

SUBCONTRACTOR/SUPPLIER QUALITY PLAN (SQP)	Identifier: PRD-5006
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Subcontractor/Supplier	Program Requirements Document	For Additional Info: http://EDMS	Effective Date: 01/12/23
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Manual: Subcontractor Requirements

Change Number: 376436

*The current revision can be verified on EDMS.

1. PURPOSE

This Program Requirements Document (PRD) provides the minimum requirements for the format, structure, and content of the Subcontractor/Supplier Quality Plan (SQP) for the Idaho Cleanup Project (ICP) per the subcontract requirements, when performing work activities at ICP.

The purpose of the SQP is to:

- A. Demonstrate understanding and executive-level commitment to subcontract requirements for quality assurance
- B. Describe unique or project-specific work processes and controls as required by a subcontract
- C. Establish the subcontractor organizational structure, functional responsibilities, and lines of authority.

2. APPLICABILITY

This PRD applies to ICP *subcontractors/suppliers* (see def.) when specified by a subcontract.

Supplemental requirements may be specified for all or part of the work scope as determined to be appropriate by the *contractor* (see def.). The subcontractor/supplier shall implement the requirements of this PRD and all supplemental requirements, when and as specified by the subcontract, as defined on Form 540.10 “Subcontractor Requirements Manual (SRM) Applicability.”

3. RESPONSIBILITIES

Performer	Responsibilities
Contractor	<p>Review the SQP (if not previously approved) and subsequent revisions to the plan.</p> <p>Resolve any comments resulting from the review.</p> <p>Approve the SQP when comments are resolved and any necessary changes are incorporated by the subcontractor/supplier.</p>

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Performer	Responsibilities
Subcontractor/Supplier	<p>Train personnel working to this procedure in accordance with PRD-5001, “Training and Indoctrination.”</p> <p>Prepare the SQP in accordance with this PRD.</p> <p>Submit the SQP and obtain contractor approval.</p> <p>Software supplied by a subcontractor must comply with NQA-1-2008, with addenda through NQA-1a-2009, Supplement 2.7. As applicable, the subcontractor must address software engineering, configuration management, testing, problem solving and corrective action, and any software that is procured (i.e., off the shelf). Objective evidence shall be furnished by the subcontractor to support compliance with these requirements.</p>

4. REQUIREMENTS

- 4.1 Subcontractor/supplier personnel responsible for the preparation and approval of the SQP shall be trained to the requirements of this PRD in accordance with PRD-5001.
- 4.2 The SQP shall be approved by the contractor prior to award. Any subsequent revisions to the SQP that become effective during performance of the subcontract shall also be approved by the contractor prior to implementation.
 - 4.2.1 The SQP shall be submitted for contractor review and approval through the contractor-designated procurement agent/manager. SQP approval will be designated in writing from the contractor.
- 4.3 Subcontractor/supplier personnel responsible for implementation of the SQP shall be trained to the contents of the SQP prior to implementation.
- 4.4 The SQP shall be prepared as follows:
 - 1. PURPOSE**
This section clearly identifies the intent and objective of the SQP.
 - 2. APPLICABILITY**
This section clearly identifies the work, organization(s), and personnel to which the SQP applies.
 - 3. RESPONSIBILITIES**
This section identifies the subcontractor/supplier's ICP -specific organizational structure and describes functional area responsibilities, levels of authority, and lines of communication.

This section may be used to provide additional information that may be required by the subcontract.

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4. REQUIREMENTS

This section describes the subcontractor/supplier requirements, procedures, and processes for implementing each applicable quality assurance PRD as required by the subcontract.

Each applicable PRD shall be addressed to include identification, method of implementation, and responsible personnel.

- 4.5 The SQP shall include a standard cover sheet that includes the following information:
- A. Company name
 - B. Title (i.e., ICP Subcontractor/Supplier Quality Plan)
 - C. SQP revision number
 - D. Effective date
 - E. Approval signature, position title, and date.
- 4.6 The SQP shall be approved by the highest-ranking company officer within the applicable subcontractor/supplier business unit.
- 4.7 The SQP shall be maintained and stored in a single location in a secured and protected environment during the full performance period of the subcontract.
- 4.7.1 The SQP shall be legible, reproducible, free from erasures, correction fluid, and/or correction tape, and completed in black indelible ink only.
 - 4.7.2 The SQP shall be made readily available for in-process contractor review and/or audit during the performance period.

5. DEFINITIONS

See LST-27, “Glossary,” for definitions of the following terms:

Contractor

Subcontractor/Supplier

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6. REFERENCES

Form 540.10, “Subcontractor Requirements Manual (SRM) Applicability”

NQA-1-2008 with addenda through NQA-1a-2009, “Quality Assurance Requirements for Nuclear Facility Applications”

PRD-5001, “Training and Indoctrination”

7. APPENDIXES

None