

PROM 088 – S07	Specification	Issue: 2	Date: 09/05/18
INS Records Requirements (including Lifetime Records)			

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AMENDMENT RECORD

REPLACES: Issue 1		
Issue No.	Date	Summary of Amendment
1	20/3/17	First Issue
2	9/5/18	Addition of 'route cards' to the Appendix, clarification in Section 2.6 of the reference to the Schedule of Manufacturing Documents

Contents

Section	Title	Page
	Introduction	3
1	General	4
2	Lifetime Quality Records	4
3	Internal records	5
4	References	5
	Appendix	
1	Record requirements matrix	6

Introduction

International Nuclear Services Ltd (INS) has specific requirements for records generated by a Contractor associated with the provision of goods and services. Indeed, without a full set of records prepared in accordance with the Contract requirements, assets manufactured or documentation provided by the Contractor cannot be used by INS.

This document is therefore intended to specify in detail the records that need to be prepared, stored and submitted to INS during the course of the Contract. As this is a generic document, the Manufacturing Specification(s) identified in Schedule 1 of the Contract will identify any records required that are additional to this specification.

In general, records generated during the manufacture of assets or the provision of services fall into two categories as follows:

1. Records that will be stored by the Contractor in accordance with the Contract requirements, but will also be submitted to INS. These are 'Lifetime Quality Records' (LTQRs). The LTQRs will be provided by the Contractor when associated product(s) are subject to quality release. Note that LTQRs are considered to be one of the principal forms of objective evidence of quality assurance.
2. Records that will be stored by the Contractor in accordance with the Contract requirements, but will not be submitted to INS (although these records shall be made available to INS for inspection if requested). These are 'internal records'.

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.



1. General

- 1.1. The Contractor shall ensure that generation and compilation of quality records commences following commencement of the Contract and relevant Quality Plan (QP) acceptance.
- 1.2. Records of inspections and tests as required by QPs shall be stamped/signed/initialled/dated as relevant by the inspector carrying out the test immediately after the inspection or test.

2. Lifetime Quality Records

- 2.1. The Contractor and Subcontractors shall prepare Lifetime Quality Records (LTQRs) in accordance with this specification during the Contract as necessary to facilitate the timely acceptance by INS of the products. The Contractor shall also provide any additional LTQRs specified in the Manufacturing Specification(s) identified in Schedule 1 of the Contract.
- 2.2. The Contractor shall ensure that all LTQRs (including those generated by Subcontractors) are fully completed and compiled concurrently with the activity to which they relate.
- 2.3. The LTQR pack shall be presented to INS as early as possible to permit acceptance at the time of the quality release of the corresponding products.
- 2.4. The Contractor shall monitor continually the development, quality and status of the essential documents.
- 2.5. To enable clear provenance, the Contractor shall ensure that all documentation is legible, dated, clean, readily identifiable and maintained in an orderly manner.
- 2.6. LTQRs shall be provided by the Contractor in accordance with the quality requirements in the Contract. LTQRs shall be collated and presented by the Contractor using a structure (index) to be agreed with INS in accordance with the Schedule of Manufacturing Documents in the Manufacturing Specification identified in Schedule 1 of the Contract.
- 2.7. The first page of the LTQRs shall include the following as appropriate:
 - i. project description;
 - ii. Contract number;
 - iii. Contractor/Subcontractor name, address and telephone number;
 - iv. plant item numbers;
 - v. plant system number (if appropriate) and title;
 - vi. equipment titles.
- 2.8. The generic LTQRs required are specified in the matrix in Appendix 1. They shall include but are not limited to copies of the approved Process Outline (if relevant), approved Quality Plans (QPs), raw material certifications, all original and fully signed inspection and test records as required by the QPs, lists of Non-Conformance Reports, concessions and relevant process qualification reports. The Manufacturing Specification(s) identified in Schedule 1 of the Contract will

Issue: 2

specify any LTQRs required that are additional to this specification.

- 2.9. The LTQRs shall be collated by the Contractor and contain a table of contents listing all the documents and their page numbers within the package. All pages shall be stamped with a unique page number.
- 2.10. The final LTQR package shall represent the complete record of the manufacture and the paper copy (see below) shall be provided to INS, suitably bound and indexed, prior to Quality Release of the equipment.
- 2.11. Following INS acceptance of the LTQRs, the LTQRs shall be forwarded by the Contractor to the INS Superintending Officer (SO) as specified in the Contract. The Contractor shall provide the following:
 - i. one paper copy containing the original Contractor, Subcontractor and supplier certification;
 - ii. one electronic version as pdfs on a DVD disk (DVD-R format unless otherwise agreed). These shall be scanned copies of the paper copy referred to above.

3. Internal Records

- 3.1. Contractor internal records are specific original records to be stored by the Contractor in accordance with the requirements of the Contract where there is no requirement to provide copies to INS. These Contractor internal records are specified in the matrix in Appendix 1.
- 3.2. INS shall have free access to the Contractor internal records at all reasonable times.
- 3.3. Disposal arrangements of the Contractor internal records shall follow the requirements of the Contract.

4. References

- 1: PROM 088 – S03, INS Contract Quality Requirements Manual.

Appendix 1

Record requirements matrix



The record requirements for Quality Grades 1 and 2 are as follows (as relevant to the Contract):

Record requirements (manufacturing related)			
Key: LTQR – original record to be included in the Lifetime Quality Record (LTQR) package prepared by the Contractor I – original record to be stored by Contractor/Subcontractor as per Contract requirements (not to be included in LTQR package) N – record not required to be retained Contractor means Contractor and Subcontractor where relevant			
Items (as relevant to the Contract)	Final Assemblies	Component Parts	Conventional off the shelf items (COTS) [†]
Quality Release documentation	LTQR	I	I
Manufacturing drawing list (incl revision) (Contractor)	LTQR	LTQR	N/A
Manufacturing drawings (Contractor)	I	I	N/A
Engineering Change Notices (or equivalent) (Contractor)	I	I	N/A
Quality Plans with record check signoffs completed	LTQR	LTQR	N/A
Manufacturing procedures referenced in Quality Plans	I	I	N/A
Inspection and test procedures referenced in Quality Plans	LTQR	LTQR	N/A
Route cards	I	I	N/A
Generic procedures/records (eg cleaning, calibration)	I	I	N/A
List of materials/batches used in each item (traceability)	LTQR	LTQR	N/A
Supplier Certificates of Conformity (including unique identity of item)	N/A	LTQR (if applicable)	LTQR
Material Certifications	LTQR (if applicable)	LTQR	LTQR
Material Test Certificates for each material batch	LTQR (if applicable)	LTQR (if applicable)	LTQR (if applicable)
Weld documentation: - process procedures - process qualification reports - consumable material certifications - weld inspection results (eg radiographic films, UT output, digital record of same – not just pass/fail) - weld maps	LTQR LTQR LTQR LTQR LTQR	LTQR LTQR LTQR LTQR	N/A N/A N/A N/A
Welder qualifications	LTQR	LTQR	N/A
Other novel or special processes: - process procedures - process qualification reports	LTQR LTQR	LTQR LTQR	N/A N/A
Original inspection and test records required by the Quality Plans: - inspection records (dimensional, weight, surface finish, other) - finishes (painting, other) - corrosion/metallurgical/dye pen test records - heat treatment records - leak testing records - test certificates for lifting equipment (including proof load testing) - sample chemical/physical destructive analysis records - process development reports/results - other inspection/test records as required by the QP	LTQR	LTQR	N/A
Production Permits	LTQR	LTQR	N/A
Technical Queries	I	I	N/A
List of non-conformance reports	I	I	N/A
Non-conformance reports (Contractor internal only)	I	I	N/A
Concessions accepted by INS	LTQR	LTQR	N/A
Approved/prohibited material lists	I	I	N/A
Additional requirements in Manufacturing Specifications	LTQR (if applicable)	LTQR (if applicable)	LTQR (if applicable)

Note:

[†] COTS will include bought in raw materials, proprietary items, etc.

Record requirements (software/other documentation)	
Key: LTQR - original record to be included in the Lifetime Quality Record (LTQR) package (INS) – INS responsibility to include in LTQR package (Contractor) – Contractor responsibility to include in LTQR package Contractor internal - original record to be stored by Contractor/Subcontractor as per Contract requirements (not to be included in LTQR package) INS internal – original record to be stored by INS in accordance with record retention process (not to be included in LTQR package) N – record not required Contractor means Contractor and Subcontractor where relevant	
Item	Record requirement
Index of Contents	LTQR (Contractor)
Consolidated Contract document	INS internal
Variation Instructions/Amendments	INS internal
Contract drawing/specification list (incl revision)	LTQR (INS)
List of Subcontractors (Form 6200)	LTQR (INS)
QA Programme	LTQR (Contractor)
Process Outline (Contractor)	LTQR (Contractor)
Document of Conformity (DOC for 'CE' marked items)	LTQR (INS)
Design Review records	INS internal/Contractor internal (as appropriate)
Design/Licensing Reports	INS internal/Contractor internal (as appropriate)
References used in Design/Licensing Reports	INS internal/Contractor internal (as appropriate)
Calculation Sheets (including associated software outputs)	INS internal/Contractor internal (as appropriate)
Handling/storage procedures	INS internal/Contractor internal (as appropriate)
Computer software records	INS internal/Contractor internal (as appropriate)
Operational support documents	INS internal/Contractor internal (as appropriate)
Transmittal emails of accepted documentation in Schedule of Documents	INS internal

Note: copies of documentation/drawings/data submitted under Transmittal Emails do not need to be included in the LTQR package

The record requirements for Quality Grade 3 are as follows (as relevant to the Contract):

Record requirements (manufacturing related)			
Key: LTQR – original record to be included in the Lifetime Quality Record (LTQR) package prepared by the Contractor I – original record to be stored by Contractor/Subcontractor as per Contract requirements (not to be included in LTQR package) N – record not required to be retained Contractor means Contractor and Subcontractor where relevant			
Items (as relevant to the Contract)	Final Assemblies	Component Parts	Conventional off the shelf items (COTS) [†]
Quality Release documentation	LTQR	I	I
Manufacturing drawing list (incl revision) (Contractor)	LTQR	LTQR	N/A
Manufacturing drawings (Contractor)	I	I	N/A
Engineering Change Notices (or equivalent) (Contractor)	I	I	N/A
Quality Plans with record check signoffs completed	LTQR	LTQR	N/A
Manufacturing procedures referenced in Quality Plans	I	I	N/A
Inspection and test procedures referenced in Quality Plans	I	I	N/A
Route cards	I	I	N/A
Generic procedures/records (eg cleaning, calibration)	I	I	N/A
List of materials/batches used in each item (traceability)	LTQR	LTQR	N/A
Supplier Certificates of Conformity (including unique identity of item)	N/A	LTQR (if applicable)	LTQR
Material Certifications	LTQR (if applicable)	LTQR	LTQR
Material Test Certificates for each material batch	LTQR (if applicable)	LTQR (if applicable)	LTQR (if applicable)
Weld documentation:			
- process procedures	I	I	N/A
- process qualification reports	I	I	N/A
- consumable material certifications	I	I	N/A
- weld inspection results (eg radiographic films, UT output, digital record of same – not just pass/fail)	LTQR	LTQR	N/A
- weld maps	LTQR	LTQR	N/A
Welder qualifications	I	I	N/A
Other novel or special processes:			
- process procedures	I	I	N/A
- process qualification reports	I	I	N/A
Original inspection and test records required by the Quality Plans:			
- inspection records (dimensional, weight, surface finish, other)			
- finishes (painting, other)			
- corrosion/metallurgical/dye pen test records			
- heat treatment records			
- leak testing records			
- test certificates for lifting equipment (including proof load testing)			
- sample chemical/physical destructive analysis records			
- process development reports/results			
- other inspection/test records as required by the QP			
Production Permits	LTQR	LTQR	N/A
Technical Queries	I	I	N/A
List of non-conformance reports	I	I	N/A
Non-conformance reports (Contractor internal only)	I	I	N/A
Concessions accepted by INS	LTQR	LTQR	N/A
Approved/prohibited material lists	I	I	N/A
Additional requirements in Manufacturing Specifications	LTQR (if applicable)	LTQR (if applicable)	LTQR (if applicable)

Note:

[†] COTS will include bought in raw materials, proprietary items, etc.

Issue: 2

Record requirements (software/other documentation)	
Key: LTQR - original record to be included in the Lifetime Quality Record (LTQR) package (INS) – INS responsibility to include in LTQR package (Contractor) – Contractor responsibility to include in LTQR package Contractor internal - original record to be stored by Contractor/Subcontractor as per Contract requirements (not to be included in LTQR package) INS internal – original record to be stored by INS in accordance with record retention process (not to be included in LTQR package) N – record not required Contractor means Contractor and Subcontractor where relevant	
Item	Record requirement
Index of Contents	LTQR (Contractor)
Consolidated Contract document	INS internal
Variation Instructions/Amendments	INS internal
Contract drawing/specification list (incl revision)	LTQR (INS)
List of Subcontractors (Form 6200)	LTQR (INS)
Document of Conformity (DOC for 'CE' marked items)	LTQR (INS)
Design Review records	INS internal/Contractor internal (as appropriate)
Design/Licensing Reports	INS internal/Contractor internal (as appropriate)
References used in Design/Licensing Reports	INS internal/Contractor internal (as appropriate)
Calculation Sheets (including associated software outputs)	INS internal/Contractor internal (as appropriate)
Handling/storage procedures	INS internal/Contractor internal (as appropriate)
Computer software records	INS internal/Contractor internal (as appropriate)
Operational support documents	INS internal/Contractor internal (as appropriate)
Transmittal emails of accepted documentation in Schedule of Documents	INS internal

Note: copies of documentation/drawings/data submitted under Transmittal Emails do not need to be included in the LTQR package