

<b>Subject:</b>  <b>Suspect and Counterfeit Items (S/CI) Committee Charter</b>	<b>Effective Date:</b>  <b>May 8, 2006</b>	<b>Initiated by:</b>  Head, Quality Assurance
	<b>Supersedes:</b>  NEW	<b>Approved:</b>  Director

**Introduction**

DOE Order 414.1C requires that an S/CI prevention process be developed and implemented as part of the organization's quality assurance program and commensurate with the facility/activity hazards and mission impact. The Suspect/Counterfeit Items Committee (S/CI) is responsible for oversight of the PPPL S/CI program.

Per DOE O 414.1C, an item is suspect when inspection or testing indicates that it may not conform to established Government or industry-accepted specifications or national consensus standards or whose documentation, appearance, performance, material, or other characteristics may have been misrepresented by the supplier or manufacturer. A counterfeit item is one that has been copied or substituted without legal right or authority or whose material, performance, or characteristics have been misrepresented by the supplier or manufacturer.

The Committee consists of six voting members representing Quality Assurance (2), Engineering & Technical Infrastructure, Procurement, Maintenance & Operations, and Environment, Safety and Health Division. A majority of the voting members must be present to meet the quorum requirements for a meeting. Committee meetings will be held, at a minimum, quarterly. The Committee can request the services of specific Laboratory employees to serve as non-voting Resource Members.

The Committee reports to the Head, Quality Assurance Division.

**Responsibilities**

The Committee is responsible for:

- Being knowledgeable of DOE requirements or S/CI program
- Being knowledgeable of S/CI issues in other DOE facilities and elsewhere.
- Promoting awareness of the potential for S/CI to be found at the Laboratory.
- Evaluating S/CI incidents and recommending appropriate corrective actions to the affected Responsible Line Managers.
- Maintaining a list of potential S/CI items on a designated website that Laboratory personnel can use as a reference.
- Reviewing the efficiency and effectiveness of the S/CI safeguards at the Laboratory.
- Recommending changes, as necessary, to existing Laboratory systems and procedures, in order to achieve the goal of minimizing S/CI occurrences.
- Recommending one of its members as the PPPL S/CI Coordinator, an individual identified to DOE as the Laboratory's point of contact for S/CI issues. This individual will take the lead in evaluating S/CI issues. The approval of this individual remains with the Head, Quality Assurance.