



CHANGE NOTICE

CN No.: 2.7-1-1
~~2.7-0-2~~ Qg. 10/3/91

Effective Date: 10/8/91

Affected Document: 033-YMP-QP 2.7, "Stop Work Order"

J. Blink
Prepared by:

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

[Signature] 10/1/91
Approved by: (YMP QA Manager) Date

[Signature] 10/1/91
Approved by: (YMP Leader) Date

Training Required: Yes No

Major Changes

Minor Changes

Reason for Change:

Clarification, to permit use of the procedure for activities not designated "quality affecting".

1. Section 2.7.2, Add new second sentence:

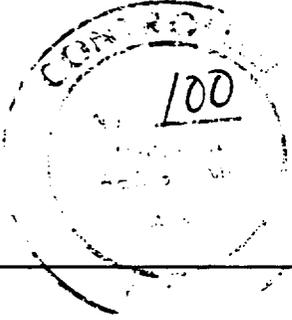
"It is optional for other activities."

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

9210260230 921013
PDR WASTE
WM-11 PDR



YUCCA MOUNTAIN PROJECT



No.: 033-YMP-QP 2.7

Revision: 1

Date: 8/30/90

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Subject:

STOP WORK ORDER

Approved by: Philip Jardine 8/30/90 Yucca Mountain Project Leader
 Approved by: David W. Stout 8/30/90 YMP Quality Assurance Manager

2.7.1 PURPOSE

This procedure establishes the responsibility and method for issuing and processing a Stop Work Order. A Stop Work Order is used to stop specified work when continued work efforts could result in conditions adverse to quality or adverse to safety that could not be readily corrected.

2.7.2 SCOPE

This procedure applies to all quality-affecting activities of the LLNL Yucca Mountain Project (YMP). It encompasses the procedure initiated by the Quality Assurance Manager (QA Manager) to halt work that is producing a condition not meeting the requirements of the YMP Quality Assurance Program Plan (QAPP). Authorization to resume work is issued only after implementation and verification of appropriate corrective action.

2.7.3 RESPONSIBILITIES

The Project Leader is responsible for acknowledging and implementing the Stop Work Order and for preparing the Request for Release once the condition noted in the Stop Work Order has been corrected. The Project Leader may delegate these tasks as appropriate down to the Task Leader level.

The QA Manager is responsible for evaluating activities being conducted under the control of the YMP QAPP to determine if a Stop Work Order is required. The QA Manager may issue a Stop Work Order when it is determined that conditions adverse to quality exist. The QA Manager is then responsible for monitoring the provisions of this procedure to verify that the Stop Work Order and the appropriate corrective action are correctly implemented.

All personnel performing quality-affecting work are responsible for identifying and reporting conditions adverse to quality which could require the issuance of a Stop Work Order.

2.7.4 PROCEDURE

A Stop Work Order is used to stop work activities that, if continued, could result in significant conditions adverse to quality. When a condition is identified which may require the issuance of a Stop Work Order, it is reported to the Project Leader and the QA Manager, through the YMP organizational structure.

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The QA Manager evaluates the reported condition to determine if a Stop Work Order is required. The Stop Work Order is issued using the form shown in Exhibit A. Each Stop Work Order is uniquely numbered.

The Stop Work Order specifies:

1. The responsible Technical Area Leader, and Principal Investigator (if applicable),
2. A description of the work to be stopped,
3. The deficiency observed,
4. The criteria for resuming work.

The Project Leader acknowledges the Stop Work Order, returns a signed copy to the QA Manager, and proceeds to stop work as directed by the order by notifying personnel performing the activity. Work is stopped in a manner that ensures a safe stopped condition and proper retention of data.

During the period of stop work, the following conditions are observed:

1. Appropriately described work in the subject activity is suspended.
2. Work previously completed on the subject activity and still within control of the LLNL YMP is not issued or released.

The Request for Release portion of the Stop Work Order is completed by the Project Leader and forwarded to the QA Manager. The Request for Release identifies the actions taken to correct the adverse condition as well as the corrective action implemented or planned (including implementation dates) to prevent recurrence.

The QA Manager directs verification of the corrective action to ensure that it has been properly implemented and is adequate to preclude recurrence of the adverse condition. When verification of the corrective action is completed, the QA Manager approves the Request for Release portion of the Stop Work Order. This rescinds the Stop Work Order. The QA Manager issues the rescinded Stop Work Order to the Project Leader.

2.7.5 QUALITY ASSURANCE RECORDS

A copy of each Stop Work Order, including applicable documentation such as Nonconformance Reports, Corrective Action Reports, and Standard Deficiency Reports, and any additional information necessary to document the action taken to identify, evaluate, and resolve each stop work deficiency, is forwarded to Document Control for retention. Where the applicable documentation is retained in Document Control in accordance with provisions of its own procedure only a reference to the document need be included with this document package.

The completed Stop Work Order package, when the order is rescinded, is a QA record. Quality assurance records created by the implementation of this procedure are collected, handled, stored, and maintained in accordance with the requirements of Procedure No. 033-YMP-QP 17.0, "Quality Assurance Records."

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STOP WORK ORDER	
To: Project Leader _____ cc: (as appropriate) Technical area Leader _____ Task Leader _____ Principal Investigator _____	Order No. _____ Date: _____
You are hereby ordered to STOP WORK effective immediately on the following items or activities. _____ _____	
The reason for issuance of this Stop Work Order is: _____ _____	
The criteria for resumption of work are: _____ _____	
Issued By: _____ QA Manager	Date: _____
Acknowledged By: _____ Project Leader	Date: _____
REQUEST FOR RELEASE	
To: YMP QA Manager _____ Date: _____	
A release of the STOP WORK ORDER is requested in consideration of the following action taken to correct the condition(s) noted above: _____ _____	
Requested by: _____ Title: _____	Date: _____
Stop Work Order RESCINDED	
Approved by: _____ YMP QA Manager	Date: _____

YMP 008 REV 1

**EXHIBIT A
STOP WORK ORDER**