

# UNCONTROLLED COPY



## OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT QUALITY ASSURANCE ADMINISTRATIVE PROCEDURE

Title:

STOP WORK

Procedure No.:  
QAAP 16.2

Revision:  
1

Date:  
11/12/91

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Concurrence

Date:  
10/25/91

Approval

Date:  
10/29/91

### 1.0 PURPOSE

This procedure establishes the responsibilities, authority, and methods for formally stopping PROGRAM work and for authorizing the restart of PROGRAM work upon correction of the adverse conditions.

### 2.0 SCOPE

This procedure shall be used by the Office of Civilian Radioactive Waste Management (OCRWM) to effect suspension of PROGRAM work being performed by affected organizations as a response to a significant condition adverse to quality where it has been determined that work stoppage is necessary in accordance with QAAP 16.1, *Corrective Action*.

### 3.0 REFERENCES AND DEFINITIONS

#### 3.1 REFERENCES

3.1.1 *Quality Assurance Requirements Document (QARD), DOE/RW-0214*

3.1.2 *Quality Assurance Program Description Document (QAPD), DOE/RW-0215*

3.1.3 *QAAP 16.1, Corrective Action*

#### 3.2 DEFINITIONS

3.2.1 Quality Assurance Representative - An individual representing the OCRWM Office of Quality Assurance.

3.2.2 Responsible Director - The OCRWM Division, Associate, or Office Director having functional responsibility for the item or activity that is the subject of a Corrective Action Request (CAR).

3.2.3 The definitions of standard terms may be found in the Glossary contained in reference 3.1.1.



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**4.0 RESPONSIBILITIES**

**4.1 DIRECTOR, OCRWM**

The Director, OCRWM is responsible for resolving disputes concerning approval, issuance, adequacy of response, and closure of a Stop Work Order (SWO).

**4.2 RESPONSIBLE DIRECTOR OR CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

The Responsible Director or COR is responsible for:

- 4.2.1 Ensuring compliance with any SWO that applies to their areas of responsibility;
- 4.2.2 Ensuring the adequacy of measures to correct deficiencies; and
- 4.2.3 Implementing corrective measures to resolve the adverse conditions that result in issuance of a SWO.

**4.3 DIRECTOR, OFFICE OF QUALITY ASSURANCE (OQA)**

The Director, OQA is responsible for:

- 4.3.1 Approving and issuing the SWO to the Responsible Director or COR;
- 4.3.2 Assisting in the resolution of the SWO;
- 4.3.3 Authorizing work resumption; and
- 4.3.4 Preparing and maintaining this QAAP.

**4.4 QUALITY ASSURANCE REPRESENTATIVE (QAR)**

The QAR is responsible for:

- 4.4.1 Initiating a SWO when determined necessary during the evaluation of a significant condition adverse to quality; and
- 4.4.2 Entering closed SWOs into the QA Records system.

**5.0 GENERAL**

- 5.1 The Director, OQA has the delegated authority and responsibility to direct the suspension of work performed by affected organizations when significant conditions adverse to quality indicate that such action is warranted.



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- 5.2 For commercial contractors the SWO shall be directed to the COR. The COR is responsible for coordinating the SWO with the appropriate DOE Contacting Officer, who is exclusively authorized to issue a contractual SWO. For other affected organizations, the SWO shall be issued to the organization by the Responsible Director in accordance with applicable procurement procedures.
- 5.3 Disputes concerning Stop Work Orders shall be elevated to the Director, OCRWM for resolution.

**6.0 PROCEDURE**

**6.1 INITIATING A STOP WORK ORDER**

- 6.1.1 The QAR initiates a written SWO when evaluation of the significant condition adverse to quality, performed in accordance with QAAP 16.1, indicates that a stop work condition exists. The QAR identifies the specific activities that are affected. The SWO is then forwarded to the Director, OQA with a copy of the associated CAR.
- 6.1.2 The Director, OQA approves the SWO.
- 6.1.3 The Director, OQA verbally notifies the Responsible Director or COR in accordance with procurement procedures and documents the notification of the SWO.
- 6.1.4 For SWOs affecting work internal to OCRWM, the Director, OQA issues the SWO with a copy of the associated CAR to the Responsible Director and forwards copies to the Director, OCRWM, the applicable QA Division Director (QADD), and the assigned QAR.
- 6.1.5 For external work the SWO with a copy of the associated CAR is issued to the COR with copies to the Director, OCRWM, the Responsible Director, the applicable QA Division Director (QADD), and the assigned QAR.

**6.2 RESPONSE**

- 6.2.1 Upon receipt of a SWO for internal work, the Responsible Director shall instruct the affected organization to respond in writing within 24 hours that the designated work has been stopped.



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6.2.2 Upon receipt of a SWO for external work, the COR shall immediately contact the appropriate DOE Contracting Officer, who shall implement the SWO in accordance with procurement procedures, and instruct the affected organization to respond in writing within 24 hours that the designated work has been stopped.

**6.3 CLOSURE OF STOP WORK ORDER**

6.3.1 When all agreed upon corrective actions have been completed, the Responsible Director or COR shall notify the Director, OQA that the corrective actions are ready for verification.

6.3.2 A partial restart work may be authorized by the Director, OQA based on satisfactory verification of appropriate portions of the corrective action. Restrictions for partial restart of work shall be documented in a memo to the appropriate Responsible Director or COR.

6.3.3 Based upon the satisfactory verification of the CAR, the Director, OQA shall close the SWO by issuing the restart approval for the SWO. The restart approval notification shall be issued and distributed in the same manner as the SWO.

6.3.4 The Director, OQA forwards the closed SWO to the QAR for QA Records processing in accordance with Section 7.0.

**7.0 RECORDS**

Stop Work Orders and related correspondence are to be maintained in the package for the associated CAR as QA Records in accordance with QAAP 17.1, *QA Records Management* or QMP-17-01, *Records Management: Record Source Implementation*.

**8.0 ATTACHMENTS**

ATTACHMENT I - QAAP 16.2 Flowchart



ATTACHMENT I  
QAAP 16.2 FLOWCHART

