

Activity Receipt of Material

1.0 Purpose To determine that receipt inspection is adequate and complies with applicable codes, standards, and regulations.

2.0 Scope This guideline has been developed for use in evaluation of the receiving of safety-related items. Receiving starts when items arrive at a storage facility or plant site before unloading or unpacking.

References

1. NRC Inspection Manual, Procedure 38702.
2. ANSI N45.2.2, "Packaging, Shipping, Receiving, Storage, and Handling of Items for Nuclear Power Plants."
3. ANSI N45.2.13, "Quality Assurance Requirements for Control of Procurement of Items and Services for Nuclear Power Plants."

3.0 Guidelines

3.1 In preparation for and during the conduct of this surveillance

- Obtain and review implementing procedures, instructions, and drawings governing this activity.
- Prepare a guide or checklist using the selected items from this guideline.
- Review past surveys, audits, surveillances, and other evaluations/assessments.
- Ensure that checklists include, where applicable, actual observations of performance, general plant conditions, radiological work practices, housekeeping, work document controls and use, and safety practices.

Note: Refer to Chapter 1 for specific details on the attributes listed above.

3.2 Verify the existence of adequate procedures for the following aspects of receipt inspection:

- A. Receipt inspection of all incoming safety-related materials and supplies.
- B. Receipt inspection of material for damage which may have occurred during shipping.
- C. Examination of materials and supplies for conformance with requirements specified on original procurement documents.
- D. Preparation and retention of documentation of receipt inspection.

3.3 Verify establishment of the following administrative controls for the disposition of items received on site:

- A. Controls for acceptable items, including:
 1. Tagging/marking for storage.

2. Immediate issue for use.
- B. Controls for nonconforming items, including:
 1. Marking and segregating nonconforming items.
 2. Disposition of nonconformances.
 3. Prohibiting the use of nonconforming equipment and materials.
 4. Notifying affected organizations of nonconforming items.
 5. Documentation requirements.
 6. Transmitting documentation concerning nonconforming items to the group responsible for supplier evaluation.
- C. Controls for conditional release items, including
 1. Justification of use.
 2. Documentation required.
 3. Authority for conditional release of item.
 4. Clearance prior to declaration of operability.
- 3.4 Verify that preliminary visual inspections are performed prior to or immediately after unloading material to determine if damage occurred during shipping. Verify that these inspections include observations for the following types of damage:
 - A. Fire.
 - B. Excessive exposure.
 - C. Environmental damage.
 - D. Tie-down failure.
 - E. Rough handling.
 - F. Review of impact recording instrument readings.
- 3.5 Verify that a formal record keeping system exists for receipt inspection and testing of safety-related equipment in order to substantiate that such activities were performed and the results documented.
- 3.6 Select a sample of safety-related items which have been receipt inspected. Check that the following activities were performed:
 - A. Receipt inspection was performed in an area equivalent to the level of storage requirement for the item.
 - B. Verification that identification and markings are in accordance with applicable codes, specifications purchase order, and drawings.

- C. Review of manufacturing documentation to ensure that the item received was fabricated, tested, and inspected prior to shipment in accordance with applicable codes, specifications, purchase orders, and drawings.
 - D. Visual inspection of the item to ensure that covers and seals meet their intended function.
 - E. Verification that coatings and preservatives are applied in accordance with specifications, purchase orders, and/or manufacturer's instructions.
 - F. Verification that inert gas blanket pressure is within acceptable limits.
 - G. Verification that desiccant is not saturated by examination of humidity indicators.
 - H. Visual inspection of the item for physical damage.
 - I. Visual inspection to ensure that accessible internal areas are free of dirt, soil, mill scale, weld splatter, oil, grease, or stains.
 - J. Inspection to ensure that physical properties conform to specified requirements and that chemical and physical test reports, if required, meet the requirements.
 - K. Random visual inspection to ensure that important dimensions conform with drawings and specifications.
 - L. Verification that weld preparations are in accordance with applicable drawings and specifications.
 - M. Visual inspection of accessible areas to ensure that the workmanship is satisfactory to meet the intent of the requirements.
 - N. Verification of the presence of proper lubricants and oils, if required by specification, purchase order, or manufacturer's instructions.
 - O. Verification that insulation resistance tests for motors, generators, and control and power cable are performed to ensure conformance with specifications.
 - P. Verification of shelf life data, as required.
- 3.7 Where receiving inspection, in addition to that described in paragraph 3.5, is required, verify that the special inspection procedure is attached to the item or container and that the special inspection is performed and results are documented.
- 3.8 Select a sample of nonconforming items and verify the following:
- A. Items are reviewed and then accepted, rejected, repaired, or reworked in accordance with documented procedures.
 - B. Items that are repaired and reworked are reinspected in accordance with applicable procedures.
 - C. A description of the change, waiver, or deviation that has been accepted for use-as-is items is documented.

- D. The responsibility and authority for disposition of nonconforming items is clearly defined in writing.
 - E. For items that are dispositioned repair or use-as-is, verify that the appropriate design change documentation has been initiated where required.
 - F. Items are controlled to prevent inadvertent use or installation.
- 3.9 For items placed in a "conditional release" status, verify that a statement documenting the authority, technical justification for the conditional release of items, and limits of test use or operability for installation is prepared and made a part of the documentation.

4.0 Other Guidelines for Consideration

- 4.1 See Chapter 1, "General Quality Surveillance Guidance."
- 4.2 See Chapter 13, "Nonconformances."
- 4.3 See Chapter 17, "Dedication."
- 4.4 See Chapter 17, "Shipping."