

NUCLEAR WASTE MANAGEMENT PROGRAM
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Subject: DOCUMENT CONTROL

Approved: FEB 10 1989

Approved by: [Signature] 12/21/88 Date
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Approved by: [Signature] 12/15/88 Date
Quality Assurance Manager

1.0 DOCUMENT PREPARATION, REVIEW, APPROVAL, AND ISSUANCE

1.1 METHODS

The preparation, review, approval, and issuance of documents such as instructions, procedures, plans and drawings, including changes thereto, are controlled through the implementation of methods that assure that only correct documents are used. Document control is applied to the following:

- o Documents containing or specifying quality requirements.
- o Documents that prescribe activities affecting quality.

The document control system is documented, and the QA organization provides the appropriate review, resolution of comments, and concurrence with respect to quality-related aspects of the documents.

1.2 IMPLEMENTATION

Implementation of document control provides for the following:

- o Identification of documents to be controlled.
- o Identification of assignment of responsibility for preparing, reviewing, approving, and issuing documents.
- o Review of documents for technical adequacy, completeness, correctness, and inclusion of appropriate quality requirements, prior to approval and issuance.

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- o A method for the removal or marking of obsolete or superseded documents to prevent inadvertent use.
- o A method for assuring that the correct and applicable documents are available at the location where they are to be used.
- o A master list or equivalent to identify the correct and updated revisions of documents.
- o Coordination of interface documents.

2.0 DOCUMENT CHANGES

2.1 MAJOR CHANGES

Changes to documents, other than those defined below as minor changes are considered as major changes and are reviewed and approved by the same organizations that performed the original review and approval, unless other organizations are specifically designated by the organization responsible for the document. The reviewing organization has access to pertinent background data or information upon which to base their approval and, if applicable, specifically considers whether or not activities being changed are repeatable, have the potential to impact the waste isolation capability of the site or interfere with other site characterization activities.

2.2 MINOR CHANGES

Minor changes to documents, such as inconsequential editorial corrections, do not require that the reviewed documents receive the same review and approval as the original documents. To avoid a possible omission of a required review, the type of minor changes that do not require such a review and approval and the persons who can authorize such a decision are clearly delineated.

3.0 DISTRIBUTION OF DOCUMENTS

3.1 DOCUMENT CONTROL SYSTEM

The document control system assures that documents requiring verification are not released prior to verification or, if they must be released before verification, they are uniquely identified as such and controlled in accordance with Paragraph 1.2. A master list or equivalent used to identify the correct, current and updated versions of documents are submitted to the DOE Project Office Quality Assurance Manager.