

Brookhaven National Laboratory/ Light Sources Directorate						
<b>Subject:</b>	<b>Purchase Requisition Review for Quality-related Requirements</b>					
<b>Number:</b>	<b>DL-QAP-0507</b>	<b>Revision:</b>	<b>A</b>	<b>Effective:</b>	<b>4/25/2008</b>	<b>Page 1 of 3</b>
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\*Approval signatures on file with master copy.

[Revision Log](#)

## 1.0 PURPOSE

To establish NSLS and NSLS II specific responsibilities and procedures for selecting and applying quality related requirements for outside suppliers of BNL.

## 2.0 SCOPE

This document is a supplemental procedure to the BNL SBMS subject area "[Purchase Requisition Review for Quality-related Requirements](#)" and provides department specific instructions for certain topics.

## 3.0 REFERENCES

- 3.1 "[Purchase Requisition Review for Quality-related Requirements](#)" subject area.
- 3.2 [Supplier Quality Assurance Requirements \(BNL-QA-101\)](#) (MS Word)

## 4.0 DEFINITIONS

- 4.1 "[Purchase Requisition Review for Quality-related Requirements](#)" subject area definitions.

## 5.0 PROCEDURE

- 5.1 Follow the procedures indicated in the SBMS "[Purchase Requisition Review for Quality-related Requirements](#)" subject area, unless otherwise stated in this supplemental procedure.
- 5.2 Completed Requisitions (REQs) detailing all technical and quality-related requirements undergo appropriate department review and approval.
- 5.3 The requisitioner or responsible individual forwards to the NSLS or NSLS II [Quality Representative \(QR\)](#) or designee for review those REQs that meet the following review criteria:
  1. Items classified as A-1 (Critical) and A-2 (Major); or
  2. REQs with a total value of \$10,000 or more; or
  3. Items used to Prevent, Mitigate, or Quantify a Radiological Hazard.

In general the QR will review the following REQ areas:

1. ESH&Q Risk Level (QA Category) for each item;

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2. Item description/comments (referencing proper Specification/Drawing number, Quotation, etc.);
  3. QA supplier requirements;
  4. Evaluation of QA Quality Program (A1 & A2);
  5. Document Review (missing or voided).
- 5.4 The REQ is then forwarded to the NSLS or NSLS II Administrator or responsible individual for review and approval prior to submitting to PPM.

