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Nuclear Procedure

SPECIFICATION, REVIEW, ACCEPTANCE AND USE OF VENDOR TECHNICAL DOCUMENTS

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DOCUMENT RELATIONSHIP	
Applicability:	All of Nuclear
Receives Authority from:	N-PROG-MP-0009, Design Management

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PURPOSE
<p>This procedure details the process to be used to demonstrate that a technical document that was approved by an organization that is not part of Ontario Power Generation (OPG) is suitable for filing and use by OPG.</p> <p>This procedure covers the specification, <i>review</i>, acceptance, and use of <i>Vendor Technical Documents (VTDs)</i> submitted by <i>vendors</i> to OPG, Nuclear.</p>

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EXCEPTIONS

- (1) Procedure does **not** apply to processing of engineering or other technical documents produced in-house by OPG or augmented staff.
- (2) Procedure does **not** apply to engineering or other technical documents approved by OPG personnel, even if the document was prepared or verified by a *vendor*.
- (3) Procedure does **not** apply to technical documents created by a *contractor* if any other acceptance process has been set out in the related contract documents as required by N-STD-MP-0009, Contractor/Owner Engineering Interface and Oversight.
- (4) Procedure does **not** apply to non-technical *vendor* documents. Examples include *Vendor* Company's business related information or advertising, timing schedules for documentation, fabrication and delivery, transmittal forms, price quotations, Purchase Order (PO) information, and purchase invoices. Processing such documents is generally the accountability of Purchasing and Materials Management Division, normally through OPG-PROC-0058, Procurement Activities.
- (5) Procedure does **not** apply to OPG approval of a *vendor's* concession application. Refer to OPG-PROC-0058.

Note: Procedure **does apply** to acceptance of documentation associated with an approved concession application.
- (6) Procedure does **not** apply to documents for non-permanent plant equipment such as machine shop tools, portable radiological instrumentation, chemistry lab equipment, and health physics equipment. Such documents are the accountability of the applicable technical organization.

Note: Procedure **does apply** to technical documents associated with Temporary Modifications.
- (7) Procedure does **not** apply if OPG has contracted with a *vendor* to post the *VTDs* on the *vendor's* website instead of sending the documents to OPG.

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1.0 DIRECTION

1.1 General Requirements

The *Vendor Equipment Technical Information Program (VETIP)* ensures *vendor* technical information is *reviewed* and accepted for use by OPG and issued in ASSET SUITE. Technical information includes engineering and design information.

When a *VTD* has been prepared by a *contractor*, the liaison organizational roles between the *contractor* and OPG should be identified in an Interface Requirement (IR) as required by N-STD-MP-0009.

Normal work control processes, such as work order holds, where appropriate, may be used to control and prioritize *VTD review* and acceptance.

1.1.1 Accountability for Managing the VTD Process

Refer to Appendix A, Process Flow Chart. The Department Sr. Manager, or delegate, of the OPG organization creating the need for new or updated *VTDs* should ensure *VTD* specification of content, *review*, acceptance, registration, issue, and cross-referencing in ASSET SUITE are managed including:

- (a) Interfacing with Supply Chain Buyers, Information Management Execution (IME), and other engineering staff.
- (b) Coordinating of *review* activities by a *VTD* Reviewer, or local *VETIP* coordinator if one is assigned.
- (c) Ensuring that *VTDs* prepared by *contractors* are processed as per the requirements stated in the contract, (i.e., an IR document). Refer to Section 1.3.4, *VTDs* Produced or Processed by Contractors.
- (d) Ensuring that final *VTD* document *review* including the procurement of new or refurbished items is performed by the Subject Matter Expert (SME). Refer to "Subject Matter Expert (SME) List.xlsx" found on: <https://ontariopowergeneration.sharepoint.com/mcas.ms/sites/Powernet-EnterpriseEngineering> , under Quik link, for the list of potential reviewer(s).
- (e) The SME list provides the contact names for the requestor to seek the delegation of the review. The list may be filtered or sorted by program to assist in finding the appropriate contact.

Note: If a SME is not listed or available, contact the owner of the program to designate a SME.

- (f) Ensuring that when software was used in the preparation of a *VTD* compliance with the applicable process/standard applies.
- (g) Ensuring *VTDs* are registered and issued in ASSET SUITE Controlled Documents or Records modules.

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- (h) Accountability for ensuring registered *VTDs* is cross-referenced to appropriate equipment data in ASSET SUITE.

Note: This includes, but is not limited to, notifying the organization responsible for updating Cat ID procurement requirements when a drawing representing a Cat ID is accepted.

- (i) Linking *VTDs* to Engineering Change (EC) Affected Document Lists (ADLs) or Reference Document Lists (RDLs), for modifications or Non-Identical Component Replacements (NICRs), in accordance with N-PROC-MP-0090, Engineering Change Control Process.

1.1.2 Registration and Issuance of *VTDs* in ASSET SUITE

1.1.2.1 If a *vendor's* document was in use at a station prior to 2001 but never registered in ASSET SUITE, it may be issued as a legacy document in accordance with OPG-PROC-0178, Controlled Document Management.

- (a) Older paper-based documentation may be retained and made available for use through ASSET SUITE in this manner. For such legacy documentation, existing legacy acceptance stamps or other legacy acceptance indications are acceptable in lieu of an acceptance stamp. The line of business requesting the issuance should send an e-mail listing the legacy document(s) and stating concurrence for issue into ASSET SUITE.
- (b) Documents lacking any form of acceptance indication should be processed as new *VTDs* in accordance with this procedure.

1.1.2.2 Some *vendor* drawings in use prior to 2001 are stated as HISTORY in ASSET SUITE, but are marked "For Information Only", "Info Only" or "Unapproved" due to the processing requirements at the time of drawing submittal. Such drawings are common at Darlington but may occur at any facility. If such a drawing is required to become ACTIVE and ISSUED for use in ASSET SUITE, the responsible engineer/officer should initiate a new revision to the drawing as follows:

- (a) Obtain the current revision deemed "For Information Only", "Info Only" or "Unapproved" (take a print of the aperture card or electronic file if applicable) and submit it to IME in accordance with OPG-PROC-0178, to begin processing for the next revision. "For Information Only" or "Info Only" aperture cards are normally filed with the ACTIVE cards, but "Unapproved" aperture cards are normally filed separately.
- (b) IME should apply a new number label on the hard copy current revision of the "Information Only", "Info Only" or "Unapproved" drawing and print the same document number and the new revision number on the label. Where possible, the old label showing the older revision should be covered.
- (c) After the new document number label has been affixed to the hard copy, the responsible Engineer/Officer should stamp the drawing with the Acceptance Stamp sign it and return the hard copy to IME for issue in ASSET SUITE.

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- (d) IME should update ASSET SUITE for the new revision entry by removing the words “For Information Only”, “Info Only”, or “Unapproved” in ASSET SUITE from the title, notes, if applicable.
- (e) IME should issue, link, and distribute the drawings in accordance with OPG-PROC-0178.

1.1.2.3 *VTDs* downloaded from a *vendor's* Internet website, or submitted by *vendor* to OPG by way of e-mail, may be processed in accordance with this procedure and issued in ASSET SUITE provided:

- (a) *VTDs* represent equipment or materials installed in the plant.
- (b) *VTDs* are required for long-term design, installation, operation, or maintenance information.
- (c) *VTDs* are ACCEPTED or ACCEPTED AS NOTED by appropriate personnel and transmitted to IME for issue and storage.
- (d) *VTDs* used solely for the purpose of obtaining preliminary or study data should be classified as *records*, in accordance with OPG-PROC-0179, Nuclear Quality Assurance Records.
- (e) *VTDs* to be managed as *change papers* as part of a modification should be handled and filed in accordance with N-PROC-MP-0090. Refer to Section 1.4.7, Change Paper.

1.2 VETIP Coordinator (Optional)

1.2.1 *VETIP* coordinator is a procedural role assigned to an individual for the purpose of providing a Single Point of Contact (SPOC) for managing large quantities of *VTDs*. For the management of individual *VTDs* or small numbers of *VTDs*, where a *VETIP* coordinator role has not been assigned, the individual assigned as the *VTD* Reviewer performs these responsibilities as required to ensure that the documents are appropriately processed.

1.2.2 If a *VETIP* coordinator role is required, the individual performing this role should be technically competent and knowledgeable on the functions of ASSET SUITE Bill of Materials (BOM) and Master Equipment List (MEL) related data, for example, Catalog Identification (Cat ID), Specifications, PO information, System Classification Index (SCI) and have good organizational skills. More than one *VETIP* coordinator may be assigned as required.

1.2.3 Engineering organizations may assign a local *VETIP* coordinator when processing large quantities of *VTDs* for projects, or when a steady flow of *VTDs* is expected for other reasons. The assignment of a *VETIP* coordinator should be communicated to Supply Chain and the *vendors* to ensure that the *VTDs* are routed through the *VETIP* coordinator for the specific projects being managed by the *VETIP* Coordinator. *VETIP* coordinator duties may include, but are not limited to:

- (a) Determining applicable *VTD* Reviewers and distributing *VTDs* to such Reviewers.
- (b) Coordinating and tracking of *VTDs* and related information flow between *vendors*, Supply Chain, IME, and *VTD* Reviewers.

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- (c) Placing holds, updating PO header, and updating Station Work Management System (SWMS).
- (d) Ensuring scheduling needs are not compromised by slow *VTD* processing.
- (e) Ensuring *VTDs* are registered and issued in ASSET SUITE at the appropriate project milestone.
- (f) Providing assurance that *VTDs* are linked to appropriate ASSET SUITE BOM and MEL related data.
- (g) Exiting this procedure if *VTD* is non-technical.

1.3 VTD Content Specification

Vendor documents may be requested by various OPG departments and staff depending on the purpose and end use of the document.

A specification of the contents of a *VTD* is **not** required for equipment or materiel that is a standard commercial offering which has *vendor's* documentation already developed and standardized. A technical specification accompanying a PO may be prepared to specify the content of a *VTD*. Acceptability of a *VTD* should be dependent on the requirements of the PO and associated technical specification if applicable.

1.3.1 General Requirements

1.3.1.1 Format and Standard Requirements

If required (for example, when the OPG standard Request For Quotation (RFQ) does not contain such information), OPG staff should specify to *vendors* OPG's requirements for *VTD* clarity, format, content, technical accuracy, and adherence to OPG objectives of:

- (a) *Vendor* produced documents meeting the same standards as documents produced by OPG.
- (b) Efficient review and acceptance process by OPG.

1.3.1.2 Submission Requirements

As required, specify in the *VTD* content specification:

- (a) Recipient and mailing address or e-mail address to where *VTDs* are to be sent.
- (b) Media of the *VTDs* to be submitted (e.g., paper, Mylar, or electronic format and its specifics). Refer to OPG-STD-0057, Electronic Document Management.
- (c) Quantity of the *VTD* copies to be submitted.
- (d) When the *VTD* should be submitted to OPG for *review* and acceptance (e.g., prior to fabrication of customized products).

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- (e) If the *VTD* should be stamped with a Professional Engineer's stamp in accordance with Professional Engineers Ontario "Use of the Professional Engineer's Seal" guidelines, for instance in accordance with N-LIST-01300-10000, Bounded Document Set, or by applicable laws.

1.3.1.3 Factory Acceptance Testing Requirements

If Factory Acceptance Testing (FAT) is required and specified in the *VTD*, the *VTD* Reviewer should ensure that *vendor* FAT requirements are in alignment with OPG technical specification, or elsewhere in the PO (for example, OPG bench testing requirements), prior to accepting applicable *VTDs*.

1.3.2 VTDs Produced by Manufacturers

Manufacturer VTD content requirements should be specified as part of Engineering Specifications for products. Specification creation is controlled by:

- N-PROC-MP-0059, Preparation, Review, and Approval of Engineering Specifications, for site-specific specifications, generic specifications, and specifications for Class 6 Pressure Boundary (PB) piping systems, components, and supports.
- N-PROC-MP-0084, Preparation, Review, and Approval of Engineering Standards.
- N-PROC-MP-0089, Design Specifications, Design Reports, and Overpressure Protection Reports, for specifications for PB systems, components, and supports.

1.3.3 Customized Design Documents

Some *Manufacturer VTD* information is standardized for all customers (for instance, catalogues and generic manuals). However, if a customized product is designed and fabricated for OPG, *VTD* content specifications, including for *Manufacturer VTDs*, should require customized engineering design document *VTDs* to:

- (a) Be approved by *vendor's* engineering staff to denote that:
- (1) The design satisfies applicable codes and standards.
 - (2) The design meets OPG engineering specifications and design requirements.
- (b) Include any required registration or welding documentation.

Note: Some registration or welding documentation may require preapproval by OPG prior to component shipment, in accordance with codes applicable to that component.

1.3.4 VTDs Produced or Processed by Contractors

Note: The engineering organizations should refer to N-STD-MP-0009 for *VTDs* produced or processed by *contractors*. Some steps of this section are repeated or referenced for continuity and clarification of the process interfaces.

- 1.3.4.1 Accountability for accepting *change paper* or finalized *VTD*, and its subsequent processing, should be detailed in an IR or Engineering Specification included with the contract.

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- (a) If OPG is required to accept the *VTDs*, then OPG acceptance of the *contractor's* document constitutes a declaration that the quality and the content of the document(s) meet OPG expectations based on the specifications provided in the contract.
- (b) Acceptance should not be confused with approval which resides with the *contractor*. Acceptance does not relieve the *contractor* from responsibility for errors or omissions or from any obligation or liability under the contract.
- (c) If OPG delegates to a *contractor* the responsibility to accept *VTD* on behalf of OPG, OPG ensures that the *contractor* is independent of the *vendor* preparing the document.
- (d) For the specific case of PB Design Reports, if OPG authorizes a *designee* to perform the Owner's Design Report Review described in section 1.4.2.2 (i), OPG ensures that the *designee's* reviewer is independent from the preparer, verifier, and certifier of the *vendor* Design Report.

1.3.4.2 The exact process to be used for acceptance of *contractor* documentation, including acceptance of *change paper*, is at the discretion of the project or organization contracting with the *contractor*. For *change paper* it is expected, and usually contractually obligatory, to have **both** a *change paper* block to show approval (in accordance with N-PROC-MP-0090 and if a drawing in accordance with N-PROC-MP-0076, Preparation, Review, and Approval of Engineering Drawings, Design Flow Diagrams, and Operational Flow Sheets) **and**, once the *change paper* is approved, an acceptance stamp (or other method of acceptance).

1.3.4.3 If no alternate process is indicated in the IR or Engineering Specification, this procedure's process should be used to accept *contractor* technical documentation.

Note: In all cases, *change paper* should be accepted by OPG prior to installation of the modification in the field, and finalized *VTD* should be accepted by, or on behalf of, OPG prior to filing in the OPG ASSET SUITE system.

1.3.5 Guidelines for Vendor Manual Content

When the *VTD* is to be a *Vendor Manual*, consider producing a content specification to obtain a manual similar in content to OPG Design Manuals that are created using N-PROC-MP-0065, Preparation and Revision of System Design Manuals. Consider requiring information on:

- System design requirements
- Design descriptions
- Operating principles and instructions
- Maintenance data and preventive and corrective maintenance information
- Storage, installation, and troubleshooting instructions
- Spare and replacement part information
- Special tooling requirements
- Safety precautions and warnings
- Any general requirements.

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1.3.6 Guidelines for Drawing Content

1.3.6.1 When the *VTD* is to be a drawing, especially a general arrangement or isometric, consider producing a drawing content specification using guidelines of N-ST-01161-10000, Drafting Presentation Standard and Practices.

The following should be included on system level (layout) drawings:

- References to site-specific column lines and elevations.
- Identification of interfacing systems indicated with their SCI number.
- Usage of metric or imperial units of measure, to match site-specific system.
- Equipment and material item identifications, to reference an associated Drawing Bill of Materials (DBOMs). The DBOMs should identify equipment and material Cat ID numbers. Refer to N-PROC-MP-0076.

1.3.6.2 Appropriate information should be transmitted to the *vendor* to allow their compliance.

1.3.7 Change Papers

VTDs that are to be managed as *change papers* as part of a modification should be handled and filed in accordance with N-PROC-MP-0090. Also refer to Section 1.9, Final Processing.

1.4 Document Receipt

Vendor documents are received by various OPG departments and staff depending on the document request origin and purpose of the document submittal.

1.4.1 VTD Recipients

Vendor document recipients at OPG may include the following:

- Supply Chain Warehouse Receipt Inspection: *Vendor* documents accompany received equipment and materials, such as reorder items.
- Supply Chain Buyers: *Vendor* documents requested in RFQs or POs.
- Design Engineering Departments: *Vendor* documents requested directly by Design Engineering, such as for modifications.
- Procurement *Vendor* documents requested by procurement engineer/officer due to an Item Equivalency Evaluation (IEE) or other procurement needs.
- Operations and Maintenance: *Vendor* documents requested by Operations and Maintenance to provide technical information such as operation, calibration, and spare parts data.
- Any OPG organization creating the need for new or updated *VTDs*.

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- *Contractor* when the contract has delegated responsibility to accept *VTD* on behalf of OPG.
- Any OPG personnel receiving an unsolicited *vendor technical bulletin*, *advisory*, warranty recall, or equipment or material non-conformance notifications.

1.4.2 VTD Receipt Process

1.4.2.1 Staff receiving documents from *vendors* should determine if the document is applicable to OPG site where delivered. If not, contact the applicable OPG Site and forward in accordance with site's instructions.

1.4.2.2 OPG staff receiving documents from *vendors* should determine if a *VETIP* Coordinator exists with responsibility for this document. If an applicable *VETIP* Coordinator exists forward the document to the *VETIP* Coordinator for further processing, otherwise determine the organization to which the *VTD* Reviewer role should be assigned and forward the document to the organization. The *VETIP* Coordinator or Organization receiving the document for processing should process the document, using the following guidelines:

- If document is nontechnical, exit this procedure. Nontechnical documents are normally dispositioned through OPG-PROC-0058 or N-PROC-MM-0021, Supply Inspection, and filed in accordance with OPG-PROC-0178, or OPG-PROC-0179.
- Assign *VTD* Reviewer responsibility to a Reviewer identified in the *vendor's* transmittal, if one is identified.
- If *vendor's* transmittal does not identify the *VTD* recipient, identification should be possible by reference to the PO number, EC number, site list of system responsible Design Engineers/Officers, or other site data.
- VTDs* associated with N-PROC-MP-0090 modifications should be reviewed and processed by the Plant Design Engineering or Projects Design organizations managing the EC. Such a *review* would normally be coordinated by the Design Team Leader for the modification. Such *VTDs* should be controlled in accordance with N-PROC-MP-0090 (for example, listed on ADL or RDL and issued).
- Procurement engineer/officer should *review* and process *VTDs* associated with IEEs performed by procurement engineer/officer, with other procurement needs, and with non-modification reorders items, unless *VTDs* are solicited from *vendors* by other groups.
- VTDs* associated with procurement of new or refurbished items [refer to section 1.1.1 (d) & n(e)], should be reviewed by a SME, as identified in the SME's list. Refer to "Subject Matter Expert (SME) List.xlsx" found on: <https://ontariopowergeneration.sharepoint.com/mcas.ms/sites/Powernet-EnterpriseEngineering> , under Quik link.
- Other OPG staff, (e.g., Operations and Maintenance, Major Components, Inspection and maintenance, Nuclear Waste), should *review VTDs* which they request from *vendors*.

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- (h) Where *vendor technical bulletins, advisories, warranty recalls*, and equipment or material non-conformance notifications are submitted by *vendors* without solicitation by OPG, they should be reviewed and processed by the department, having the principal stake in the information (Design, Maintenance, other departments, and procurement engineer/officer). A Station Condition Record (SCR) should be initiated by the reviewing and processing department if the notification identifies an adverse condition that impacts OPG, in accordance with N-PROC-RA-0022, Processing Station Condition Records.
- (i) For the specific case of OPG or *designee* conducting the Owner's Design Report Review, of American Society of Mechanical Engineers (ASME) Boiler and Pressure Vessel Code Section III Design Reports, the *VTD Reviewer* shall *review the Design Report* as required by N-PROC-MP-0089. The Owner's Design Report *review* by OPG or *designee* is a mandatory requirement of the PB process. The review shall be performed and documented in accordance with Section 1.9.3 of this procedure.
- (j) For the specific case of Mechanical Piping Analysis, a piping model with Quality Assurance in usable software format should be provided as specified in the contract.

1.4.2.3 Normal work control processes may be used to control and prioritize *VTD* review and acceptance. Using the appropriate work control process, forward *VTDs* with copy of *vendor* transmittal to the *VTD* review-responsible organization, preferably the appropriate recipient (*VTD Reviewer*) when known.

1.4.2.4 If required for other business processes (e.g., purchasing), attach an internal transmittal sheet for example, N-FORM-10762, Document Transmission, or OPG-FORM-0207, Nuclear Document Transmittal Request or equivalent. Include instructions to return a signed copy (or copies).

1.5 Preliminary Review

1.5.1 The responsible *VTD Reviewer* organization should assign a *VTD Reviewer* who should reconfirm the determinations made in Step 1.4.2. If any determination was incorrect, or if the Reviewer is inappropriate, steps to correctly disposition the *VTD*, or reassign *VTD Reviewer* role should be taken.

1.5.2 The *VTD Reviewer* should make one of the following determinations (a), (b) or (c) and take appropriate action.

(a) New *VTD*. If the submitted *VTD* is new to OPG, process as a new OPG document.

- (1) Reserve new document (that is, get a document number) in accordance with OPG-PROC-0178 (for *controlled documents*) or OPG-PROC-0179 (for *records*). For SCI number, it is preferable to use a generic SCI number (one having as many of the last digits equal to 0 [zero] as practical). This permits linking of the *VTD* to many specific SCI MEL Tag items.

Note: Reserving a new document without IME involvement may be done by using the MyDocs, in accordance with OPG-INS-08133-0001, Submission, Approval, and Issuance of Documents Using MyDocs.

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- (2) Document custodian should process the request in accordance with OPG-PROC-0178 or OPG-PROC-0179 and provide the ASSET SUITE document number(s) to *VTD* Reviewer, as requested.
- (b) *VTD* identical to existing *controlled document*.
 - (1) If an identical *VTD* is already issued in ASSET SUITE (for instance, ASSET SUITE *VTD* has the same *vendor's* document number and document revision number as the submitted *VTD*, normally shown in the "Vndr Doc" field on the TIMC010 "Cont Doc – Information" panel), do not request new ASSET SUITE registration.
 - (2) If the *VTD* already issued in ASSET SUITE has been accepted by OPG, dispose of the new copy and exit this procedure, else treat this *VTD* as a change in accordance with (c) below.

- (c) Change to *VTD* already issued in ASSET SUITE

If submitted *VTD* is a change to a *VTD* already issued in ASSET SUITE, (for instance, as indicated by a later *vendor's* *VTD* revision number), check if submitted *VTD* is intended to replace the existing *VTD*. This includes checking existing *VTD* links to ASSET SUITE MEL, BOM and Uniquely Tracked Commodity (UTC) data to see if the *vendor* revised *VTD* is applicable to existing installed items. Then perform one of the following:

- (1) If a replacement *VTD* (e.g., applicable to **all** previously linked MEL data), continue in this procedure with a *VTD* revision using *vendor's* new submitted *VTD*.
- (2) If not a replacement *VTD* (i.e., not applicable to **all** existing installed items), process it as a new OPG document. That is, when *VTDs* need to reflect a change being done to some of the MEL items associated with the issued *VTD* (but not all MEL items), the updated *VTD* should be issued as a new *VTD* (with a new OPG *controlled document* number), and **not** as a *VTD* revision. The original *VTD* should remain linked to the unmodified MEL items, while after processing the *VTD*, the new *VTD* should be linked to the new or modified MEL items (with the original links removed).

1.5.3 The *VTD* Reviewer should determine if *VTD* is a *controlled document*, or a *record*.

- (a) *VTDs* considered to be *controlled documents* should be registered, indexed, issued, and revised in ASSET SUITE Controlled Documents module in accordance with OPG-PROC-0178.
- (b) *VTDs* that are considered to be *records*, but not *controlled documents*, should be indexed and issued in the ASSET SUITE Records module in accordance with OPG-PROC-0179.

1.5.4 *VTD* Reviewer should indicate the ASSET SUITE document number, and ASSET SUITE document revision number (if a *controlled document*), on the *VTD*.

1.5.5 *VTD* Reviewer should ensure that the PO number or Project number has been indicated in the document being reviewed. **If not**, the *VTD* Reviewer should add appropriate information, such as the PO number, or project number on the *VTD* in whatever manner is legible and

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logical. This includes a PO number planned to be used to purchase the applicable material (the PO may or may not be fully approved).

Note: If the item is *change paper* associated with an EC, the EC number is added to the item in step 1.9, Final Processing, step 1.9.6 (a)(3) or 1.9.6 (b)(2).

1.6 Technical Adequacy Review

The *VTD* Reviewer should consider the following during any technical review discussed in the following subsections:

- (a) A field walk-down to assist in the *review* process. Walk-downs can be helpful when the provided information appears inadequate, contradicted, or unexpected.
- (b) On occasion, a *vendor* will propose use of equipment different from OPG's specification. When reviewing such proposals, the responsible *VTD* Reviewer should consider requesting technical details from the *vendor* to confirm that such proposal replacement equipment meets OPG's requirements, including but not limited to fitting into planned location. Such information can help to avoid challenges during formal *vendor* drawing review and equipment installation.

1.6.1 General Review Requirements

- 1.6.1.1 The responsible *VTD* Reviewer should consider if additional acceptability *review* by others may be required, especially for *reviews* of *VTDs* pertaining to multidisciplinary equipment, complex equipment, or equipment in safety related systems. Additional Reviewers should be individuals knowledgeable on the subject equipment or discipline (e.g., Operations staff, Maintenance staff, or other reviewers). If *review* by others is required, forward copy of *VTD* to appropriate Reviewer(s) and request comments.

Note: Comments may be documented on N-FORM-11109, Comment and Disposition Sheet, method described by the contract, or other suitable means.

- (a) For some types of *VTDs*, specialized *review* should be performed as indicated below:

Type of <i>VTD</i>	Review Organization
Procedures for welding or brazing performed outside Canada	Metallurgy and Welding Section, of Chemistry, Metallurgy & Welding Department, in accordance with N-PROC-MA-0046, Performing Welding and Related Activities
Procedures for special non-destructive examinations (NDE) carried out by <i>contractors</i> other than OPG	Q.A. Program Section of the Inspection and Maintenance Services Division

- (b) Additional Reviewers are **not** required to sign on the *VTD*.

Note: Documents listed in (a) above may be accepted by the reviewing organization.

- (c) The responsible *VTD* Reviewer is to manage the additional Reviewer process in any appropriate way.

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- (d) All additional *reviews* should be complete prior to the application of any acceptance or rejection information on the *VTD* by the responsible *VTD* Reviewer.

1.6.1.2 If *VTD* is **not** already associated with an N-PROC-MP-0090 modification EC, *review VTD* to determine if change in any fit, form, function, or material is recorded. That is, does the *VTD* record a physical change to a controlled plant system, structure, component, software, or engineered tool? If yes, *review* the *VTD* to determine if a modification or NICR due to new information is required, in accordance with N-PROC-MP-0090. If further action is required, necessary measures be taken to ensure the following:

- (a) Initiate design change in accordance with N-PROC-MP-0090.
- (b) Address impacts on configuration and documents (through evaluation process).
- (c) Input revised or new condition monitoring criteria requirements in accordance with N-PROC-MA-0020, Predefined Process.

1.6.1.3 Review *VTD* for legibility. If the document does **not** meet the legibility criteria, contact the *vendor* for a legible copy. The criteria for legibility include:

- (a) The document is considered likely to be clearly legible after scanning or aperture card creation by OPG, not only when initially visually inspected.
- (b) The document is bounded on the page, with no information missing or corners folded over.
- (c) All logos and written content, including fine print, is legible.
- (d) Any company markings or stamps do not obscure any of the document content.

1.6.1.4 Confirm information is clear, concise, and logically presented.

1.6.1.5 Confirm *VTD* is stamped, when required by the specification, N-LIST-01300-10000, or by applicable laws, with a Professional Engineer's stamp in accordance with Professional Engineers Ontario "Use of the Professional Engineer's Seal" guidelines.

Note: The Professional Engineer's stamp may be applied by any of the signatories or a third party Professional Engineer taking professional accountability for the work.

1.6.1.6 Review *VTD* for compliance with:

- (a) OPG tendering or contract specifications, including approved concession applications, and requirements for *VTD* content.
- (b) Design Requirements and Technical or Engineering Specifications associated with the contract.
- (c) Specifications of an IR between OPG and a *contractor* have been met for *contractor* produced document (e.g., quality hold point addressed, in progress check completed).
- (d) Quality Assurance (QA) requirements.

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1.6.2 Technical Detail Review

1.6.2.1 *Review of VTDs includes* a risk assessment (refer to Section 1.6.3), design detail review (refer to Section 1.6.4, Design Detail Review) and relevant operating and maintenance detail *review* (refer to Section 1.6.5, Third Party Review).

Note: The Reviewer may refer to N-GUID-01924-10000, Design Verification Techniques Guide, for techniques which may be used when reviewing design products.

1.6.2.2 The supervisor(s) of the reviewing organization is accountable for establishing the level of the *review* and the experience level of the Reviewer to be applied to a particular submittal document(s).

1.6.3 Risk Assessment

The *review* should be performed based on a risk assessment and risk rating of the change to the *VTD*. Users may refer to N-GUID-01900-10006, Technical Task Risk and Rigor, in determining the risk level, type of *review*, and required time for the *review*.

1.6.4 Design Detail Review

Design detail *review* should confirm that, as appropriate:

- (a) Any in progress *reviews* for specific deliverables required by the contract have been performed, completed and the Reviewer's comments have been addressed to their satisfaction, prior to proceeding with final approved product for *review*.
- (b) Physical characteristic information is included, such as dimensions, weight, and material.
- (c) Required specific application data is included, such as horsepower, kilowatts, voltage, pressure, temperature, flow, rpm, cooling or heating requirements, and fastener torque values.
- (d) Operating characteristics and requirements of equipment match applicable requirements in plant, including special requirements such as Seismic and Environmental Qualification (EQ) requirements.
- (e) Required equipment or component description includes subassemblies and major parts and also fully describes the function of all associated controls, indicators, and instruments.
- (f) Storage instructions include:
 - (1) Pre installation storage recommendations for supplied equipment, including any special precautions that need to be taken.
 - (2) Lay-up storage recommendations, for instance idle periods after equipment has been installed and operated.
- (g) Detailed instructions for unpacking, installing, aligning, checking, and testing of equipment prior to operation are provided.

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1.6.4.1 If a *vendor* has provided a *Manufacturer VTD* that is a *Design Specification* for non-standard fittings Categories A and B, fittings Categories D, E, F and H, pumps and valves 4 inches and less, standard supports, or linear supports used as mechanical snubbers, the manufacturer's *Design Specification* shall be reconciled, **prior** to installation, with the OPG *Design Specification* in accordance with N-PROC-MP-0089.

1.6.4.2 If a *vendor* has provided Mechanical Piping Analysis, this should be accompanied by the associated piping model with Quality Assurance in usable software format as specified in the contract.

1.6.5 Third Party Review

For high-risk design, a third-party *review* by a competent external Reviewer having specific expertise with such *review(s)* for compliance with applicable requirements should be performed (Refer to N-PROC-MP-0047 Design Verification).

1.6.6 Operating and Maintenance Detail Review

(a) If appropriate, confirm operating instructions include:

- (1) Complete and detailed starting instructions for all equipment furnished, noting step-by-step procedure for starting equipment along with precautions and critical points to be observed, noted, and emphasized.
- (2) Complete and detailed operating instructions for all equipment furnished, including precautions and critical points to be observed, indication or potential operating difficulties, along with probable causes and remedial actions.
- (3) Critical limits and precautions indicated clearly by bold "CAUTION", "NOTE", "DANGER", or "WARNING", notice printed on page.
- (4) Tabulation of operating parameters for temperature, pressure, flow, giving readings for normal operating (including ranges) and set points for instrument alarms.
- (5) Complete and detailed shutdown instructions for all equipment furnished, noting step-by-step procedure for shutting down equipment, along with precautions and critical points to be observed, noted, and emphasized.

(b) If appropriate, confirm special tools required for operating or maintaining equipment are specified, including drawings or parts numbers identified when necessary for fabrication or purchase.

(c) If appropriate, confirm maintenance instructions include:

- (1) Calibration procedures that cover operating and alarm conditions for settings and set points and have steps required for checking or adjusting operating parameters and tolerances of equipment and components.
- (2) Troubleshooting guidelines with a list of possible equipment malfunctions, probable cause method of detections, and corrective actions.

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- (3) Steps required for disassembling and reassembling equipment and components, including settings (for instruments and other equipment), operating clearances, and adjustment data tabulated for all equipment covering settings for operation, alarm, and shutdown.
- (4) Periodic testing and preventive maintenance test instructions including inspections, and parts renewal to be performed after defined periods of operation, including frequency of maintenance performance.

1.6.7 Drawing Review

For *vendor* drawings, *VTD* Reviewer should consider the following:

- (a) Professional Engineer Stamping requirements.
 - (1) In accordance with the specification, N-LIST-01300-10000, or by applicable laws.
 - (2) In accordance with Canadian Nuclear Safety Commission (CNSC) or Technical Standards and Safety Authority (TSSA) requirements for PB-related drawings.
 - (3) In accordance with certification of design documents under the jurisdiction of the ASME Boiler and Pressure Vessel Code.
- (b) Updating requirements for:
 - MEL
 - Cat ID (i.e., are there critical characteristics not currently identified)
 - Code of Construction
 - Overpressure Protection Report
 - Valve Position Assurance Program
 - On-Line Wiring
 - Operational Flow Sheet
 - Spare parts and item numbers
 - Predictive Maintenance
 - Removal dimensions
 - Torque values
 - Component and Equipment Surveillance
 - Simulator documentation
 - EQ documentation

Note: If the vendor documentation does not already do so, initiate required updates for the systems and documentation mentioned above. This includes, but is not limited to, notifying the organization responsible for updating Cat ID procurement requirements when a drawing representing a Cat ID is accepted.

- (c) Seismic and EQ requirements.

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- (d) *Vendor* drawings are not normally unitized, but may require unitization under specific circumstances such as the drawing depicting an item which is specific only to one unit, and will never be used or transferred to another unit. Refer to N-PROC-MP-0076 for drawing unitization requirements.

1.6.8 Vendor Manual Review

- 1.6.8.1 Manufacturer *Vendor Manuals* are **not** design basis documents, and depth of *review* should be commensurate with:
- The degree of assurance required that *Vendor Manual* contains applicable, clear, and sufficient information.
 - The degree of assurance required that *Vendor Manual* meets the Engineering Specification for *Vendor Manuals* if one had been prepared as part of the PO requirements under the contract.
 - The risk incurred in performing little or no technical review.
- 1.6.8.2 Determine whether specific *vendor* documents submitted as part of a *Vendor Manual* should be retained, marked up (also known as “red-lined”), or pages removed (ideally prior to their acceptance). Note that removal is often impractical unless the *Vendor Manual* is for customized equipment.
- 1.6.8.3 The intent is to issue *VTDs* under the correct Document Type and Sub-Type, (list is available for all Asset Suite Document Type and Subtype on the Information Management webpage), to the extent practical, and to prevent potential discrepancies between an individually issued document and one included in the *Vendor Manual*, in accordance with the following guidelines:
- (a) *Vendor* drawings of illustrative nature forming part of *vendor* standard publications (e.g., brochures and operating and maintenance procedural bulletins) should be retained as part of the submitted *Vendor Manual*. If such brochures are already registered as separate *VTDs*, the copy in the *Vendor Manual* should be marked “reference only” with the ASSET SUITE *controlled document* number referenced.
 - (b) *Vendor* documentation that shows various options or alternate configurations which do not apply to the OPG equipment in question should be marked up to cross out the portions that do not directly apply. This mark-up is also known as “red-lining”. Alternately, the non-applicable portions should be removed.
 - (c) *Vendor* drawings of engineering nature (depicting design details) already issued, or in process of being issued, as site *vendor* drawings in ASSET SUITE should be marked “reference only” with the ASSET SUITE *controlled document* number referenced. Alternately, the drawings should be removed and issued as separate *VTDs*.
 - (d) Other *vendor* produced documents of an engineering nature, such as supporting design calculations, should be marked “reference only” with the ASSET SUITE *controlled document* number referenced. Alternately, the documents should be removed and issued as separate *VTDs*.

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- (e) *VTD* Reviewer should ensure that when any documents are removed from the *Vendor Manual*:
 - (1) The Table of Contents is adjusted, if required.
 - (2) The page numbering is adjusted, if required.
 - (3) The document which is removed and issued independently under its own ASSET SUITE document number is cross-referenced in the *Vendor Manual*.

1.6.9 Parts Information Review

1.6.9.1 When reviewing *vendor's* revision to *VTD* previously accepted and issued in ASSET SUITE, obtain copy of current ASSET SUITE revision for comparison to updated document, and check if any part numbers have changed.

- (a) If no part numbers have changed, spare parts requirements may be processed based on existing information.
- (b) If one or more-part numbers have changed, part configuration change may require procurement engineer/officer evaluation to ensure part is acceptable for use in plant.

1.6.9.2 If appropriate, incorporate applicable portions of *VTD* information into engineering lists in ASSET SUITE, plant procedures or other administrative control programs. For example:

- (a) Lubricant Lists: Verify recommended lubricants are on approved lubricant lists.
- (b) Spare and Renewal Parts List: Replacement parts should be listed, including part name, part number, recommended quantity to stock, and shelf life. Clearly mark parts list: "Reference Only: Refer to the ASSET SUITE BOM for spare parts list. Prior to ordering, check with *vendor* to verify part numbers". Send parts list to PE for processing in accordance with N-PROC-MP-0058, Equipment Bill of Materials, and N-PROC-MP-0090.

1.6.10 Inspection and Test Plan Review

1.6.10.1 When reviewing an *Inspection and Test Plan (ITP)*:

- (a) The requesting organization has the responsibility to review and accept the *ITP*.
- (b) If the engineering specification requests submission of the *ITP* for acceptance, Design Engineering should review the *ITP*.
- (c) *VTD* reviewer should confirm the following:
 - (1) The *ITP* was requested for acceptance, prior to fabrication or prior to repair, on the purchase order.
 - (2) The *ITP* meets the minimum requirements for *ITP* contents identified in the purchase order.
 - (3) The *ITP* includes adequate technical and administrative detail.

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1.6.10.2 For accepting Pressure Boundary *ITP* the following additional checks are required:

- (a) The vendor submitting the *ITP* has a valid C of A to perform PB work.
- (b) *ITP* has been reviewed and accepted for execution by an Inspector of Authorized Inspection Agency.

1.7 Acceptance or Rejection

1.7.1 Following completion of *VTD Review(s)*, determine whether *VTD* can be ACCEPTED, ACCEPTED AS NOTED, or must be REJECTED.

- (a) ACCEPTED means the *VTD* is complete, meets technical requirements to the satisfaction of the *VTD Reviewer(s)* and requires no changes or mark-ups.
- (b) ACCEPTED AS NOTED means the *VTD* requires minor mark-ups, but overall meets the technical requirements to the satisfaction of the *VTD Reviewer(s)*.
- (c) REJECTED means the *VTD* cannot be accepted as it is incomplete or does not meet technical requirements.

1.7.2 If the *VTD* is **REJECTED**, mark on the *VTD*:

- (a) The word "REJECTED", clearly and legibly.
- (b) The printed name and the signature of the Reviewer.
- (c) The date the *VTD* is rejected.
- (d) Notes or mark-ups detailing the corrections required in order for the *VTD* to be appropriately revised and resubmitted. The goal of these notes or mark-ups is to be clear enough so that the *VTD* may be accepted after resubmittal.

1.7.3 If the *VTD* is **ACCEPTABLE**, with or without notes or mark-ups:

1.7.3.1 Reviewer should determine method of indicating OPG acceptance of the *VTD*. Refer to Section 1.8, Acceptance of Document Collections, if accepting a set of documents. Any acceptance method should contain the minimum information requirements as set out in Appendix B, Sample Vendor Document Acceptance Stamp, (except as modified by [d] below). Examples of ways acceptance may be documented include:

- (a) Applying a *vendor* document acceptance stamp similar to the sample shown in Appendix B.
- (b) Completing a *VTD* cover page provided by OPG which contains the minimum information requirements as set out in Appendix B.
- (c) Completing an acceptance block integral to the *VTD* which contains the minimum information requirements of OPG as set out in Appendix B, otherwise a Vendor Document Acceptance Stamp may need to be applied.

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Note: For multipage *VTDs*, such as *Vendor Manuals*, reports and calculations, acceptance information need only be applied to the cover sheet, provided that every page is numbered and identified in a way that will minimize the potential for contents identification problems when using, scanning, reviewing, retrieving, or revising the document.

(d) **If a *VTD* is submitted electronically, the *VTD* may be printed and accepted as per Steps (a), (b), or (c) above, or may be accepted electronically. Electronic acceptance may be done in one of two ways:**

- In accordance with OPG-PROC-0178.
 - As managed by an approved OPG Electronic Document Management (EDM) system.
- (1) If the electronically submitted *VTD* is electronically accepted, the acceptance should contain at least the information called for in Appendix B (a), (b), (d), and (e) - that is, all information required by Appendix B except the pen-to-paper signature.
- (2) **If acceptance is by e-mail, the electronically submitted *VTD* and the electronic acceptance e-mail should be sent together to IME for processing into ASSET SUITE.**

Note: OPG-PROC-0178 calls for the acceptance e-mail to be filed and associated with the *controlled document VTD*.

(3) If acceptance is managed by an approved OPG EDM system, the electronically-submitted *VTD* should be sent to IME for Processing in ASSET SUITE.

Note: Acceptance data is contained in the EDM system, not necessarily on the *VTD*.

1.7.3.2 If the *VTD* is acceptable **without** note or mark-ups, the Reviewer should perform the following:

- (a) Check the **ACCEPTED** box.
- (b) Legibly print the name and department of the Reviewer.
- (c) Sign and date (assuming a Vendor Document Acceptance Stamp has been applied. Modify as required if completing a *VTD* cover page or *VTD* integral acceptance block).

1.7.3.3 If the *VTD* is acceptable **with** notes or mark-ups, the Reviewer should perform the following:

- (a) Check the ACCEPTED AS NOTED box.
- (b) Clearly and legibly put the required mark-ups or notes on the *VTD*.
- (c) Legibly print the name and department of the Reviewer.

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- (d) Sign and date (assuming a Vendor Document Acceptance Stamp has been applied. Modify as required if completing a *VTD* cover page or *VTD* integral acceptance block).

- 1.7.3.4 *Manufacturer VTDs* with minor mark-ups made by *VTD* Reviewer should be issued in ASSET SUITE (with ACCEPTED AS NOTED checked) if no further document processing by *vendor* is expected or required (for example, when the mark-up crosses out non-applicable *vendor* options).
- 1.7.3.5 Where *vendor* needs to acknowledge, or correct, all mark-ups under the contract, *VTD* Reviewer should also check the REVISE AND RESUBMIT box in order to document the request to *vendor* to update and correct the *VTD* in accordance with the mark-ups and resubmit corrected *VTD* to OPG.
- 1.7.3.6 The *VTD* should be issued in ASSET SUITE (with ACCEPTED AS NOTED **and** REVISE AND RESUBMIT checked) with the knowledge that another revision will be coming from the *vendor*.
- 1.7.3.7 If the Reviewer does not want to issue the document knowing that a revision is pending, the document should be REJECTED.

Note: If the *VTD* is a *record* but not a *controlled document*, and if markups or notes are sufficient to require revision of the *VTD* by the *vendor*, the record type *VTD* should be checked as REJECTED, **not** ACCEPTED AS NOTED.

1.8 Acceptance of Document Collections

- 1.8.1 Occasionally, sets of documents may be submitted for acceptance as part of one transmittal (for example, a suite of drawings from a *contractor*). The Reviewer may choose to indicate acceptance of each document individually as indicated in Section 1.7 above. Alternately, the Reviewer may choose to accept the set of documents with one acceptance.
- 1.8.2 **If** the Reviewer considers that a single acceptance for a set of documents is not advantageous for OPG, the documents should be accepted individually.
- 1.8.3 If a set of documents is accepted using just one acceptance, the following criteria should be met, to ensure clear communication:
- (a) Every document in the set should be reviewed in accordance with Sections 1.5 and 1.6 above. Acceptance of a set of documents **does not** degrade the requirement to ensure each document is acceptable.
 - (b) There should be a list of the documents including document number and revision number accepted. This list could be on the *vendor's* transmittal, or on an OPG cover sheet, or by any other method which explicitly indicates each and every document included in the acceptance.
 - (c) **If** the documents are *change paper*, there should be an indication of which EC revision the documents are associated with.

Note: If the document set is a revision to *change paper*, only the documents that are being revised need to be in the package. Unrevised *change paper* does not require reacceptance and should not be submitted for inclusion in the EC.

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- 1.8.4 Acceptance of a set of documents is in accordance with Section 1.7.3.1 above, except that the acceptance will, be on cover sheet (unless the acceptance is electronic).
- (a) If the *vendor's* transmittal contains all of the information required by Section 1.8.3 above, an acceptance stamp may be applied to the transmittal (assuming space is available for the completed stamp to be legible) in accordance with Section 1.7.3.1 (a).
 - (b) Alternately, a cover sheet showing acceptance may be added in accordance with Section 1.7.3.1 (b) or (c).
 - (c) Acceptance of a set of electronic documents should be in accordance with Section 1.7.3.1 (d), but with the acceptance for the set instead of for an individual document.
 - (d) The *VTDs* and list should be forwarded together to IME for filing.

Note: The list should be associated with each *VTD* when indexed.

1.9 Final Processing

- 1.9.1 If the *VTD* is REJECTED or is marked ACCEPTED AS NOTED **and** REVISE AND RESUBMIT, return *VTD* to *vendor* directly or through Supply Chain Buyers, as required under contract. Provide a transmittal listing *VTDs* transmitted, with comments pertaining to those *VTDs* requiring revision. The *vendor* should make corrections when required under contract, and resubmit to OPG when corrected.
- 1.9.2 If the *VTD* is ACCEPTED or ACCEPTED AS NOTED **and** the contract requires the *vendor* to be notified when OPG accepts the *VTD* (for instance to remove a fabrication or delivery hold), return *VTD* to *vendor* directly or through Supply Chain Buyers as appropriate. Provide a transmittal listing *VTDs* transmitted.
- 1.9.3 For an ASME Section III **Design Report** that will be ACCEPTED or ACCEPTED AS NOTED by a *review* done in accordance with Section 1.4.2.2 (i), the reviewer shall:
- (a) Perform the Owner's Design Report Review in accordance with ASME Boiler & Pressure Vessel Code, Section III, Subsection NCA-3260.

Note: Owner's Design Report Review is in addition to the Certification of the Pressure Boundary Design Report that is provided by the *Vendor* to meet requirement of ASME, Section III, NCA-3555.
 - (b) The reviewer should use the instruction given in Appendix C of this procedure to complete and document the Owner's Design Report Review.
 - (c) Owner's Design Report reviewer shall be:
 - (1) A Registered Professional Engineer (P. Eng).
 - (2) Qualified as per QID 33685 Design Engineer.

Note: Qualification should be achieved by completion of all program elements (PEL) associated with QID 33685 identified in the Training Information Management System (TIMS).

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Note: The Reviewer **does not** require qualification in QID 12552, DE - ASME CODE, Certification Activities - Appendix XXIII.

Note: When a *designee* performs the review, the reviewer should be independent from the preparer, verifier and certifier of the *vendor's* Design Report.

- (d) Return the copy of the Owner's Design Report Review to the *vendor* along with the reviewed *Design Report*.

Note: *Vendors* require the signed Owner's Design Report Review to accompany their submissions for design registration.

- (e) File the original of the reviewed *Design Report*, accompanied by a copy of the Owner's Design Report Review, as a single *controlled document* with Life of Facility retention.

1.9.4 File the piping model with a Quality Assurance, [included as described in step 1.4.2.2(j)] associated with the Mechanical Piping Analysis documents as per the instructions of Subject Matter Expert (SME) described on the SESA Software Certificate of the piping software used by the vendor.

1.9.5 Maintain in VTD Reviewer's office, or a location prescribed by Reviewer's Manager, a copy of VTDs which are returned to *vendor* for rework. Copy should contain all mark-ups which were returned to *vendor*. When corrected and finalized VTDs are ACCEPTED by OPG such copies may be purged.

1.9.6 If VTDs are associated with an EC, refer to N-PROC-MP-0090 Appendix C "Engineering Change Paper Flowchart" and determine for each VTD, if the VTD reflects future station configuration (such as drawings) or does not (such as reports, calculations, or specifications).

Note: If the *change paper* has been developed and approved by a *contractor* and an IR has been issued stating another process to accept the *change paper*, this procedure does not apply.

- (a) Those ACCEPTED or ACCEPTED AS NOTED VTDs which reflect station configuration should be listed on the ADL of the appropriate EC and handled as *change papers* in accordance with N-PROC-MP-0090. The following types of VTDs are configuration specific and should be included on the ADL:

- VTDs showing plant configuration details specific to OPG sites and systems.
- VTDs showing non-standard products and assemblies custom designed, in whole or part, to meet OPG specific requirements, which reflect aspects of OPG plant configuration. Example: Standby generator package having controls supports, and tie-ins custom designed and fabricated to meet site-specific specifications.
- VTDs which may require updates in the form of mark-ups or revisions during the modification due to field conditions.

Note: Treatment of plant configuration reflecting VTDs as *change papers* is intended to ensure they are issued in ASSET SUITE only after EC installation is complete and modification has been turned over to

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operations in accordance with N-PROC-MP-0090. ASSET SUITE issued *controlled documents* should reflect the installed configuration.

- (1) VTDs may arrive at various stages of the EC modification cycle.
- (2) Ensure correct ASSET SUITE links between the VTD and MEL related data are made in ASSET SUITE. Refer to N-PROC-MP-0077, Equipment Data Maintenance, for details.
- (3) When required by N-PROC-MP-0090, add *change paper* information (for example, a *change paper* block).

Note: Acceptance information and *change paper* information are both required since they have different purposes. The acceptance information covers contractual obligations and acceptance for use at OPG, while the *change paper* information covers the QA requirement to verify and approve changes to station configuration.

- (b) Those ACCEPTED or ACCEPTED AS NOTED VTDs that do **not** reflect station configuration should be issued after *review* and acceptance and listed on the RDL of the appropriate EC in accordance with N-PROC-MP-0090.
 - (1) VTDs which do **not** reflect OPG plant configuration should **not** be included on the ADL.
 - (2) If the VTD does not record the associated EC number, legibly write the EC number and/or PO number (for example, "Associated with EC # ____"; "PO # ____") near the OPG acceptance information.

Note: Non-configuration VTDs are typically reports, calculations, specifications, and *Manufacturer VTDs* associated with equipment and components fabricated for the general market, e.g., "off-the-shelf" items. Documentation for general market items is not customized, being designed and rated to meet a range of performance requirements suited to the marketplace. Example: 12mm (1/2 inch) diameter bronze gate valve.

- 1.9.7 For ACCEPTED, or ACCEPTED AS NOTED, VTDs which are *controlled documents* and are not associated with an EC, including data, submit the VTDs to be filed/issued in ASSET SUITE in accordance with OPG-PROC-0178.
- 1.9.8 For ACCEPTED, or ACCEPTED AS NOTED, VTDs which are **records** but not *controlled documents*, and are not associated with an EC, including non-standard media, forward the accepted document(s) to be filed/issued in ASSET SUITE in accordance with OPG-PROC-0179.
- 1.9.9 VTDs should be cross-referenced in an appropriate manner to BOM, Cat ID number, MEL tag, or UTC.
 - (a) Such MEL related data should not be indicated on *Manufacturer VTDs* which are non-OPG configuration specific. Where MEL related data is shown on legacy VTDs, users should refer to ASSET SUITE MEL links for the correct cross-references. Refer to N-PROC-MP-0077 for details.

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- (b) For non-EC related *VTDs*, the Reviewer should ensure the *VTD* is linked to Cat ID/BOM in ASSET SUITE Panel TIMD078 - EQUIP/COMP/UTC/BOM DOCUMENTS.
- (1) If the Reviewer is not PE staff, contact PE for assistance if required.
 - (2) If the *VTD* has not been linked to the MEL tags for installed equipment, PE should ensure the *VTD* is linked to MEL tags after installation.
- (c) For *VTDs* that are drawings representing a Cat ID, the *VTD* reviewer should notify the organization responsible for updating Cat ID procurement requirements in accordance with N-PROC-MP-0098, Procurement Engineering Activities:
- (1) If *VTD* reviewer is not also reviewing the Cat ID in accordance with N-PROC-MP-0098, send an e-mail to the appropriate Cat ID information mailbox, including:
 - The associated Cat ID number in the subject of the e-mail **and**,
 - The document number and revision number of the accepted drawing **and**,
 - **If** the document is not immediately available in Asset Suite, a copy of the accepted drawing.
- Mailbox for Pickering Cat IDs: PE-B
- Mailbox for Darlington Cat IDs: DNGD: PE - Buyer Inquiries
- (2) *VTD* reviewer may refer to N-GUID-08173-10011, Asset Suite Communication Interface Guideline for Supply Chain and Engineering, for details on communication within Asset Suite regarding required updates to Cat IDs.

1.9.10 Prior to **filing** the *VTDs* in ASSET SUITE ensure that:

- (a) Submission requirements in accordance with applicable process have been completed.
- (b) Technical content of the *VTDs* meets all requirements specified in the contract or project plan.
- (c) Adequate verification has been given to the safety significance and *VTD*'s complexity.
- (d) The outcome of the *review* has been documented.
- (e) QA exceptions have been documented.
- (f) Acceptance in accordance with Section 1.7.3.1 has been completed, indicating the appropriate type of acceptance, and signed or electronically accepted as appropriate.

1.10 Use of *VTDs*

1.10.1 *VTDs* and their excerpts should **not** be used **instead** of OPG procedures.

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- 1.10.2 If an unissued *vendor's* document was in use at a station prior to 2001, refer to Clauses 1.1.2.2 and 1.1.2.3 for the process to accept and get the document issued in ASSET SUITE.
- 1.10.3 Refer to OPG-STD-0030, Protecting OPGs Information and Intellectual Property, when using extracts from *VTDs*.
- 1.10.4 When plant procedures are prepared from *VTDs* involving technical interpretation of *vendor* information, Engineering or other technically knowledgeable personnel should review *VTD* and the procedures prior to use to ensure technical information is properly applied and design requirements are met.
- 1.10.5 Master copies of *VTDs* should be checked out from Controlled Documents module **only** when OPG is making revisions.
- 1.10.6 *VTD* users should not add notes, sketches, drawings, design calculations, or other types of information to *Vendor Manuals* or other *Manufacturer VTDs* unless the additions are controlled as document revisions.
- 1.10.7 Legacy *Vendor Manuals* were entered into ASSET SUITE using current standards at the time of submission. Legacy *Vendor Manual* users should be cautious using design information documents embedded in the manual as input to design activities. Users should confirm if the embedded document in question has been separately registered in ASSET SUITE, and if so, refer to the current revision registered in ASSET SUITE.
- 1.11 Processing a Revision**
- 1.11.1 The requirement to revise *VTDs* may be identified by *vendor* or by OPG staff.
- 1.11.2 *Vendor* initiated *VTD* revisions may be required due to *vendor* input (e.g., letter, bulletins, addenda, or *vendor* contact), operating experience (e.g., significant Event Reports, or significant Operating Experience), document use, or equipment modifications. OPG personnel receiving updated *VTD* information should process required *VTD* changes in a manner similar to processing new *VTDs* (refer to the process described in Sections 1.4 to 1.9).
- 1.11.3 OPG initiated *VTD* revisions may be required to maintain configuration between plant and supporting *VTDs* when modifications to the plant require changes to *VTDs*, or for other reasons. Once the *vendor* submits the revised *VTD*, OPG staff should process required *VTD* changes in a manner similar to processing new *VTDs* (refer to the process described in Sections 1.4 to 1.9).
- 1.11.4 *VTDs* revised by OPG should:
- (a) Be revised in accordance with OPG-PROC-0178.
 - (b) Contain a revision block or a revision cover sheet forming an integral part of the *VTD* which includes the following:
 - ASSET SUITE document number and revision number.
 - Revision date.

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- Printed name of individual who revised it, and signature.
- Brief summary of reason for revision (Examples: EC No., error correction, updated data by manufacturer).

1.11.5 If it is decided that OPG will revise a *Vendor Manual*, OPG engineering should:

- (a) Attempt to contact *vendor* for written approval to revise the manual.
- (b) Ensure *Vendor Manual* changes are reviewed for applicability and accuracy by Station Engineering.
- (c) Ensure *Vendor Manual* changes are reviewed by departments accountable for procedures derived from *Vendor Manual*.
- (d) N-FORM-10926, Revision Cover Sheet for Manufacturer's Manuals, is recommended for use as a cover sheet for a manual revised by OPG. When the form is used, it should be signed by the responsible engineer/officer and Manager. Do **not** remove any existing cover sheets associated with previous revisions.

2.0 ROLES AND ACCOUNTABILITIES

2.1 Director Eng Services, Mechanical Electrical & Computer

- 2.1.1 Owns the SME list.
- 2.1.2 Delegates responsibility for maintenance of SME list to Department Manager.

2.2 Department Managers

- 2.2.1 Ensures *VTDs* are forwarded to appropriate *VTD* Reviewer.
- 2.2.2 If required, ensures that a local *VETIP* coordinator is assigned to manage the process.

3.0 DEFINITIONS AND ACRONYMS

3.1 Definitions

The following words are defined in N-LIST-01300-10008, Lexicon of Engineering Governance Terms. All these defined terms are shown in italic font in this document's text, to alert users that the term has been defined.

Change Paper

Contractor

Controlled Document

Designee

Design Report

Design Specification

Inspection and Test Plan

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- Manufacturer Vendor Technical Document (VTD)*
- Qualified*
- Record*
- Review*
- Vendor*
- Vendor Equipment Technical Information Program (VETIP)*
- Vendor Manual*
- Vendor Technical Bulletins or Advisories*
- Vendor Technical Document (VTD)*

3.2 Abbreviations and Acronyms

ADL	Affected Document List
ASME	American Society of Mechanical Engineers
Cat ID	Catalog Identification
CNSC	Canadian Nuclear Safety Commission
CSA	Canadian Standards Association
DBOM	Drawing Bill Of Material
EC	Engineering Change
EDM	Electronic Document Management
EQ	Environmental Qualification
FAT	Factory Acceptance Testing
IEE	Item Equivalency Evaluation
IME	Information Management Execution
IR	Interface Requirement
ITP	Inspection and Test Plan
MEL	Master Equipment List
NDE	Non-Destructive Examination
NICR	Non-Identical Component Replacement
OPG	Ontario Power Generation
P. Eng	Professional Engineer
PB	Pressure Boundary
PO	Purchase Order
QA	Quality Assurance
QID	Qualification Identification
RDL	Reference Document List
RFQ	Request for Quotation
RRC	Record Retention Code
SCI	System Classification Index

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SCR	Station Condition Record
SME	Subject Matter Expert
SPOC	Single Point of Contact
SWMS	Station Work Management System
TSSA	Technical Standards and Safety Authority
UTC	Uniquely Tracked Commodity
VETIP	Vendor Equipment Technical Information Program
VTD	Vendor Technical Document

4.0 BASES, RECORDS AND REFERENCES

4.1 Bases

None

4.2 Records

The following records may be generated by use of this document and shall be registered in appropriate document management system in accordance with the following table.

Record Created	Associated Form or Template Number	QA Record? Y/N	Filing Information/Retention (AIMS Type/Sub-Type)
Controlled Document Request Note: <i>Controlled documents</i> in wide variety of Types and Sub-Types. Documents are created by <i>Vendors</i> , then reviewed, accepted and issued by OPG.	OPG-FORM-0202 (or equivalent)	Y	Indexed in ASSET SUITE Controlled Documents (CD), in accordance with OPG-PROC-0178. Types and Sub-Types vary. Retention is typically "Until Superseded or Life of Facility". Some examples of Record Retention Codes (RRC) numbers are: RRC # N02-0003 - Manufacturer's Maintenance Manuals RRC # N02-0003 - Engineering Drawings RRC # N02-0003 - Design Manuals RRC # N02-0003 - Design Calculations RRC # N02-0003 - Design Reports c/w Owner's Design Report Review
Nuclear Document Transmittal Request Note: <i>Records</i> in wide variety of Types and Sub-Types. Documents are created by <i>Vendors</i> , then reviewed, accepted and issued by OPG.	OPG-FORM-0207 (or equivalent)	Y	Indexed in ASSET SUITE Records Management (RM), in accordance with OPG-PROC-0179. Types and Sub-Types vary. Retention is typically "Life of Facility". One example of an RRC number is: RRC # N02-0003 - PB QA records.
Document Transmission	N-FORM-10762	N	Project file. Discard at project end.

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Revision Coversheet for Manufacturers Manual	N-FORM-10926	Y	File with Manufacturers Manual RRC: N02-0003 Retention: LOF
Input or output data	N/A	Y	Indexed in AIMS and linked to the associated document (if applicable). Records Retention Code (RRC): N02-0003 Retention: Same as associated calculation or report Controlled Document (Typical for QA reference): Facility/Property #] – DTBK – [SCI] – [5 digit sequence #]
Non-Standard media (E.g. Design Report, Modern analysis models, Microfiche, Microfilm, CD/DVD/BluRay, magnetic tape)	N/A	N	Indexed in AIMS and linked to the associated document (if applicable). Records Retention Code (RRC): N02-0003 Retention: Same as associated calculation or report Record (Typical for business value reference): Facility/Property #] – REF – [SCI] – [7 digit sequence #]
Owner's Design Report Review	N-TMP-10020 or equivalent		File with PB Design Report

When *VTD* PB documents are **included** in Design Registration package submitted to the Authorized Inspection Agency, as required by N-PROC-MP-0082, Design Registration, copies of the PB documents reviewed and accepted by the Authorized Inspection Agency shall remain with the Authorized Inspection Agency accepted Design Registration packages, that is, to be stored as an integral part of the package. Issued *VTD* PB documents **referenced** in a Design Registration package are stored solely as independent controlled PB documents.

4.3 References

4.3.1 Performance References

ASME Boiler & Pressure Vessel Code, Section III, Subsection NCA-3260

CSA-N285.0, General Requirements for Pressure-Retaining Systems and Components in CANDU Nuclear Power Plants

N-FORM-10762, Document Transmission

N-FORM-10926, Revision Cover Sheet for Manufacturer's Manuals

N-FORM-11109, Comment and Disposition Sheet

N-GUID-01900-10006, Technical Task Risk and Rigor

N-GUID-01924-10000, Design Verification Techniques Guide

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N-GUID-08173-10011, Asset Suite Communication Interface Guideline for Supply Chain and Engineering

N-LIST-01300-10000, Bounded Document Set

N-LIST-01300-10008, Lexicon of Engineering Governance Terms

N-PROC-MA-0020, Predefined Process

N-PROC-MA-0046, Performing Welding and Related Activities

N-PROC-MM-0021, Supply Inspection

N-PROC-MP-0047, Design Verification

N-PROC-MP-0058, Equipment Bill of Materials

N-PROC-MP-0059, Preparation, Review, and Approval of Engineering Specifications

N-PROC-MP-0065, Preparation and Revision of System Design Manuals

N-PROC-MP-0076, Preparation, Review, and Approval of Engineering Drawings, Design Flow Diagrams, and Operational Flow Sheets

N-PROC-MP-0077, Equipment Data Maintenance

N-PROC-MP-0082, Design Registration

N-PROC-MP-0084, Preparation, Review, and Approval of Engineering Standards

N-PROC-MP-0089, Design Specifications, Design Reports, and Overpressure Protection Reports

N-PROC-MP-0090, Engineering Change Control Process

N-PROC-MP-0098, Procurement Engineering Activities

N-PROC-RA-0022, Processing Station Condition Records

N-ST-01161-10000, Drafting Presentation Standard and Practices

N-STD-MP-0009, Contractor/Owner Engineering Interface and Oversight

N-TMP-10020, Engineering Calculation/Report

OPG-FORM-0202, Controlled Document Request

OPG-FORM-0207, Nuclear Document Transmittal Request

OPG-INS-08133-0001, Submission, Approval, and Issuance of Documents Using MyDocs

OPG-PROC-0058, Procurement Activities

OPG-PROC-0178, Controlled Document Management

OPG-PROC-0179, Nuclear Quality Assurance Records

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OPG-STD-0030, Protecting OPG's Information and Intellectual Property

OPG-STD-0057, Electronic Document Management

Professional Engineers Ontario "Use of the Professional Engineer's Seal", July 2005

4.3.2 Developmental References

CSA-N286, Overall Quality Assurance Program Requirements for Nuclear Power Plants

INPO 87-009, Control of Vendor Manuals

INPO 88-022, Vendor Manual Specification and Procurement

INPO 90-009 Revision 3, Appendix C "Good Practices for Achieving High Product Quality from Engineering Vendors"

N-INS-08920-10040, Engineering Proficiency Development: Design Engineering

N-TQD-403-00001, Nuclear Engineering Support Personnel Training and Qualification Description

OPG-PROC-0001, Processing Administrative Governance Documents

N-COI-00120-00001, Contractor\Owner Interface Requirements for Nuclear

N-REP-08135.4-10000, Vendor Manual Pilot Project

N-STD-AS-0002, Procedure Use and Adherence

TG18-1994, Guideline for Implementing Vendor Information Programs (NIRMA)

5.0 REVISION SUMMARY

This is an **intent** revision.

- Throughout: Non-intent editorial changes (no revision bars shown).
- Cover Page: Updated "Document Owner" and "SPOC" names and titles. Revision bars shown.
- Throughout: Updated to align with Organization Changes titles, positions & Organization names changes. As applicable replace the word "Section Manager" with "Manager", "Manager" with Senior Manager" and added the word "officer" beside the word "engineer, (DCR#154813). Revision bars shown.
- Throughout: Updated the Title of N-PROC-MP-0090, (DCR#148910). Revision Bars shown.
- Throughout: Replaced all references to "Smart Form" with "MyDocs", (DCR#161737). Revision Bars shown.

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- 1.1.1(d), 1.4.2.2 (f): Updated to reference the correct link of the SME List and wording for clarification, (DCR# 151537, DCR#165382). Revision Bars shown.
- 1.1.1(e): Updated the name of the department that owns the SME's List and the wording for clarification, (DCR#165382). Revision Bars shown.
- Note following 1.1.1(d) and 1.1.1(e): Replaced the group words "qualified engineer" with SME, (DCR#165382). Revision bars show.
- 1.1.2.3(e): Replaced incorrect reference "1.3.7" to read as "1.4.7", (DCR#146046). Revision Bars shown.
- 1.3.4.1(d): Added clarification related with independence of owner's reviewer, (DCR# 158223). Revision Bars shown.
- 1.4.2.2 (i), 1.9.3(b) & Appendix C: Added clarifications related with options for documenting Owner's review of DRT, (DCR# 146840, DCR#163232). Revision Bars Shown.
- 1.4.2.2 (j) , 1.6.4.2, 1.9.4 : Added new steps for clarification related with model mechanical piping, (DCR#162208). Revision Bars shown.
- 1.6.4.1: Clarified vendor design specification requiring reconciliation (DCR#162684)
- 1.9.3: Note following (b), deleted and added to 1.9.3 (d).
- 1.9.3 (c)(2): Added the Note for clarification related with training requirements.
- 1.9.3 (c)(2): Added the 3rd Note to clarify the independence of the "designee".
- 1.9.7 Update to read: "... *controlled documents* and are not associated with an EC, including data, submit . . .", (DCR#155460). Revision Bars shown.
- 1.9.8: Updated to read "... which are *records* but not *controlled documents* and are not associated with an EC, including non-standard media, submit. . .", (DCR#155460). Revision Bars shown.
- 2.0, 2.1, 2.1.1 & 2.1.2: Added the role of the SME owner list, (DCR#165382). Revision bars shown.
- 2.2: Removed the word Senior (Sr), (DCR#165382). Revision bars shown.
- 3.1: Added the words "designee" and "qualified"
- 3.2: Added "QID"
- 4.2: Added data to Record's table, (DCR#155460) and "Owner's Design Report Review". Revision Bars shown.
- 4.3.1: Added N-PROC-MP-0098, (DCR#154493). Revision Bars shown.

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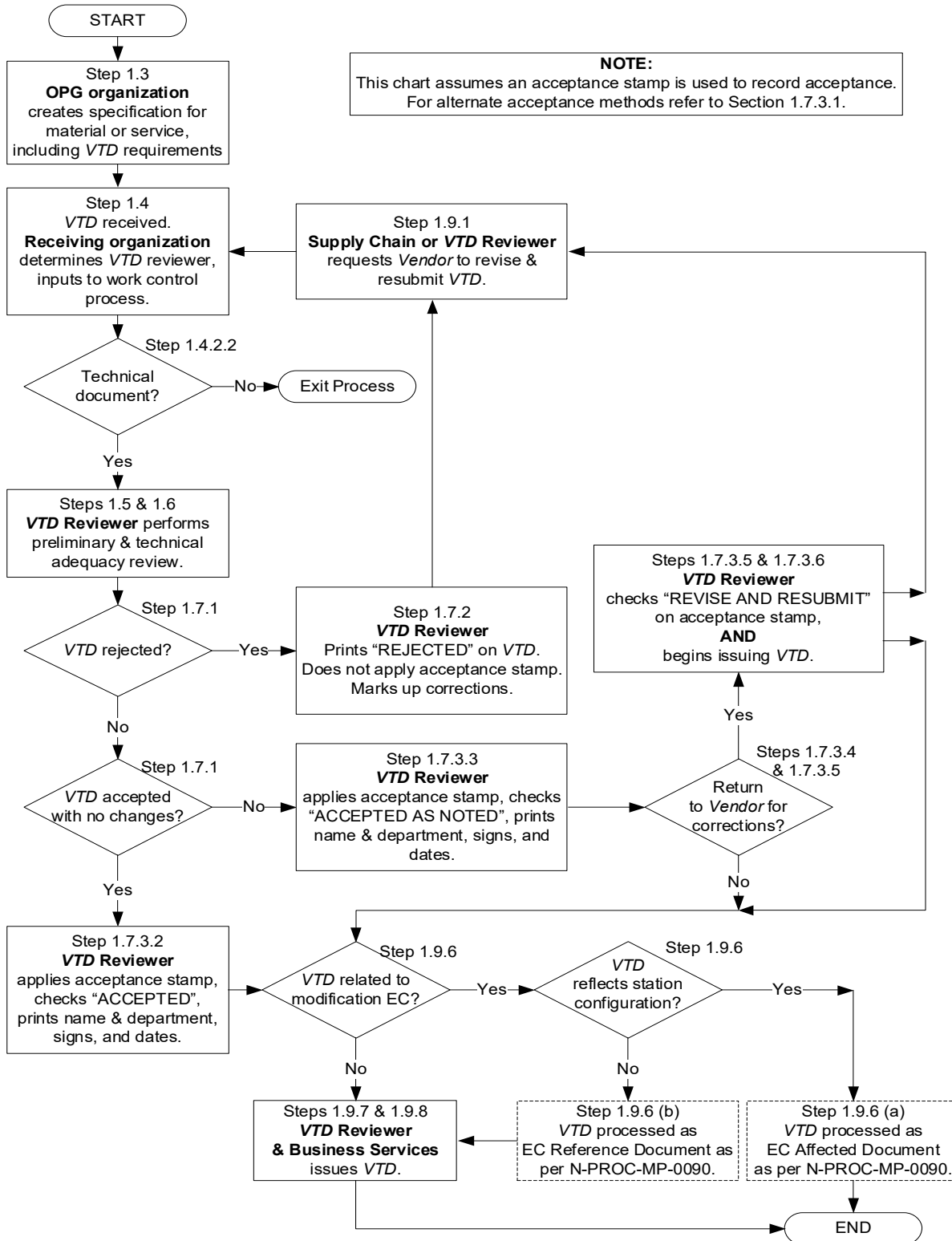
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- 4.3.2: Added N-INS-08920-10040, (DCR#159563), N-TQD-403-00001 (DCR#159657), N-COI-00120-00001 (DCR#162208). Revision Bars shown. Removed N-TQD-424-00001.

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Appendix A: Simplified Process Flow Chart



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Appendix B: Sample Vendor Document Acceptance Stamp

ONTARIOPOWER GENERATION	
ACCEPTED	<input type="checkbox"/>
ACCEPTED AS NOTED	<input type="checkbox"/>
REVISE AND RESUBMIT	<input type="checkbox"/>
_____ Signature	_____ Date
Name :	
Department :	
THIS ACCEPTANCE DOES NOT RELIEVE THE CONTRACTOR FROM RESPONSIBILITY FOR ERRORS OR OMISSIONS OR FROM ANY OBLIGATIONS OR LIABILITY UNDER THIS CONTRACT.	

The stamp shown is an example.

Other formats, and versions containing more information, are acceptable providing they contain all of the following:

- (a) A method to indicate if the acceptance is unconditional (e.g., “accepted”) or conditional (e.g., “accepted as noted”).
- (b) A place to legibly print the name of the accepting person.
- (c) A place for the signature of the accepting person.
- (d) A place to record the date the document was accepted.
- (e) A disclaimer statement meeting the intent of “This acceptance does not relieve the *contractor* from responsibility for errors or omissions or from any obligations or liability under this contract”.
- (f) If the *VTD*’s EC number, PO number or Project number is missing, this number(s) should be added to the OPG acceptance information.

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Appendix C (Continued) - Owner's Design Report Review (Sample)

- (b) If the Owner's Design Report Review page is not contained within the *vendor's Design Report* the reviewer should use N-TMP-10020, Engineering Calculation/Report, Pressure Boundary Design Report format in order to generate the Owner's Design Report Review page.
 - (c) If the Owner's Design Report Review page is not contained within the *vendor's Design Report* and N-TMP-10020 is not readily available for use, the reviewer should prepare the Owner's Design Report Review page in accordance with Figure 1.
- C.2.** The reviewer shall complete and sign the Owner's Design Report Review and file it as required in section 1.9.3.