

YUCCA MOUNTAIN PROJECT DOCUMENT TRANSMITTAL/ACKNOWLEDGMENT RECORD

Y-AD-075
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OrganizationAddress (if necessary)WASHINGTON, DC 20555-0000FROM: Science Applications Int. Corp.
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Las Vegas, Nevada 89109TRANSMITTAL DATE: September 17, 1990COPY NO.: 223DOCUMENT TITLE: YUCCA MOUNTAIN PROJECT OFFICE QUALITY MANAGEMENT PROCEDURESDOCUMENT REVISION: 37 DOCUMENT IDENTIFICATION NUMBER: YMPO/88-1

DIRECTIONS

REPLACE: Table of Contents, Rev 36, dated 08/22/90, with
Table of Contents, Rev 37, dated 09/12/90.INSERT: ICN #3 to QMP-03-01 Peer Reviews, Rev 1, dated
9/17/90, in front of ICN #2 to QMP 03-01.REPLACE: QMP-15-01, CONTROL OF NONCONFORMANCES, Rev 1, dated
5/23/88, with Rev 2, dated 9/29/90

REMOVE: ICN #1 to QMP-15-01, dated 4/24/90.

cc: S. CANTENFIELD

- ☒ Destroy or mark obsolete material "Superseded"
☐ Return obsolete material with this transmittal record
☐ New issue - no obsolete material

SIGN/DATE IN BLACK INK BELOW TO CONFIRM THAT THE ABOVE DIRECTIONS HAVE BEEN FOLLOWED,
AND RETURN THIS TRANSMITTAL RECORD, WITH THE OBSOLETE MATERIAL, AS APPROPRIATE, TO THE
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OBSOLETE MATERIAL RECEIVED: _____

DCC Personnel Initials

Date

FULL TEXT ASCII SCAN

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QMP No.	ICN No.	QMP Title	Revision	Date
QMP-01-01		WMPO Organization	1	(5/27/88)
QMP-01-02		Stop Work	0	(4/11/88)
QMP-02-01	1			In Preparation
QMP-02-01		Qualification, Proficiency, Indoctrination, and Training of Waste Management Project Personnel	1	(9/2/88)
QMP-02-02	1			(9/7/89)
QMP-02-02	2			(10/16/89)
QMP-02-02		Qualification of Quality Assurance Program Audit Personnel	1	(2/22/88)
QMP-02-03	1			(8/4/89)
QMP-02-03		Quality Assurance Management Assessment	0	(7/12/89)
QMP-02-04		Qualification, Proficiency, Indoctrination, and Training of DOE Yucca Mountain Project Office Personnel		In Preparation
QMP-02-08	1			(2/7/89)
QMP-02-08	2			(7/20/90)
QMP-02-08	3			(7/20/90)
QMP-02-08	4			(8/27/90)
QMP-02-08		Technical Assessment Review	0	(8/8/88)
QMP-02-09	1			In Preparation
QMP-02-09	2			(5/18/90)
QMP-02-09		Development and Conduct of Training	0	(3/31/89)
QMP-03-01	1			(7/20/90)
QMP-03-01	2			(7/25/90)
QMP-03-01	3			(9/17/90)
QMP-03-01		Peer Reviews	1	(1/11/89)
QMP-03-02		Control of Scientific Investigations		In Preparation

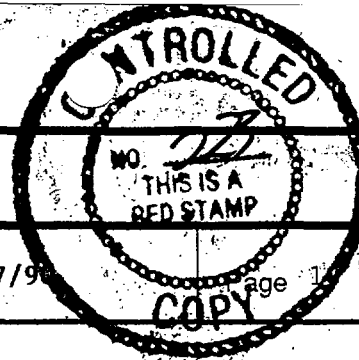
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QMP No.	ICN No.	QMP Title	Revision No.
QMP-03-03		Software Classification, Installation, and Use	In Preparation
QMP-03-04		Software Development and Maintenance	In Preparation
QMP-03-05		Software Verification and Validation	In Preparation
QMP-03-06		Software Configuration Management System	In Preparation
QMP-03-07		Software Documentation Control and Review	In Preparation
QMP-03-08		Qualification and Acquisition of Existing Software	In Preparation
QMP-03-09		Project Change Control Board Process	In Preparation
QMP-03-10		Field Exchange Control Procedure	In Preparation
QMP-04-01	1		(7/14/89)
QMP-04-01		Procurement Document Control	0 (4/11/88)
QMP-04-02		YMP/DOE Procurement Actions	In Preparation
QMP-05-03		Preparation and Control of the NNWSI Project QAP and the WMPO QAPP	0 (5/27/88)
QMP-06-04		Project Office Document Development, Review, Approval and Revision Process	0 (5/29/90)
QMP-07-03	1		(11/29/89)
QMP-07-03		Control of Purchased Items and Services	0 (4/11/88)
QMP-07-04	1		(7/3/90)
QMP-07-04	2		(7/9/90)
QMP-07-04	3		(8/20/90)
QMP-07-04	4		(8/20/90)
QMP-07-04		Supplier Evaluation/Qualified Suppliers List	0 (11/29/89)
QMP-15-01	1		Superseded by Rev. 2
QMP-15-01		Control of Nonconformances	2 (9/29/90)
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QMP No.	ICN No.	QMP Title	Revision No.
QMP-16-01		Corrective Action	0 (12/10/84)
QMP-16-02	1		(6/23/89)
QMP-16-02		Trend Analysis	2 (5/27/88)
QMP-16-03	1		In Preparation
QMP-16-03		Standard Deficiency Reporting System	1 (6/5/89)
QMP-17-01	1		(5/29/90)
QMP-17-01	2		(7/25/90)
QMP-17-01		Records Management: Record Source Implementation	1 (10/30/89)
QMP-18-01		Audit System for the Waste Management Project Office	3 (10/3/88)
QMP-18-02	1		(2/6/89)
QMP-18-02	2		(4/2/89)
QMP-18-02	3		(4/20/89)
QMP-18-02	4		(4/20/89)
QMP-18-02	5		(8/18/89)
QMP-18-02		Surveillances	1 (5/27/88)

INTERIM CHANGE NOTICE



N-QA-023
4/90

ICN Number:

3

Effective Date:

9/17/90

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Applies to:

Number OMP-03-01 Rev. 1 Title Peer Reviews

REQUIRED CHANGE(S): (Minor ☒ Yes ☐ No)

PARAGRAPH

CHANGE TO

ICN #1, Page 1 of 4

Change "Rev. 0" to "Rev. 1."

ICN #2, Page 3 of 3

Change "ICN Number: 1" to "ICN Number: 2."

APPROVALS

Division Director

E. H. Petrie
Date 8/29/90

Director, QA

Conrad B. Vinton
Date 9/4/90

Project Manager

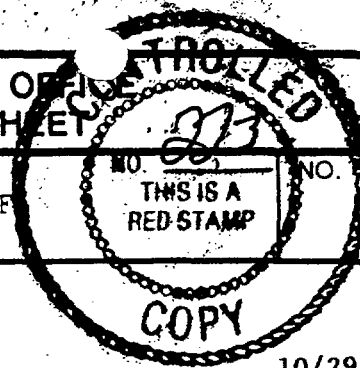
Calvin
Date 9/5/90

YUCCA MOUNTAIN PROJECT OFFICE DOCUMENT APPROVAL SHEET

Y-AD-002
4/90

Title

QUALITY MANAGEMENT PROCEDURE QMP-15-01 CONTROL OF
NONCONFORMANCES



NO. 273 NO.
] Q
] Non Q

APPROVAL

PROJECT MANAGER: M. R. Kunich 10/29/84
Signature Date

DIRECTOR OF QUALITY ASSURANCE: John Rinaldi 11/19/84
Signature Date

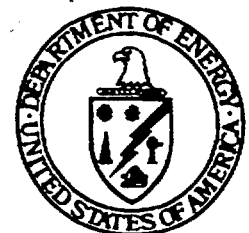
QASC QA Manager S. H. Klein 10/16/84
(OTHER, AS REQUIRED) Signature Date

REVISION 0 EFFECTIVE DATE: 12/10/84

REVISIONS

INITIAL AND DATE

	REVISION 1	REVISION 2	REVISION 3	REVISION 4
PROJECT MANAGER:	<u>M. E. Spaeth</u> <u>5/16/88</u>	<u>N/A</u>		
DIRECTOR, QA:	<u>James Blaylock</u> <u>5/23/88</u>	<u>[Signature]</u> <u>9/4/90</u>		
<u>WMPO Project Man.</u> (OTHER, AS REQUIRED)	<u>M. R. Kunich</u> <u>5/18/88</u>	<u>[Signature]</u> <u>9/4/90</u>		
EFFECTIVE DATE:	<u>5/27/88</u>	<u>9/8/90</u>		



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QUALITY MANAGEMENT PROCEDURE: CONTROL OF NONCONFORMANCES

1.0 PURPOSE AND SCOPE

1.1 PURPOSE

This procedure establishes the Yucca Mountain Project Office (Project Office) method for the identification, segregation, documentation, evaluation, notification, disposition, and verification of corrective action of nonconforming items as required by AP-5.27Q, Control of Nonconforming Items and Office of Civilian Waste Management (OCRWM) Quality Assurance (QA) Requirements Document and Section 15 of the OCRWM Quality Assurance Program Description Document (QAPD). Stop Work actions and Corrective Action Reports (CARs) justified by nonconformances shall be controlled by QMP-01-02, Stop Work and QMP-16-01, Corrective Action, respectively.

1.2 SCOPE

This procedure also describes the system for the Project Office review and approval of nonconformance reports (NCRs) submitted by Project Participants, Nevada Test Site (NTS) and Project Office Support Contractors (Contractors) to the Project Office as required by Administrative Procedure, AP-5.27Q. These interactions are described in Section 5, Steps 11 and 12.

2.0 APPLICABILITY

This procedure applies to Project Office items which have been identified by Project Office personnel as nonconforming and to Project Office review and approval of NCR actions which are submitted by a Participant or Contractor.

It applies to the control of nonconforming items identified at a supplier's facility dispositioned Use-As-Is or Repair which are covered by QMP-07-03, Control of Purchased Items and Services, and to nonconformances of purchased items identified during receiving inspection, acceptance testing or installation.

It does not apply to CARs resulting from nonconformances considered to be Significant Conditions Adverse to Quality (SCAQs), which shall be processed in accordance with QMP-16-01, "Corrective Action Requests. This procedure does assign the responsibility for deciding if CARs are appropriate because of nonconformances, to the managers and QA personnel involved in the nonconformance process.

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3.0 DEFINITIONS

NOTE: Terms in this procedure are used as defined in OCRWM QA Requirements and Program Description Documents or the Project Glossary. The following additional definitions are adopted for the purposes of this procedure.

3.1 REJECT/SCRAP

The disposition that is authorized when the nonconforming item cannot be reworked or repaired and is considered unacceptable for its intended use. Reject may include the return of an item to its original supplier.

3.2 REPAIR

The process of restoring a nonconforming item to a condition such that the capability of the item to function reliably and safely is unimpaired, even though the item still does not conform to the original requirements.

3.3 VERBAL DISPOSITION

The judicious use of verbal communication subsequently documented, to expedite the disposition of a nonconforming item when it is essential to work flow.

3.4 PROJECT OFFICE PERSONNEL

Any Project Office staff member assigned to the Project.

3.5 DISPOSITIONERS

A Dispositioner is any Project Office staff member assigned through documentation by Project Office Division Directors to determine appropriate dispositions of nonconformances. Dispositioners shall have demonstrated competence in the specific areas they are evaluating, have an adequate understanding of the requirements, and have access to pertinent background information.

4.0 RESPONSIBLE PARTIES

The following Project Office individuals or organizations are responsible for activities identified in Section 5.0 of this procedure:

1. Project Office Personnel
2. Director, Quality Assurance (DQA)/Designee

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3. QA Division Personnel (QA Personnel)

4. Division Directors (DD)

5. Dispositioner

Dispositioner shall be assigned through documentation by Project Office.

6. Yucca Mountain Site Manager (YMSM)

5.0 PROCEDURE

NOTE: The steps described in this section are illustrated in Figure 1, Flowchart of Project Office Nonconforming Items Process.

NOTE: DDs and the DQA may delegate the following responsibilities and authorities. This delegation must be documented. Personnel authorized to approve dispositions shall have their signatures documented.

RESPONSIBLE PARTY

STEPS PROCEDURE

INITIATING NONCONFORMANCE REPORTS

Project Office Personnel
(Originator)

1. Identify a nonconforming item and inform a supervisor and/or Project Office QA Personnel of the nonconformance.

The supervisor must relay the concern to QA personnel.

QA Personnel (Initiator)

2. Initiate a Nonconformance Report (Attachment 1) by obtaining an NCR number from the QA Administrative Assistant (QAAA), who enters NCR in the Nonconformance Log. Apply a Hold Tag (Attachment 2) or similar device to prevent further processing, installation or use of the nonconforming item.

Ensure identification method used does not adversely affect the end use of the item and will include the NCR number. Ensure that when practical, non-conforming items will be segregated by placing them in a clearly identified hold area until dispositioned. If

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RESPONSIBLE PARTY

STEPS

PROCEDURE

DD

segregation is impractical or impossible because of physical conditions such as size, weight or access limitations, other visible precautions shall be used to preclude use of the item.

Review the nonconformance to determine if it is a significant condition adverse to quality and warrants a CAR, and if closure of the CAR affects removal of the Hold Tag.

Transmit the NCR form to the DD responsible for the item.

3. Review and accept or reject NCR.

May initiate a technical review to assist in evaluation of the NCR.

If DD accepts NCR, assign Dispositioner(s) to the NCR. Go to Step 5.

Determine if the nonconformance deserves a CAR. If it does, processes in accordance with QMP-16-01 and has it cross referenced on the NCR and Hold Tag.

Determine if CAR resolution controls closure of NCR and removal of Hold Tag.

Request signatory concurrence of DQA on verifying and completing corrective action proposed by CAR in accordance with QMP-16-01.

If DD rejects NCR, forwards NCR with justification for rejection to DQA and the QA Personnel who initiated the NCR. Go to Step 4.

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RESPONSIBLE PARTY	STEPS	PROCEDURE
DQA/Designee	4.	Settle rejection dispute with DD or if in agreement with DD, copies NCR to QA (Initiator) and the Originator, signing the NCR "closed," and has the Hold Tag removed. If DQA cannot resolve dispute with DD, refers the NCR to higher management of the Project in accordance with QMP-01-01, Organization.

Concur by signature or reject the action proposed by a CAR resulting from a nonconformance as required by QMP-16-01.

Dispositioner(s)	5.	Determine disposition required to correct the nonconforming item and the corrective action necessary to prevent recurrence.
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The disposition shall:

- a. Reference approved design documents, procedures, plans, and work orders that are necessary for correction of the condition.
- b. Comply with latest design documents, procedures, plans and work orders.
- c. Identify revisions to affected documents.
- d. Identify the organization responsible for the disposition.

NOTE: Verbal Dispositions will be permitted only where Project needs warrant the expeditious action and will be documented within two working days after the disposition has been given. Go to Step 6.

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<u>RESPONSIBLE PARTY</u>	<u>STEPS</u>	<u>PROCEDURE</u>
	NOTE:	Conditional Release Dispositions require documented justifications that nonconforming items can be removed subsequently without any damage to the associated facility, remain accessible for inspection, limitations for use have been set, can be traced and identified and use will not endanger personnel. Go to Step 6.
	NOTE:	Repair and Use-As-Is dispositions require technical justification and be subject to the same design controls as those applied to the original design if the nonconformance affects design requirements. Go to Step 6.
	NOTE:	Repair, Use-As-Is and Rework dispositions require an impact assessment of consequences of the malfunctioning or nonconforming items. Go to Step 6.
	NOTE:	Repair and Rework dispositions require reexamination in accordance with original acceptance criteria, unless alternate acceptance criteria are specified in the disposition. Go to Step 6.
	NOTE:	Reject or Scrap dispositions ensure that the items are not used on the Project either by scrapping or being returned to the original suppliers. Go to Step 6.
DDs	6.	<p>Evaluate the proposed disposition and justification.</p> <p>If acceptable, issue NCR with designated disposition to responsible parties for performing the disposition. A copy shall be sent to the DQA for evaluation of reinspection criteria (Step 7), and logging.</p>

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RESPONSIBLE PARTY

STEPS

PROCEDURE

If rejected, return NCR to
Dispositioner(s) for rework.

DISPOSITIONING NCRS

DQA/Designee

7. Evaluate reinspection criteria of Repair and Use-As-Is disposition.

If acceptable, assign QA Personnel to track progress of disposition.

If unacceptable, return to DD for revision.

QA Personnel

8. Track progress of disposition, verify adequacy and acceptability of completion of disposition, remove Hold Tag (except for Reject/Scrap items and if prevented by a CAR) and forward NCR to DD with acknowledgment of verification.

For Repair disposition, verification shall assure that the repaired items were re-examined to the original requirements unless alternate acceptance criteria were approved in the disposition.

Add Reject/Scrap entry to Hold tags for such items.

DD

9. Process necessary documents (drawings, specifications, plans and work orders) through the original review cycle of the affected documents.

Rework items should not require document changes, while Reject/Scrap items may require Procurement document changes.

Document changes shall reference the NCR and be cross-referenced on the NCR.

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<u>RESPONSIBLE PARTY</u>	<u>STEPS</u>	<u>PROCEDURE</u>
		Close NCR with signature, and forward NCR package to DQA and a copy NCR to the Originator.
DQA/Designee	10.	Review completed NCR for procedural compliance, log closure and forward package to the Local Records Center in accordance with QMP-17-01, Records Management: Record Source Implementation. (Go to Logging and Trending, Step 13) Repair and Use-As-Is dispositions may originate at a Project Office "supplier" as described in QMP-07-03, Section 5.6. They are supported with technical justification and evaluated by the DD as in Step 5.6.

PROJECT PARTICIPANT ORIGINATED NCRs

NCRs originating with Project Participants in accordance with AP-5.27Q, pass through the TPO's (Initiator) or (Dispositioner) of those organizations to the Project Office as shown on Figure 2, Flowchart of Project Office Interface With Project Participant Initiated NCRs and the following steps.

INITIATED NCR

(From Step 5.3 of AP-5.27Q)

YMSM or DD	11.	Review and accept or reject NCR. If accepted, forward to TPO of Participant responsible for assignment and processing of disposition. (Step 5.6 of AP-5.27Q)
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RESPONSIBLE PARTY

STEPS

PROCEDURE

If rejected, return NCR to TPO of Participant who initiated the NCR, with explanation and reason for rejection. (Step 5.3 of AP-5.27Q)

DISPOSITIONED NCR

(From Step 5.9 of AP-5.27Q)

DD

12. Review and approve or reject NCR. In either case, return NCR to TPO of Participant responsible for processing of Disposition. (Step 5.11 of AP-5.27Q)

LOGGING AND TRENDING

DQA/Designee

13. Through an assigned position of QAAA, or equivalent, keep the Project Office NCR Log that contains the following information:

- a. NCR number
- b. A brief description of the nonconforming item and condition
- c. The person(s) or organization(s) responsible for determining and implementing the disposition and corrective action
- d. The status of each Project Office NCR, whether it is open, approved, rejected, voided, completed or closed
- e. Initiator's name and organization
- f. Conditional Release in effect, if appropriate
- g. CAR identification if issued

DQA/Designee

14. Develop an NCR trend process in accordance with QMP-16-02.

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6.0 REFERENCES

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

6.1 REQUIREMENTS DOCUMENTS

OCRWM Quality Assurance Requirements Document, DOE/RW-0214

OCRWM Quality Assurance Program Description, DOE/RW-0215

Project Glossary

6.2 INTERFACE DOCUMENTS

AP-5.27Q, Control of Nonconforming Items

QMP-01-01, Organization

QMP-01-02, Stop Work

QMP-07-03, Control of Purchased Items and Services

QMP-16-01, Corrective Action

QMP-16-02, Trend Analysis

QMP-17-01, Records Management: Record Source Implementation

7.0 FIGURES AND ATTACHMENTS

Figure 1, Flowchart of Project Office Nonconforming Items Process

Figure 2, Flowchart of Project Office Interface with Participant Initiated NCRs

Attachment 1, Project Office Nonconformance Report Form

Attachment 2, Project Office Hold Tag

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8.0 RECORDS

The following documents used or generated in the implementation of this procedure have been identified as QA Records and shall be forwarded to the CRF for processing in accordance with QMP-17-01, Records Management: Record Source Implementation:

1. Closed, dispositioned Project Office NCRs and associated documentation such as technical justifications and Hold Tags
2. Voided Project Office NCRs
3. Conditional Releases
4. Project Office NCR Log

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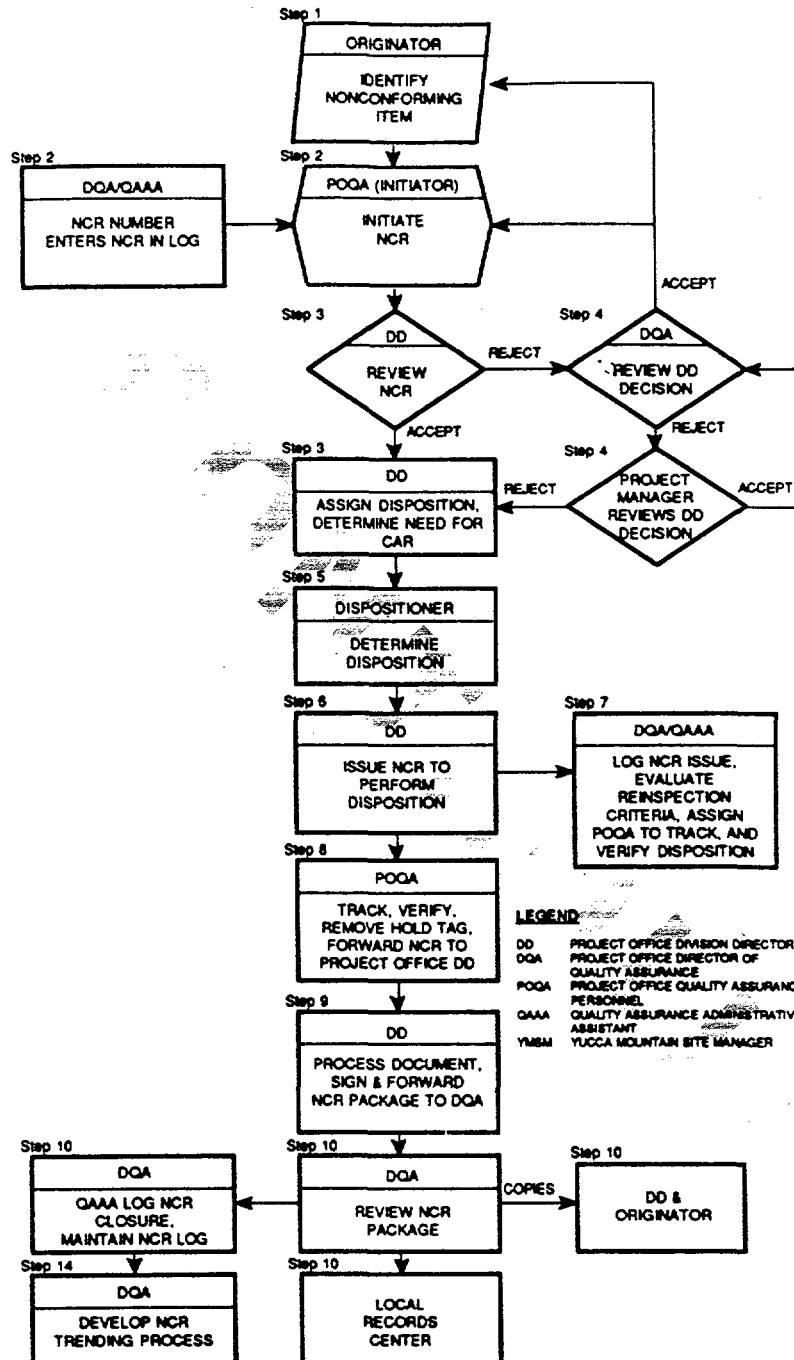


Figure 1 - Flowchart of Project Office Nonconforming Items Process

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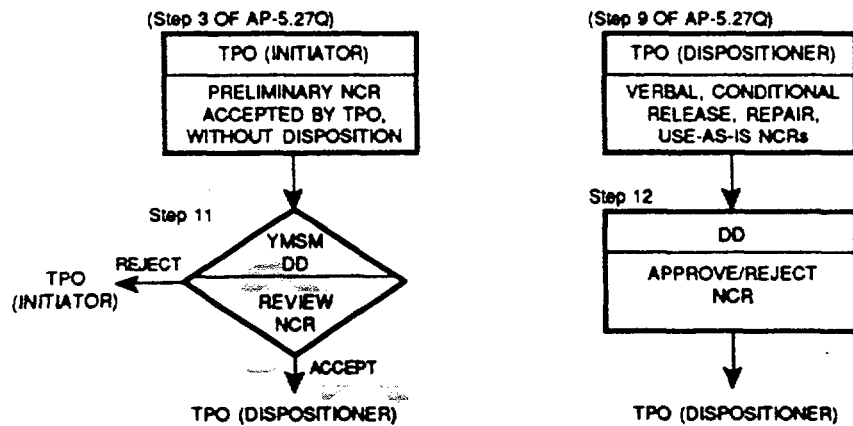


Figure 2 - Flowchart of Project Office Interface
with Participant Initiated NCRs

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YUCCA MOUNTAIN PROJECT OFFICE NONCONFORMANCE REPORT			N-QA-009 5/90
1 NCR NO.	DATE	2 ORIGINATOR AND ORGANIZATION	3 POQA (INITIATOR)
4 ITEM, NONCONFORMANCE, AND SOURCE OF REQUIREMENT:			
5 PROJECT OFFICE DIVISION DIRECTOR (DD) NCR: <input type="checkbox"/> Accept, <input type="checkbox"/> Reject; CAR REQUIRED: <input type="checkbox"/> Yes <input type="checkbox"/> No EXPLANATION IF REJECTING NCR: (Rejection Requires DQA Review) CAR No.: _____			
SIGNATURE: _____ DATE: _____			
6 DIRECTOR QUALITY ASSURANCE (DQA) NCR: <input type="checkbox"/> Accept, <input type="checkbox"/> Reject; EXPLANATION FOR DECISION:			
SIGNATURE: _____ DATE: _____			
7 YMPO MANAGEMENT (IF REQUIRED) NCR: <input type="checkbox"/> Accept, <input type="checkbox"/> Reject; EXPLANATION FOR DECISION:			
SIGNATURE: _____ DATE: _____			
8 DISPOSITION: <input type="checkbox"/> VERBAL, <input type="checkbox"/> CONDITIONAL RELEASE, <input type="checkbox"/> REWORK <input type="checkbox"/> REPAIR, <input type="checkbox"/> USE-AS-IS, <input type="checkbox"/> REJECT/SCRAP DISPOSITIONED BY: _____ DATE: _____ DD: _____ DATE: _____ * REQUIRES TECHNICAL JUSTIFICATION - USE CONTINUATION PAGE IF NECESSARY			
9 DD DISPOSITION ASSIGNED TO:			
SIGNATURE: _____ DATE: _____			
10 PO QA VERIFICATION OF DISPOSITION <input type="checkbox"/> Accept <input type="checkbox"/> Reject; REMOVE HOLD TAG: <input type="checkbox"/> Yes <input type="checkbox"/> No JUSTIFICATION FOR ACTION:			
SIGNATURE: _____ DATE: _____			
11 DD			
		DOCUMENTATION PROCESSED: <input type="checkbox"/> Yes <input type="checkbox"/> No	
		NCR CLOSED: <input type="checkbox"/> Yes <input type="checkbox"/> No	
12 DQA			
		PROCESS AND DOCUMENTS IN COMPLIANCE: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Attachment 1 - Project Office Nonconformance Report Form

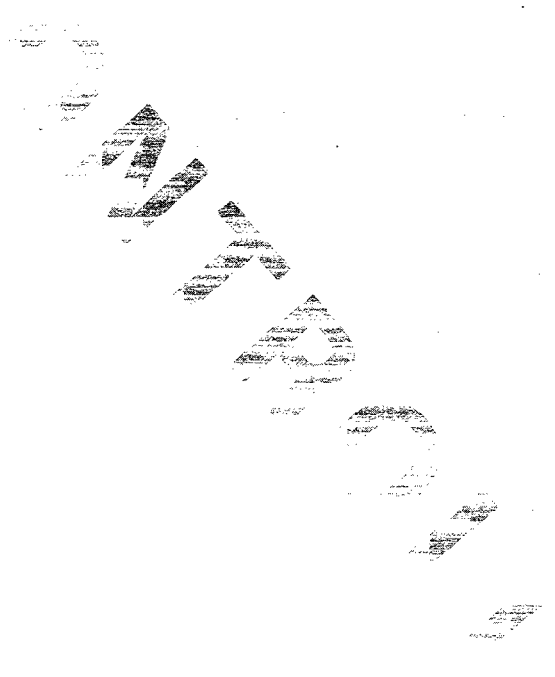
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YUCCA MOUNTAIN PROJECT PROCEDURE

Y-AD-001
4/90

Title

QUALITY MANAGEMENT PROCEDURE: CONTROL OF NONCONFORMANCES

YUCCA MOUNTAIN PROJECT NONCONFORMANCE REPORT CONTINUATION PAGE		N-QA-009 5/90
NCR NO. _____	Page ____ of ____	
COMMENTS:		
		

Attachment 1 - Project Office Nonconformance Report Form (continued)

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YUCCA MOUNTAIN PROJECT PROCEDURE

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Title

QUALITY MANAGEMENT PROCEDURE: CONTROL OF NONCONFORMANCES

YUCCA MOUNTAIN PROJECT PROCEDURE		Y-AD-001 4/90
Title QUALITY MANAGEMENT PROCEDURE: CONTROL OF NONCONFORMANCES		
YMPO HOLD TAG		TAG _____ OF _____
NCR NO.: _____	DATE: _____	
CAR NO.: _____	CAR CLOSURE REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
ITEM DESCRIPTION: _____		
ITEM IDENTIFICATION NO.: _____		
NONCONFORMANCE: _____		
_____		_____ PO QA/DATE
CONDITIONAL RELEASE RESTRICTIONS FOR USE: _____		
DISPOSITION COMPLETE AND VERIFIED: _____		_____ PO QA/DATE
REJECT / SCRAP (Not to be removed)		_____ PO QA/DATE

Attachment 2 - Project Office Hold tag

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