



CHANGE NOTICE

CN No.: 2.6-1-2

Effective Date: 10/8/91

Affected Document: 033-YMP-QP 2.6 Readiness Review

James Blink

N/A

Prepared by:

Approved by: (Technical Area Leader)

Date

Royce S. Mowbray 9/30/91  
Approved by: (YMP QA Manager) Date

John Clarke 9/30/91  
Approved by: (YMP Leader) Date

Training Required: Yes  No

Major Changes

Minor Changes

Reason for Change:

1. Typographical error made on date of effectiveness.
2. Clarification, to permit use of the procedure for activities not designated "quality affecting".

1. Copyholder:

Cross out the date of 2/7/91 in the date block on the top right of the first page of Revision 1. Change that date to read 2/1/91.

2. Section 2.6.1, Delete the end of the sentence. The section then reads: ". . .for conducting readiness reviews."
3. Section 2.6.2, Add new second sentence: "It is optional for other activities."

NOTE: THIS CHANGE NOTICE IS TO BE FILED AT THE FRONT OF THE AFFECTED DOCUMENT



CHANGE NOTICE

CN No.: 2.6-1-1

Affected Document: 033-YMP-OP 2.6, "Readiness Reviews," Rev.1

Prepared by: James Blink

Approved by: N/A  
(Technical Area Leader) (Date)

Approved by: *RKD* 2-27-91  
(YMP QA Manager) (Date)

Training Required:  
Yes  No

Approved by: *frk* 3/10/91  
(YMP Project Leader) (Date)

Currently Read as Follows:

1. Section 2.6.3, add paragraph after existing third paragraph.
2. Section 2.6.4.2, Left column: As published

CHANGED TO READ:

1. Section 2.6.3, add new paragraph after existing third paragraph:  
*The*  
"Principal Investigator (PI) develops responses to Readiness Review Checklist questions."
2. Section 2.6.4.2, Left column:  
"PI/Staff member(s) should be opposite step 12."  
"Reviewer(s) should be opposite step 13."

NOTE: THIS CHANGE NOTICE IS TO BE FILED AT THE FRONT OF THE AFFECTED DOCUMENT

YUCCA MOUNTAIN PROJECT

100

No.: 033-YMP-QP 2.6  
Revision: 1  
Date: 2/7/91  
Page: 1 of 12

Subject:

READINESS REVIEWS

Approved by: <u><i>S. J. Jordin</i></u> <u>2/1/91</u>	Approved by: <u><i>J. K. Denny</i></u> <u>1-31-91</u>
Yucca Mountain Project Leader	YMP Quality Assurance Manager
Date	Date

COMPLETE REWRITE

2.6.1 PURPOSE

The purpose of this procedure is to provide instructions for conducting readiness reviews prior to the start of major, quality affecting activities.

2.6.2 SCOPE

This procedure applies to major scheduled/planned quality affecting activities. Readiness reviews are performed when deemed appropriate by responsible management. Readiness reviews are conducted to verify that specified prerequisites have been satisfied and programmatic requirements have been identified before starting a major activity. Readiness reviews may also be appropriate for the restart of work activities following extended interruption, major program change, or extensive corrective actions.

2.6.3 RESPONSIBILITIES

The LLNL-YMP Project Leader or designee is responsible for determining the appropriateness and assigning responsibility for performance of individual readiness reviews.

The LLNL-YMP Quality Assurance Manager advises the Project Leader or designee on the appropriateness of readiness reviews and may establish holdpoints for performance of QA surveillance or audit independent of readiness reviews.

The Technical Area Leader (TAL) participates in the readiness review process as described in the following procedure section.

The applicable Task Leader is responsible for demonstrating that all readiness prerequisites have been met and for precluding start of work until assigned readiness reviews are completed and necessary actions have been taken.

Document Control is responsible for assigning a unique identifier to each readiness review checklist and for entering descriptive information into a master log.

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## 2.6.4 PROCEDURE

### 2.6.4.1 Initiating the Readiness Review

Project Leader or designee:

1. Determines the need for the readiness review and:
  - a. Defines the scope and purpose, and identifies areas and items to be reviewed, including an indication of the required depth;
  - b. Appoints the Readiness Review Team Leader;

Readiness Review Team Leader:

2. Determines the technical disciplines to be used;
3. Establishes qualifications for Reviewers and schedules the readiness review;
4. Selects Reviewers and assigns review functions and responsibilities to them;
5. Assures that any required training is accomplished;
6. Notifies the QA Manager and affected TALs and Reviewers of the scheduled readiness review date(s);

Technical Area Leader:

7. Selects the Task members who participate in the Review;
8. Reviews the generic Readiness Review Checklist (available from Document Control, EXHIBIT A) with the Task Leader, Principal Investigators, and other task staff members and, if necessary, identifies additional questions to be added to this Readiness Review Checklist;
9. Obtains a number for the proposed Readiness Review Checklist from the Document Control Center;
10. Submits the proposed Readiness Review Checklist to the Readiness Review Team Leader.

Readiness Review Team Leader:

11. Reviews the proposed Readiness Review Checklist for adequacy. Approval of the checklist is accomplished in the spaces provided on the last page of the checklist by signatures of the Readiness Review Team Leader and Technical Area Leader.

**2.6.4.2 Conducting the Readiness Review**

**Reviewer(s):**

- 12. Develops responses to the checklist questions by examining objective evidence that activities have been satisfactorily completed, or by obtaining commitments for completion of open items;
- 13. Evaluates the responses and signs the completed checklist;
- 14. Submits the completed checklist and supporting documentation to the Readiness Review Team Leader.

**Readiness Review Team Leader:**

- 15. Reviews the completed checklist for adequacy. For responses determined to be unsatisfactory or open, documents comments to the Technical Area Leader and Reviewer(s);

**Reviewer(s):**

- 16. Obtains resolution of the Readiness Review Team Leader's comments and submits the resolved comments to the Readiness Review Team Leader. The preferred method for resolution is a meeting to discuss the issues.

**Readiness Review Team Leader:**

- 17. Evaluates the responses to documented comments from Step 15. Unresolved comments are referred to the Project Leader or designee for resolution.
- 18. Assures that satisfactory resolution is reached for all comments.
- 19. Assures that checklists are completed, evaluated, and signed.

**2.6.4.3 Documenting the Readiness Review**

**Technical Area Leader:**

- 20. Prepares a summary memorandum that:
  - a. identifies participants in the readiness review meeting(s),
  - b. summarizes meeting content, and
  - c. indicates the disposition of comments, if any, including clear statements of needed actions required to either start or resume work.

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Readiness Review Team Leader:

21. Transmits written recommendations of readiness to the Project Leader.

Technical Area Leader:

22. Compiles a QA Records package consisting of;

- a. Summary memorandum,
- b. A copy of the approved Readiness Review Checklist with responses,
- c. Other records related to the resolution of comments by the Project Leader or designee.

23. Submits the QA Records package to the Local Records Center.

#### 2.6.4.4 Deciding to Proceed

Project Leader:

24. Monitors completion of open items identified in the summary memorandum;

25. Makes the decision on readiness and notifies (in writing) the Readiness Review Team Leader, Technical Area Leader, the LLNL-YMP QA Manager and others, as appropriate.

#### 2.6.5 RETAINED DOCUMENTATION

A master log of unique readiness review identification numbers and descriptive information is maintained by Document Control.

Quality Assurance records created by the implementation of this procedure are collected, stored, and maintained in accordance with Procedure No. 033-YMP-QP 17.0, "Quality Assurance Records."

Quality Assurance Records include the following:

- Summary memorandum of readiness review meeting(s).
- Approved Readiness Review Checklist with responses.
- Other records related to resolution of comments by the Project Leader or designee, if applicable.

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**Generic READINESS REVIEW CHECKLIST**  
Document No.: RRxxx Y-ZZ-ZZ Rev. 0

Activity Description/Title: \_\_\_\_\_

Activity No.: \_\_\_\_\_

This checklist identifies questions to be answered during the readiness review. Questions that are not applicable to a specific activity are marked "Not Applicable" in the space provided for the Response/Comments.

No.	Question	Reviewer Evaluation		
		Sat.	Unsat.	Open
1.	Is the activity identified and described in an approved Scientific Investigation Plan or Study Plan?  Response/Comments:	_____	_____	_____
2.	Has QA grading been completed and approved?  Response/Comments:	_____	_____	_____
3.	Is the Activity Plan completed and approved?  Response/Comments:	_____	_____	_____
4.	Have Technical Implementing Procedures been prepared and approved?  Response/Comments:	_____	_____	_____

YMP 092 (a)

No.	Question	Sat.	Unsat.	Open
5.	<p>Are there any YMPO level Administrative Procedures required for conduct of the activity whose requirements are not implemented in the LLNL-YMP Quality Procedures?</p> <p>Response/Comments:</p>	---	---	---
6.	<p>Has an individual Software Plan been prepared and approved?</p> <p>Response/Comments:</p>	---	---	---
7.	<p>Are interface requirements and methods identified in technical planning documents for both internal and external interfaces?</p> <p>Response/Comments:</p>	---	---	---
8.	<p>Are necessary procedures and appropriate instructions available at work locations?</p> <p>Response/Comments:</p>	---	---	---

YMP 092 (b)

No.	Question	Sat.	Unsat.	Open
9.	<p><b>Are training and qualification records for assigned personnel current and complete?</b></p> <p>Response/Comments:</p>	---	---	---
10.	<p><b>Do current scheduling networks reflect milestones in the approved SIPs, Activity Plans and Study Plans?</b></p> <p>Response/Comments:</p>	---	---	---
11.	<p><b>Has a planning and control system (PACS) package been completed for this activity and submitted to the Resource Planning and Project Control Manager?</b></p> <p>Response/Comments:</p>	---	---	---
12.	<p><b>Are resources allocated for this activity?</b></p> <p>Response/Comments:</p>	---	---	---
13.	<p><b>Is the QA Organization aware of the planned date to start work?</b></p> <p>Response/Comments:</p>	---	---	---

YMP 092 (c)



No.	Question	Sat.	Unsat.	Open
15.	<p>Are provisions provided for notifying the QA Organization of Hold Points?</p> <p>Response/Comments:</p>	—	—	—
16.	<p>Have requested or required QA Audits or Surveillances been completed?</p> <p>Response/Comments:</p>	—	—	—
17.	<p>Have all open Nonconformance Reports (NCRs), Adverse Finding Reports (AFRs), Office of Civilian Radioactive Waste Management (OCRWM) Corrective Action Requests, and Corrective Action Reports (CARs) related to this activity been identified?</p> <p>Response/Comments:</p>	—	—	—
18.	<p>If open NCRs, AFRs, CARs or Office of Civilian Radioactive Waste Management (OCRWM) Corrective Action Requests exist, can work proceed before verification of closure?</p> <p>Response/Comments:</p>	—	—	—

YMP 092 (a)

No.	Question	Sat.	Unsat.	Open
19.	Has required Measuring and Test Equipment (M&TE) been identified and calibrated?  Response/Comments:	—	—	—
20.	Are test samples and materials identified and traceable?  Response/Comments:	—	—	—
21.	Other  Response/Comments:	—	—	—
Approved For Use During the Readiness Review Process:				
Readiness Review Team Leader _____		Date _____	Technical Area Leader _____	
			Date _____	

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Continuation Page

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	Sat.	Unsat.	Open
Response/Comments:	---	---	---
Response/Comments:	---	---	---
Response/Comments:	---	---	---
Response/Comments:	---	---	---

SAMPLE

YMP 092 (g)

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<b>Responses Provided:</b>	
_____ Task Leader	_____ Date
_____ Principal Investigator/Staff Member	_____ Date
_____ Principal Investigator/Staff Member	_____ Date
_____ Principal Investigator/Staff Member	_____ Date
<b>Responses Reviewed and Evaluated:</b>	
_____ Reviewer	_____ Date

YMP 092 (h)