



Guideline for Vendor Technical Information Program Implementation

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(Revision 4)***

**NUCLEAR INFORMATION AND RECORDS MANAGEMENT ASSOCIATION
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FOREWORD

Technical Guideline - 18 (TG18) was developed by the Nuclear Information and Records Management Association (NIRMA) Vendor Technical Information Committee to provide guidance for Vendor Technical Information Program (VTIP) implementation. The original document was published in 1994. A Revision 1 was published in 1999. Revision 2 of this document was prepared to focus on “What” the recommended elements are and minimizes the “How to” aspects, because business methods and practices differ significantly at each individual facility. This second revision kept it relevant to the needs of the information management community. Revision 3 includes updates based on lessons learned and best practices being applied in the industry.

The Vendor Technical Information Working Group within the Regulations and Information Management Business Unit (RIMBU) wishes to express its deep appreciation to all, both inside and outside of NIRMA, who have contributed to this Technical Guideline since its inception.

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ABSTRACT

The Nuclear Information and Records Management Association (NIRMA) Vendor Technical Information Committee was originally formed as a result of the United States Nuclear Regulatory Commission (US NRC) Generic Letter 83-28, which required nuclear utilities to establish a program for periodic contact with their vendors of “key” equipment to assure that the nuclear plants had the latest information available. In 1990, the US NRC issued another Generic Letter, GL 90-03, which loosened some of the requirements of GL 83-28 and gave additional guidance. The NIRMA Vendor Technical Information Committee soon became aware that many of the nuclear utilities were struggling to define a vendor information program (e.g. what equipment should be included, how often should vendors be contacted, how should vendors be contacted, etc.). To provide some guidance for this situation, the Committee decided to develop a guideline that would provide ideas and suggestions regarding the elements of a vendor technical information program and managing the technical information for internal uses. The result of this effort was TG18, “Guideline for Vendor Technical Information Program Implementation”, which was originally published in 1994. Since the original publication of this guideline, the need for vendor technical information programs has spread beyond the nuclear utility industry to other nuclear-related areas. Because of this, the guideline was revised to focus more on the elements of a vendor technical information program and to minimize the “How to” information, since the business methods and practices can differ significantly between facilities.