

CENTRAL LABORATORIES SERVICES DEPARTMENT

QUALITY PROGRAM

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Procedure No: CLS-QAP 4.6
 Applies To: Central Laboratories Services Department
 Title: LABORATORY SERVICES PROGRAM

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1.0 PURPOSE

This procedure describes the requirements and delineates the responsibilities for management of the Central Laboratories Services Department (CLSD) Laboratory Services program. The purpose is to ensure that chemical and metallurgical analyses performed for TVA nuclear generating plants are properly controlled and accomplished in accordance with approved methods and are within established quality requirements.

2.0 SCOPE

This procedure applies to chemical and metallurgical services that affect or could affect the quality of critical structures, systems, and components (CSSC) at TVA nuclear generating plants.

3.0 REFERENCES

- 3.1 CLS-QAP-1.1, "Organization"
- 3.2 CLS-QAP-4.1, "M&TE Calibration Program"
- 3.3 CLS-QAP-6.1, "Control of Measuring and Test Equipment"
- 3.4 Intergroup Agreement (IGA) No. 2, "Power"

4.0 ABBREVIATIONS AND DEFINITIONS

- 4.1 See CLS-QAP-2.3, "CLSD Abbreviations and Definitions"

5.0 RESPONSIBILITIES**5.1** Manager, Central Laboratories Services Department (CLSD)

- 5.1.1 The Manager, CLSD, shall ensure that the Laboratory Services program is conducted in accordance with approved procedures and instructions.
- 5.1.2 Establishes section goals and objectives to be achieved and ensures that the Laboratory Services Section has the proper equipment and trained personnel to perform the assigned task.
- 5.1.3 Approves technical reports as required.

- 6.6.1.13 Page numbers.
- 6.6.1.14 Attachments such as tables, photographs, sketches, graphs, and any other information that are relevant to the analysis.
- 6.6.2 Implementing instructions shall be prepared as necessary in order to ensure the consistent and accurate preparation, review, and approval of technical reports.
- 6.6.3 Technical reports, when completed, shall be forwarded to the Document Control Group for processing and retention as QA records in accordance with the requirements of CLS-QAP-12.3, "Quality Assurance Records."
- 6.7 Processing
- 6.7.1 Measures shall be established in instructions to ensure adequate identification between records and specimens being analyzed.
- 6.8 Training and Qualification
- 6.8.1 Personnel performing chemical and metallurgical analysis or supervising these activities shall meet the requirements of CLS-QAP-11.1, "Quality Assurance Orientation and Technical Training."
- 7.0 GENERAL
- 7.1 Temperature, humidity, barometric pressure, or other environmental factors that are important to the analytical process shall be adequately controlled, and as appropriate, described in section instructions.
- 7.2 Upon completion of a particular job, samples, photographs and other materials related to the job shall be stored at the CLSD for ninety (90) days. After ninety (90) days these items shall be disposed of unless a written request to extend the storage period is received from the customer.
- 8.0 ATTACHMENTS
- Not applicable to this procedure.