YUCCA MOUNTAIN QUALITY ASSURANCE DIVISION

QUALITY ASSURANCE SURVEILLANCE REPORT

OF

RAYTHEON SERVICES NEVADA

SURVEILLANCE NUMBER YMP-SR-91-011

CONDUCTED MARCH 4 THROUGH 6, 1991

ACTIVITIES SURVEILLED:

INDOCTRINATION AND TRAINING

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ENCLOSURE

1.0 INTRODUCTION

This report contains the results of the Yucca Mountain Quality Assurance Division (YMQAD) Surveillance YMP-SR-91-011 of Raytheon Services Nevada (RSN), conducted in Las Vegas, Nevada, from March 4 through 6, 1991.

2.0 PURPOSE AND SCOPE

The purpose of this surveillance was to evaluate the effectiveness of the implementation of selected Fenix and Scisson of Nevada (FSN) and Holmes & Narver, Inc. (H&N), Quality Procedures (QPs). During the surveillance, RSN was utilizing the FSN and H&N QPs, but was in the process of combining FSN and H&N QPs into RSN Quality Assurance Procedures, with a March 31, 1991, scheduled issuance date. The scope of the surveillance covered the procedures and activities associated with indoctrination and training. The following implementing procedures were examined during the course of the surveillance:

1. FSN-60-01, Revision 3, "Personnel Selection and Indoctrination"
2. FSN-10-02, Revision 3, "YMP Training"
3. HN-YMP-230, Revision 0, "Indoctrination, Training, Qualification, and Certification"

3.0 SURVEILLANCE PERSONNEL

The surveillance was conducted by the following personnel:

Amelia I. Arceo, Quality Assurance Engineer (QAE) (Surveillance Team Leader), Science Applications International Corporation (SAIC)/YMQAD
Stephen R. Dana, QAE, SAIC/YMQAD
Cindy Prater, Observer, SAIC/YMQAD

4.0 SUMMARY OF SURVEILLANCE RESULTS

The implementing procedures listed in Section 2.0 of this report were the source of questions used to conduct this surveillance. Checklists generated from these documents were used to determine compliance. The following results were obtained during the surveillance:

<u>FSN-PP-10-02, Revision 3, "YMP Training"</u>

The surveillance team reviewed 10 training/qualification files of FSN personnel. The sample was taken from the most recent RSN organization chart, which was presented to the Surveillance Team during the entrance meeting. Care was taken to select individuals from the different departments who would most likely perform quality affecting activities. The following files were reviewed:

Arshad Ali, Senior QAE
Saeed Bonabian, Engineering Technical Analyst/Specialist
Bolek Chytrowski, Site Characterization Design--Manager
Richard L. Coppage, Senior Mining Engineer/Specialist
J. Earl Ferguson, Records--Chief
James D. Grenia, Design Engineering--Chief
Michael Regenda, Yucca Mountain Site Characterization Project (YMP) Quality Assurance (QA) Manager
J. D. Scott, Senior Mining Engineer
B. T. Stanley, Mining--Lead
Matt Wilson, Project Administration--Manager

During the review of the above files, no deficiencies were identified. Examination of documentation revealed that required indoctrination and training were specified for each individual by R.L. Bullock, Technical Project Officer (TPO). The required procedures to be read were listed on the training matrices dated 5/11/90, 6/8/90, 7/30/90, 8/30/90, and 11/5/90. The matrices were signed by the TPO on 3/3/91. The Surveillance Team verified that the matrices included FSN Quality Assurance Program Plan (QAPP), Implementing Procedures, Federal Regulations and YMP level documents. The required indoctrination and training for the above listed individuals were completed and documented on Self Study Record forms and Attendance Record Formal Training forms as appropriate.

The Surveillance Team verified that approved lesson plans, which specified objectives, scope, and method of implementation, were available for the formal training conducted on Records Management Procedures (PP-50-01, PP-50-02, PP-50-07, and PP-50-09) and the Software Quality Assurance Program (SQAP) were reviewed. Performance evaluations and training effectiveness evaluations were completed for the above lesson plans, for which formal training was conducted by J. Earl Ferguson and James D. Grenia. Both instructors were certified as qualified instructors by the TPO.

FSN-PP-60-01, Revision 3, "Personnel Selection and Indoctrination"

No deficiencies were identified in this area. Position descriptions were verified for each individual listed above, and their education and experience was verified, by Human Resources personnel, prior to performing quality affecting activities. In addition, managers or supervisors certified that requirements established for the position descriptions were met by the above individuals prior to their having performed quality affecting activities. Proficiency evaluations were also performed on an annual basis by their managers or supervisors. Proficiency evaluation records included the name of the employee, the evaluator, the evaluation results, the date of evaluation, and the activities covered by the evaluation.

HN YMP-230, Revision 0, "Indoctrination, Training, Qualification, and Certification"

Training/qualification files of six H&N personnel listed below were reviewed.

J. C. Calovini
R. C. Greenwold
R. G. Musick
R. P. Sabol
R. L. Schreiner
H. R. Tuthill

During the review of training records, no deficiencies were noted. However, procedure HN YMP-230, Revision 0, Paragraph 6.3.1, which states, "As new procedures or documents are published, Managers evaluate them for additional training...," was not followed in all cases (i.e., for the training/qualification files listed above). Since RSN is in the process of issuing new procedures, which will supersede the H&N procedures, a Corrective Action Request (CAR) was not issued. This element of the RSN training program will be reviewed in the next scheduled YMQAD surveillance or audit of RSN to ensure compliance in this area.

Implementation of response to Yucca Mountain Site Characterization Project Office (YMPO) Observation No. 90-07-02, noted during FSN Audit 09-07, was verified during the surveillance. Design engineers were verified to have indoctrination on applicable QPs.

5.0 PERSONS CONTACTED DURING THE SURVEILLANCE

Arshad Ali, Manager, Audits
R. L. Bullock, TPO
Joe Calovini, Deputy Project Manager
Nickie Diersen, Manager, Personnel Administration
Annice O'Donnell, Administrative Assistant
Joseph L. Rue, Senior, Quality Engineering Coordinator
Randolph L. Schreiner, Manager, Systems Engineering
Dan Tunney, Manager, QA Engineering

6.0 MEASURING AND TEST EQUIPMENT USED DURING THE SURVEILLANCE

None.

7.0 SYNOPSIS OF DEFICIENCY DOCUMENTS

No deficiency documents issued.

8.0 RECOMMENDATIONS

None.

9.0 REQUIRED ACTIONS

None.