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Quality Management System Testing Laboratory for Radiation Measurement, Monitoring and Protection					
PURCHASING					

1 PURPOSE

To define a procedure for purchasing quality-relevant services and supplies.

2 SCOPE

This procedure applies to any services (e.g. calibration, repair, maintenance, subcontractor) and supplies or consumables (e.g. equipment, chemicals, software), procured by the testing laboratory, which influence the quality of services rendered by the testing laboratory to its customers.

3 RESPONSIBILITIES

Technical Manager




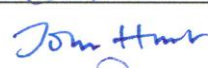
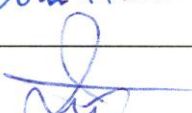
- To authorize procurement requests.

Deputy Technical Manager / Service Group Leader

- To identify needed services and supplies.
- To provide detailed technical characteristics, identifying the needed products.

Secretary to the Technical Manager

- To prepare the procurement request.
- To submit the procurement request for further processing according to established Agency rules.
- To follow-up on the procurement process and inform the Service Group Leader on the issue of the Purchase Order.

	Function	Name	Signature and Date
Authorized	Technical Manager	R. Czarwinski	 01/04/09
Approved	Deputy Technical Manager	P. Deboodt	 2009-03-27
Approved	Individual Monitoring Service Group Leader	R. Cruz-Suarez	 2009-03-19
Approved	Workplace Monitoring Service Group Leader	J. Hunt	 2009-03-27
Registered	Quality Manager	J. Zeger	 2009-03-17

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Quality Manager

- To validate the acceptability of documents of compliance received from suppliers.
- To keep a list of acceptable suppliers.

4 ADDITIONAL INFORMATION

IAEA Admin Manual Part VI Procurement and Management of Property

5 DESCRIPTION

The procedure is depicted in the flowcharts on the next three pages and shall follow the general procurement regulation of the Agency as described in the Admin. Manual.

As soon as need for new measurement devices, services or supplies has been identified by a member of the testing laboratory staff, the staff member shall either inform the supervisor or may prepare all necessary information, clearly specifying the needed product, and may suggest a supplier.

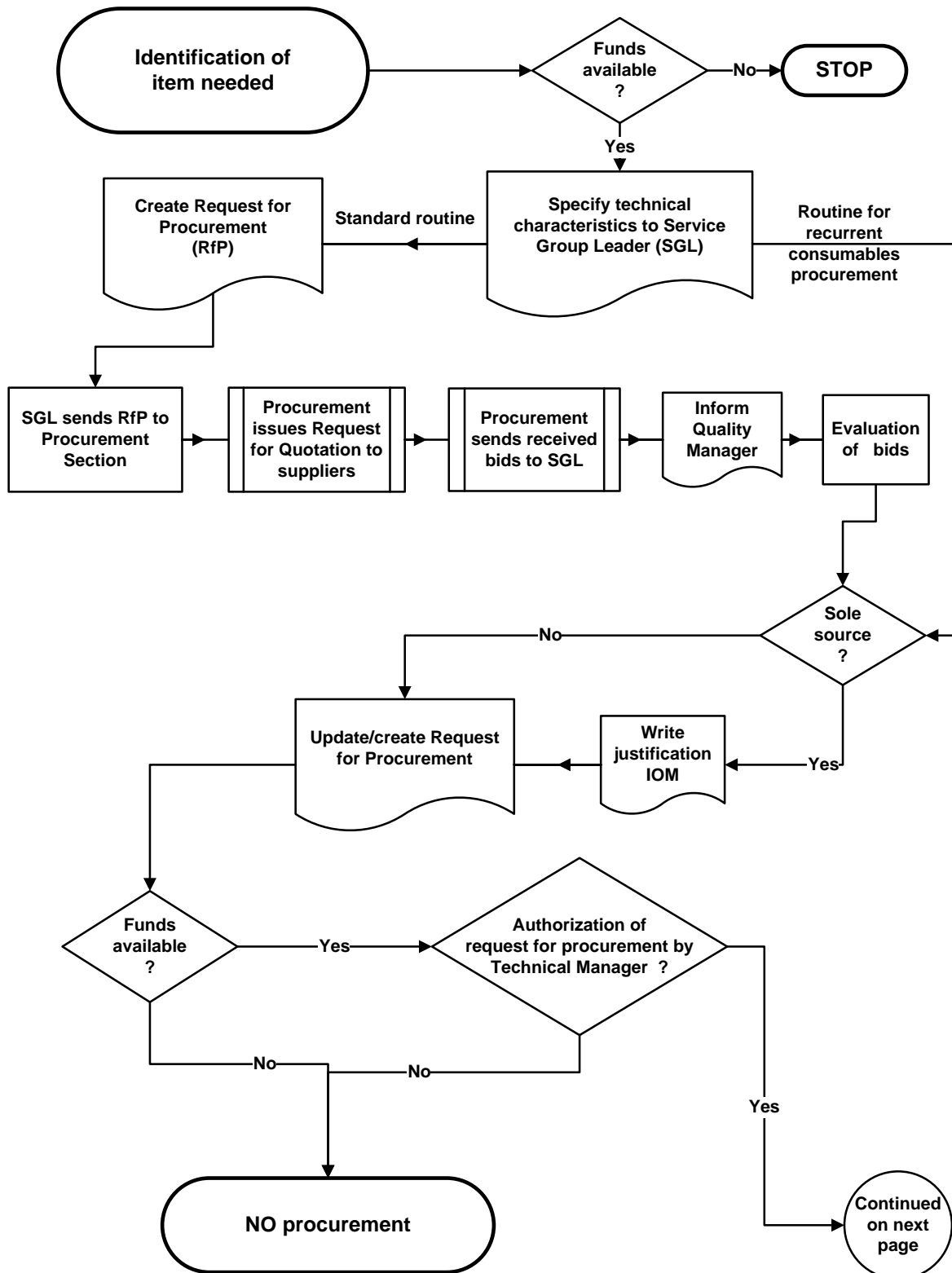
In particular, the staff member shall describe any needed acceptance test to be run on the product. This information including tests to be performed, results deemed acceptable, delivery date proposed, time frame needed for performance acceptance test shall be given to the Service Group Leader, who will create a Request for Procurement.

Based on this information, after clearance by the Section Head, the Secretary sends a **Request for Procurement** (see example at the end of this document) to the Procurement Section. The relevant suppliers will, when necessary, be invited by the Procurement Section through a **Request for Quotation**, to submit bids. The collected bids are sent to the testing laboratory in the RSM Section of NSRW for evaluation. At this time the respective Service Group Leader shall inform the Quality Manager to assist in the selection of a supplier, if it is not a routine and recurrent consumables/supplies procurement.

The evaluation of suppliers shall be completed by the Quality Manager using the checklist CL-04-OP-01 which ensures that the selected supplier complies with the quality rules laid down in this manual.

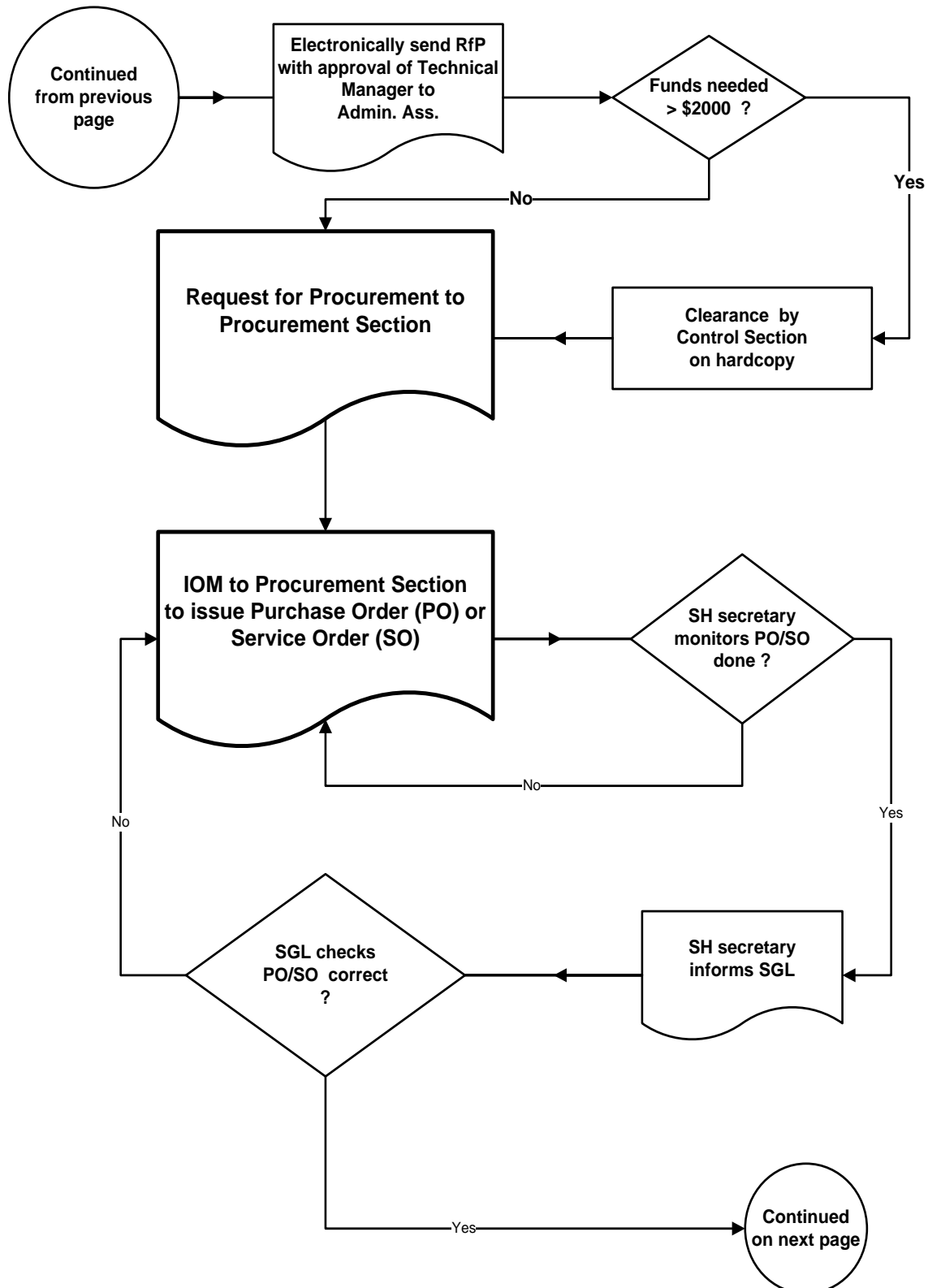
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Procurement stage 1



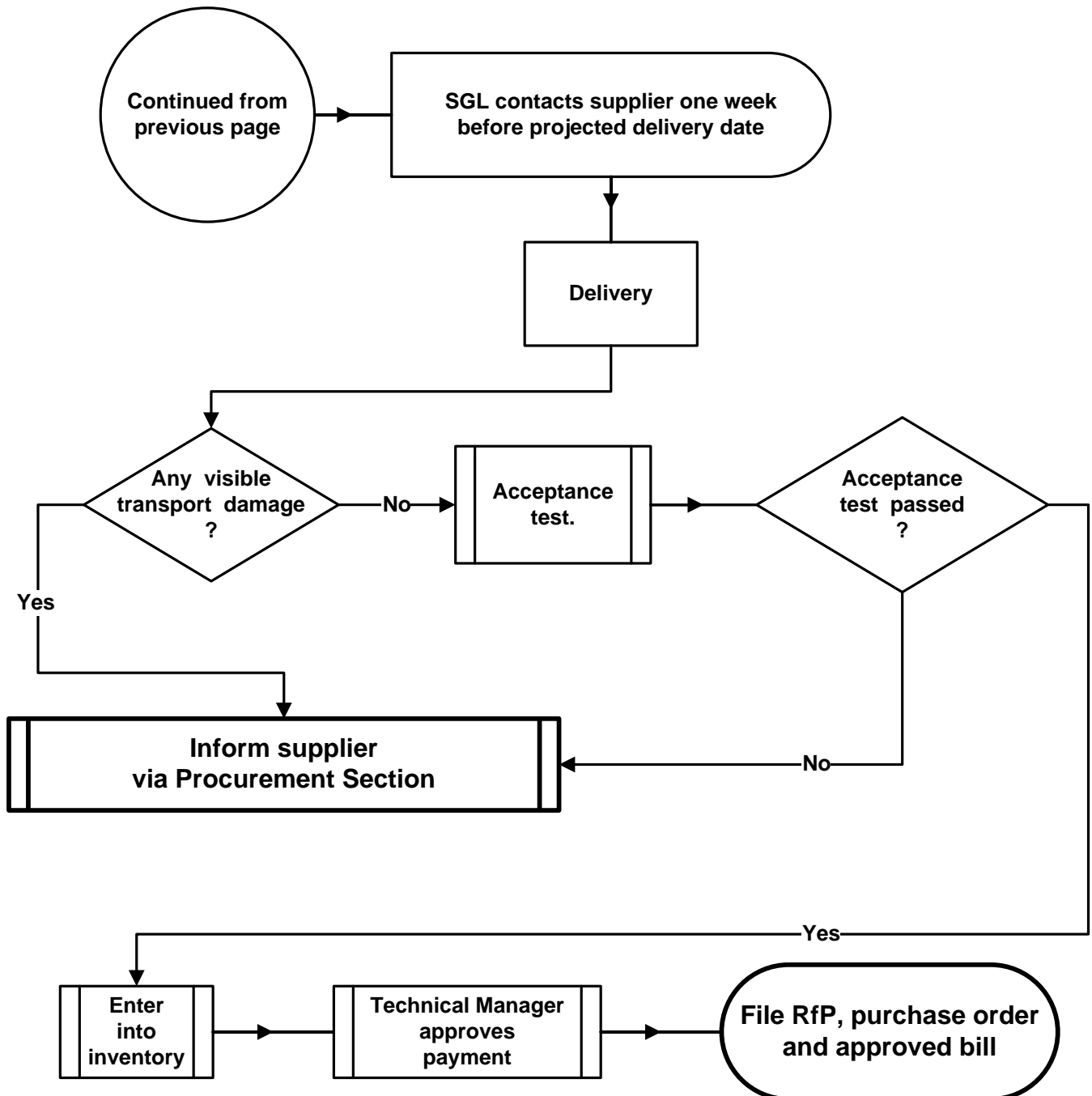
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Procurement stage 2



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Procurement stage 3



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Should this evaluation process not lead to the establishment of an acceptable supplier within the submitted bids, the Procurement Section shall be informed by the Unit Head or Section Head and asked to look further for other suppliers.

If an acceptable bid is established, the (Deputy) Technical Manager sends an IOM to Procurement Section indicating the chosen supplier. In the same IOM the (Deputy) Technical Manager, informed by the Service Group Leader, may justify his selection of a supplier when the relevant bid is not the lowest in terms of price (sole supplier, compatibility reasons with existing equipment). Routine and recurrent consumables/supplies procurement may start at this step, because suppliers are already known and well established.

After sending the IOM, the Service Group Leader monitors the initiation of a **Request for Procurement** which is prepared by the secretary to the Technical Manager or appointed substitutes, authorized by the Technical Manager and submitted electronically to the Administrative Officer of NSRW for electronic approval of funds (clearance of Control Section on hard copy of request if item exceeds \$ 2,000). Signed hard copy of request sent to Procurement Section by Administrative Office.

Procurement Section processes request and issues a **Purchase/Service Order** (see example at the end of this document). The Secretary to the Technical Manager monitors that a Purchase/Service Order has been issued (Automated Procurement System) and sends information copies to Service Group Leader. The Service Group Leader shall intervene when the issuing process takes too long and shall try to negotiate a quicker response by the Procurement Section.

The Service Group Leader on receipt of copy of Purchase/Service Order, has to check whether the description of the item and the chosen supplier are correct, and notes date and location of delivery. Any discrepancy/non-conformance between Request for Procurement and Purchase/Service Order has to be reported to Procurement for corrective action by the Service Group Leader or the Deputy Technical Manager.

The Service Group Leader shall contact the supplier at least one week before delivery date to get confirmation of expected delivery date.

The Service Group Leader or the concerned testing laboratory staff shall inspect the goods on delivery according to the checklist CL-04-OP-02 and store them at the

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location defined in the relevant technical procedure. If the delivery is not accepted, the goods must be returned to the supplier through the Procurement Section.

The laboratory technician shall test chemicals or consumables before making them available for use to ascertain that they comply with the applicable technical procedure. This test has to be recorded in the laboratory logbook.

New equipment must also be tested by the Service Group Leader or an assigned technician to confirm that it performs according to the required specifications. The tests may be either written down in a special technical procedure for equipment validation or incorporated in a procedure describing the application of this equipment within the testing laboratory.



As soon as the acceptance tests are passed positively, the Service Group Leader shall inform Procurement that the bill can be paid.

Procurement in the SERA part of the testing laboratory, which is financed by the Department of Safeguards, may follow different Departmental/Divisional rules, where some of the duties of the Service Group Leader are taken over by the respective Unit Head of the Equipment Service Desk Unit.


6 RECORDS

Procurement requests and inspection records to be kept by the laboratory technician. List of potential and approved suppliers to be kept by the Quality Manager, who shall be informed by the Technical Manager, the Deputy Technical Manager, the Service Group Leader or laboratory technician

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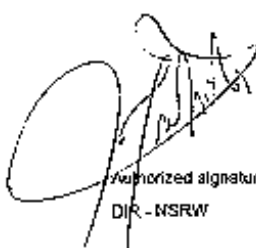
 INTERNATIONAL ATOMIC ENERGY AGENCY		REQUEST FOR PROCUREMENT		Requisition Number 2005-1233																																									
Requesting Division/Office: NSRWPPSS		Budget Code: 5360.150.1010.28000001.																																											
For further information, please contact: MRABIT KHAMMAR		Room No.: B0761		Ext.: 22722 22723																																									
Reason for request: for electronic personal dosimeters		<table border="1" style="width: 100%;"> <tr> <td colspan="4" style="text-align: center;">FOR USE OF PROCUREMENT SERVICES ONLY</td> </tr> <tr> <td colspan="4">Purchase Order No.:</td> </tr> <tr> <td colspan="4">Date of Delivery:</td> </tr> <tr> <td colspan="4">Terms of Delivery:</td> </tr> <tr> <td colspan="4">Guarantee and other cond.:</td> </tr> <tr> <td colspan="4">Terms of Payment:</td> </tr> <tr> <td colspan="4">Shipping Destination:</td> </tr> <tr> <td colspan="4">Terms of Shipment:</td> </tr> <tr> <td colspan="4">Country of Origin:</td> </tr> <tr> <td colspan="4">Item Code:</td> </tr> </table>				FOR USE OF PROCUREMENT SERVICES ONLY				Purchase Order No.:				Date of Delivery:				Terms of Delivery:				Guarantee and other cond.:				Terms of Payment:				Shipping Destination:				Terms of Shipment:				Country of Origin:				Item Code:			
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2005-05-10 Date		 Authorized signature DIR - NSRW																																											
Note: All requests must be provided with a complete budget code, signed by the Division Director and if applicable sent to MTBF for clearance. A copy will be returned to you as acknowledgement.																																													
Suggested Supplier:		Approved Amount:																																											
Braunsteiner Batterien GmbH		US\$ 430.00 Currency/Amount																																											
DESCRIPTION OF ITEM				UNIT	QUANTITY	UNIT PRICE	AMOUNT																																						
1 4&110 - Sonnenschein Inorganik Lithium Batterien, Type SE 760 S, Grösse AA, 3.6 Volt (inkl. Entsorgung)				Each	50.																																								
MTBF Clearance of funds:		DDC Clearance of Funds:		MTPS Procurement received:																																									

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 INTERNATIONAL ATOMIC ENERGY AGENCY AUSTRIA		PURCHASE ORDER			8
No.: 2005-1233-1 LV Date: 2005-06-23 Nr.: _____ Datum: _____		REQUESTOR - COPY			
Braumstetner Batterien GmbH Sieveringer Strasse 12B/2 A-1190 Wien, AUSTRIA Phone: 4405513 Fax: 4405514		Date of Delivery: 2005-06-15 Liefertermin:		Terms of delivery: Frei Haus IAEA Wien VIC Lieferbedingungen:	
Original invoices should be submitted to: Original Rechnungen sollen ausgestellt werden an: IAEA MTBF General Accounts Payable Wagramer Strasse 5, P.O. Box 100 A-1400 Vienna AUSTRIA,		Terms of payment: 2% - 14 TAGE Zahlungsbedingungen: (upon receipt of goods and invoice)		Guarantee and other conditions: 1 Jahr Garantie und andere Bedingungen:	
Please supply the following goods and/or services on the conditions stated above and overleaf. Wir bitten Sie zu den hier und umseitig angeführten Bedingungen die folgenden Waren zu liefern bzw. die folgenden Leistungen zu erbringen.					
Item No. Pos. Nr.	Goods and/or Services Artikel und/oder Leistungen	Unit Einheit	Quantity Menge	Unit Price Einzelpreis	Amount Gesamtpreis
1	Bezugnehmend auf die IAEA Angebotsaufforderung No: 1233.2005BH vom 18.5.2005: Sonnenschein Inorganic Lithium Batterien, Type SL 760 S, Größe AA, 3,6 Volt (inkl. Entsorgung = EURO 0.02 pro Stk) WÄHRUNG Abweichungen der Währung sind nicht gestattet. Die Währung der Rechnung muss mit der in unserem Auftrag angegebenen Währung übereinstimmen. Alle Zahlungen der IAEA sind in der im Auftrag angeführten Währung. Die Zustellung per LKW ist bis 14.00 Uhr nur durch Gate 5 möglich. Nach 14.00 Uhr müssen alle Zustellungen durch Gate 3 erfolgen. Unsere Warenübernahme ist von 12.00 bis 13.00 Uhr geschlossen.	Stück	50	5.91	295.50
				Subtotal:	295.50
				Discount:	0.00
				Shipping:	0.00
				Other:	0.00
				Tax Amount:	59.10
8H	Contact Person/ Sachbearbeiter: Brigitta HEIDENREICH Tel: +43-1-2600-21181 Requestor: NSRWPPSS, MRABIT KHAMMAR, B0761	GRAND TOTAL			354.60
cc: EDER-AMS. B0739		Edward MECK _____ Signature/Unterschrift			
Budget Code : 5360.150.1010.28060891		REQ-NO: 2005-1233			

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 INTERNATIONAL ATOMIC ENERGY AGENCY		REQUEST FOR PROCUREMENT		Requisition Number 2005-3042	
Requesting Division/Office: NSRW/PSS		Budget Code: 5370.150.1015.28000091.			
For further information, please contact: MRADIT KHAMMAR		Room No.: B0734		Ext.: 22722 22723	
Reason for request: Move of whole body counter		FOR USE OF PROCUREMENT SERVICES ONLY			
2005-10-27 Date		Purchase Order No.:			
 Authorized signature DIR - NSRW		Date of Delivery:			
		Terms of Delivery:			
Note: All requests must be provided with a complete budget code, signed by the Division Director and if applicable sent to MTBF for clearance. A copy will be returned to you as acknowledgement.		Guarantee and other cond.:			
		Terms of Payment:			
Suggested Supplier:		Shipping Destination:			
EST SPEDITIONS		Terms of Shipment:			
Approved Amount:		Country of Origin:			
US\$ 1,300.00		Item Code:			
Currency/Amount					
DESCRIPTION OF ITEM		UNIT	QUANTITY	UNIT PRICE	AMOUNT
1 712570 - Moving of the whole-body counter to its final location in GM3 (50 meter) Suggested supplier: EST Spedition GmbH / Euro Spezial Transport contact person: Marin Pekar Tel: 02239/36-599/17 email: pekar@spezialtransporte.at		Each	1.		
MTBF Clearance of funds:		DDG Clearance of Funds:		MTPS Procurement received:	
Approved:		Approved:		Action Officer:	

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PURCHASING				

 INTERNATIONAL ATOMIC ENERGY AGENCY AUSTRIA		SERVICES ORDER			8
No.: 2005-3042-1 \$0 Date: 2005-11-15 Nr.: _____ Datum: _____		REQUESTOR - COPY			
EST Speidions GmbH Industriefstr. A 1-3 A-2345 Brunn am Gebirge, AUSTRIA Mr. Martin Paker Phone: 0223636599 Fax: 0223636578		Date of Delivery: 2005-12-19 Liefertermin: Terms of delivery: _____ Lieferbedingungen: Ship to: Supplier's Transport Versand an: IAEA Warenübernahme Wagramer Strasse 5, P.O. Box 100 A-1400 Wien ÖSTERREICH, Telefon +43-1-2600-0 Fax +43-1-2600-28073			
Original invoices should be submitted to: Original Rechnungen sollen ausgestellt werden an: IAEA MTBF General Accounts Payable Wagramer Strasse 5, P.O. Box 100 A-1400 Vienna AUSTRIA,		Terms of payment: 2% - 14 DAYS Zahlungsbedingungen: (upon receipt of goods and invoices) Guarantee and other conditions: Industry Standard Garantie und andere Bedingungen:			
Please supply the following goods and/or services on the conditions stated above and overleaf. Wir bitten Sie zu den hier und umseitig angeführten Bedingungen die folgenden Waren zu liefern bzw. die folgenden Leistungen zu erbringen.					
Item No. Pos. Nr.	Goods and/or Services Artikel und/oder Leistungen	Unit Einheit	Quantity Menge	Unit Price Einzelpreis	Amount Gesamtpreis
1	Reference IAEA Request for Quotation No: 3042.2005GL dated 2005-11-08 This Services Order is issued to cover the provision of moving of the whole body counter to its final location in GM3 (50 meter) Please arrange moving dates with Mr. Mrabit Tel: 0043-1-2600-22722/22723 GENERAL CONDITIONS The IAEA General Conditions for Purchase of Services, Appendix 1 hereto, shall apply to this Purchase Order.	Each	1	EUR 1,000.	EUR 1,000.00
				Subtotal:	1,000.00
				Discount:	0.00
				Shipping:	0.00
				Other:	0.00
				Tax Amount:	200.00
GL	Contact Person/ Sachbearbeiter: Hannelore MOHAMED-BAKRY Tel: +43-1-2600-21174 Requestor : NSRWPPSS, MRABIT KHAMMAR, B0734	GRAND TOTAL			1,200.00
cc: EDER-AMS, B0739 Budget Code : 5370.150.1015.20000091		Hannelore MOHAMED-BAKRY _____ Signature/Unterschrift REQ-NO: 2005-3042			

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