



Hanford Tank Waste Treatment and Immobilization Plant

Document Owner			
BNI-WTP			
Applicability	Project Phase	Organization Use	Level of Use
BNI-WTP	All	Functional	Information
Care, Custody, and Control	N/A		

Guide


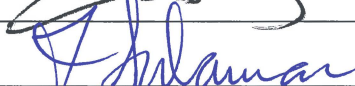
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Revision 0

Quality Verification Document Package Preparation Guide

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Requirement Area: Procurement and Subcontracts - Supplier Quality

Position	Print Name	Signature	Date
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REVISION – SUMMARY

Justification:

☐ Editorial ☒ Major

Section/Step	Description
All	Supersedes 24590-WTP-GPG-AS-008, <i>Quality Verification Document Package Preparation Guide</i> . No content changes were made to this document. The only change to this guide is to the document number and moved content to the new template.

* Major or Editorial

1.0 PURPOSE

Provide guidance to those suppliers preparing and submitting quality verification documents to Bechtel National Inc. (BNI), when required by a BNI Purchase Order (PO).

Thorough understanding and use of this guide by each supplier and sub-supplier, in parallel with verbatim compliance to related BNI Purchase Order requirements, will significantly improve the likelihood that acceptable quality verification documents will be delivered on time, the first time.

2.0 SCOPE

This guide is applicable to River Protection Project - Waste Treatment Plant (RPP-WTP) project suppliers and is intended for supplier use only.

This guide is applicable to the preparation, completion, and delivery of quality verification documents, when required by a BNI Purchase Order. Quality verification document requirements are defined in each BNI Purchase Order utilizing Form G-321-V, *Quality Verification Document Requirements*.

3.0 ROLES AND RESPONSIBILITIES

3.1 SUPPLIER

- Responsible and accountable for the timely preparation, assembly, organization, review, and delivery of acceptable quality verification documents
- This responsibility extends to all quality verification documents originated by sub-suppliers, at any tier

3.2 SUPPLIER QUALITY REPRESENTATIVE (SQR)

- The initial determination of document package acceptability on behalf of BNI
- Final review and evaluation of each document package is performed upon receipt of the procured material, equipment, or services

4.0 PRECAUTIONS AND LIMITATIONS

N/A

5.0 PREREQUISITES

N/A

6.0 GUIDE

6.1 GUIDANCE

6.1.1 General

The delivery of timely and acceptable quality verification documents with each shipment of procured material and/or equipment is both a PO requirement and an expectation of BNI.

Quality verification documentation is no less important or less critical than the actual material, equipment, or service procured. Equal attention and commitment, by the supplier, to both is required.

Prime suppliers are responsible and accountable for documentation generated by sub-suppliers, at any tier.

Without acceptable quality verification documents, acceptance of the procured material, equipment, or service will be delayed. Delay in this form, may adversely impact the WTP project schedule and will generally require BNI to incur additional cost. BNI may respond to this delay with any remedy available under the terms of the PO, to specifically include back charge.

Lessons learned on the WTP project to date, have resulted in the identification of key success factors that when properly addressed will contribute to the success of preparing an acceptable document package. These factors are defined by Attachment 2, *Quality Verification Document Package Success Factors*.

Experience to date has shown that acceptable document packages generally reflect many of the same attributes. Historically, document packages that reflect these attributes are generally acceptable to BNI with little or no rework required.

Common attributes of an acceptable quality verification document package are defined by Attachment 3, *Quality Verification Document Package Attributes*.

6.1.2 Document Legibility

Each document, to specifically include the G-321-V cover, must be legible and reproducible. Documents with substandard legibility or documents that can no longer be reproduced without substantial degradation to legibility are not acceptable when the legibility issue/concern applies to required technical data or information.

Each document and each entry on each document must be complete. Blank spaces or incomplete entries are not acceptable.

Change made by manual correction should be avoided. If unavoidable, corrections to errors and/or omissions shall be made using the single strike-through method with the initials of the initiator and date of the change noted immediately adjacent to the change. Whiteout™ or similar type products are specifically prohibited and will not be accepted. It must be clear as to what was changed, who initiated the change, and when the change occurred.

6.1.3 Completing Form G-321-V

The G-321-V form must be completed in strict accordance with the form instructions. Read the instructions carefully and completely.

The latest version of form G-321-V as established by the PO, becomes the cover to the quality verification document package. Unless otherwise directed, the form MAY be completed electronically (if provided to the supplier electronically) or MAY be completed exclusively in hardcopy. If completed electronically, the G-321-V format shall not be altered, revised, or modified in any way exclusive of the mandatory entries required. Electronically altered, revised, or modified forms WILL be rejected. Data entries that cause the form to expand will be considered an alteration.

The supplier is responsible and accountable for accurately completing Column 7 and Blocks 8, 9, 10, 11, 12, 13, 14, 15, and 16. The locations of these entries are highlighted in Attachment 5, *Quality Verification Document Package Cover*.

Column 7, Document Page Count, defines the page count for each document type, and for the document package as a whole. The page count will be used to determine if the package is complete when received. Each block within the column must contain a legible and accurate entry, even if the page count is zero. The entry must be accurate - no errors, no omissions. Verify and re-verify the page count. This is a common cause of document package rework.

6.1.4 Package Contents

Document packages should be professional grade in appearance. To the extent possible, documentation should be prepared/presented using current electronic technology for text, print, and/or graphics production. Manual corrections to hardcopy documents should be minimal or not used at all. Document packages that appear to be well organized and prepared, generally are.

Each document and all required information shall comply with the established technical and/or reviewed submittal requirements, as designated in PO Section 3. Document content must be verified as a minimum, against the specification paragraph reference stated in Column 2 of Form G-321-V.

Each page of the document package must clearly include identification of the document category number, as defined by Form G-321-V. Any package containing any page that does not clearly identify the document category number will be rejected. Document type identification should be consistently applied, one page to the next.

Each document package must be assembled using an organized and logical approach. When multiple document packages are used, the approach must be consistent between each package. Documents must be properly sequenced and align exactly with the order presented by the G-321-V cover.

Document packages will include ONLY the required and mandatory documents/information, as defined by for G-321-V. DO NOT include documentation or other information that is not specifically required. Inclusion of non-mandatory documents and/or information will cause unnecessary questions and/or contribute to confusion, irrespective of intent.

The completed documentation package will be evaluated by independent reviewers with little or no knowledge of the suppliers methods, techniques, or manufacturing processes. To the extent possible, the package should be developed using an approach that will require no further explanation or interpretation.

6.1.5 Bechtel National Review

The BNI SQR reviews the package on behalf of BNI, when assigned. To the extent presented, the BNI SQR will progressively review quality verification documents during in-process verification activities, assuring that the final review can be done efficiently and without significant difficulty.

The BNI SQR is not authorized to participate or assist in the preparation of document packages. This is a supplier responsibility.

The BNI SQR reviews the completed document package or portions thereof, in accordance with Attachment 4, *Quality Verification Document Package Review Checklist*. Document packages that meet the checklist attributes as shown, will generally be acceptable to the BNI SQR.

Release to ship the procured material or equipment is dependent upon satisfactory review of the document package by the BNI SQR. Satisfactory review is indicated by the BNI SQR signature on the G-321-V cover.

6.1.6 Document Package Submittal

Upon obtaining the authorized BNI SQR signature (when assigned) in Block 17, preparations shall be made for submitting the completed document package, as instructed by Form G-321-V.

Diligence is required when reproducing the completed package prior to submittal. BNI SQR signed packages that have been reproduced in any way, shall be re-verified by the supplier, to assure that the document package remains accurate and complete, that the page count is correct, and that no degradation in legibility has occurred.

The obligation to deliver an acceptable document package to the shipping destination remains with the supplier.

7.0 **ACCEPTANCE CRITERIA**

N/A

8.0 TRAINING

N/A

9.0 RECORDS

Records generated during the performance of this guide include:

None

10.0 REFERENCES

10.1 INTERFACING REFERENCES

BNI Form G-321-V, Quality Verification Document Requirements

10.2 DEVELOPMENTAL REFERENCES

None

10.3 FORM REFERENCES

None

ATTACHMENT 1 ACRONYMS, ABBREVIATIONS, and DEFINITIONS

ACRONYMS and ABBREVIATIONS

BNI	Bechtel National Inc.
G-321-V	Quality Verification Document Requirements
PO	Purchase Order
SQR	Supplier Quality Representative
WTP	Hanford Tank Waste Treatment and Immobilization Plant

Definitions	
Quality Verification Document	A document or collection of documents, providing objective evidence that specified requirements have been satisfied, to the extent required by an approved Purchase Order. Documents include but are not limited to, inspection reports, test reports, nondestructive examination reports, certificates of compliance, material test reports, and the like. A complete description of quality verification document types is included in BNI form G-321-V, <i>Quality Verification Document Requirements</i> .
Supplier	Any organization or individual who furnishes items or services in accordance with a procurement document. An all-inclusive term used in place of any of the following: vendor, seller, contractor, subcontractor, fabricator, consultant, and their sub-tier levels.

ATTACHMENT 2 QUALITY VERIFICATION DOCUMENT PACKAGE SUCCESS FACTORS

This Attachment defines the success factors that when given the proper degree of commitment and attention, provide a road map to producing and delivering acceptable document packages.

Early Planning - Early Start

Plan for success. Initiate document package preparation activities early in the performance period. Prioritize preparation of the document package. Avoid late starts.

Assigned Accountability - Sufficient Resources Available

Delegate responsibility and authority for document package preparation - early. Provide a clear management commitment to necessary staffing and other required resources for the duration of the performance period.

Early Evaluation and Understanding of Documentation Requirements

Thoroughly investigate, evaluate, and understand the document requirements. Assume nothing. Obtain needed clarification early.

Recognition of G-321-V Revisions - No form/format modifications/alterations

Verify that the cover sheet to the documentation package is the correct revision as established by the Purchase Order. If completing electronically, DO NOT alter, revise, or modify the form in any way. Forms modified in any way will be rejected.

Clear, Well-Defined, and Documented Preparation Process

Establish and document a package preparation procedure and follow it. Assure that assigned responsibilities are clear, accountabilities are established, and that when implemented, an acceptable documentation package will result. Routinely assess/monitor the process.

Package Developed in Parallel with Production Activity

Initiate preparation and assembly of the documentation package prior to and during execution of the work. DO NOT wait or delay - start early.

Bechtel SQR Engaged Early - Address at Initial Visit

Communicate early and often with the BNI SQR, when assigned, regarding document package status. Avoid surprises or last minute starts. DO NOT rely on the SQR to assist in preparing the document package - this is solely a supplier responsibility.

Sample Documentation Package Available

A sample documentation package should be prepared early in the performance period. Properly prepared, the sample will become the template from which the actual document package is prepared.

Attention to Detail - Continuous Progress Monitoring

Each page must be critically examined for accuracy, completeness, and legibility. Periodic in-process reviews will ensure that this standard is initially met and maintained throughout the performance period. Inattention to detail is a leading cause of document package rejections.

Effective Internal Document Review - In Advance

Each page of each package must be verified and re-verified by the supplier. DO NOT request review by the SQR of any document that has not been validated as accurate, complete, and legible by the supplier document package preparation system.

Repetitive presentation of defective documentation to the BNI SQR will result in issuance of a Quality Deficiency Report (QDR) indicating that the supplier process controls are inadequate. The result of this action will be additional delay - attributable directly to the supplier.

ATTACHMENT 3 QUALITY VERIFICATION DOCUMENT PACKAGE ATTRIBUTES

This Attachment defines the common attributes of an acceptable quality verification document package. Documentation packages reflecting these attributes will likely be accepted with little or no rework required.

- Information and Data Complies with Technical Requirements
- Professional Grade Presentation and Appearance
- Accurate in EVERY respect - Zero Defects
- Well Organized, Logically Sequenced
- Adequate Content, Sufficient Detail, Clear Traceability
- Correct and Clear Document Identification
- Complete - every entry, every page
- Legible and Reproducible
- Accurate Page Numbering, Marking, and Count

ATTACHMENT 4 QUALITY VERIFICATION DOCUMENT PACKAGE REVIEW CHECKLIST

This Attachment defines the checklist used by the BNI SQR, when assigned, to evaluate documentation packages for acceptability prior to shipment. Confirm with the assigned SQR the latest revision to this checklist.

FORM G-321-V, QUALITY VERIFICATION DOCUMENT REQUIREMENTS

Prior to acceptance, the completed Form G-321-V meets the following:

- G-321-V Form revision, content, and appearance, match the Purchase Order version, alterations are not permitted
- G-321-V Column 7 and Boxes 8 through 15 is/are complete, accurate, and legible
- G-321-V Box 16 is signed/dated by authorized personnel

QUALITY VERIFICATION DOCUMENT PACKAGE

Prior to acceptance, the contents of the documentation package meet the following:

- Documentation Package is organized, orderly, and logically assembled
- Documentation Package contains only required documentation
- Document Category is identified on each page, as defined by the G-321-V
- Page/sheet identification including Document Category, is clear, correct, and not obscured
- Required technical information is legible and reproducible *
- Documents comply with supplier procedures or instructions, to the extent applicable
- Required technical information complies with specification reference, as defined by Column 2 of the G-321-V.
- Page count is accurate and matches Column 7 of the G-321-V
- Each page/sheet and each entry is complete, no blank or partially complete entries
- Each page/sheet is traceable to the material, process, or activity, as applicable
- Corrections are made using single line-through technique and individually initialed and dated, no white-out
- Listed dates are accurate and reflect the actual sequence of events, to the extent known or observed
- Signatures are affixed and accurately dated, by authorized personnel

For Material Test Reports specifically:

- Manufacturer Name and Location are identified as required by material specification
- Report complies with applicable material specification(s)

- Heat Numbers are traceable to the material, to the extent required
- Material is correctly identified and includes as applicable, material specification, type, grade, addenda, and size
- Chemical and/or physical test results are within required material specification limits
- Heat treatment information is identified as applicable, to include, time, temperature, and cooling process
- Results of specified supplemental requirements are identified, including as applicable, NDE, Proof Load Tests, Hydrostatic Tests, Charpy Impact Tests, Hardness Tests, Delta Ferrite Content, Diffusible Hydrogen Content, etc.

Upon satisfactory review of the complete documentation package, the BNI SQR performs the following:

- Stamp or sign each page/sheet reviewed and accepted, if not previously completed
- Initial all entries in Column 4 of the G-321-V (even if page count is 0)
- Complete each entry on Line 17 of the G-321-V, sign and date
- Confirm One (1) complete and approved package is included by the Supplier with each shipment, as applicable

Documents with substandard legibility or documents that can no longer be reproduced without substantial degradation to legibility are not acceptable when the legibility issue/concern applies to required information.


ATTACHMENT 5 QUALITY VERIFICATION DOCUMENT PACKAGE COVER SHEET

This Attachment highlights the portions of Form G-321-V that require completion by the supplier.

1. DOCUMENT CATEGORY NUMBER	2. SPECIFICATION PARAGRAPH REFERENCE	3. DOCUMENT DESCRIPTION	4. BECHTEL RELEASE	5. FIELD RECEIPT INSPECTION CHECK-IN	6. REMARKS	7. DOC. SUPPLIER PAGE COUNT

BLOCKS
8 - 16

COLUMN
7

8. SUPPLIER'S ORDER NO.	9. SUPPLIER'S PART NO.	10. SUPPLIER'S PART NAME	11. QUANTITY
12. BECHTEL PO NO. 24590-	13. BECHTEL'S TAG OR EQUIPMENT NO.	14. BECHTEL'S PART NAME	15. PO ITEM NO.
16. SUPPLIERS CONFORMANCE STATEMENT We certify that the work and required documents meet the requirements of the procuring documents.	Authorized Supplier Signature	Title	Date
17. BECHTEL QUALITY REPRESENTATIVE AT PLANT Work was released based on satisfactory completion of quality surveillance and review of documentation.	<input type="checkbox"/> WITH AUTHORIZED DEVIATIONS NOTED IN COLUMN 6 <input type="checkbox"/> NO DEVIATIONS		Signature of Bechtel SQR Date
18. RECEIVING INSPECTION AT THE FIELD This form and the Quality Verification Documents referenced hereon have been received and their relationship to the hardware items verified.	Signature of Bechtel Field Inspector		Date
19. FORWARD COPIES TO: Bechtel National, Inc. 2435 Stevens Center Place Richland, WA 99352 Attn: Mel Hill, Project Field Procurement Manager		SPECIAL INSTRUCTIONS: Each page of the documentation package shall be identified with the applicable Document Category Number (column 1) listed above. Documents should not be tabulated (column 7) in more than one category. Mail the complete package to Bechtel Field Procurement Manager within 3 days. One complete copy of the package to be sent with the shipment.	
	20. REQUISITION TITLE	21. REQUISITION NO.	22. REV. NO.
Form G-321-V	SUPPLIER DOCUMENT SUBMITTAL REQUIREMENTS © 2002 Bechtel National Inc.	Page 15 of	