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PROM 088 - G06	Guidance	Issue: 1	Date: 20/3/17
Generic Schedule of Documents for Procurement Contracts			

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1. Introduction

This document, in support of PROM 088, provides guidance for INS personnel to specify what documentation should be supplied by a Contractor under a procurement contract.

2. Scope of guidance

Under PROM 088, INS will prepare information to feed into a Request For Quotation (RFQ) to be issued to tenderers for the supply of goods and/or services. A Schedule of Documents will be included as an appendix to Schedule 1 of the RFQ. This Schedule of Documents will specify the documentation to be submitted or made available to INS during the course of a contract, a brief description of the document, the relevant Quality Grade (see PROM 088 – S01) and whether the document is to be submitted for information or INS acceptance, or made available to INS at works. This Guidance is intended to inform the selection of the documents required by INS in each specific contract.

3. Guidance

Appendix 1 of this Guidance is intended to provide the demander of the goods and/or services from a Contractor with a generic set of documents that may be required from the Contractor. It is for the demander to confirm with the appropriate INS function (for example, Engineering or PAS) what documents should be provided under the contract. A contract specific Schedule of Documents will then be included as an appendix to Schedule 1 of the RFQ/ draft contract.

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Appendix 1

Generic Schedule of Documents

This Appendix identifies the document submissions the Contractor may need to make to INS, or documents to be made available to INS, during a Contract. Specific requirements for a Contract (a subset of the items below) will be identified in Schedule 1 of the Contract.

Document description	Requirements	Quality Grade	When required	For INS review at Contractor or Subcontractor	Submitted to INS for information	Submitted to INS for acceptance
Manufacturing documentation	The requirements for the submission of manufacturing documentation (with the exception of Process Outline and Quality Plans) for INS acceptance will be identified in the INS manufacturing specification(s) referenced in Schedule 1 of the Contract.	1 2 3	See manufacturing specification			*
Approved/Prohibited Material List	A controlled list of materials that are either approved or prohibited for contact with product during manufacture and storage. Materials can only be included on such lists based on evidence from, for example, specifications or documented tests	1 2	1 month before start of manufacture	*		
Audit programme	A programme of Contractor internal audits and external audits of Subcontractors	1 2 3	1 month after contract signature		*	
Audit reports	Copies of specific Contractor internal or external audit reports requested by INS	1 2 3	As requested by INS		*	
Contract Programme	<p>The Contract Programme shall include all Contractor and Subcontractor activities necessary to deliver the scope of work. It shall show the critical path and all significant activities to be performed, including all logic links between relevant activities. It shall be broken down into measurable periods to facilitate checks at the progress meetings. It shall include holiday periods where this will affect delivery, any known periods of relevant works shut down and any periods of preparation or other non-productive time.</p> <p>The Contract Programme shall include all Contractor and Subcontractor documents in the Schedule of Documents. It shall allow 20 working days from receipt for INS review of documentation where required. Additional time required due to deficiencies, omissions or errors by the Contractor shall be the responsibility of the Contractor, and the</p>	1 2 3	<p>20 days after contract signature</p> <p>Monthly thereafter</p>			*

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Document description	Requirements	Quality Grade	When required	For INS review at Contractor or Subcontractor	Submitted to INS for information	Submitted to INS for acceptance
	<p>Contractor shall be responsible for recovering any such time so lost, hence maintaining the programme.</p> <p>The durations of activities shall be consistent as far as reasonably practicable with a P50 programme (that is, activity completion dates shall have a 50% probability of being achieved).</p> <p>The Contract Programme shall be provided to INS by email as a Microsoft Project mpp file and as a pdf file.</p> <p>The Contract Programme shall be updated/issued monthly to INS one week before the relevant Progress Meeting, although INS reserves the right to request a more frequent issue if the Contractor is not meeting programme dates.</p> <p>If requested, the Contractor shall provide relevant details to substantiate the duration of any activity. If requested, the Contractor shall submit to INS more detailed programmes of specific sub-tasks on the Contract Programme with the form and content agreed with INS.</p>					
Development Plans and Reports	If the Contract requires a manufacturing process that is different from existing Contractor or Subcontractor processes, a new/different manufacturing process may need to be developed. In this circumstance the Contractor or Subcontractor will need to prepare a Development Plan to specify what testing will be done, implement the testing and report the testing in a Development Report. Note that if this is a special process, formal qualification of the process will then be required after completion of the Development Report	1 2 3	1 month before testing (DP), 1 week after test (DR)			*
Handling, storage and shipping procedures	Procedures for the handling, storage and shipping of products	1 2 3	1 month before Quality Release		*	
Manufacturing, inspection and test documentation (generic)	All generic (that is, not contract specific) shop floor procedures/instructions required for, for example, operations, inspection, testing, material control, storage control, MTE calibration and control, cleaning, approved/prohibited materials. This documentation shall be fully approved and available at both the Contractor's and	1 2 3	1 month before start of manufacture	*		

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Document description	Requirements	Quality Grade	When required	For INS review at Contractor or Subcontractor	Submitted to INS for information	Submitted to INS for acceptance
	Subcontractor's facilities.					
Manufacturing, inspection and test document list (generic)	A list of generic (that is, not contract specific) shop floor procedures/instructions that shall include the title, reference and current issue number of the documents that the Contractor will be using for the Contract. This will include, but not be limited to, procedures related to operations, inspections, testing, material control, storage control, MTE calibration and control, cleaning, approved/prohibited materials.	1 2	1 month after contract signature		*	
High level QMS description	High level generic (not contract specific) description of the Contractor's QMS, which may be in the form of an Integrated Management System Manual, Quality Manual or equivalent. Updates to be provided to INS as required	1 2 3	With Tender As required		*	
LTQR Data Package structure	The Contractor shall propose a structure of the LTQRs in the form of a 'contents' list. See PROM 088 – S07	1 2 3	1 month before start of manufacture			*
LTQR Data Package	The Lifetime Quality Records (LTQRs) shall meet the requirements of PROM 088 – S07. They shall be compiled in the structure agreed as above.	1 2 3	With shipment to INS/customer			*
Manufacturing Deviation Form	The Contractor shall apply for Technical Queries, Production Permits or concessions using the INS Manufacturing Deviation Form PROM 088 – F06	1 2 3	As required			*
Manufacturing drawings (Contractor and Subcontractor)	INS has provided design intent drawings in the Contract which should not be used for manufacture. A set of manufacturing drawings shall be prepared by the Contractor and Subcontractor that are consistent with the manufacturing process and when implemented will result in product that meets the design intent in the Contract	1 2 3	1 month before start of manufacture		*	
Material Specifications	A detailed specification for a material	1 2	1 month before start of manufacture			*
Non-Conformance Reports and Concessions	The Contract requires non-conformances to be documented in a Non-Conformance Report (NCR). A Concession (based on the NCR) shall be issued by the Contractor or Subcontractor if INS acceptance of non-conforming product is to be requested	1 2 3	Within 5 working days of an issue being discovered			*
Personnel qualification certificates	Qualification certificates for personnel carrying out special processes (such as welding, non-destructive testing) shall be made available	1 2	2 weeks before start of manufacture	*		

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Document description	Requirements	Quality Grade	When required	For INS review at Contractor or Subcontractor	Submitted to INS for information	Submitted to INS for acceptance
Process Outline	A high level description of the sequence of the overall manufacturing process and references to associated key documents (such as Quality Plans) shall be prepared. This shall meet the requirements of PROM 088 – S05	1 2	Draft with Tender 1 month after contract signature			*
Process Qualification Plans (Contract specific)	Special processes (such as welding, metal forming of critical components, heat treatment, non-destructive testing, material finishes) shall have process qualification plans (a definition of a series of tests to be performed, varying all inputs into the process) and qualification reports (the results of the tests and recommended equipment settings). The Contractor or Subcontractor shall prepare Contract specific Qualification Plans as necessary for processes required to deliver the Contract requirements but for which existing generic process qualification is not adequate or does not exist.	1 2	1 month before start of manufacture			*
Process Qualification Reports (Contract specific)	Following implementation of the process qualification testing as specified in the Qualification Plan referred to above, the Contractor or Subcontractor shall prepare Contract specific Qualification Reports of the testing results and the recommended equipment settings as a result	1 2	2 weeks before start of manufacture			*
Process Qualification Plans and Reports (generic)	The Contractor shall make available at the Contractor or Subcontractor facilities the Qualification Plans and Qualification Reports for the generic special processes to be used on the Contract.	1 2	1 month before start of manufacture (if requested)	*		
Product Specification (if applicable)	A detailed specification for each product (if applicable)	1 2	1 month before start of manufacture			*
Process Specification (if applicable)	A detailed specification for each process (if applicable)	1 2	1 month before start of manufacture			*
QA Programme (Contractor and Subcontractor)	The QA Programme identifies the contract-specific controls to be applied for all aspects of the Contract to ensure that the quality requirements will be met. This shall meet the requirements of PROM 088 – S04	1 2	With Tender 2 weeks after contract signature			*
Quality Plans (Contractor and Subcontractor)	Quality Plans address all aspects of the inspections and testing during manufacture. QPs shall meet the requirements of PROM 088 – S06	1 2 3	1 month before start of manufacture			*

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Document description	Requirements	Quality Grade	When required	For INS review at Contractor or Subcontractor	Submitted to INS for information	Submitted to INS for acceptance
Schedule of proposed Subcontractors	The Contractor shall complete INS Form 6200 which will identify all Subcontractors that the Contractor proposes to use	1 2 3	With tender 1 week after contract signature			*
SME expenditure report	A SME Expenditure Report shall be provided by the Contractor	1 2 3	Quarterly		*	
Templates for inspection and testing records	Any templates used by the Contractor or Subcontractor for recording the inspection and test results specified in the Quality Plans (which could be sheets, forms, reports)	1 2	1 month before start of manufacture			*
Weld procedures and inspections	The Contractor shall provide all weld and weld inspection procedures to INS for acceptance. Note welding is a special process as defined in PROM 088 – S03.	1 2 3	1 month before start of manufacture			*
Weld repair or rework procedures and inspections (Contractor and Subcontractor)	If the standard welding process and subsequent inspection results in non-conforming product, and if the Contractor or Subcontractor proposes to repair or rework the weld to make it conforming rather than scrap the product, the Contractor or Subcontractor shall prepare a suitable procedure to repair or rework the weld. The corresponding product NCR will need to provide full justification of why the repair or rework is acceptable (that is, demonstrate clearly that the product after repair or rework meets all INS requirements). This repair or rework procedure shall be fully consistent with the NCR justification	1 2	1 month before start of manufacture			*

Note: all documents in the Schedule of Documents that are submitted to INS shall be provided under a Transmittal email, with the exception of the following (which can be provided under a 'normal' email):

- Audit reports
- Contract Programme
- NCRs
- Production Permits
- Progress reports
- SME Expenditure Report
- Technical Queries