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Subcontractor/Supplier	Program Requirements Document	For Additional Info: http://EDMS	Effective Date: 01/30/17
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Manual: Subcontractor Requirements

Change Number: 352955

*The current revision can be verified on EDMS.

1. PURPOSE

This Program Requirements Document (PRD) provides the minimum requirements for the identification and control of designated contract and purchase order documents for the Idaho Cleanup Project (ICP) Core per the subcontract requirements, when performing work activities at ICP Core.

2. APPLICABILITY

This PRD applies to ICP Core *subcontractor/suppliers* (see def.) when specified by a subcontract.

Supplemental requirements may be specified for all or part of the work scope as determined to be appropriate by the *contractor* (see def.). The subcontractor/supplier shall implement the requirements of this PRD and all supplemental requirements, when and as specified by the subcontract, as defined on Form 540.10, "Subcontractor Requirements Manual (SRM) Applicability."

This PRD applies to all documents (excluding vendor data) developed or procured as required by the contract or purchase order and any other subcontractor/supplier document that provides work instruction or acceptance criteria.

3. RESPONSIBILITIES

Performer	Responsibilities
Subcontractor/Supplier	Train personnel working to this procedure in accordance with PRD-5001, "Training and Indoctrination." Perform all work to controlled documents. Maintain central files of controlled documents in accordance with this PRD. Maintain controlled distribution of controlled documents, ensuring that the latest revisions of documents are provided to personnel at appropriate work locations.

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4. REQUIREMENTS

- 4.1 Subcontractor/supplier personnel responsible for receiving, identifying, controlling, and/or transmitting controlled documents shall be trained to the requirements of this PRD in accordance with PRD-5001.
- 4.2 Receipt and distribution of controlled documents shall be performed at a central work location during the full performance period of the subcontract.
- 4.3 Controlled copies of applicable controlled documents shall be maintained at all affected work locations.
- 4.4 All controlled documents shall be date stamped when received or transmitted and recorded on Form 432.40, “Subcontractor/Supplier Controlled Document Status Log.”
- 4.5 Each controlled document shall be stamped in red indelible ink as a “Controlled Document,” “Record Document,” “Approved for Construction,” etc. Documents identified as “Information Only” or “Reference Only” shall not be used for construction purposes.
- 4.6 Work that is required under the terms of the subcontract shall be performed to controlled documents only.
 - 4.6.1 Affected contract documents shall be maintained current at all times during the performance period of the contract.
 - 4.6.2 Redlining techniques shall be used to identify subcontract and design changes made in accordance with PRD-5002, “Design Change Control.” Affected contract documents shall be redlined prior to performing the actual work.
 - 4.6.2.1 Changes shall be identified utilizing red indelible ink. Use of other colors, pencil, correction fluid, or correction tape is not permitted.
 - 4.6.3 The affected area of a document being redlined shall be clouded or otherwise clearly designated as the affected area. Each affected area shall reference the design change document number and the effective date of the change.
 - 4.6.3.1 For text documents, e.g., specifications, vendor data schedules, special conditions, change documents may be either “cut and pasted” or hand-written over or written next to the affected area.

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- 4.6.3.2 Drawing or other pictorial changes may be accomplished using sketches provided via the design change documents. Sketches may be taped to drawings in lieu of pen and ink changes. The affected area of the original drawing is to be X'd out with the notation "deleted" written across any area that is taped over.
- 4.7 A distribution list of controlled documents shall be maintained on Form 432.39, "Subcontractor/Supplier Controlled Document Distribution List."
- 4.8 Transmittal of controlled documents to any source shall be recorded on Form 432.38, "Subcontractor/Supplier Document Transmittal Log."
- 4.9 Superseded or obsolete controlled documents shall be voided, removed from use, and/or destroyed. Superseded controlled documents may be kept for bid reference as archive materials when marked "HISTORICAL DOCUMENT, NOT FOR USE IN CONSTRUCTION."
- 4.10 Documentation prepared by the subcontractor/supplier as required by this PRD shall be completed, maintained, and stored in a single location in a secure and protected environment during the full performance period of the contract or purchase order.
- 4.10.1 All required documentation shall be legible, reproducible, free from erasure, correction fluid, and/or correction tape, and completed in black indelible ink only (excluding the requirements in Section 4.6.2).
- 4.10.2 When a correction to documentation is required, a single line shall be drawn through the information to be deleted; additional information, if needed, shall be recorded adjacent to the information being changed; and the individual revising the document shall initial and date each entry adjacent to the correction.
- 4.10.3 When completed, all blanks or blocks shall be filled in on each document. If there is no relevant information, the blank or block shall be marked "N/A."
- 4.10.4 All required documentation shall be made readily available for contractor review and/or audit.
- 4.10.5 When the subcontract requires controlled documents to be submitted as vendor data, those documents shall be submitted in accordance with PRD-5003, "Vendor Data Control."

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5. DEFINITIONS

See LST-27, “Glossary,” for definitions of the following terms:

Contractor

Subcontractor/Supplier

6. REFERENCES

Form 432.38, “Subcontractor/Supplier Document Transmittal Log”

Form 432.39, “Subcontractor/Supplier Controlled Document Distribution List”

Form 432.40, “Subcontractor/Supplier Controlled Document Status Log”

Form 540.10, “Subcontractor Requirements Manual (SRM) Applicability”

PRD-5001, “Training and Indoctrination”

PRD-5002, “Design Change Control”

PRD-5003, “Vendor Data Control”

7. APPENDIXES

None.