

OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT

YUCCA MOUNTAIN QUALITY ASSURANCE DIVISION

QUALITY ASSURANCE SURVEILLANCE REPORT

SURVEILLANCE NO. YMP-SR-92-015

CONDUCTED JUNE 16 THROUGH 24, 1992

OF MANAGEMENT AND OPERATIONS CONFIGURATION MANAGEMENT

TO EVALUATE COMPLIANCE TO THE

YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT

CONFIGURATION MANAGEMENT/CHANGE CONTROL BOARD TRANSITION PLAN

IN LAS VEGAS, NEVADA

ACTIVITY SURVEILLED:

TRANSITION PLANS AND TRAINING PROGRESS

Prepared by: Robert E. Harpster Date: 6/30/92
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Surveillance Team Leader
Yucca Mountain Quality Assurance Division

Approved by: Donald G. Horton For Date: 7/13/92
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 (OCRWM) Quality Assurance (QA) Surveillance No. YMP-SR-92-015 of Management and Operations (M&O) Configuration Management to evaluate compliance to the Yucca Mountain Site Characterization Project (YMP) Configuration Management/Change Control Board (CM/CCB) Transition Plan. The surveillance was conducted at the Yucca Mountain Site Characterization Project Office (YMPO) and at the offices of the Civilian Radioactive Waste Management System (CRWMS) M&O contractor from June 16 through 24, 1992. The surveillance was conducted by a senior specialist from the Yucca Mountain Quality Assurance Division (YMQAD) of the Office of Quality Assurance in accordance with requirements of the OCRWM Quality Assurance Administrative Procedure QAAP 18.3, Revision 3, "Surveillance Program."

There were no deficiency documents generated as a result of this surveillance. Recommendations are included in Section 6.0 of this report.

2.0 SCOPE

The scope of the surveillance included the following:

1. Examination of documents supporting and implementing the YMPO approved CM/CCB Transition Plan, Revision 0, prepared by TRW Environmental Safety Systems, Inc., M&O Contractor.
2. Documented evidence of compliance to the plan.

The transfer of the current functional Configuration Management responsibilities of the Technical and Management Support Services (T&MSS) Contractor to the M&O were evaluated by reviewing the M&O response to the transition through staffing procedures and training assigned to support the implementation of each of the six functions transferred. See Enclosure 1 of this report.

3.0 SURVEILLANCE TEAM

Robert E. Harpster, Surveillance Team Leader, Senior Quality Assurance Specialist, MAC Technical Services (MACTEC)/YMQAD, Las Vegas, Nevada

4.0 PERSONNEL CONTACTED DURING THE SURVEILLANCE

Robert V. Barton, Senior Physical Science and Engineering Manager, U.S. Department of Energy (DOE)/YMPO, Las Vegas, Nevada
William B. Simecka, Chief, Engineering and Development Division, DOE/YMPO, Las Vegas, Nevada
Dennis C. Royer, Acting Chief, Systems Branch, DOE/YMPO, Las Vegas, Nevada
Betty G. Cruz, Supervisor, CM/CCB, TRW/M&O, Las Vegas, Nevada
Judy Justice, Training Office Manager, TRW/M&O, Las Vegas, Nevada

5.0 SURVEILLANCE RESULTS

Review of M&O Transition Plan to evaluate compliance.

Under 2.0, Scope of Work: Four functional and two support functions are listed as responsibilities of Configuration Management. The surveillance checked the plans for assuming this responsibility through assignment of personnel, assignment, and/or development of procedures and training. The plans are considered appropriate for the transition. Also, six action items were listed. Documented evidence of all actions were observed as the CRWMS M&O Contractor controlled and closed action item assignments, letters of delegation, and allocation of responsibility by M&O personnel (Enclosure 1).

Under 3.0, Timetable for transition: Key action items checked were found completed in accordance with the plan.

Under 4.0, Staffing Plan: A staffing plan and organization chart is presented in Enclosure 2 of this report. The surveillance found the plan and organization complete with exception of the position for an administrative data control clerk which according to CM/CCB supervisor, Betty Cruz, is documented as not needed at this time.

Under 5.0, QA and Procedure Considerations: Applicable plans and procedures were determined to accommodate the CM/CCB transition. Documents identified seem appropriate to implement the Configuration Management process. A grading package for the CM/CCB activities was prepared by the M&O for the Project Office and a draft copy was checked during the surveillance. Corrective Action Request (CAR) YM-92-010 was transferred to the M&O and the CAR was closed as of May 27, 1992. Revisions to Administrative Procedure (AP)-3.6Q to require configuration audits, has been included in Interim Change Notice (ICN) No. 2 of AP-3.6Q. The last action item in 5.0 of the plan for the Chief, Project Control Branch, to request that the Director, YMQAD, schedule a surveillance of the CM/CCB transition activities in the June 1992 time frame, was completed (this is the surveillance report, No. YMP-SR-92-015).

Under 6.0, Personnel Training: Two action items were identified by CRWMS M&O to complete their transition plan. Documentation of two action item assignment sheets was observed as both closed during the surveillance, as well as an internal surveillance report (92 HSS-001) verifying that CRWMS M&O personnel working in the YMP Configuration Management Office are qualified in accordance with the applicable QA program, either OCRWM or M&O, for their scope of work.

Under 7.0, Acquisition of Facilities and Equipment: The surveillance verified that action items for transfer of furniture, equipment, and software were documented as closed and completed.

Under 8.0, CM/CCB Records: Two action items were identified by CRWMS M&O to complete their transition plan. Documentation of three action item assignment sheets, covering the two identified action items, was observed as all closed during the surveillance. Documented evidence of the action was included in the Transition Plan report.

6.0 RECOMMENDATIONS

There were no deficiency documents generated as a result of this surveillance. The items checked during the surveillance were part of the Transition Plan and were documented as being complete, and documented evidence was observed to support the transition. However, There were several recommendations made and the results were discussed with Betty Cruz, M&O Supervisor for CM/CCB. These recommendations are the following:

1. Provide consistency and compliance with functions and job descriptions.
2. Assure records reflect appropriate assignment training.
3. Assure records reflect completion of training.

The key concern is not that these actions have been completed but that the transfer of M&O qualification and training is documented in an accurate and timely manner in the T&MSS qualification and training records.

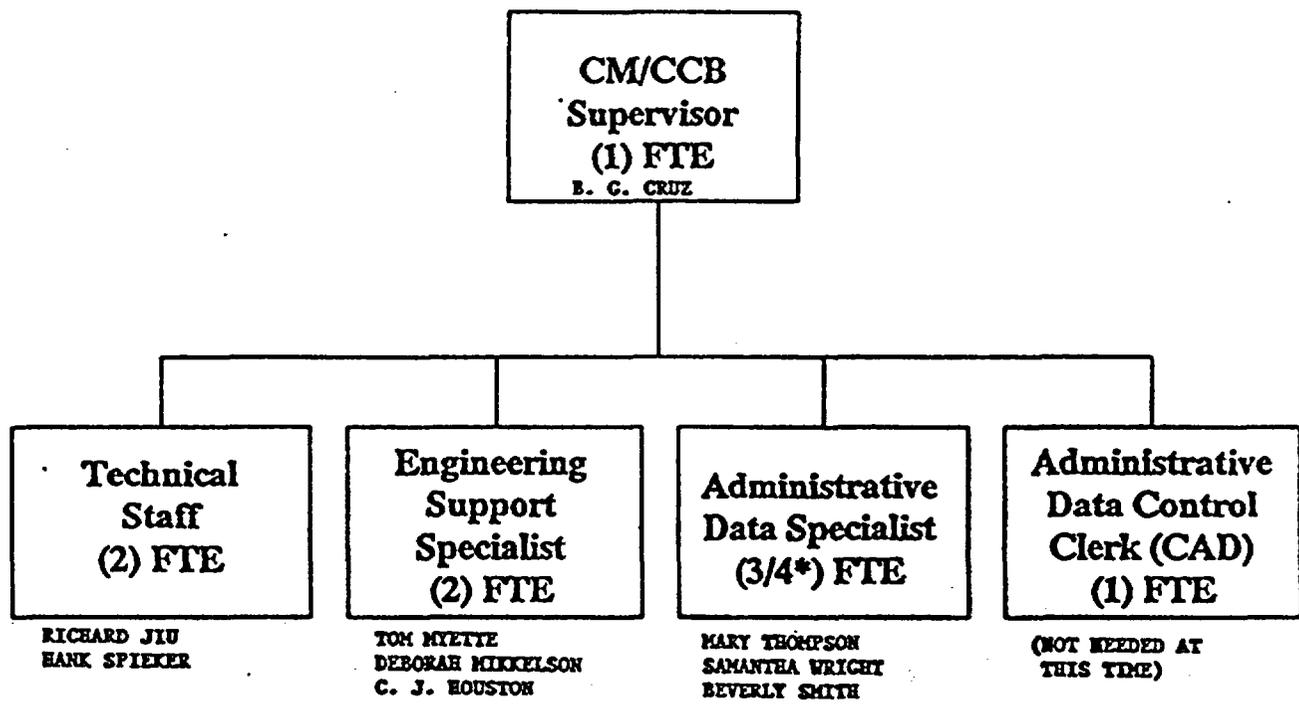
To complete this surveillance, Betty Cruz, M&O CM/CCB Supervisor, and Judy Justice, M&O Training Office Manager, have agreed to complete a CRWMS M&O Contractor Action Item Assignment Sheet, Action Item No. YMP/92-A14, to document what they are planning to do to review CM/CCB's staff training requirements for consistency and compliance, and assure that the Project Office qualification and training records accurately reflect M&O documents. The M&O contractor will complete the action necessary to address the surveillance recommendations through the M&O system of action item assignments including description, assignment, analysis, resolution, response, and closure (see Enclosure 3).

ENCLOSURE 1

CONFIGURATION MANAGEMENT FUNCTIONS

FUNCTION	STAFF ASSIGNED	APPLICABLE PROCEDURE
1. CONFIGURATION CHANGE IDENTIFICATION	T. MYETTE	AP3.6Q, AP6.17Q
2. CONFIGURATION CHANGE CONTROL	D. MIKKELSON C.J. HOUSTON S. WRIGHT M. THOMPSON T. MYETTE	AP3.3Q, AP3.5Q, AP3.7, QMP-06-04, AP6.1Q, QMP-03-09
3. CONFIGURATION STATUS ACCOUNTING	S. WRIGHT M. THOMPSON B. SMITH	AP3.6Q
4. CONFIGURATION REVIEWS	M. THOMPSON	AP3.8
5. PROJECT CONFIGURATION CHANGE CONTROL BOARD (PCCB)	B. G. CRUZ D. MIKKELSON C.J. HOUSTON	QMP-03-09, YMP/88-4
6. INTERFACE CONTROL WORKING GROUP (ICWG)	R. JIU H. SPIEKER	AP5.19Q, AP5.20Q

ENCLOSURE 2



Proposed CM/CCB Organization (for staffing needs only)

*Growth

ENCLOSURE 3

Action Item No.: <u>YMP/92-12-A14</u>	CRWMS M&O CONTRACTOR	Page <u>1</u> of <u>1</u>
Action Item Assignments		
Origination		
Source:	<u>M&O Training Department</u>	Date: <u>6/22/92</u>
Title:	<u>Compliance to Training Requirements</u>	
Originator:	<u>J. Justice</u>	
Assigned to:	<u>M&O CM/CCB Organization</u>	Phone: <u>794-1851</u>
Approved by:	<u>R. Harster</u>	Title: <u>DOE OA Surveillance Representative</u>
Description: Review CM/CCB staff's training requirements for consistency and compliance, particularly: <ol style="list-style-type: none">1. Function Position/Job Description Titles2. Staff have appropriate training assignments3. Completion of Training Assignments		
Assignment		
Analysis:		
Disposition:	<input type="checkbox"/> Accept	Approved by: _____ Title: _____
	<input type="checkbox"/> Reject	Assign to: _____ Response Date: _____
	<input type="checkbox"/> Defer	Reference: _____
		Until _____ (Date)
Resolution		
Response:		
<input type="checkbox"/> (Continued on separate sheet)		
Action:	<input type="checkbox"/> Close	Approved: _____ Date: _____
	<input type="checkbox"/> Defer	Organization: _____
		Date: _____
		Reason/Action: _____

