



# Quality Assurance Program Requirements for Subcontractors, Quality Risk Level – 3

Institutional Quality & Performance Assurance Division

## EXHIBIT “H” PART 2

SUBCONTRACTOR shall comply with the clauses in this Exhibit that have been indicated as being incorporated in this subcontract.

**QRL-3-QC-01A, GENERAL QUALITY ASSURANCE PROGRAM REQUIREMENTS FOR SUBCONTRACTOR IMPLEMENTED PROGRAM**

In accordance with CONTRACTOR’s responsibilities under DOE Order 414.1D, Admin. Chg. 2, *Quality Assurance*, the requirements established for SUBCONTRACTOR’S QA Program in this exhibit are derived from the applicable Quality Assurance requirements of the DOE Order 414.1D, Admin. Chg. 2, *Quality Assurance*. SUBCONTRACTOR’S Quality Assurance (QA) Program is required to be evaluated for the capability of providing items/services in accordance with subcontract technical and quality requirements and is approved by CONTRACTOR with the issuance of the subcontract. SUBCONTRACTOR will perform all work under this Subcontract in accordance with its approved QA Program and must notify CONTRACTOR of any changes made to its QA Program, whereupon CONTRACTOR will determine the need for re-evaluation/re-approval. SUBCONTRACTOR’S QA Program shall be subject to ongoing evaluation and monitoring by CONTRACTOR. Documents supplied by SUBCONTRACTOR that contain proprietary information or describe proprietary processes must be clearly marked to prevent disclosure. Definitions of terms used in this Exhibit are found in NQA-1 2008;2009a Part I, Introduction, Terms and Definitions; 10 CFR 830.3, Definitions; DOE O 414.1D, Chg. 1, 6. Definitions.

**QRL-3-QC-01B, GENERAL QUALITY ASSURANCE PROGRAM REQUIREMENTS FOR SUBCONTRACTOR IMPLEMENTING TRIAD PROGRAM**

In accordance with CONTRACTOR’s responsibilities under DOE Order 414.1D, Admin. Chg. 2, *Quality Assurance*, the requirements established for SUBCONTRACTOR to perform all work for this subcontract in accordance with the DOE approved CONTRACTOR QA Program meets the applicable Quality Assurance requirements of the DOE Order 414.1D, Admin. Chg. 2, *Quality Assurance*.

**QRL-3-QC-01C, GENERAL QUALITY ASSURANCE PROGRAM REQUIREMENTS FOR SUBCONTRACTOR IMPLEMENTING DEPARTMENT OF ENERGY APPROVED PROGRAM**

In accordance with CONTRACTOR’s responsibilities under DOE Order 414.1D, Admin. Chg. 2, *Quality Assurance*, the requirements established for SUBCONTRACTOR to perform all work for this subcontract in accordance with SUBCONTRACTOR’S DOE approved QA Program meets the applicable Quality Assurance requirements of the DOE Order 414.1D, Admin. Chg. 2, *Quality Assurance*.

**QRL-3-QC-02A, QUALITY ASSURANCE PROGRAM AND ORGANIZATION REQUIREMENTS FOR SUBCONTRACTOR IMPLEMENTED PROGRAM**

SUBCONTRACTOR must establish and implement programs or processes to ensure that products and/or services provided to CONTRACTOR meet specified requirements and to identify potential or



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actual issues with the quality of their products and/or services, and to act to resolve those issues. SUBCONTRACTOR must establish organizational responsibilities to ensure that the quality of their products and/or services is achieved by the personnel performing the work and that achievement of quality is verified.

**QRL-3-QC-02B, QUALITY ASSURANCE PROGRAM AND ORGANIZATION REQUIREMENTS FOR SUBCONTRACTOR IMPLEMENTING TRIAD PROGRAM**

SUBCONTRACTOR must perform all work for this subcontract in accordance with CONTRACTOR organization requirements as defined in SD312, *LANL Management Models*, and clarified in procurement documents. SUBCONTRACTOR must perform all work for this subcontract in accordance with the CONTRACTOR QA Program and any applicable local Quality Assurance Plans as defined by SD330, *LANL Quality Assurance Program*. Any items or services procured as a part of this subcontract must be purchased using CONTRACTOR procurement processes and methods of acceptance.

**QRL-3-QC-02C, QUALITY ASSURANCE PROGRAM AND ORGANIZATION REQUIREMENTS FOR SUBCONTRACTOR IMPLEMENTING DEPARTMENT OF ENERGY APPROVED PROGRAM**

SUBCONTRACTOR must perform work under this subcontract in accordance with their DOE approved QA program per the requirements of DOE O 414.1D, Admin. Chg. 2, *Quality Assurance*, as implemented through their approved QA program.

**QRL-3-QC-02D, SUPPLEMENTARY QUALITY ASSURANCE PROGRAM REQUIREMENTS**

In addition to the requirements of the procurement documents, SUBCONTRACTOR must implement a Quality Assurance Program in accordance with applicable codes or standards as specified below: (e.g., boiler code, pressure safety code, International Building Code, etc.)

Specify codes and/or standards

**QRL-3-QC-03, DESIGN**

SUBCONTRACTOR must establish a process to ensure that SUBCONTRACTOR:

- designs items and processes affecting the quality of products or services supplied to CONTRACTOR using sound engineering/scientific principles and appropriate standards.
- design activities are in accordance with any standards or requirements included or referenced in this subcontract.
- incorporates applicable requirements and design bases in design work and design changes for products delivered to CONTRACTOR.
- incorporates any requirements or design bases included or referenced in this subcontract.

SUBCONTRACTOR must establish a process to identify and control design interfaces for design activities affecting products delivered to CONTRACTOR. SUBCONTRACTOR must establish a process for the validation and verification of design products affecting the quality of products



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delivered to CONTRACTOR for adequacy against the requirements of this subcontract. The process must ensure that personnel and organizations who perform validation and verification activities of design products affecting the quality of products delivered to CONTRACTOR are not the same personnel or organizations who performed the design work. SUBCONTRACTOR must ensure that verification and validation of work has been performed and the work found to meet any applicable requirements prior to approval and implementation of the design.

**QRL-3-QC-04, RIGHT OF ACCESS**

SUBCONTRACTOR must grant access to its facilities for the purpose of evaluation and assessment to CONTRACTOR personnel. This right of access must be contractually flowed down by SUBCONTRACTOR to any sub-tier suppliers.

**QRL-3-QC-05, INSPECTION AND TEST CONTROL**

SUBCONTRACTOR must establish and maintain inspection and test programs to verify the conformance of items (including software) or activities to the subcontract requirements.

**QRL-3-QC-06, CONTROL OF MEASURING AND TEST EQUIPMENT**

SUBCONTRACTOR must establish and maintain a program to ensure that tools, gauges, instruments and other measuring and test equipment (M&TE) used to verify or control the quality are appropriately controlled, calibrated and/or adjusted, and maintained to ensure accuracy and validity of the data gathered.

**QRL-3-QC-07, HANDLING, STORAGE, AND SHIPPING**

SUBCONTRACTOR must establish and maintain processes and/or procedures to ensure that items are not damaged or lost, and to minimize deterioration during handling, storage, cleaning, packaging, and shipping. Item(s) or assemblies provided to CONTRACTOR under this subcontract that are not installed by SUBCONTRACTOR must be identified either on the item(s) or on the item packaging such that each item is easily identified as a part of the subcontract. This may include permanent labeling or non-permanent labels or writing as appropriate and/or defined in this subcontract.

**QRL-3-QC-08, CONTROL OF NONCONFORMANCES**

SUBCONTRACTOR must establish and maintain a process to identify, control, evaluate, and resolve nonconformances with items and/or services to be provided to CONTRACTOR. The process must include provisions for providing notification to CONTRACTOR of the nature of the nonconformance as well as recommendations for resolving the issue. Nonconforming items must be controlled by SUBCONTRACTOR pending an approved disposition by CONTRACTOR.

Nonconforming items must be identified by legible and non-detrimental marking or tagging either on the item or its container. When possible, items should be segregated, and when not possible other methods established, documented, and used to control the item(s). Items that have been re-worked must be reexamined in accordance with the original acceptance criteria. Repaired items must be re-examined in accordance with acceptance criteria provided by CONTRACTOR for the repaired



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condition.

**QRL-3-QC-09, PRODUCT CERTIFICATION PROGRAM**

SUBCONTRACTOR must establish and implement a certification system for the product(s) they provide to CONTRACTOR including as applicable the certification activities, generation of the certificate, and the review and approval of the certificate in accordance with the applicable codes and/or standards. Certificates must meet the content requirements specified for this procurement and identify the material(s) or product(s) being certified traceable to the item(s) provided. As applicable the certificate must identify the specific requirements of the procurement that have been met, any approved changes and/or deviations from the subcontract and must describe or reference any requirements that have not been met.

**QRL-3-QC-10, SUBCONTRACTOR OBLIGATION TO VERIFY CONFORMANCE**

SUBCONTRACTOR must verify that items or services offered to CONTRACTOR for acceptance comply with the procurement requirements prior to offering them for acceptance. Should SUBCONTRACTOR identify potential negative impacts to the quality of items or services they have provided to CONTRACTOR, they must notify CONTRACTOR within seven (7) calendar days to include a description of the potential impacts and any risk associated.

**QRL-3-QC-11 SUBCONTRACTOR OBLIGATION TO RESPOND TO CORRECTIVE ACTION REQUEST**

When SUBCONTRACTOR is notified by CONTRACTOR of a corrective action request, SUBCONTRACTOR must respond within thirty (30) calendar days with proposed corrective actions and anticipated completion dates. These will be reviewed by CONTRACTOR for acceptability and tracked to completion.

**QRL-3-QC-12 QUALITY RECORDS RETENTION**

Records associated with this subcontract must be legible, accurate, and complete, and stored by SUBCONTRACTOR for a minimum duration from project completion as specified below and must be retrievable during that period.

Specify retention period

**QRL-3-QC-13, SOFTWARE ERROR REPORTING**

SUBCONTRACTOR must establish a process to ensure that any errors identified with software provided to CONTRACTOR are communicated to CONTRACTOR within seven (7) calendar days of identification. SUBCONTRACTOR must also establish a process for CONTRACTOR to communicate any potential errors to SUBCONTRACTOR for their evaluation.



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Procurement ID #: [Click or tap here to enter text.](#)

Revision: 0

	Name, Signature, and Date (electronic preferred)
TSME	
QAR	
P-QSME <sup>1</sup>	

<sup>1</sup> P-QSME signature not required if approval is captured in the procurement system (e.g., Ariba)