

# TEMPORARY CHANGE REQUEST

TCR NO. **TCR-QA-009,R1-001**

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:  
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or  
2) minor, and do not warrant Department Head review.

Person Requesting Change: Judy Malsbury

Department Name: ES&H/IS Phone Ext: 2415

Document Number: QA-009 Revision No.: 1

Document Title: DCMA Vendor Survey/Surveillance Delegation

---

---

**Reason for change:**

Minor updates resulting from 3-year review. Change name and acronym from Defense Contract Management Area Operations (DCMAO) to Defense Contract Management Agency (DCMA).

---

---

**Change description:** (Summarize and attach changed pages, with changes clearly indicated)

Replace QA-009 revision 1 with TCR-QA-009,R1-001.

---

---

1. Does this TCR significantly alter the intent or scope of the document? YES:      NO: X

2. Does this TCR significantly impact **ES&H**? YES:      NO: X

If 1 or 2 is YES, Explain why the changes should not be routed for Department Head review:

-----

---

---

**Judy Malsbury**  
Department/Division Head Approval

**3/5/02**  
Date

**J.W. Anderson**  
Head, ES&H and Infrastructure Support/designee

**3/28/02**  
Date

Release/Effective date of this TCR: 3/28/02

Incorporate this TCR into next revision of this document? Yes X No

<b>PPPL</b>	PRINCETON PLASMA PHYSICS LABORATORY	<b>PROCEDURE</b>	No. QA-009 Rev 1 page 1 of 2
	<b>Subject:</b>  DCMA Vendor Survey/ Surveillance Delegation	<b>Effective Date:</b>  Dec. 10, 1998	<b>Initiated by:</b>  Head, Quality Assurance
		<b>Supersedes:</b> Revision 0 Dated 10/22/93	<b>Approved:</b>  Director

**Applicability**

This procedure applies to PPPL Departments, Projects, and Divisions.

**Introduction**

This procedure describes the method for requesting supplier survey or surveillance assistance from the Defense Contract Management Agency (DCMA) through the DOE Princeton Group (DOE-PG). The use of DCMA is recommended by DOE-PG as an effective way to provide oversight of suppliers. DCMA services such as inspections and pre-award surveys can be arranged through the Quality Assurance (QA) Division and DOE-PG at no cost to PPPL.

**Reference Documents**

None

**Procedure**

**Responsibility**

**Action**

Procurement

1. Assures that purchase orders contain a requirement allowing the use of DCMA surveys or surveillances.

Quality Assurance

2. Determines in conjunction with the PPPL Technical Representative that the use of DCMA surveillance would effectively and efficiently support the quality objectives of a PPPL procurement.

3. Requests in writing (reviewed by Procurement Division), that DOE-PG consider delegation of DCMA vendor surveillance for the subject PPPL procurement. The letter should include: a description of the procurement, purchase order or subcontract number, key personnel, procurement documents, and the suggested scope of DCMA involvement. The letter must include limits on DCMA authority. Typically it will specify that DCMA is to identify nonconforming conditions, but acceptance of the resolution remains a PPPL responsibility.

DOE-PG

4. Initiates DCMA support and establishes the communication protocol between PPPL, DOE-PG, DCMA, and the supplier.

Quality Assurance

5. Contacts the **DCMA** Representative to review the work scope, identify the required documentation and identify the vendor contact. When practicable, a meeting of the **DCMA** Representative, the supplier contact, the PPPL Technical Representative, and Quality Assurance at the supplier's facility should be arranged.

**DCMA**

6. Performs vendor surveillance activities based on agreed-to workscope and transmits written reports to Quality Assurance. Identifies nonconforming conditions and immediately notifies PPPL QA of the nonconforming conditions.

Quality Assurance

7. Contacts supplier representative to resolve nonconforming condition. Determines in conjunction with the PPPL Technical Representative acceptability of Supplier-proposed resolution.
8. Determines in conjunction with the PPPL Technical Representative that **DCMA** assistance is complete and no longer required.
9. Notifies DOE-PG that **DCMA** support of the contract is no longer needed.

### **Attachments**

None