

## Vendor Parts/Material Substitution Control

Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

Attention: \_\_\_\_\_ Quote/PO #: \_\_\_\_\_

(Quotation sheet attached)

You have indicated that there has been a change. Please complete Parts A, B and C as per instructions below. Please check the appropriate box(es), provide a detailed explanation below as to the change and the necessity for the change. Part C shall be completed, signed by a technical representative and returned prior to any purchase order being awarded or revised.

### Details

CAT ID with Q-Level: \_\_\_\_\_ (e.g.: #####-#)

1. (a) Old Part #: \_\_\_\_\_ 1. (b) Manufacturer: \_\_\_\_\_

2. (a) New Part #: \_\_\_\_\_ 2. (b) Manufacturer: \_\_\_\_\_

### Part A – Understanding Parts/Material Substitution

Minor changes to a replacement item (whether it is a Nuclear item or not) may have a significant impact to maintenance processes or plant operations at a Nuclear Power Station, and therefore any changes shall be fully understood by Engineering before being processed. All part number changes require the updating of our documentation, however there can be a significant amount of work associated with processing any type of physical, or parameter change to a part. Most part changes are because something has changed, helping Nuclear Engineers identify quickly what has changed can significantly improve the time required to process the part change request, and allow for purchase of your part.

#### **Examples of Administrative changes that Engineering can immediately accept:**

- Your part number changes because you have changed your numbering system.
- The manufacturer name has changed due to merger or acquisition.
- The part number has changed due to a change in unit of purchase.

#### **Examples of item changes that Engineering needs to assess further:**

- Changes in material(s) of construction.
- Manufacturing processes that may change the material properties.
- Changes in design ratings (e.g. temperature, pressure, voltage, current, etc.).
- Changes in operating ratings/ranges (e.g. temperature, pressure, voltage, current, etc.).
- Changes in operating tolerances.
- A change in mass.
- Any change dimension/tolerance related to the parts interface with the component in which it resides or connects with.
- Any changes in mounting dimensions or configuration.
- Changes in the size such that you could perceive installation problems.
- Changes to codes, standards, and quality assurance programs of the item.
- Changes or revisions to the software, firmware, digital content or media.
- Does item now have software, firmware, digital content or media where previous item did not?
- Changes to the testing that is performed.
- Changes to user interfaces.
- Changes to any colour coding of interfaces (connection leads, pin colouring, etc).

## Vendor Parts/Material Substitution Control

### **Part B – Identify What Is Changing**

Please have the Technical Representative explain clearly what and why the change has occurred. Please attach any drawings, data or specification sheets pertaining to any changes. Complete and accurate material will assist OPG process this request expeditiously and prevent processing delays.

1) **What has changed?**

2) **Why the change?**

3) **Is this a permanent change to the item configuration /Cat ID requirements that will be applicable to future orders?** Yes  No

- If no, do NOT submit this form. Instead, complete and submit N-FORM-10393, Concession Application by Supplier (to request one-time deviation approval).

4) **Due to urgent need and a scheduled/committed Delivery date, are you also submitting an N-FORM-10393, Concession Application by Supplier, to facilitate shipment without the need for PO revision?**

Yes  No

5) **Justification that this is an Administrative Change only:**

### **Part C – Processing The Change**

By signing this form, the Technical Representative attests to the information accuracy and completeness and that any changes or information have been confirmed with the Manufacturer.

Printed Name:  
(Technical Rep)

Title/Position:

Signature: \_\_\_\_\_

Telephone #: (     ) \_\_\_\_\_

**Return to:** Ontario Power Generation, Inc.

Attention: \_\_\_\_\_

Email/Fax #: \_\_\_\_\_

OPG Ref. #: \_\_\_\_\_