

TENNESSEE VALLEY AUTHORITY

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CENTRAL LABORATORIES SERVICES (CLS) QUALITY PROGRAM

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QA RECORD

Procedure No.: CLS-QAP 12.3

Applies To: Central Laboratories Services

Title: Quality Assurance Records

Revision 0	Rev 6		
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1.0 PURPOSE

This procedure establishes the requirements and assigns responsibilities for the generation, classification, identification, processing, collection, and storage of quality assurance (QA) records. The purpose is to assure adequate records are maintained that furnish objective evidence of the quality and satisfactory completion of Central Laboratories Services (CLS) activities.

2.0 SCOPE

The requirements of this procedure apply to completed CLS documents which provide objective evidence of the quality and satisfactory completion of activities which affect, or could affect, quality related activities at nuclear power plants.

3.0 REFERENCES

- 3.1 NP Standard 6.7, "Control of Measuring and Test Equipment"
- 3.2 ANSI N45.2-1971, Section 18, "Quality Assurance Records"
- 3.3 Intergroup Agreement IGA No. 2 "Power"

4.0 ABBREVIATIONS AND DEFINITIONS

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

4.2 RESPONSIBILITIES

5.0 MANAGER, CLS

- 5.1 The Manager, CLS, shall ensure that adequate CLS procedures and instructions are prepared and implemented to control the collection, storage, retrieval, preservation, and safekeeping of QA records pertaining to CLS quality-related activities.

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- 6.1.2 Documents designated to become QA records (reference Attachment I) shall contain information as described in their respective program procedures.
- 6.1.3 QA records generated at the CLS shall be initialed, signed, or otherwise authenticated and dated as required and stamped "QA Record" by Document Control.

6.2 Correction of Records

- 6.2.1 Recorded QA records on RIMS may be corrected or supplemented only by persons authorized by the QA/QC Supervisor.
- 6.2.2 Incorrect entries shall be lined through with a single line in such a manner as to leave the original entry legible.
- 6.2.3 The correct data or information shall be entered on or attached to the record. The correction, line out, or addition is initialed and dated by the individual entering the corrected information. If corrected data or information is attached, a notation is made on the original to this effect in case of detachment.
- 6.2.4 When an entire page of a QA record is invalidated, the entire page is "X'd" from corner to corner with single lines. The individual invalidating the page initials and dates the invalidation and enters an accompanying statement giving the reason for invalidation.

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6.4 Storage of Records

6.4.1 All CLS QA records shall be forwarded to RIMS in a timely manner by the Document Control Group to ensure permanent safekeeping. These records shall be transferred to RIMS in accordance with the requirements of the Records and Information Management Manual Section 2.0, "Records Submittal."

6.4.2 Written instructions shall be prepared describing retrieval of records stored at RIMS, and for correcting or adding supplemental information to records already stored at RIMS.

7.0 GENERAL

Not applicable to this procedure.

8.0 ATTACHMENTS

ATTACHMENT I: Index of Quality Assurance Records