

**TECHNICAL & MANAGEMENT SUPPORT SERVICES
DOCUMENT TRANSMITTAL/ACKNOWLEDGMENT RECORD**

TO:

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FROM: Science Applications Int. Corp.
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TRANSMITTAL DATE: 03/25/91

COPY NO.: 223

DOCUMENT TITLE: PROJECT CHANGE CONTROL BOARD PROCESS

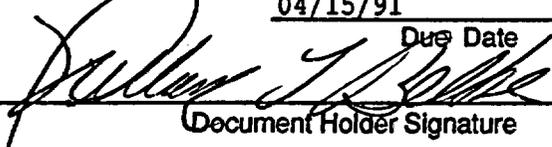
DOCUMENT REVISION: 2 DOCUMENT IDENTIFICATION NUMBER: QMP-03-09

DIRECTIONS

- REPLACE: Index with new updated Index
- INSERT: Interim Change Notice (ICN) # 1, to QMP-03-09
(place directly in front of QMP-03-09)
- REPLACE: ONLY Page 3 of QMP-03-09 (according to ICN # 1)

*** Destroy or mark obsolete material "Superseded" ***

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 ABOVE ADDRESS BY:

04/15/91
Due Date

Document Holder Signature

4/1/91
Date

<<< FOR DOCUMENT CONTROL CENTER USE ONLY >>>

OBSOLETE MATERIAL RECEIVED: _____
DCC Personnel Initials

_____ Date

102.7
WM-11

NH03 1/1

DOCUMENT DISTRIBUTION REPORT BY HOLDER
March 25, 1991

HOLDER : BELKE W L
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| Title ----- | Document ID ----- | Revision ----- | ICN --- | Effective ----- | Copy --- |
|--|----------------------|-------------------|------------|--------------------|-------------|
| ORGANIZATION | QMP-01-01 | 2 | 0 | 10/12/90 | 223 |
| STOP WORK | QMP-01-02 | 1 | 0 | 10/09/90 | 223 |
| QUALIFICATION, PROFICIENCY, INDOCTRINATION, AND TRAINING OF WASTE MANAGEMENT PROJECT OFFICE PERSONNEL | QMP-02-01 | 2 | 0 | 02/20/91 | 223 |
| QUALIFICATION OF QUALITY ASSURANCE PROGRAM AUDIT PERSONNEL | QMP-02-02 | 2 | 0 | 10/10/90 | 223 |
| MANAGEMENT ASSESSMENT | QMP-02-03 | 1 | 0 | 10/19/90 | 223 |
| TECHNICAL ASSESSMENT REVIEW | QMP-02-08 | 0 | 0 | 08/08/88 | 223 |
| | | 0 | 1 | 02/07/89 | 223 |
| | | 0 | 2 | 07/20/90 | 223 |
| | | 0 | 3 | 07/20/90 | 223 |
| | | 0 | 4 | 08/27/90 | 223 |
| DEVELOPMENT AND CONDUCT OF TRAINING | QMP-02-09 | 1 | 0 | 10/17/90 | 223 |
| | | 1 | 1 | 02/25/91 | 223 |
| PEER REVIEWS | QMP-03-01 | 1 | 0 | 01/11/89 | 223 |
| | | 1 | 1 | 07/20/90 | 223 |
| | | 1 | 2 | 07/25/90 | 223 |
| | | 1 | 3 | 09/17/90 | 223 |
| PROJECT CHANGE CONTROL BOARD PROCESS | QMP-03-09 | 2 | 0 | 01/11/91 | 223 |
| | | 2 | 1 | 03/19/91 | 223 |
| QUALITY MANAGEMENT PROCEDURE: YUCCA MOUNTAIN PROJECT OFFICE PROCUREMENT ACTIONS | QMP-04-02 | 0 | 0 | 10/19/90 | 223 |
| OCRWM QA REQUIREMENTS DOCUMENT MATRIX | QMP-05-03 | 1 | 0 | 09/27/90 | 223 |

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| Title ----- | Document ID ----- | Revision ----- | ICN --- | Effective ----- | Copy ----- |
|---|----------------------|-------------------|------------|--------------------|---------------|
| PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESS | QMP-06-04 | 2 | 0 | 02/20/91 | 223 |
| SUPPLIER EVALUATION/QUALIFIED SUPPLIERS LIST | QMP-07-04 | 1 | 0 | 10/19/90 | 223 |
| | | 1 | 1 | 10/24/90 | 223 |
| CONTROL OF NONCONFORMANCES | QMP-15-01 | 2 | 0 | 09/29/90 | 223 |
| CORRECTIVE ACTION | QMP-16-01 | 0 | 0 | 12/10/84 | 223 |
| | | 0 | 1 | 10/15/90 | 223 |
| STANDARD DEFICIENCY REPORTING SYSTEM | QMP-16-03 | 1 | 0 | 06/05/89 | 223 |
| | | 1 | 1 | 10/19/90 | 223 |
| | | 1 | 2 | 10/15/90 | 223 |
| RECORDS MANAGEMENT: RECORD SOURCE IMPLEMENTATION | QMP-17-01 | 2 | 0 | 11/01/90 | 223 |
| SURVEILLANCES | QMP-18-02 | 2 | 0 | 09/27/90 | 223 |
| | | 2 | 1 | 09/27/90 | 223 |

YMP-007
2/8/91

**YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT
INTERIM CHANGE NOTICE**

ICN No.: 1
Page 1 of 1

Title:
PROJECT CHANGE CONTROL BOARD PROCESS

No.:
QMP-03-09

Effective Date:
3/19/91

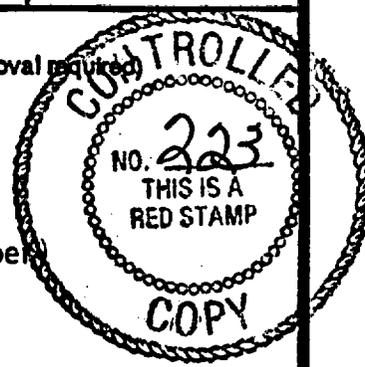
REQUIRED CHANGE(S): MAJOR MINOR (only PCB Manager approval required)

Page 3 of 21:

Section 4.0 RESPONSIBLE PARTIES

Item 5 Change to read: Project Control Branch Manager (CCB Member)

Item 6 ADD: CCB Secretary



INSTRUCTION: Replace Page 3 of Revision 2 with new Page 3 attached.

REASON FOR CHANGE (CAR, NCR, SDR, or other deficiency or commitments)
Revision to Change Control Board charter.

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 MANAGER
(Minor ICNs only)

Franky for Vince Davis
Signature

3-19-91
Date

TRAINING REQUIRED

YES N/A

NUMBER OF DAYS REQUIRED FOR TRAINING N/A

COMMENTS:
MINOR CHANGE;
NO CHANGE TO INTENT

[Signature]
Training Officer/Training Manager

3-19-91
Date

YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT INTERIM CHANGE NOTICE

Procedure No.: QMP-03-09: PROJECT
CHANGE CONTROL
BOARD PROCESS

Rev. No.:
2

ICN No.:
1

Page 3 of 21

3.2 CHANGE DOCUMENT PACKAGE

A Change Document Package is the collection of CRs, C/SCRs, DCPs, Directives and associated reviews, assessments, analysis, and supporting documentation related to a change.

4.0 RESPONSIBLE PARTIES

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

1. YMPO Deputy Project Manager (CCB Chairperson)
2. YMPO Division Directors (CCB Members)
3. Site Manager (CCB Member)
4. YMPO Director of Quality Assurance (CCB Member)
5. YMP Control Branch Manager (CCB Member)
6. CCB Secretary

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> |
|--------------------------|--------------|------------------|
|--------------------------|--------------|------------------|

PROCESSING CHANGE REQUESTS

CCB Secretary

1. Determine type of change document and process in accordance with the following:
 - a. If it is a Program DCP or Directive, then enter receipt information into the Configuration Information System (CIS) using the identification number assigned by the PCCB Executive Secretary.
 - b. If it is a C/SCR or CR, then assign a tracking number to the change document and enter receipt information into the CIS.