services being procured:

- a. Evaluating the supplier's certificate of conformance (items and related services)
- b. Performing one or a combination of source verification, receiving inspection, or post-installation test (items and related services)
- c. Technical verification of data produced (services only)
- d. Surveillance and/or audit of the activity (services only)
- e. Review of objective evidence (i.e., certifications, stress reports, etc.) for conformance to the procurement document requirements (services only).
- f. Purchaser shall accept items and services prior to installation or use.