

YUCCA MOUNTAIN PROJECT OFFICE QUALITY MANAGEMENT PROCEDURE

N-QA-015
10/88

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Title DOCUMENT CONTROL

No. QMP-06-02

Rev. 1

Effective Date 12/1/88

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1.0 PURPOSE AND SCOPE

This procedure delineates the Yucca Mountain Project Office (Project Office) methodology and responsibilities for controlling Project Office generated documents, including changes, which prescribe activities affecting quality or specify quality requirements. This is to assure the correct and applicable documents are available at the location where the prescribed activity will be performed. In addition, this procedure describes the Project Office system for controlling the distribution and maintenance of other specifically identified documents, as determined appropriate.

2.0 APPLICABILITY

This procedure is applicable to Project Office staff who identify, prepare, review, approve, distribute, revise, or maintain Project Office, or Yucca Mountain Project (YMP) level documents, including changes, which specify quality requirements or prescribe activities that affect the quality of a Quality Assurance (QA) Level I or II activity or item (see Section 5.1). This procedure also applies to Project Office staff who implement the distribution and maintenance controls of this procedure for specific documents other than those types listed in Section 5.1.

3.0 DEFINITIONS

3.1. CONTROLLED COPY NUMBER

A controlled copy number is a unique number assigned by the Document Control Center (DCC) to the cover of a binder containing the controlled document(s) or a copy of a document, as appropriate. The controlled copy number correlates with the individual or organization to whom the document is assigned (i.e., the individual or organization responsible for maintaining the specific copy of the controlled document).

8812050295 881117
PDR WASTE PDC
WM-11

APPROVED BY

Project Manager, T&MSS

Project Quality Manager

Project Manager

Date

10/25/88

Date 11/15/88

Date 11/17/88

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3.2 CONTROLLED DOCUMENT

A controlled document is written or pictorial information (see Section 3.7) that is prepared, reviewed, and approved in accordance with established procedure(s); is subject to controlled distribution (requiring each recipient to provide receipt acknowledgment to ensure that the most current approved information is available for use and that obsolete documents are properly dispositioned); and is subject to revision and voidance control.

3.3 CONTROLLED DOCUMENT DISTRIBUTION CHANGE REQUEST

A Controlled Document Distribution Change Request (CDDCR) (see Section 5.8.2) is a formal request authorizing the addition or deletion of individuals or organizations to the list of designated recipients of a controlled document, or the transfer of custody of a controlled document. The CDDCR identifies the document by title, identification number, and controlled copy number; provides specific direction in regard to adding, deleting, or transferring custody of the controlled document; and requires dated signatures of individuals responsible for authorizing the change.

3.4 CONTROLLED DOCUMENT DISTRIBUTION LIST

A controlled document distribution list, which is maintained by the DCC, identifies the individuals or organizations designated to receive a specific controlled document or group of controlled documents.

3.5 CONTROLLED DOCUMENT ISSUANCE AUTHORIZATION

A Controlled Document Issuance Authorization (CDIA) (see Section 5.3) is a record of authorization and direction to issue a controlled document or a revision to a controlled document. The CDIA identifies the document by title, identification number, and revision; and contains instructions for deleting or adding a document to controlled distribution, or for revising a controlled document.

3.6 CONTROLLED DOCUMENT LOG

A controlled document log is a status report that is used to identify Document Transmittal/Acknowledgment Records (see Section 3.9) that are associated with a specific document and have been signed, dated, and returned by the recipients to the DCC.

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3.7 DOCUMENT

A document consists of written or pictorial information describing, defining, specifying, reporting, or certifying, activities, requirements, procedures, or results.

3.8 DOCUMENT CUSTODIAN

Document Custodians are Project Office staff, who have been designated the responsibility of performing the activities assigned to the Document Custodians of controlled documents as delineated in this procedure.

3.9 DOCUMENT TRANSMITTAL/ACKNOWLEDGMENT RECORD

A Document Transmittal/ Acknowledgment Record (DTAR) is a formal transmittal record which accompanies each copy of a controlled document (including changes), being distributed (see Section 5.6.1). This is to provide direction to the recipient regarding the actions necessary to maintain the controlled document current. Each recipient is required to complete the directions specified in the DTAR, including the disposition (i.e., destroy, mark superseded, or return to the DCC) of appropriate superseded or voided controlled documents. The DTAR is then signed, dated, and returned to the DCC, thus providing objective evidence that the controlled document has been received and that the directions provided in the DTAR have been accomplished.

3.10 SUPERSEDED DOCUMENT

A superseded document is a previously released document, which has been replaced in its entirety by another controlled document.

3.11 PROJECT OFFICE DOCUMENT CONTROL SYSTEM

The Project Office Document Control System implements the requirements of the NNWSI Project (now named the Yucca Mountain Project) QA Plan, Section VI, Document Control. It encompasses the activities relating to the identification, preparation, review, approval, distribution, revision, and maintenance of documents, which specify quality requirements, or prescribe activities, that affect the quality of a QA Level I or II (i.e., quality related) activity or item. Document control activities shall be conducted in accordance with approved procedures to ensure that the documents being controlled are applicable, correct, and complete; delineate responsibilities, including interfaces; include adequate technical and appropriate quality requirements; are reviewed for adequacy by designated individuals; are approved by authorized personnel; and are distributed for use at the location

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where the prescribed activity will be performed prior to commencing the activity. In addition, Project Office generated procedures have been established to assure that obsolete, superseded, and voided documents are removed or replaced with the applicable controlled document in a timely manner.

4.0 RESPONSIBILITIES

4.1 PROJECT OFFICE PROJECT MANAGER

The Project Office Project Manager has overall responsibility for identifying, preparing, reviewing, approving, issuing, revising, and maintaining YMP level and Project Office controlled documents, and for controlling the distribution of specific DOE/HQ documents, to designated YMP participants, and other organizations and individuals. In addition, the Project Office Project Manager is responsible for ensuring NNWSI Project (Yucca Mountain Project) Administrative Procedures (APs) are prepared, reviewed, approved, distributed, maintained, and revised, in accordance with approved procedures. The Project Office Project Manager is also responsible for authorizing the distribution of specifically identified documents, including changes, in accordance with this procedure and for designating personnel to perform the functions of Document Custodian (see Section 4.8) for the APs, and other specifically identified documents.

The Project Office Project Manager is also responsible for authorizing the distribution of controlled documents to individuals and organizations external to DOE/HQ and the YMP.

4.2. PROJECT OFFICE DIVISION DIRECTOR(S)

Project Office Division Director(s) are responsible for ensuring implementing plans and Branch Technical Procedures (BTPs) (see Section 5.1) for their assigned activities are prepared, reviewed, approved, revised, maintained, and superseded in accordance with approved procedures. Based upon the criteria in Section 5.2.2, and as determined appropriate, the Division Directors are also responsible for identifying other documents under their purview that are to be distributed and maintained as controlled documents in accordance with this procedure. The Division Directors are responsible for authorizing the distribution of BTP's and other controlled documents, including changes, for which they are responsible and for designating personnel who shall perform the functions of Document Custodian (see Section 4.8) for these documents.

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4.3 PROJECT OFFICE PROJECT QUALITY MANAGER (PQM)

The PQM is responsible for ensuring that the NNWSI Project (Yucca Mountain Project) QA Plan, the WMPO (Project Office) QA Program Plan (QAPP), and Quality Management Procedures (QMPs) are prepared, reviewed, approved, revised, maintained, and superseded in accordance with approved procedures. The PQM is also responsible for reviewing and approving Project Office generated documents with respect to the quality related aspects of the documents prior to issuance of the document. The PQM is responsible for authorizing the distribution of the NNWSI QA Plan, WMPO QAPP, and QMP's, including changes, and designating the Document Custodian of documents that are under the purview of the PQM.

4.4 PROJECT MANAGER, T&MSS

The Project Manager, T&MSS has the overall responsibility for identifying T&MSS documents to be controlled; authorizing the distribution of T&MSS controlled documents, including changes; and assigning a Document Custodian(s) to T&MSS documents that are to be controlled.

4.5 DIVISION MANAGERS

Based upon the criteria in Section 5.2.2 and as determined appropriate, Division Managers are responsible for identifying T&MSS documents under their cognizance that are to be controlled in accordance with this procedure.

4.6 LOCAL RECORDS BRANCH (LRB) MANAGER

The LRB Manager is responsible for the distribution of controlled documents in accordance with this procedure. The document control activities assigned to the LRB Manager shall be performed by the DCC.

4.7 DOCUMENT CONTROL CENTER (DCC)

The DCC is responsible for distributing controlled documents in accordance with this procedure, and for maintaining a master copy of the current, approved revision of each controlled document; distribution lists for each controlled documents; master lists of controlled documents; controlled document log(s); and completed forms as identified in Section 8.0.

4.8 DOCUMENT CUSTODIAN

The Document Custodian is responsible for completing a CDIA to authorize distribution of a controlled document, performing a verification of the adequacy and completeness of the document package (see Section 5.4) prior to

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distribution, submitting the document package to the LRB Manager for controlled distribution, and approving the original distribution list and revisions of the list for specific controlled documents. The Document Custodian is also responsible for preparing and approving the table of contents, including changes, except for the table of contents in the body of approved documents.

4.9 RECIPIENTS OF A CONTROLLED DOCUMENT

Recipients of a controlled document are responsible for maintaining a current copy of their assigned controlled document; implementing the directions delineated in the DTAR; returning the signed and dated DTAR with the obsolete document when requested, to the DCC; and notifying the DCC of changes in recipients's name, position, address, or employment status.

4.10 DOCUMENT USERS

Document users are responsible for using the latest applicable revision of a controlled document to conduct Project Office QA Level I or II activities. In addition, document users are responsible for ensuring that only those documents marked CONTROLLED in red ink are used in quality related activities.

5.0 PROCEDURE

5.1 DOCUMENT IDENTIFICATION, PREPARATION, REVIEW, AND APPROVAL

Project Office generated documents, including changes, which specify quality requirements or prescribe activities affecting quality (e.g., NNWSI Project QA Plan, WMPO QA Program Plan (QAPP), specific NNWSI Project APs which implement requirements of the NNWSI Project QA Plan [i.e., NNWSI Project APs with a "Q" designator following the identification number of the NNWSI Project AP], QMPs, BTPs, appropriate YMP and Project Office implementing plans used in lieu of or in conjunction with procedures, etc.) shall be prepared by designated individuals in accordance with the appropriate, established procedure(s). Prior to approval and issuance, these documents shall be reviewed for technical adequacy, completeness, correctness, and the inclusion of appropriate quality requirements by designated individuals who have access to pertinent background data or information upon which to base their review. The review and approval of these documents by authorized personnel shall be in accordance with the appropriate, established YMP and/or Project Office procedures(s). The PQM shall review and concur with the quality related aspects of these documents prior to his/her approval of the documents.

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5.2 DISTRIBUTION AND MAINTENANCE CONTROLS

5.2.1 Project Office Generated Quality Related Documents

All Project Office generated quality related documents, including changes, shall be maintained and distributed in accordance with this procedure and NNWSI AP 1.5Q, Issuance and Maintenance of Controlled Documents. This is to assure that prior to commencing work, the correct and applicable documents are available for use at the location where the QA Level I or II activity is to be performed, and that recipients of quality related documents are properly instructed in regard to maintaining the current documents and disposing of superseded or voided documents.

5.2.2 Other Documents

5.2.2.1 The distribution and maintenance of specific documents other than those identified in Section 5.1 shall be controlled in accordance with this procedure and NNWSI AP 1.5Q when determined appropriate by the responsible Project Office Divisions Directors or Division Manager (T&MSS documents only). Such documents, which are outside the scope of the NNWSI Project QA Plan (Section VI, Document Control), and the Project Office Document Control System (see Section 3.11), shall be distributed and maintained as controlled documents if all of the following criteria are satisfied:

1. The document has been prepared, reviewed, and approved in accordance with established procedure(s).
2. The document has been identified with a unique document identification number and the applicable revision indicator.
3. The document is subject to being revised, superseded, or voided during the lifetime of the YMP.
4. Document users require current revisions as the use of superseded revisions could have an adverse impact on the activity.

5.2.2.2 DOE/HQ controlled documents issued to the Project Office Project Manager shall be distributed to designated organizations in accordance with this procedure and NNWSI AP 1.5Q.

5.3 AUTHORIZATION TO DISTRIBUTE

The cognizant Document Custodian shall prepare a controlled Document Issuance Authorization (CDIA) (See Figure 1, Controlled Document Issuance Authorization) following (1) approval of the document described in Section

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5.1, (2) a determination by the responsible Project Office Branch Chief or Division Manager that the requirements of Section 5.2.2 have been satisfied, or (3) the time at which a DOE/HQ controlled document is received from DOE/HQ by the Project Office Project Manager. The CDIA shall be for the original issuance of the document or revision to an existing document as appropriate.

The Document Custodian shall ensure that the table of contents and distribution list, if required, are correct, prior to his/her approval.

5.4 SUBMITTAL FOR DISTRIBUTION

The Document Custodian shall prepare a document package consisting of the following items, as appropriate:

1. The approved document (original or first generation copy preferred).
2. A CDIA signed and dated by the Document Custodian with explicit directions for issuing, voiding, or revising the documents.
3. An approved Baseline Change Proposal (BCP) (see NNWSI AP-3.3Q, Baseline Change Control) for YMP baseline documents.
4. A current, approved table of contents and/or page revision control sheet.
5. The approved distribution list for initial distribution only.

5.5 PREPARATION TO DISTRIBUTE

5.5.1 Verifying a Document Package

5.5.1.1 The DCC shall review the document package received from the Document Custodian to ensure the document(s) being distributed is complete, legible, and identified with an unique identification number and proper revision indicator, and has received required approvals. Anomalies shall be resolved with the responsible Document Custodian.

5.5.1.2 A document shall not be released for distribution until the document has been reviewed and determined acceptable (see Section 5.5.1.1) except when the DCC is authorized by the PQM, Project Office Project Manager, or cognizant Project Office Division Director to identify the document as "Incomplete," "Draft," "Pending Approval," etc., as appropriate. The DTAR (See Section 5.6.1) and the Master List of Controlled Documents (See Section 5.9) shall reflect the fact the document being transmitted has not been completed in accordance with applicable procedures.

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5.5.2 Assigning a Controlled Copy Number

As appropriate, the DCC shall assign a unique controlled copy number to each controlled document, or to each copy of the document which will appear on the cover of the binder containing the document.

5.5.3 Marking Documents as Controlled

The DCC shall ensure that controlled documents are clearly identified as being controlled with the word CONTROLLED marked in red ink.

5.6 TRANSMITTAL

5.6.1 Transmittal of a Controlled Document

The DCC shall prepare a DTAR (see Figure 2, Document Transmittal/Acknowledgment Record) for each controlled document and distribute a copy of it with the controlled copy, current table of contents and/or page revision control sheet, as appropriate, to all individuals or organizations identified on the approved distribution list for the document. The DTAR shall contain directions for updating the document, as applicable. The DCC shall sign the CDIA to indicate the document has been distributed, and provide a copy of the CDIA to the Document Custodian.

5.6.2 Controlled Document Receipt Acknowledgment

5.6.2.1 Each recipient shall ensure that his or her copy of the controlled document is updated in compliance with the directions provided on the DTAR, sign and date the DTAR to acknowledge receipt of the document with other transmittals (see Section 5.6.1) and completion of the DTAR directions, and return the DTAR and superseded documents, if applicable (see Section 5.7.3), to the DCC. The DCC shall log the receipt of the signed DTAR in the appropriate controlled document log.

5.6.2.2 The DCC shall assemble and maintain as a package the returned DTARS for each document distributed. Ten working days after transmittal of a controlled document, the DCC shall review the controlled document log to determine which recipients have not returned DTARS and contact each of the delinquent (i.e., overdue DTAR) recipients by telephone or reminder notice to request return of the DTAR. If the DTAR has not been returned on or before 20 working days of the date of transmittal, the DCC shall issue a Decontrol Notice (DN) (See Figure 3, Decontrol Notice) to the delinquent document holder and to the document holders Technical Project Officer (TPO) or the Project Office Project Manager, as applicable. This DN shall request that

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the document be updated and that the DTAR or DN be signed and returned, or that the controlled document be returned. If the signed DTAR or DN is not received by the DN due date the DCC will provide the Project Office QA Organization with a copy of the DN and request the initiation of a Standard Deficiency Report (SDR, see QMP-16-03, Standard Deficiency Reporting System), if required.

5.7. DISTRIBUTING REVISIONS TO OR VOIDING A CONTROLLED DOCUMENT

5.7.1 Revisions to Documents (Other Than Drawings)

Revisions to all controlled documents except drawings shall be distributed in accordance with one of the following methods:

1. Reissue the entire document. The revision indicator shall appear on the title page of the bound document and on each page of looseleaf documents.
2. Reissue, add, or void a stand-alone section of a document, (e.g., a procedure within a manual, etc). The revision indicator shall be shown on each stand-alone section of the document, on each page within the section, and on the manual table of contents. The table of contents shall be reissued with each document revision and shall indicate the current revision of each section.
3. Reissue individual pages within a document. The revision indicator shall appear on each page of the revision. A tabulation of each page and its current revision indicator shall be included with the document. Each subsequent change of pages shall be assigned the next sequential revision indicator for that document. The revision of the document shall be identified as the revision of the latest changed pages.
4. Issue interim changes to a document. Interim changes shall identify the document and the revision to which it applies, and shall be assigned a sequential interim change number. The document table of contents shall identify interim change numbers and be reissued with each change.

Note: When utilizing methods described in Section 5.7.1.(1), 5.7.1.(2), or 5.7.1.(3), the revised documents shall include a vertical "change bar" in the right-hand margin of the page to indicate where the latest changes have been made.

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5.7.2 Revisions to Drawings

Controlled drawings shall be revised by reissuing the entire drawing or issuing an addendum to the drawing as delineated in applicable procedures. The revision indicator shall appear on each drawing. When a drawing is revised, the affected area shall be "clouded" or otherwise highlighted. An addendum shall reference the drawing and revision to which it applies, shall be identified with a unique number as issued in sequential order against a specific drawing, and be listed on the frontside of the applicable drawing in the space provided. The addendum shall be attached to the controlled drawing. When practicable, the addendum shall be incorporated into the next formal revision of the drawing and thus be deleted from active status.

5.7.3 Disposition of Superseded Documents

Revisions to controlled documents shall be distributed in the same manner as the original controlled document. The DTAR shall direct recipients to destroy superseded material, return the material to the DCC, or clearly label it SUPERSEDED prior to a specified date. When the superseded materials are recalled by the DCC, the DCC shall initial and date the DTAR to indicate the superseded copy has been dispositioned.

5.7.4 When it is determined by the responsible individual (see Section 4.0) that a controlled document should be voided, the cognizant Document Custodian shall prepare and approve CDIA and revised table of contents, as appropriate, and forward to the DCC. The DCC shall prepare a DTAR with instructions to void the controlled document, and shall issue the DTAR with the revised table of contents, as appropriate, to holders of the controlled document being voided.

5.8 MAINTAINING CONTROLLED DOCUMENT DISTRIBUTION LISTS

5.8.1 Distribution Lists

The DCC shall maintain a distribution list for each controlled document or group of controlled documents.

5.8.2 Changes to Distribution

Changes to a distribution list shall be requested on a Controlled Document Distribution Change Request (CDDCR), (see Figure 4, Controlled Document Distribution Change Request) and forwarded to the responsible Document Custodian for approval. In addition, CDDCRs requesting additions or transfers of custody of controlled documents for individuals and organizations external to DOE/HQ and YMP participants shall also be approved by the

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Project Office Project Manager. The CDDCR shall be forwarded to the DCC by the Document Custodian. The DCC shall ensure the appropriate distribution list is revised and, as applicable, the controlled document is distributed to individuals or organizations added to controlled distribution.

5.9 MAINTAINING A MASTER LIST OF CONTROLLED DOCUMENTS

The DCC shall maintain a master list of controlled documents which identifies the title, document identification number, current revision indicator, and effective date of each controlled document. The master list shall be transmitted by the DCC to controlled document holders monthly.

6.0 REFERENCES*

NNWSI AP-1.5Q, Issuance and Maintenance of Controlled Document

NNWSI AP-3.3Q, Baseline Change Control

QMP-16-03, Standard Deficiency Reporting System

QMP-17-01, Record Source and Record User Responsibilities

*Latest Revision

7.0 FIGURES

Figure 1, Controlled Document Issuance Authorization

Figure 2, Document Transmittal/Acknowledgment Record

Figure 3, Decontrol Notice

Figure 4, Controlled Document Distribution Change Request

8.0 QA RECORDS

The following documents shall be transmitted to the Records Management Division in accordance with QMP-17-01, Record Source and Record User Responsibilities:

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1. A copy of each controlled document, including revisions, interim changes, and addenda, as applicable.
2. Completed CDIA's, DTARs, CDDCRs, and DNS.
3. Master lists of controlled documents.

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YUCCA MOUNTAIN PROJECT CONTROLLED DOCUMENT ISSUANCE AUTHORIZATION		Y-AD-077 9/88
TO:		
DOCUMENT TITLE:	REVISION	DOCUMENT ID NO.
QUALITY RELATED: <input type="checkbox"/> Yes <input type="checkbox"/> No	BASELINE DOCUMENT: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, approved BCP must be attached	
DIRECTIONS (include detailed directions for issuance of new documents or revisions to documents.):		
_____ Document Custodian Signature		_____ Date
DISTRIBUTION CONFIRMATION		
_____ DCC Personnel Signature		_____ Date

Figure 1, Controlled Document Issuance Authorization

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YUCCA MOUNTAIN PROJECT DECONTROL NOTICE		Y-AD-078 9/88
FROM:		
Document Control Center 101 Convention Center Drive Suite 407, Mail Stop 517 Las Vegas, Nevada 89109	(702) 794-7810 (FIS) 544-7810	
TO:	DATE:	
ORGANIZATION:		
DOCUMENT TITLE:	VOL. NO.	COPY NO.
OUR RECORDS INDICATE THE FOLLOWING DOCUMENT TRANSMITTAL/ACKNOWLEDGMENT RECORD(S) (DIAR(S)/REMINDER(S)) HAVE NOT BEEN RETURNED:		
TO MAINTAIN MANUAL IN A CONTROLLED STATUS, CHECK APPLICABLE ACTIONS TAKEN:		
<input type="checkbox"/> The above list of DIAR(s)/Reminder(s) have been received and directions have been completed. <input type="checkbox"/> Obsolete material(s) have been destroyed. <input type="checkbox"/> Obsolete material(s) have been marked superseded. <input type="checkbox"/> Obsolete material(s) have been returned with this notice.		
FAILURE TO COMPLY WITH THIS NOTICE WILL RESULT IN REMOVAL OF THE SUBJECT OF THE DOCUMENT FROM CONTROLLED DISTRIBUTION. NO FURTHER REVISIONS WILL BE ISSUED. QUALITY RELATED DOCUMENTS ARE SUBJECT TO QUALITY ASSURANCE AIDITS/SURVEILLANCES.		
TO AVOID FURTHER ACTIONS, SIGN AND DATE BELOW, AND RETURN THIS NOTICE OR THE ABOVE LISTED DIAR(S)/REMINDER(S) BY: _____ Due Date		
_____ Signature of Copy Holder	_____ Date	
<input type="checkbox"/> OBSOLETE MATERIAL RECEIVED <input type="checkbox"/> DIAR(S)/REMINDER(S) RECEIVED		
_____ DCC Personnel Signature Date		
cc: Technical Project Office or Yucca Mountain Project Office Project Manager		

Figure 3, Decontrol Notice

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DOCUMENT TITLE				
DOCUMENT ID NO.	REQUESTED BY/ORGANIZATION	TELEPHONE	DATE	
DOCUMENT REQUEST				
<u>NAME</u>	<u>ORGANIZATION</u>	<u>TELEPHONE</u>	<u>ADDRESS</u>	
_____	_____	_____	_____	
_____	_____	_____	_____	
DOCUMENT CANCELLATION - RETURN CONTROLLED DOCUMENT WITH REQUEST				
<u>NAME</u>	<u>ORGANIZATION</u>	<u>TELEPHONE</u>	<u>COPY NUMBER</u>	
_____	_____	_____	_____	
_____	_____	_____	_____	
DOCUMENT TRANSFER				
<u>FROM (NAME)</u>	<u>COPY NO.</u>	<u>TO (NAME)</u>	<u>TELEPHONE</u>	<u>ORGANIZATION/ADDRESS</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
APPROVAL FOR DISTRIBUTION CHANGE				
APPROVED BY: _____		_____		
Document Custodian		Date		
_____		_____		
Project Office Project Manager*		Date		
*Required for transfers or requests involving individuals/organizations external to DOE Headquarters or Yucca Mountain Project participants				
>>> FOR DOCUMENT CONTROL CENTER USE ONLY <<<				
DOCUMENT CONTROL CENTER PERSONNEL				
_____		_____		
Completed By		Dated Completed		

Figure 4, Controlled Document Distribution Change Request

WMPO Quality Management Procedures (QMPs)



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QMP-02-06		Assignment of Quality Assurance Levels	0
QMP-02-08		Technical Assessment Review	0
QMP-03-01		Peer Review	0
QMP-03-02		Scientific Investigation Control	In Preparation
QMP-03-03		Use and Control of Computer Programs	To be Developed
QMP-03-04		Software Development and Maintenance	To be Developed
QMP-03-06		Verification and Validation of Computer Programs	To be Developed
QMP-04-01		Procurement Document Control	0
QMP-05-01		Preparation and Control of Quality Management Procedures	1
QMP-05-02		Preparation and Control of Branch Technical Procedures	0
QMP-05-03		Preparation and Control of the NNWSI Project QAP and the WMPO QAPP	0
QMP-06-02		Document Control	1

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QMP-06-03	1&2	Document Review/Acceptance/Approval	1
QMP-07-03		Control of Purchased Items and Services	0
QMP-07-04		Supplier Surveys	To be Developed
QMP-15-01		Control of Nonconformances	1
QMP-16-01		Corrective Action	0
QMP-16-02		Trend Analysis	2
QMP-16-03		Standard Deficiency Reporting System	0
QMP-17-01		QA Records	In Preparation
QMP-18-01		Audit System for the Waste Management Project Office	3
QMP-18-02		Surveillances	1

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DOCUMENT TRANSMITTAL RECORD

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REPLACE - Table of Contents, dated September 30, 1988 with
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