

# NUPIC DOCUMENT NO. 29

COMMERCIAL GRADE CALIBRATION SERVICES

CHECKLIST IMPLEMENTATION GUIDELINES

REVISION 2

EFFECTIVE DATE: 8/1/06

APPROVED:

  
CHAIRMAN

DATE: 6/29/06

## **COMMERCIAL GRADE CALIBRATION SERVICES CHECKLIST IMPLEMENTATION GUIDELINES**

This guideline has been developed to assist the survey team in the utilization of the NUPIC Commercial Grade Calibration Services Checklist. The current edition of this checklist contains the philosophy and principles of EPRI/NP-5652 - "Guideline for Utilization of Commercial Grade Items in Nuclear Safety Related Applications (NCIG-07), Supplement 1."

The survey examines both the technical and quality aspects of a vendor's calibration service activities to assess the adequacy and effectiveness of the supplier's quality controls. This review includes an analysis of the supplier's calibration program including personnel qualifications, adequacy of standards, procedures, environmental controls, traceability, control of subcontractors, storage/handling, out-of-tolerance conditions, and records.

The checklist (NUPIC Document No. 28) delineates the activities to be examined and how the referenced figures are to be utilized to record the objective evidence reviewed. The corresponding guidance contained herein delineates how this activity should be accomplished.

All questions are to be fully addressed with objective evidence in the checklist.

The following notes apply to all sections of the checklist:

- Checklist items deemed as "not applicable" require documented justification in the survey checklist's "Assessment/Summary" area.
- Any additional items deemed necessary for the survey can be added to the Checklist prior to or during the survey by the Survey Team Leader.
- The use of the symbol "/" in this guideline or on the Survey Checklist signifies an "and/or" statement.
- The Survey Team Leader is to assure that all checklist pages and associated figures are properly paginated to facilitate reproduction.
- Objective evidence entered on figures is to be summarized and assessed with a description of the process controls in place in the Assessment/Summary area of the applicable checklist questions.
- The sequence in which the checklist is completed is to be determined by the Survey Team Leader.
- All columns on the figures must be annotated; blanks are not acceptable.

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Figure 1

<u>COLUMN</u>	<u>QUESTION</u>	<u>GUIDANCE</u>
M&TE/STANDARD DESCRIPTION AND ID NO.	9.1, 15.1	List M&TE/standard by both description and unique ID number.
CALIBRATION PROCEDURE (REV. /DATE)	5.1	List calibration procedure used and its rev./date; if sub-supplier calibrated, write "sub-supplier procedure."
CALIBRATION DATE	9.1, 15.1	List date calibration performed.
CALIBRATED BY (TECHNICIAN OR SUB-SUPPLIER)	11.1, 15.1	List the supplier's calibration technician or sub-supplier, list sub-supplier name.
STANDARDS USED OR CERTIFIED NIST TRACEABLE BY SUBSUPPLIER (YES/NO) LIST P.O./CONTRACT NO.	11.1, 15.1	If the calibration was done in-house, list the M&TE Standards used in calibrating the item in Column 1. If the calibration was done by a sub-supplier, list the P.O./Contract number and indicate by Yes/No whether the calibration was certified traceable to NIST.

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Figure 2

<u>COLUMN</u>	<u>QUESTION</u>	<u>GUIDANCE</u>
ITEM DESCRIPTION (P/N, S/N, MODEL NO.)	11.1, 11.2	List M&TE/standard by both description and unique ID number.
P.O./CONTRACT NO., SUB-SUPPLIER, AND DATE	11.1, 11.2	List the supplier's P.O./Contract number for the external calibration service, sub-supplier name, and P.O./Contract date.
SCOPE OF SUB-SUPPLIER'S APPROVAL	11.1, 11.2	List specific services/items that the sub-supplier is qualified to perform.
ACCEPTANCE METHODS	11.1, 11.2	List how the supplier qualified the sub-supplier (I.E., NVLAP, A2LA, ISO Cert. or sub-supplier audit, etc.).