| | | | |
|---|---|---|---|
| **PROM 088 – S05** | **Specification** | **Issue:** 1 | **Date:** 20/3/17 |
| **INS Process Outline Requirements** | | | |

UNCONTROLLED WHEN PRINTED

| | | |
|---|---|---|
| **Author:** J Cooch | **Owner:** J Cooch | |
| **AUTHORISATION**<br><br>**Date:** 20/3/17 | A Brown | (Signature)<br><br>N.B. only required for hard copy |

If issued externally:

| | | | |
|---|---|---|---|
| **Controlled Copy No.** | (Enter No.) | **Issued to:** | (Name) |

AMENDMENT RECORD

| **REPLACES:** (N/A) | | |
|---|---|---|
| **Issue No.** | **Date** | **Summary of Amendment** |
| **1** | **20/3/17** | **First Issue** |
| | | |
| | | |

## Contents

## Introduction

Contractors will usually control the manufacture of products and parts thereof using Quality Plans (QPs), as this is a requirement of ISO 9001. However, for goods and services that have an impact on nuclear safety, International Nuclear Services Ltd (INS) has a Contract requirement for the Contractor to provide specific and higher level details of the full manufacturing, inspection and testing process to ensure that the complete process is suitably defined and controlled, and that the quality requirements of the Contract will be met. These details shall be provided by the Contractor in the form of a Process Outline.

This document is intended to specify in detail the requirements of the Process Outline that shall be issued to INS for acceptance. Where relevant, INS will request a draft Process Outline with the Tender and the formal Process Outline in accordance with the Schedule of Documents in Schedule 1 of the Contract.

The INS Contract Quality Requirements Manual (PROM 088 – S03, Reference 1) refers to Quality Grading of products and services. The requirements of each Quality Grade are identified using the key shown to the right of each heading or subheading as follows:


All clauses within the heading or subheading shall apply to these specified Quality Grades. The example above indicates that all clauses in that heading or subheading are applicable to Quality Grade 1, Quality Grade 2 and Quality Grade 3. Note that the requirement for a Process Outline applies to Quality Grades 1 and 2 only.

## 1. General

1.1. The required structure of the Process Outline is specified in Appendix 1.

1.2. A draft Process Outline will be requested in the Request for Quotation (RFQ). The intention is that the draft (partly completed) Process Outline provided with the Tender gives confidence to INS that the Contractor has a comprehensive and well defined manufacturing, inspection and testing process that will result in the quality requirements of the Contract being met.

1.3. The Process Outline provided post Contract award is intended to include all requirements of Appendix 1.

1.4. The Process Outline shall be provided to INS for acceptance in accordance with the Schedule of Documents in Schedule 1 of the Contract and Reference 1.

1.5. Note that Quality Plans (Reference 2) shall be consistent with the Process Outline.

## 2. References

1: PROM 088 – S03, INS Contract Quality Requirements Manual
2: PROM 088 – S06, INS Quality Plan requirements

## Appendix 1

## Process Outline requirements

The Process Outline shall include the following:

1. Scope

   *A description of the action taken by the Contractor/Subcontractor to assure compliance to manufacturing, quality and technical specification requirements in the manufacture of the product and its component parts.*

   *A statement that the shop floor operating procedures, inspection and test procedures and other relevant documentation referenced in the Process Outline are available at the Contractor/ Subcontractor, and (with the exception of Quality Plans (QPs)) may be revised without obtaining INS acceptance for shop floor use, provided the revisions do not include changes to the sequence of process steps or to the critical parameters stated therein.*

2. Applicable general documents

   *Include general process specifications (eg component cleaning, calibration) not referred to in Section 4.*

3. Process flow chart

   *Include a process flow chart of all manufacturing and inspection/test activities that shows:*

   *i. feed components coming in at appropriate steps;*

   *ii. basic steps and where there are repeat steps;*

   *iii. functional responsibilities (eg squares are manufacturing, circles are QC).*

4. Sequence description

   *This section should comprise a landscape table that has columns for the following:*

   *i. step number (sequential);*

   *ii. function responsible for this step (eg manufacturing, QC);*

   *iii. step description (eg release from store, material feed, weld, cut to shape, inspect dimensions, prepare weld sample, weld rework);*

   *iv. step controlling procedure (reference and issue number of Operating Procedure (OP) or QP);*

   *v. relevant clause of the step controlling procedure;*

   *vi. any applicable process qualification report for the step (reference and issue number);*

   *vii. equipment used in the step (eg Vernier callipers, TIG welding m/c, CCMM);*

*viii. any INS Hold or Witness Points for this step;*

*ix. is a signoff required for step (yes/no for operator or QC inspector signoff);*

*x. what record is available for completion of this step (eg inspection sheet, N/A).*

5. Conventional Off The Shelf (COTS) items/raw materials

*List of raw materials, eg pins as per applicable drawing, glue as per specification X, and proprietary items bought-in.*

6. Visual standards

*List of visual standards used (if any).*

7. Contact materials

*Reference to Approved Materials List or Prohibited Materials List as relevant.*