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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 Manual

Change Number: 376436

*The current revision can be verified on EDMS.

1. PURPOSE

This Program Requirements Document (PRD) provides the minimum requirements for the calibration and control of *subcontractor/supplier* (see def.) *measuring and test equipment* (M&TE; see def.) for the Idaho Cleanup Project (ICP) per the subcontract requirements, when performing work activities at ICP.

2. APPLICABILITY

This PRD applies to ICP subcontractors/suppliers 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	Calibrate subcontractor/supplier M&TE. Calibrate subcontractor/supplier M&TE in accordance with ANSI/ISO/IEC17025:2005, “General Requirements for the Competence of Testing and Calibration Laboratories” or ANSI/NCSL Z540.1-2006, “Calibration Laboratories and Measuring and Test Equipment General Requirements.” Prepare calibration records.

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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>Submit subcontractor/supplier M&TE that is to be used on the ICP to the contractor for calibration prior to use. Deliver and pick up subcontractor/supplier M&TE at the designated location. ICP subcontractor/supplier M&TE shall remain under the INL calibration recall system currently in use.</p> <p>Subcontractors/suppliers shall report all M&TE that is lost, out-of-tolerance; unable to calibrate; or noted as malfunctioning, damaged, or otherwise suspect to the contractor in accordance with PRD-5002, “Design Change Control.” Subcontractor/supplier M&TE that is lost, out-of-tolerance, unable to calibrate, or otherwise suspect, shall be tracked and reported under the current calibration laboratory requirements for ICP.</p> <p>Submit subcontractor/supplier M&TE utilized onsite for recalibration at specified intervals and upon completion of its intended use. Subcontractor/supplier M&TE shall remain under the INL calibration laboratory recall system, and remain consistent with current ICP calibration laboratory recall schedules.</p> <p>List subcontractor/supplier M&TE utilized at any location during the performance period of the work on Form 432.50, “Subcontractor/Supplier M&TE Calibration Control Record”</p> <p>Submit M&TE documentation required by the Vendor Data Schedule in accordance with PRD-5003, “Vendor Data Control.”</p>

4. REQUIREMENTS

- 4.1 Subcontractor/supplier personnel responsible for purchasing, storing, maintaining, operating, utilizing, and/or obtaining calibration services for measuring and/or test equipment shall be trained to the requirements of this PRD in accordance with PRD-5001, “Training and Indoctrination.”
- 4.2 The selection of M&TE shall be controlled to ensure that such items are of proper type, range, accuracy, and tolerance to accomplish the function of determining conformance to specified requirements.

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- 4.2.1 When procuring high pressure breathing air gages, require the vendor to mark on each gage “Do Not Use Oil For Calibration.” This will eliminate the potential for contaminating breathing air systems.
- 4.3 M&TE shall be stored, handled, and maintained:
- A. In accordance with the manufacturer’s recommendations
 - B. In a manner that ensures M&TE integrity, accuracy, and precision
 - C. In a manner that prevents damage or degradation to the M&TE and attached calibration status indicators.
- 4.4 Subcontractor/supplier M&TE shall be calibrated prior to use. Subcontractor/supplier M&TE shall have a current calibration and shall be subject to the routine/scheduled calibration recall.
- 4.4.1 Calibration and control requirements of this PRD do not apply to rulers, tape measures, levels, and other such devices, if normal commercial equipment provides adequate accuracy.
- 4.5 Subcontractor/supplier M&TE shall be calibrated and maintained in accordance with ANSI/ISO/IEC17025:2005, “General Requirements for the Competence of Testing and Calibration Laboratories” or ANSI/NCSL Z540.1-2006, “Calibration Laboratories and Measuring and Test Equipment General Requirements.”
- 4.5.1 M&TE with current calibration documentation, brought on site by the subcontractor/supplier or subcontractor/supplier vendors, must show evidence that calibration methods and procedures comply with the requirements of ANSI/ISO/IEC17025: 2005 or ANSI/NCSL Z540.1-2006. The contractor may accept accreditation of the supplier’s calibration system if the identified accredited body is recognized by either the National Cooperation for Laboratory Accreditation (NACLA) or the International Laboratory Accreditation Cooperation (ILAC) in lieu of the contractor review and approval.
- 4.6 Prior to using subcontractor/supplier M&TE for on-site measuring or testing, the subcontractor/supplier shall submit the M&TE to the contractor for processing in accordance with this PRD.

NOTE: *M&TE calibrated per Section 4.5.1 need not follow the requirements of Section 4.6 provided M&TE calibration data from an outside calibration lab have been submitted to the contractor for review and approval before the M&TE is used.*

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4.6.1 The M&TE shall be delivered to the contractor with a completed Form 432.49, “Subcontractor/Supplier Request for M&TE Calibration Services.” Subcontractor/supplier need not complete Form 432.49, as long as the M&TE meets the requirements of Section 4.5.1.

4.6.2 The subcontractor/supplier shall allot a minimum of 5 working days for contractor-supplied calibration services.

NOTE 1: Subcontractor/supplier M&TE calibrated by the contractor will be returned to the designated location with the Contractor Calibration Input Data Report.

NOTE 2: *Supplier M&TE that meets the requirements of Section 4.5 shall be entered into the contractor’s calibration database for tracking only. No recalibration is required as long as the unit is within its calibration period.*

4.7 A calibration or calibration check shall be performed when the accuracy of calibrated M&TE is suspect by either the subcontractor/supplier or the contractor.

4.8 The subcontractor/supplier shall conform to calibration intervals established by the calibration facility unless otherwise specified by the subcontract.

4.8.1 M&TE overdue for calibration shall be tagged using Form 416.13, “Out of Service-Calibrate Before Use,” and segregated until recalibrated.

4.9 The subcontractor/supplier shall review the Calibration Input Data Report.

4.9.1 Subcontractor/supplier M&TE that is reported as lost; out-of-tolerance; unable to calibrate; or noted as malfunctioning, damaged, or otherwise suspect shall be reported to the contractor in accordance with PRD-5002, “Design Change Control.” A change control document shall include:

- A. Contractor-generated Calibration Input Data Report
- B. Form 432.48, “Subcontractor/Supplier Survey M&TE Calibration Usage Record”
- C. Form 432.49, “Subcontractor/Supplier Request for M&TE Calibration Services”
- D. Form 432.50, “Subcontractor/Supplier M&TE Calibration Control Record”
- E. Additional documentation, as required.

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- 4.9.2 All subcontractor/supplier M&TE subject to evaluation by the contractor shall be tagged out of service, segregated, and prohibited from further use.
- 4.10 M&TE that is repeatedly found to be out-of-calibration shall be removed from service and replaced.
- 4.11 Unless otherwise approved by the contractor, subcontractor/supplier M&TE utilized onsite shall be calibrated upon completion of intended use. Subcontractor M&TE shall be calibrated at the regularly scheduled calibration recall unless project requirements dictate calibration after use. These calibration results shall be submitted to the contractor per PRD-5003, “Vendor Data Control.”
- 4.12 Subcontractor/supplier M&TE utilized at any location during the performance period of the subcontract shall be listed on Form 432.50.
- 4.13 All subcontractor/supplier M&TE status changes shall be noted on Form 432.50.
- 4.14 Each use of subcontractor/supplier M&TE or use of contractor M&TE by the subcontractor/supplier shall be recorded on Form 432.48.
- 4.15 Documentation required by this PRD shall be completed, maintained, and stored in a single location in a secure and protected environment during the full performance period of the subcontract or purchase order.
- 4.15.1 All documents required by this PRD are considered as in-process quality assurance records that shall be safeguarded against damage, deterioration, loss, theft, extreme environmental conditions, and infestations.
- 4.15.2 All required documentation shall be legible, reproducible, free from erasure, correction fluid, and/or correction tape, and completed in black, indelible ink only.
- 4.15.3 When a correction to documentation is required, a single line shall be drawn through the information to be deleted; additional information, if needed, shall be recorded adjacent to the information being changed; and the individual revising the document shall initial and date each entry adjacent to the correction.
- 4.15.4 When completed, all blanks or blocks shall be filled in on each document. If there is no relevant information, the blank or block shall be marked “NA.”
- 4.15.5 All required documentation shall be made readily available for contractor review and/or audit.
- 4.15.6 All documentation required by this PRD shall be submitted to the contractor in accordance with PRD-5003.

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5. DEFINITIONS

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

Contractor. Refer to General Provisions

Measuring and test equipment (MT&E)

Subcontractor/Supplier

6. REFERENCES

ANSI/ISO/IEC17025:2005, “General Requirements for the Competence of Testing and Calibration Laboratories”

ANSI/NCSL Z540.1-2006, “Calibration and Measurement and Test Equipment - General Requirements” (Replaces Mil-Std-45662)

Form 416.13, “Out of Service-Calibrate Before Use”

Form 432.48, “Subcontractor/Supplier M&TE Calibration Usage Record”

Form 432.49, “Subcontractor/Supplier Request for M&TE Calibration Services”

Form 432.50, “Subcontractor/Supplier M&TE Calibration Control Record”

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

PRD-5001, “Training and Indoctrination”

PRD-5002, “Design Change Control”

PRD-5003, “Vendor Data Control”

7. APPENDIXES

None