

IN RE: ALBERTA'S November 1992



WBB-0037798

From : Headquarters
WIN
Date : July 9, 1975
Subject: PD SPEC CARD AND MATERIAL CARD PROGRAM

To : DIVISIONS AND DIVISION GENERAL MANAGERS
MML-3X, MML-3, MML-4X, MML-4A

It has recently been brought to our attention that potentially hazardous materials are being used in manufacturing processes throughout the Corporation without first being assigned a Material or PD Spec Number by the Corporate Standards Department.

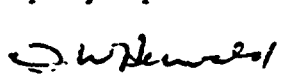
Indiscriminate use of materials is not only in conflict with sound business practices, but there also exists the potential that exposure to such materials may be hazardous. The Westinghouse PD Spec Card and Material Card Program, which is administered by the Headquarters Corporate Standards, provides a method for exercising control over such materials. It is designed to insure continuity and/or quality of purchased materials, and also identifies the necessary safeguards in the handling and use of such materials.

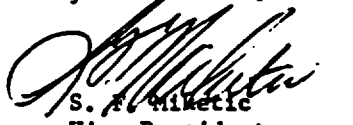
The information necessary to insure the safe handling and use of potentially hazardous materials is provided to Headquarters Standards by the Corporate Industrial Hygiene Laboratory. This also provides the Corporation, through the Industrial Hygiene Laboratory, with a record of all hazardous materials used within the Company, at least to the extent that these are identified on PD Spec Cards and Material Cards.

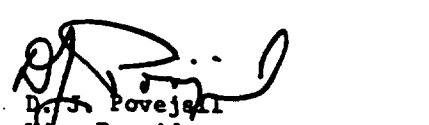
Potentially hazardous materials do not need to be assigned a Material or PD Spec Number if they are in the proto-type stage or a government contract dictates some other method of identification. Such material, however, must be reviewed by the location's Industrial Hygiene and Safety Supervisor in conjunction with the Headquarters Industrial Hygiene Laboratory.

Another vital concern that reinforces the need for locations to use the PD Spec Card and Material Card Program is the accelerated activity of the Federal Government in the promulgation of standards involving materials and processes that are alleged to affect the health of employees.

We strongly urge you to review the attached procedure with your engineering, manufacturing, personnel, and purchasing managers to insure that it is properly implemented within your division.


S. W. Herwald
Vice President
Strategic Resources


S. F. Miletic
Vice President
Production Resources


D. J. Povejsal
Vice President
Personnel and Administration

CORPORATE PROCUREMENT AND PROCESSING DOCUMENTS



CORPORATE
STANDARD

090A05

WBB-0037799

1. MATERIALS

1.1 MATERIALS FOR PARTS MADE WITHIN WESTINGHOUSE:

All materials used to make parts within $\oplus$ are to be identified on drawings by either a $\oplus$ Purchasing Department Specification or $\oplus$ Material number. The use of society designations, suppliers tradenames or other designations is not permitted without the agreement of the Corporate Standards Department at the Research and Development Center.

Also, materials are not to be identified by exceptions to Purchasing Department Specification or Material numbers. Any such exceptions require a new specification or material number.

Only where government contracts dictate how materials are to be identified should exception be made to the above policy.

For the recommended method of specifying materials on drawings refer to Corporate Standard 14.20.

The corporate numbers enable engineering and manufacturing departments to clearly denote required materials and control inventory. They make it more practical to establish total requirements for leverage in developing corporate contracts and in local purchasing negotiations.

1.2 MATERIALS FOR $\oplus$ DESIGNED PARTS MADE OUTSIDE OF WESTINGHOUSE:

Materials used by vendors to make $\oplus$ designed parts may be identified by $\oplus$ specification or material numbers, by society designations or tradenames, or any other designations which facilitate communications with the supplier and control quality.

1.3 REQUESTS FOR NEW PURCHASING DEPARTMENT SPECIFICATIONS OR MATERIAL CARDS:

Requests for new Purchasing Department Specifications (P D Spec) and Material Cards (M Card) are to be made to the Corporate Standards Department at the R&D Center (WIN 8-236-7232) by the divisions materials and/or standards engineer or such other individual designated by the division to make such requests. They are to be in writing and should include sufficient information to fully identify the material and differentiate it from similar materials already in the system. The indexes listed in Section 1.7 of this standard are an aid to determining similar materials. Data such as the following are generally required to develop the necessary procurement document.

- Name of material
- Names of suppliers and their respective tradenames (if applicable)
- Correct method for ordering from supplier
- Material characteristics, such as chemical composition, physical and mechanical properties, tolerances, or specialized requirements
- Suppliers data sheet
- Principle application
- Whether a P D Spec or M Card is required

A P D Spec or M number is generally assigned within 24 hours of receipt of a request. Telephone requests are honored only in emergencies since they do not allow sufficient time for a proper search.

Requests for revisions of P D Specs and M Cards are processed through the same people.

1.4 PURCHASING DEPARTMENT SPECIFICATIONS:

A Westinghouse PD Spec is a contractual procurement document negotiated between, and mutually approved, by both the user(s) and approved supplier(s). These negotiations are the responsibility of the Corporate Standards Department. By special agreement with Corporate Standards, such negotiations for specific new specifications may be undertaken by the divisional Materials Engineer.

The $\oplus$ PD Spec requirements specify and establish limits for such things as method of manufacture, composition, properties, dimensional tolerances, sampling, methods of inspections. They also serve as a basis for acceptance or rejection of the delivered material. In general, a PD Spec is only written when the commercially available material is not suitable or the reliability of such material is in question because of the critical nature of the intended application. The PD Spec number is to appear on drawings and all purchase orders. For each PD Spec there is a companion PDS Card. This card lists the approved suppliers, user divisions, and other pertinent information for internal reference. Corporate Standards automatically sends copies of PD Specs to all approved suppliers appearing on the PDS Card. They need not be furnished with the purchase order.

1.5 MATERIAL CARDS:

A Westinghouse M Card controls a material that is purchased by brand name, trade name, catalog number, military specification or society designation. It is intended for use where the requirements of the design can permit slight deviations in the quality, properties, tolerances, etc., of the designated material; or where the material must not vary from the applicable military or society specification. Generally, the cost of a commercial material purchased under a $\oplus$ Material Number (M Number) is less than a like material purchased under a $\oplus$ PD Spec Number. This is due to the absence of requirements other than those imposed by the manufacturer or society specification. M Cards and PD Spec Cards form a composite file of internal materials information.

Although drawings are to identify materials controlled by Material Cards by the $\oplus$ M Numbers, ordering information on purchase orders is to identify these materials by suppliers brand name, trade name, catalog number, or commercial designation appearing under the "ORDER FROM SUPPLIER AS" section of the Material Card. Material Cards are not to be sent to suppliers. However, where necessary, they may be given to subcontractors.

1.6 NUMBERING SYSTEM:

Since 1958, all materials have been assigned numbers from the Basic Materials, Parts and Service Code. This code is designed to group together materials of the same or similar nature and is used to determine details required to properly assign a new number. For further details of this system, consult Corporate Standards 090A10 thru 090A23. The responsibility for the number assignment belongs to the Corporate Standards Department.

1.7 INDEXES:

The following indexes are available to the divisional materials representative. He should refer to them before making a request to Corporate Standards for the assignment of a new number

Alphabetical Index of Purchasing Department Specification and Material Numbers.

Numerical Index - Used to determine active, canceled, and superseded numbers.

Trade Name Index - Used to determine applicable Westinghouse numbers for trade or brand name materials

1.8 SIZE CODE:

The Corporate Size Code is a three character numbering system made available to the divisions to identify the size of a material when used in conjunction with a material code number. The combination of the seven character material code number and the three character size code number gives a ten character inventory control number. This number identifies both the grade and the size of a material in a common language that can be interpreted at any Corporate location.

2. PROCESS SPECIFICATIONS

2.1 GENERAL:

Process Specifications are used to describe the process of material manufacturing, treating, coating or testing of materials or components