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Approved Suppliers List

Exemptions:
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Prepared by:	J. Cho Signature & Date	2 July 2014	
	Purchasing Manager Position Title		
Approved by: (Document Owner)	J. Cho Signature & Date	2 July 2014	
	Purchasing Manager Position Title		

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1 Process Description

1.1 Purpose

This procedure describes the process for the establishment and maintenance of the approved suppliers list.

1.2 Process Boundaries

The process begins with a request to add a supplier to the approved supplier list and ends with an acceptable supplier added to the approved supplier list. The process is triggered by the need to use suppliers to provide items or services. The final output of the process is an accurate approved supplier list for acceptable and active suppliers.

1.3 General

Black and McDonald performs due diligence to ensure that items and services continually meet requirements by only purchasing from approved suppliers who have the required management system/quality assurance program and have demonstrated capability and capacity to provide the required item or service.

Requirements of this procedure shall apply to all purchases where a required management system/quality assurance standard has been specified.

1.4 The Approved Suppliers List

The ASL contains suppliers qualified and approved by the Quality Assurance Manager to supply items and services to a required management system/Quality Assurance standard. The ASL shall be a controlled and be accessible in a read-only format for all staff. The ASL shall include the following information for each approved supplier:

a) Supplier name and division if applicable

b) Address

c) Management system/quality assurance standard for which they are approved

d) Third party certificate number if applicable and expiry date of said certificate

e) Audit/Surveillance number

f) Product or service scope

g) Date approved

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h) Expiry date

i) Restrictions

j) Basis for Qualification

k) Additional notes

Black & McDonald may utilize the customers ASL for the purpose of qualifying suppliers. However Black & McDonald shall retain the responsibility for the acceptability of the supplier's on their ASL. If the customer's ASL is used as the basis of determining the acceptability of suppliers, then Black & McDonald shall determine through objective evidence that the customer's supplier qualification process meets requirements and the customer shall be on the Black & McDonald ASL to perform supplier qualification. This may be by audit in accordance with BM-PROC-034, Audit or surveillance in accordance with BM-PROC-036, Surveillance.

For primary suppliers that are providing Engineering, Procurement or Construction services and are assigned all or the majority of the nuclear customers "Scope of Work" qualification shall be by a full scope audit in accordance with BM-PROC- 034, Audit.

1.5 Request Adding Supplier to the ASL

The requisitioner shall determine and identify the required management system/quality assurance standard in the requisition in accordance with BM-PROC-031, Purchasing of Items and Services.

Request for adding suppliers to the ASL shall be initiated by the Purchasing Manager or delegate by completing BM-216, ASL Request, and submitted to the QA Manager.

For suppliers of pressure boundary items and services, supplementary requirements to approve and add suppliers are identified in PGR-003, Nuclear Pressure Boundary QA Manual.

1.6 Qualification of the Suppliers Management System/Quality Assurance Program

Suppliers shall be independently assessed by the QA Manager, or delegate, based on the management system/quality assurance requirements specified by the responsible Engineering Organization.

The extent of the independently assessment effort to obtain objective evidence of supplier acceptability shall be based on the significance and complexity of the work. The decision

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rules for determining if an audit is required shall be based on the quality assurance/ management program specified. i.e.

a) For N286 or Z299.1 or 2 (or equivalent) an audit in accordance with BM-PROC- 034, Audit shall be performed.

b) For Z299.3 or 4 or ISO 9001, the extent of effort is determined by the QA Manager and surveillance or audit shall be performed in accordance with BM-PROC-036.

Note: The above decision rules do not override the QA Managers authority and sole discretion to perform audit and surveillance on any supplier whenever the QA Manager believes there is a need.

Prior to placing the supplier on the ASL the Quality Assurance Manager, in consultation with the purchasing manager, shall confirm that there is a history of providing an identical or similar product which performs satisfactorily in actual use and the supplier has the capacity to provide the product.

1.7 Maintenance of Suppliers on the ASL

The QA Manager is accountable for maintenance of the ASL.

The QA Manager shall monitor the expiration dates on the ASL and notify the Purchasing Manager of the approaching expiry date. If the supplier is still active then the QA Manager shall schedule the required audit/surveillance in accordance with section 1.6 above.

Qualification extensions may be provided by the QA Manager for a period of up to 30 days beyond the expiry date. Such extensions shall be documented as notes on the ASL.

Supplier performances shall be recorded and where applicable, restrictions identified in the ASL notes by the Buyer. The Purchasing Manager or the QA Manager shall provide a rationale of the supplier performance in a memo format to document any specific restrictions identified. This includes but not limited to performance respected to quality, schedule, cost, and other items related to the delivery of the Item or service.

1.8 Removal of Supplier from the ASL

The Purchasing Manager or QA Manager may recommend removal of a Supplier from the ASL for cause prior to their extension date. Examples of cause should include but not be limited to systemic problems such as repeated provision of non-conforming product, repeated lateness or provision of fraudulent or sub-standard items.

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When the supplier's expiry date is reached and the supplier has been inactive for longer than 3 years, the QA Manager shall remove the supplier from the ASL or update their status to inactive. The affected supplier may not be used until reinstated.

2 Definitions and Acronyms

2.1 Definitions

Approved Suppliers List - is a list maintained by the Quality Assurance department who have been qualified and accepted by Black and McDonald to supply materials and services. The ASL identifies the suppliers' scope of services, Quality Assurance qualifications to supply materials and services, restrictions in the programs, and expiry of the Quality Program.

Engineering Organization - is defined as the client technical organization or any design agencies who specifies the technical and quality requirements for services or Items.

Supplier - is any individual or organization that furnishes items or services, including manufacturers, distributors, agents, etc., in accordance with a procurement document. An all-inclusive term used in place of vendor, seller, contractor, subcontractor and their sub-tier levels.

2.2 Acronyms

ASL - Approved Suppliers List

QA - Quality Assurance

3 Records

Record	Retention	Record Repository
ASL Request, BM-216	Permanent	SharePoint under Quality Assurance

4 References

4.1 Performance References

- BM-216, ASL Request

4.2 Developmental References

- N286-05, Management system requirements for nuclear power plants
- N286-12, Management system requirements for nuclear facilities

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- Z299.1-85, Quality Assurance Program – Category 1
- ISO 9001:2008, Quality management system – Requirements
- PGR-003, Nuclear Pressure Boundary QA Manual
- SQP 7.1, Approved Supplier List

5 Revision Summary

Rev 00 – Initial issue 2014-Jun-26

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