

QUALITY ASSURANCE CONTRACT REQUIREMENTS

1.1 The Contractor shall for all work covered by the Contract establish and implement the quality assurance arrangements relevant to the scope of the contract and which as a minimum meets the requirements of ISO 9001: 2015 or equivalent Quality Management Systems - Requirements.

1.2 ISO 9001 : Clause 4 amendment (2024): all parties must evidence climate change considerations, addressing risks and opportunities, this ISO amendment requirement extends to the supply network . UKNNL is committed to mitigating avoidable carbon emissions through all its activities, operations and services.

1.3 Where the contract includes development, supply, installation or maintenance of software then BS ISO/IES 90003: Software engineering or equivalent. Guidelines for the application of ISO 9001 or equivalent computer software is applicable, together with BS EN ISO/IEC 12207 or equivalent: Systems and software engineering. Software life cycle processes.

1.4 In addition to the requirements of ISO 9001 or equivalent quality management system the Contractor shall:

- Establish procedures for adequate planning and resourcing of all quality related activities including the preparation of quality plans.
- Establish a procedure for ongoing Contract review through the life of the Contract, which addresses any significant Contract amendments. Records of the ongoing reviews and the conclusions reached shall be kept and form part of the quality records.

1.5 Inspection/testing shall be by suitably qualified and experienced personnel independent of those having direct responsibility for the work being performed.

CONTROL OF SUB-CONTRACTORS/SUPPLIERS

2.1 The Contractor shall be responsible for specifying relevant quality assurance requirements to his subcontractors/suppliers and for approving, where necessary, the quality assurance arrangements of these and ensuring they comply with such arrangements.

2.2 The Contractor shall ensure that all relevant technical information is extracted from the Contract documentation and passed to the sub-contractor/supplier.

2.3 The contractor shall only place work in accordance with the agreed schedule submitted with the tender or in accordance with agreed changes following submission of a revised schedule.

MONITORING OF CONTRACT WORK

3.1 During the course of the Contract UKNNL reserve the right to monitor the implementation of the Contractors quality assurance arrangements. Monitoring will be by means of surveillance of activities at the work locations and where appropriate by formal audits. Representatives of UKNNL shall be afforded unrestricted access and facilities at all reasonable times to carry out this work in accordance with UKNNL Standard Conditions of Contract.

3.2 UKNNL reserve the right to monitor any sub-contractors activities and the Contractor shall ensure that subcontractors are informed of this requirement.

3.3 No part of the work shall be repaired, or spoilt work corrected, without the prior written approval of UKNNL. Any deviation from specification shall be dealt with as a concession request, which shall be submitted for UKNNL approval. Copies of the forms will be supplied to the Contractor.

Concession/product permits submitted by the Contractor for approval, and/or information, shall be addressed as follows:

For the attention of: - **The Demander (Nominated UKNNL technical representative)**

All the documents shall be marked with Contract Number and UKNNL Project number (if applicable).

CERTIFICATION RECORDS - COMPILATION AND REFERENCING

4.1 Records shall be compiled concurrently with the activity to which they relate. All records including those generated by sub-contractors/suppliers shall be compiled and uniquely identified to the Contract and specific work activity.

4.2 The test/inspection certificate shall as a minimum contain the following information:

- UKNNL Contract / Purchase Order Number
- Supplier Reference Number
- Title (e.g. Test Report or Calibration Certificate)
- Name of laboratory or test facility
- Address of laboratory or test facility
- Unique identification of the report
- Name of client
- Identification of the method used
- Identification of the item(s) tested
- Test date
- Result including, where appropriate, the unit of measure and degree of accuracy
- The name of the person authorising the report

- Job title of person authorising the report
- The signature of the person authorising the report and in addition for calibration certificates:
- Confirmation that the result is traceable to National Standards.

4.3 The certificate of conformity shall as a minimum contain the following information:

- UKNNL Contract / Purchase Order Number
- Supplier Reference Number
- Title
- Unique identification of the certificate
- Identification of the item/service being certified
- Date of issue
- Identification of the control document (Quality Plan/procedure etc) which describes the process that ensures that the item/service conforms to specification
- Issue number and date of Quality plan or procedure
- The name of the person authorising the certificate - Job title of person authorising the certificate
- The signature of the person authorising the report - Concession/production permit if applicable.

4.4 Material test certificates shall meet the requirements of BS EN 10204 Type 3.1 or Type 3.2 or equivalent depending on contract requirements, mitigation of counterfeit materials and mitigating Climate Impact.

4.5 Records defined in the Contract as being required by UKNNL shall be collated and be available at Contract completion; the satisfactory review of the records by UKNNL shall constitute an element of the acceptance procedure.

4.6 The retention times for records shall be agreed with UKNNL in writing

4.7 All certification shall be furnished with the goods in a separate documentation package. The package to be clearly identified as:-

- Certification
- Contract
- Item No

For the attention of: - **The Demander(Nominated UKNNL technical representative)
RADIOACTIVE MATERIALS INCLUDING SOURCES (SEALED AND UNSEALED) AND
GENERATORS CONTAINING RADIOACTIVE SOURCES**

5.1 The Contractor must demonstrate compliance with statutory legislation appropriate to the identification, packaging, handling and transportation of radioactive material.

5.2 Packages must be identified with the contract and/or purchase order number and with the UKNNL Demanding Officer (Name, Dept., Building Number & Tel Number)

5.3 In addition to the requirements of ISO 9001: 2015 or equivalent, the contractor shall provide source lot traceability with all products supplied.

5.4 All certification and documentation as specified by the demanding officer and identified in the contract/Purchase Order This shall include where applicable:-

5.4.1 Sealed sources certificate in compliance with BS 5288:1976 or equivalent Sealed Radioactive sources paragraph 7 (or equivalent standard).

5.4.2 A leak test certificate

5.4.3 Wipe test certificate or certificate of non-contamination

5.4.4 Calibration certificate

5.4.5 Consignment certificate conforming with the requirements of the transportation regulations.

5.4.6. Exchange of declarations for members of the European Union organised by the Site Movement Liaison Office (SMLO) at the request of the customer.

5.5 *SELLAFIELD and WINDSCALE* The Contractor must give 72 hours' notice by fax to the Sellafield Movement Liaison Officer (SMLO) of pending delivery to UKNNL and must include as a minimum the following information (form SLF2.07.04: Notification of an Inbound Movement should be used):

5.5.1 Purchase Order Number or Contract Number

5.5.2 Name of Demanding Officer

5.5.3 Despatch Date

5.5.4 Package Number

5.5.5 Material

5.5.6 Activity

5.5.7 U.N Number

5.5.8 Carrier

5.5.9 Consignee

Acceptance must be received from the SMLO before despatch.

The information must be faxed to the following:

5.5.10 Sellafield Movement Liaison Officer (SMLO). Contact Consignee for fax no.

5.5.11 Health Physics Instrument Centre (HPIC). Contact Consignee for fax no.

5.5.12 Consignee

5.6 *SPRINGFIELDS* The Contractor must give sufficient (try to give the SMLO 5 days) notice by fax to the Springfields Movements Liaison Officer (SMLO) of pending delivery to UKNNL and must include as a minimum the following information (SSI-624: Transport Packages for Radioactive Materials & Carriage of Dangerous Goods or its equivalent should be followed):

5.6.1 Name of Demanding Officer

5.6.2 Despatch Date

5.6.3 Package Number

5.6.4 Material

5.6.5 Activity

5.6.6 Principal Isotopes

5.6.7 Radiation readings

5.6.8 U.N Number

5.6.9 Carrier

5.6.10 Consignee

Acceptance must be received from the SMLO before despatch.

The information must be faxed/emailed to both of the following:

5.6.11 Springfields Movements Liaison Officer (SMLO). Contact Consignee for fax no.

5.6.12 Consignee

R&D REQUIREMENTS

6.1 Where the contract includes Research & Development (R&D) and/or Testing House then BS EN ISO/IEC 17025:2005 or equivalent – General requirements for the competence of testing and calibration laboratories is applicable.