Advanced Photon Source Upgrade Project Procurement

Quality Requirements form

1.0 Applicability: Trapezoidal, bendable flat silicon mirror substrates with optional coatings for focusing of x-ray beams to 1-2 micron (FWHM) spot size in G. Mirror substrates will be incorporated into an existing bender system in the G enclosure of Polar beamline.

1.1 Scope: This document, when included in the Laboratory purchase order, establishes the quality assurance requirements that the supplier must provide. The quality requirements in this document can be modified by contacting the Laboratory Procurement Department prior to the award of the Laboratory purchase order.

2.0 DEFINITIONS:

2.1 Purchase Order: The Argonne purchase order, contract, Blanket Agreement, subcontract or other written agreement with the supplier in which the requirements of this document are incorporated by reference.

2.2 Laboratory: UChicago Argonne LLC, acting by and through its Procurement Department issuing the purchase order.

2.3 Supplier: The legal entity which is the contracting party with the Laboratory in respect to the purchase order.

2.4 Sub-tier Supplier: a member of a supplier’s direct or indirect sub-tier supply base (including, without limitation, subcontractors and vendors of a supplier, and of a supplier’s sub-contractors and vendors) that provides goods and/or services in connection with item(s) being procured.

2.5 Suspect/Counterfeit Item: An item where inspection or testing indicates 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. The types of items known to have been misrepresented include fasteners; hoisting, rigging, and lifting equipment; cranes; hoists; valves; pipe and fittings; electrical equipment and devices; plate, bar, shapes, channel members, and other heat treated materials and structural items; welding rod and electrodes; and computer memory modules.

3.0 GENERAL QUALITY REQUIREMENTS:

3.1 Conformance to Requirements: All items or services furnished shall conform with the requirements of the Laboratory's purchase order. No change(s) shall be made without prior written approval of the Laboratory.

3.2 Rights of Access: The Laboratory or its authorized representatives shall be afforded rights of access to the supplier and its sub-tier suppliers for the purpose of performing records reviews, surveillances, inspections, source verifications, or other activities associated with this procurement. The Laboratory will be responsible for notifying the supplier at least 72 hours in advance of an activity.

3.3 Audit by Argonne: The supplier is subject to audit(s) by the Laboratory for conformance with the requirements of the purchase order. The Laboratory will be responsible for notifying the supplier at least 72 hours in advance of the audit.

3.4 Responsibility for Conformance: Audits, surveillances verifications, inspections and/or tests made by the Laboratory, or its representative(s), shall not relieve the supplier of the responsibility to furnish items or services which conform to the requirements of the purchase order.

3.5 Suspect/Counterfeit Items: The supplier shall have a process for preventing the delivery of suspect/counterfeit items to the Laboratory or its designated delivery locations.

4.0 ADDITIONAL QUALITY REQUIREMENTS: The following requirements apply unless otherwise specified in the purchase order or statement of work.

4.12 Supplier Proposed Changes: Prior to a change in a Laboratory's approved design, workmanship standards, or manufacturing processes, the supplier shall submit the changes for Laboratory approval using a Supplier Disposition Request form included with the purchase order.

4.13 Supplier Measuring and Test Equipment List: The supplier shall provide a list of measuring and test equipment it intends to use for acceptance testing. The list shall contain the name and model number, and the date the equipment was last calibrated. The supplier shall include the list with its proposal.

4.15 Progress Meetings: The supplier shall participate in meetings or teleconferences with Laboratory personnel for the purpose of reviewing the supplier’s progress, and for the discussion of manufacturing and scheduling issues. The meetings shall be conducted on a bi-weekly basis or at other times agreed to by the Laboratory and the supplier.

4.19 Electrical Items: The Supplier should provide electrical items that operate above 50 Volts AC that are listed by a Nationally Recognized Testing Laboratory (NRTL) shown at https://www.osha.gov/dts/otpca/nrtl/nrtllist.html. The Laboratory will inspect electrical items for the application of a NRTL label. Electrical items that do not have an NRTL label will be inspected by a Laboratory Designated Electrical Equipment Inspector.

4.36 Calibrated Measuring and Test Equipment: The supplier shall ensure that calibrated measuring and test equipment is used for acceptance testing. The calibration shall be in accordance with the equipment manufacturer's specifications, or other approved documents, and is traceable to the U.S. National Institute of Standards and Technology or equivalent standards laboratory.

5.0 SHIPMENT:
5.1 Protection of Material and Equipment: The supplier shall ensure adequate protection of material and equipment during shipment/storage, and shall include special environmental packaging, as necessary.

6.0 LABORATORY ACCEPTANCE CRITERIA:

6.1 Basic Acceptance Criteria: The items provided will be inspected for compliance to the Laboratory purchase order following delivery. Items that are found to be nonconforming may be returned at the supplier's expense. The basic criteria for Laboratory acceptance is shown below.

- No Shipping damage
- Correct quantity
- No Suspect/Counterfeit items
- Overall conformance to the purchase order