

INSTRUCTIONS for PARIS ACCEPTANCE CRITERIA LISTINGS

The ANL-266 Acceptance Criteria Listing (ACL) form is used to document inspection or test requirements and results for a item or service purchased from either off-site suppliers or ANL service groups.

To create an Acceptance Criteria Listing in PARIS:

1. Place a check mark in the "ACL Req?" checkbox on the "Line Items" menu for each line item that requires an ACL.
2. Use the "ACCEPTANCE CRITERIA" menu to enter delivery instructions and reviewer information. Typically, the Group Leader and Quality Assurance Representatives are entered as reviewers. (APS QA Reps are AES: Yeldez Amer 2-6822, Tom Barsz 2-9177. CNM: Tom Barsz 2-9177. LCLS: Tom Barsz 2-9177)
3. Use the "ACL INSTRUCTIONS" menu to enter individual inspection and testing steps.
4. Exit and save the requisition, then use the right mouse key to select "Create Form", "Requisition", "Acceptance Criteria Listing". The ACL form will appear in the requisition folder as a graphics file. Click on the ACL form to review it. To Print the form, open the form, then do a right mouse click.

Note: *The PARIS System will send any item received to the location specified on Line 9/“For Inspection Deliver to” of the PARIS ACL form.*

What to do with the ACL form once it's completed:

When an item meets an ACL requirement:

The person who performed the inspection/test step should write their initials in columns 18 and the corresponding date in column 19.

When an item does not meet an ACL requirement:

(1) The person who performed the inspection/test step should write REJECTED and their initials in columns 18 and the corresponding date in column 19. Also, if used, write Report of Nonconformance number (form ANL-267) in column 18 or in **references and/or remarks** section near the top of the form.

(2) Contact your division Quality Assurance Representative as required by the APS Quality Assurance Plan. (APS QA Reps are AES: Yeldez Amer 2-6822, Tom Barsz 2-9177. CNM: Tom Barsz 2-9177. LCLS: Tom Barsz 2-9177)

*(Nonconformances need QAR review for potential **Price Anderson Amendment** (Nuclear Safety) reporting and so opportunities for **organizational improvements** can be identified.)*

When Inspection is to be performed by Central Shops - Inspection Group:

(1) Deliver ORIGINAL ACL to Central Shops - Inspection, along with items being inspected, copies of applicable drawings, specifications etc.

(2) Provide Cost Code and Badge Number for performing the work

When all items of the ACL have been completed:

(1) Distribute copies of the completed ACL to the persons listed on the Distribution line on the top of the form

(2) Keep the original copy as a record of your quality assurance activities. (In the event that an item would **fail** or you or your group is **audited**.)