

OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT
YUCCA MOUNTAIN QUALITY ASSURANCE DIVISION
QUALITY ASSURANCE SURVEILLANCE REPORT OF
YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT OFFICE
SURVEILLANCE NO. YMP-SR-92-023
CONDUCTED AUGUST 27 THROUGH SEPTEMBER 3, 1992

ACTIVITY SURVEILLED:

QUALITY REVIEW BOARD DOCUMENTATION CLOSEOUT

Prepared by: Stephen R. Dana Date: 9/16/92
Stephen R. Dana
Surveillance Team Leader
Yucca Mountain Quality Assurance Division

Approved by: D.G. Horton For Date: 9/21/92
Donald G. Horton
Director
Office of Quality Assurance

1.0 EXECUTIVE SUMMARY

This report contains the results of the Office of Civilian Radioactive Waste Management Quality Assurance (QA) Surveillance No. YMP-SR-92-023 of the Yucca Mountain Site Characterization Project Office (YMPO). The surveillance was performed to verify if Quality Review Board (QRB) documentation (i.e., Quality Assurance Grading Reports (QAGRs) and QRB Records) is complete, and if the completed documentation has been transmitted to the Local Records Center (LRC). The surveillance was also performed to support final close-out of all QRB functions.

There were no Corrective Action Requests issued as a result of this surveillance; however, the following conditions must be addressed prior to final closeout of the QRB:

1. QRB meeting records for July 14 and 29, 1992, have not been signed by the Chairman, QRB.
2. QAGR No. R92-1.2.1-0001.0, Revision 0, has not been approved by the Chairman, QRB. Subsequent to this action, the Chairman, QRB must issue the QAGR approval letter to the participant.
3. QRB meeting record for June 25, 1992, could not be located in the LRC.
4. Incomplete QRB documentation referenced in items (1) and (2) must be submitted to the LRC.
5. Branch Technical Procedure (BTP)-QRB-001, Revision 1, should be canceled subsequent to completion of items 1 through 4.

2.0 SCOPE

Surveillance YMP-SR-92-023 was conducted to verify if QRB documentation is adequate as required by Administrative Procedure (AP)-5.28Q, Revision 2, and BTP-QRB-001, Revision 1, to support close-out of the QRB process as detailed in letter YMP:RVB-4440, Gertz to Participants, dated July 28, 1992.

3.0 SURVEILLANCE TEAM

Stephen R. Dana, Surveillance Team Leader, Science Applications International Corporation (SAIC)/Yucca Mountain Quality Assurance Division, Las Vegas, Nevada

4.0 PERSONNEL CONTACTED DURING THE SURVEILLANCE

Stephen P. Fogdall, Special Projects Department Manager, SAIC

Pamela Roberts, Records Management Liaison (formerly QRB Administrative Assistant),
Management and Operations (M&O)

Steve C. Smith, Department Manager, Test Planning and Support, SAIC

Paul N. Standish, Transportation Engineer (formerly QRB Secretary), SAIC

Viola Williams, Senior Secretary, Reynolds Electrical and Engineering Company (REECo)

5.0 SURVEILLANCE RESULTS

Implementing procedures AP-5.28Q, Revision 2, "Quality Assurance Grading," and BTP-QRB-001, Revision 1, "Quality Review Board," were the source of checklist questions used to conduct this surveillance. Prior to completion of the surveillance, AP-5.28Q was canceled, effective August 28, 1992.

The QRB Administrative Assistant was contacted to determine which QAGR packages to review. Each QAGR package was in a folder and the contents of each folder consisted of the QAGR, Work Sheet For Evaluation of Characteristics, QAGR attachments, correspondence letter(s) transmitting the completed QAGR, and the QAGR approval letter. The seven most recent QAGR folders were selected for review and are listed below:

- (1) QAGR No. DI12103A, Revision 0, Desert Research Institute, (QRB No. 297), approved July 30, 1992.
- (2) QAGR No. G1232721I, Revision 0, U.S. Geological Survey, (QRB No. 302), approved July 29, 1992.
- (3) QAGR No. R92-1.2.1-0001.0, Revision 0, REECo, (QRB No. 301), no approval letter issued at time of surveillance.
- (4) QAGR No. MOGR-122-01, Revision 0, M&O, (QRB No. 303), approved June 25, 1992.
- (5) QAGR No. 39, Revision 0, Los Alamos National Laboratory (LANL), (QRB No. 305), approved July 30, 1992.

- (6) QAGR No. 40, Revision 0, LANL, (QRB No. 306), approved July 25, 1992.
- (7) QAGR No. 41, Revision 0, LANL, (QRB No. 307), approved August 11, 1992.

Also selected for review were the QRB meeting records for June 9 and 25, and July 14 and 29, 1992. The meeting record consists of a letter from the Chairman, QRB to the Project Manager, transmitting the meeting minutes. The meeting records for the above dates were verified for submittal to the Las Vegas Local Records Center (LRC).

The review of documentation, described above, and interviews with personnel involved with the QRB, provided the following results:

- (1) QAGR packages were well organized and maintained by the QRB Administrative Assistant.
- (2) QAGR No. R92-1.2.1-0001.0, Revision 0, has not been approved by the Chairman, QRB.
- (3) QRB meeting records for July 14 and 29, 1992, have not been signed by the Chairman, QRB.
- (4) QRB meeting record for June 25, 1992 could not be located in the LRC.

6.0 RECOMMENDATIONS

Final close-out of the QRB cannot occur until actions are taken to complete results 1 through 4, discussed in Section 5.0. Subsequent to completion of the actions, BTP-QRB-001, Revision 1, should be canceled.