

YMP-007-R2  
10/28/91

# YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT INTERIM CHANGE NOTICE

ICN No.: 1  
Page 1 of 1

Title:  
TECHNICAL ASSESSMENT

Document No.:  
QMP-02-08

Rev. No.:  
1

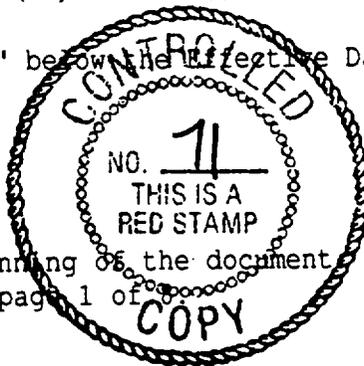
Effective Date:  
6/26/92

REQUIRED CHANGE(S):     MAJOR                     MINOR (only PCB Chief approval required)

Page 1 of 8 , add the words "Complete Revision" below the Effective Date under the Revision 1 signature column.

INSTRUCTIONS TO DOCUMENT HOLDER:

1. Place ICN approval page 1 of 1 at the beginning of the document.
2. Replace procedure page 1 of 8 with ICN #1 page 1 of 8.

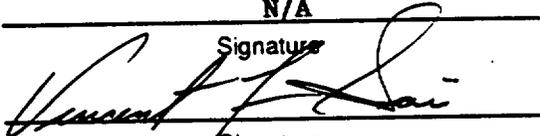


REASON FOR CHANGE (CAR, NCR, SDR, or other deficiency or commitments)

Add the words "Complete Revision" on the Document Approval Sheet for Revision 1.

All signatures listed below constitute procedural compliance. I have read, understood, and complied with Procedure QMP-06-04 Rev. 4, ICN # 3, in accomplishing my responsibilities in this procedure.

APPROVAL

PROJECT MANAGER	_____	_____
	N/A Signature	N/A Date
DIRECTOR OF QUALITY ASSURANCE	_____	_____
	N/A Signature	N/A Date
(OTHER, AS REQUIRED)	_____	_____
	N/A Signature	N/A Date
PCB CHIEF (Minor ICNs only)		<u>6-23-92</u>
	Signature	Date

TRAINING REQUIRED     YES     N/A                    NUMBER OF DAYS REQUIRED FOR TRAINING N/A

COMMENTS: *Editorial correction, no change to text discussed with B. Tate 6/24/92, 1:35*  
*6/24/92*

  
Training Officer/Training Manager                    6-24-92  
Date

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PDR  
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YMP-054-R0 YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT OFFICE  
 7/12/91 DOCUMENT APPROVAL SHEET

ICN No. 1

Title  
 TECHNICAL ASSESSMENT

NO. QMP-02-08  
 Q  
 Non Q

APPROVAL

PROJECT MANAGER: E. L. Wilmot for C. P. Gertz 8/4/88  
 Signature Date

DIRECTOR OF QUALITY ASSURANCE: W. B. Mansel for James Blaylock 8/3/88  
 Signature Date

T&MSS Project Manager : M. E. Spaeth 8/3/88  
 (OTHER, AS REQUIRED) Signature Date

REVISION 0 EFFECTIVE DATE: 8/8/88

REVISIONS

INITIAL AND DATE

	REVISION 1	REVISION 2	REVISION 3	REVISION 4
PROJECT MANAGER:	<u>[Signature]</u>			
DIRECTOR, QA:	<u>[Signature]</u> 4-30-92			
<u>N/A</u> (OTHER, AS REQUIRED)	<u>N/A</u>			
EFFECTIVE DATE:	<u>5/1/92</u>			

Complete Revision



TRAINING REQUIRED  YES  N/A NUMBER OF DAYS REQUIRED FOR TRAINING 1

COMMENTS: Self study for personnel requiring maintenance

[Signature] 4-30-92  
 TRAINING OFFICER/TRAINING MANAGER DATE

## 1.0 PURPOSE AND SCOPE

### 1.1 PURPOSE

The purpose of this procedure is to assign responsibilities and provide the processes for performing Technical Assessments for the Yucca Mountain Site Characterization Project (YMP).

### 1.2 SCOPE

The scope of this procedure includes activities to be performed by individuals who prepare, make revisions to, review, and approve Technical Assessments.

## 2.0 APPLICABILITY

This procedure applies to Technical Assessments conducted by the Yucca Mountain Site Characterization Project Office (YMPO) for the YMP. A Technical Assessment (TA) is a management method that may be used to accomplish items that include but are not restricted to:

1. Assessing specified requirements.
2. Determining compliance of technical work to requirements.
3. Identifying technical issues and needs, including interfaces with site and design efforts.
4. Assessing the technical status or technical progress of activities.
5. Providing a basis for accepting technical services rendered.
6. Qualifying existing data.

## 3.0 DEFINITIONS

NOTE: Terms in this procedure are used as defined in the Project Glossary. The following additional definitions are adopted for the purposes of this procedure.

### 3.1 TECHNICAL ASSESSMENT

The TA is a documented evaluation of technical status, technical progress, or technical merit, in combination or separately. It is performed by qualified individuals other than those who performed the technical work being reviewed, but who may be from the same organization.

**3.2 REVIEW RECORD**

The Review Record, which is prepared by the TA Secretary (TAS), is a documented summary of the TA.

**4.0 RESPONSIBLE PARTIES**

The following YMPO individuals are responsible for activities identified in Section 5.0 of this procedure:

1. YMPO Division Director (DD)
2. Technical Assessment Chairperson (TAC)
3. Participant Manager
4. Technical Assessment Secretary (TAS)
5. Technical Assessment Team Members (TATM)

**5.0 PROCEDURE**

NOTE: A flowchart of the following processes described in this procedure is attached as Figure 1.

<u>RESPONSIBLE PARTY</u>	<u>STEPS</u>	<u>PROCEDURE</u>
DD or designee	1.	Plan, scope and schedule the TA; designate the TAC and issue a Technical Assessment Notice (TAN) (Attachment 1). Forward the TAN to the TAC.
TAC	2.	Designate the TAS for the TA. <ol style="list-style-type: none"> <li>a. Determine the technical disciplines to be used and the number of TATM to accomplish the scope and purpose of the TA.</li> <li>b. Establish the minimum technical qualifications needed by the TATM to fulfill the TA; identify organizations and/or individuals for each position.</li> </ol>
Participant Manager	3.	Provide TATM who meet the minimum technical qualifications.

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PROCEDURE**

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<u>RESPONSIBLE PARTY</u>	<u>STEPS</u>	<u>PROCEDURE</u>
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TAC or designee	4.	Initiate the TA in accordance with the TAN.
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TAS	5.	Provide assistance as directed by the TAC (e.g., record meeting minutes, collect comments and resolutions, and prepare the TATM TA comments, and the Review Record).
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TATM	6.	Complete the TA as directed by the TAC. Document and return the TA comments to the TAC.
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NOTE: If appropriate to the scope of the TA, a document review sheet (DRS) (YMP-008) may be used to document the TA comments.

NOTE: If a team member has no comment, this will also be documented. If an organization provides more than one team member, the participant manager or designee will consolidate their comments before the comments are returned to the TAC.

TAC	7.	Compile all comments from the TATM and distribute to all TATM for review.
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	8.	Develop consolidated review comments. Resolve and document comment disagreements among the TATM if required.
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**COMMENT RESOLUTION**

TAC	9.	If required by the TAN, obtain proposed resolutions for TATM comments from the responsible participant manager.
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	10.	Where appropriate, coordinate the TATM evaluation of the resolutions obtained in Step 9. Decide if the resolutions are appropriate, and document acknowledgement to the responsible participant manager.
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<u>RESPONSIBLE PARTY</u>	<u>STEPS</u>	<u>PROCEDURE</u>
TAC	11.	Where appropriate, evaluate the proposed resolution of any unresolved TA comments - in consultation with appropriate TATM and either:  a. Sign and date the TA comment resolution to indicate agreement or  b. If a disagreement exists, attempt to achieve an agreement with the responsible Technical Project Officer (TPO). If an agreement cannot be reached, provide the documented basis for the disagreement, and request assistance from successively higher levels of management.

### REVIEW RECORD

	12.	Issue the Review Record to the responsible DD with a list of any commitments or recommendations identified by the TATM.
	NOTE:	The Review Record may be completed with a documented unresolved comment; however, supplements must be provided to the record as the appeals process is pursued, such that a complete record of the comment is retained as a QA record.
DD	13.	Forward any commitments or recommendations from the TATM to the participant manager for resolution.
TAS	14.	Compile the record package identified in Section 8.0 in accordance with Administrative Procedure (AP) AP-1.18Q, Records Management: Las Vegas Record Source Implementation, and forward the record package to the TAC.
TAC	15.	Authenticate the record package in accordance with AP-1.18Q.

#### 6.0 REFERENCES

NOTE: Refer to the latest revision of the documents listed below unless otherwise stated.

##### 6.1 REQUIREMENTS DOCUMENTS

OCRWM Quality Assurance Program Description, DOE/RW-0215

##### 6.2 INTERFACE DOCUMENTS

AP-1.18Q, Records Management: Las Vegas Record Source Implementation

#### 7.0 FIGURES AND ATTACHMENTS

Figure 1, Technical Assessment Flowchart

Attachment 1, Technical Assessment Notice

#### 8.0 RECORDS

The following are QA records and are maintained in accordance with AP-1.18Q, Records Management: Las Vegas Record Source Implementation.

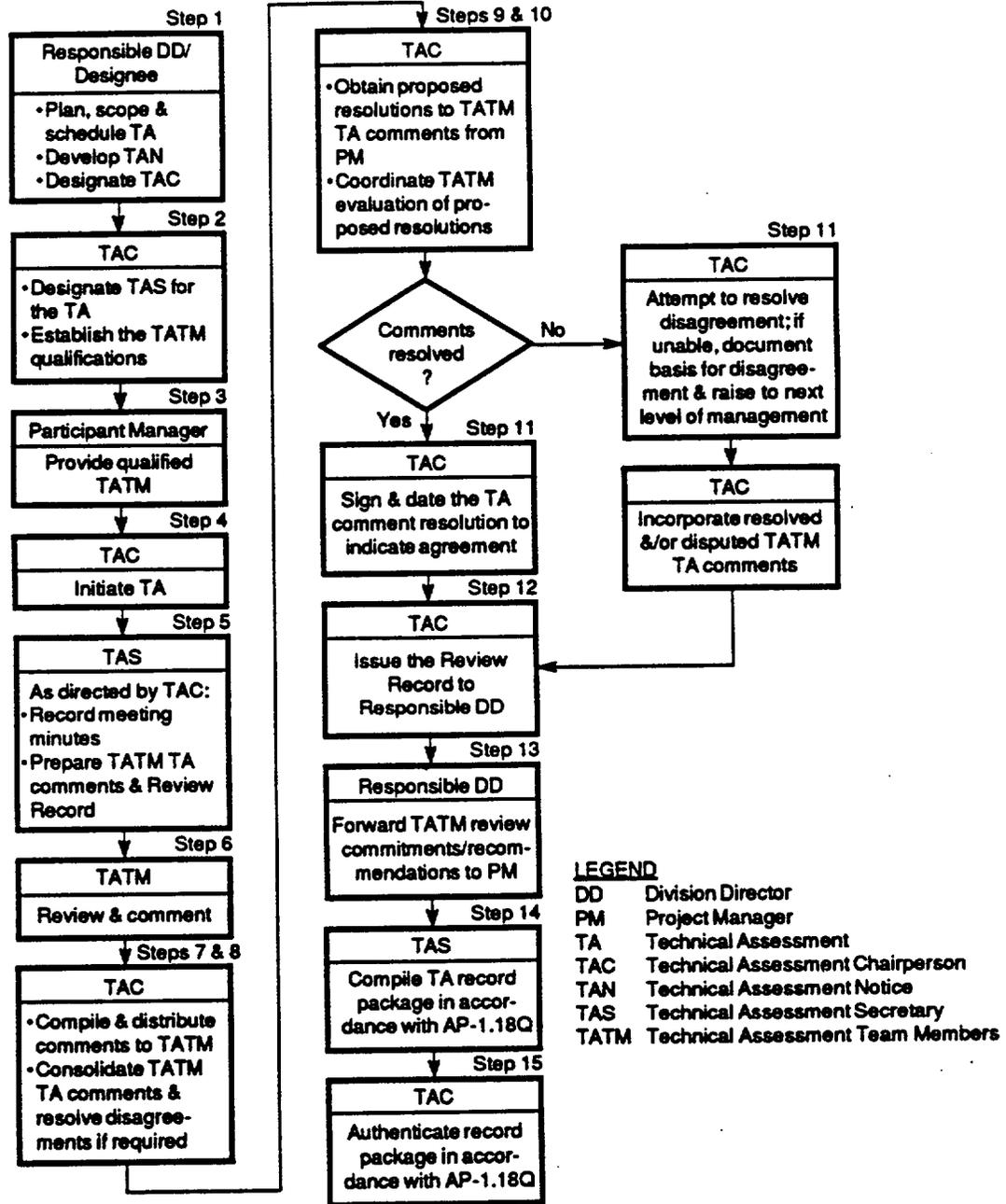
1. The TAN with any attachments
2. Review Record, including TATM comments, comment resolution and/or recommendations

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**LEGEND**  
 DD Division Director  
 PM Project Manager  
 TA Technical Assessment  
 TAC Technical Assessment Chairperson  
 TAN Technical Assessment Notice  
 TAS Technical Assessment Secretary  
 TATM Technical Assessment Team Members

Figure 1 - QMP-02-08 Flowchart

YMP-053-R0  
7/12/91

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## YMP-049-R0 YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT 5/1/92 TECHNICAL ASSESSMENT NOTICE

Revision \_\_\_\_\_

To: \_\_\_\_\_ Date: \_\_\_\_\_

Technical Area to be Reviewed: \_\_\_\_\_  
\_\_\_\_\_

WBS No.: \_\_\_\_\_

Review Date: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

Technical Assessment Chairperson: \_\_\_\_\_

Scope of Technical Assessment:

Purpose of Technical Assessment:

The signatures below constitute procedural compliance. I have read, understood, and complied with Procedure QMP-02-08, Rev. \_\_\_\_, ICN # \_\_\_\_ in accomplishing my responsibilities in this procedure.

Signed: \_\_\_\_\_

Attachments:

QMP-02-08