

OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT  
YUCCA MOUNTAIN QUALITY ASSURANCE DIVISION  
QUALITY ASSURANCE SURVEILLANCE REPORT OF  
THE YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT OFFICE  
CONTROLLED DOCUMENT INFORMATION SYSTEM  
SURVEILLANCE NUMBER YMP-SR-93-020  
CONDUCTED MARCH 29, 1993 THROUGH APRIL 2, 1993

ACTIVITIES SURVEILLED:

INFORMATION AND REVISION STATUS UPDATING OF CONTROLLED DOCUMENTS SUBMITTED TO THE DOCUMENT CONTROL CENTER AND THE CURRENT REVISION STATUS REPORTING TO RECIPIENTS ON A ROUTINE BASIS

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## 1.0 EXECUTIVE SUMMARY

This surveillance was performed on March 29, 1993 through April 2, 1993, to assess the accuracy and dependability of the latest current revision/Interim Change Notice (ICN) status maintained in the Document Control Center (DCC) computer based Controlled Document Information System (CDIS) status system located in the Yucca Mountain Project Office, Las Vegas, Nevada. The CDIS system stands alone as a revision status reference and provides the basis for the checking of the revision/ICN as shown on the latest document submittal provided to the DCC and assures that the latest issue, in the hands of users and recipients of controlled documents, is the current revision. This assessment was done by using a current document distribution report as a sample to verify that the recipients controlled documents reflected the same current revision/ICN status as the computer based system. The results of the sampling confirmed the reliable accuracy of the system.

## 2.0 SCOPE

This surveillance assessed the accuracy and reliability of the CDIS system for assurance of latest document issue availability to the project for use.

## 3.0 SURVEILLANCE TEAM

Thomas E. Vandel, Surveillance Team Leader, Senior Quality Assurance Engineer,  
MAC Technical Services/Yucca Mountain Quality Assurance Division

## 4.0 PERSONNEL CONTACTED DURING THE SURVEILLANCE

Kandace Branum, Management and Operating /TRW(M&O/TRW), Plans and  
Procedures Division (PPD) Data Base Specialist  
Jennifer Calovini, M&O/TRW, DCC Document Control Coordinator  
Janice Coombs, M&O/TRW, PPD Computer Technician  
Hans Ebner, M&O/TRW, Manager, Document Control  
John Gandi, U.S. Department of Energy (DOE), Manager, Information Resources  
Sandy Moore, M&O/TRW, PPD  
Judy Zimmerman, M&O/TRW, Manager, PPD

## 5.0 SURVEILLANCE RESULTS

### 5.1 Document Sources and Review

It was learned that the principal sources of controlled documents received by DCC include Plans and Procedures Division, Field Operations Center, Field

Change Control Board, Architect Engineer, Configuration Management, numerous individuals plus the Office of Civilian Radioactive Waste Management (OCRWM) Headquarters, as a secondary controlled distributor. DCC begins updating revision status with the use of the CDIS system as a current revision/ICN reference to check the status as shown on new documents received. Resolution of any errors detected takes place before further action or distribution proceeds.

## 5.2 Personnel Qualifications

As part of the surveillance, the program and practices for qualification of personnel performing document updating and issuing was checked. It was found that qualification is established by:

- a. Actual day to day experience using the system and interfacing with others.
- b. In-house informal instruction and continuing guidance such as weekly meetings, plus re-instruction for identified errors.
- c. An informal users manual and checklist provide a guide for completion of all necessary steps in the handling and issuing of new or revised controlled documents.

## 5.3 Relevant Procedures

It was also verified that the following Approved procedures were being utilized by performing personnel.

### OCRWM Procedures

AP-1.5Q, Revision 7, ICN 1	Issuance and Maintenance of Controlled Documents
AP-1.17Q, Revision 1	Forms Control
AP-6.1Q, Revision 4	Project Office Document Development, Review, Approval, and Revision Control
QAP-5.1, Revision 4	Quality Assurance Program Procedures
QAP-6.2 Revision 0	Document Review

### Civilian Radioactive Waste Management Procedure

QAP-6-1, R1, PO1,PO2,PO3	Document Control
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Section 6.0 outlines a recommendation for upgrading of the informal instructions presently in use to a formalized manual to increase the assurance of status reliability.

#### 5.4 Sampling System Check

A Document Distribution Report, recently issued to recipient number 101767, was used as a revision/ICN reference selection to compare the current revision to that shown on the available assigned controlled documents. This 24 page report, that listed such controlled documents as procedures, Plans, work breakdown documents, Field Operating Instructions, Forms, and one job package, was considered to be a representative selected sample. In all instances, the report and the related documents reflected the same revision/ICN status.

#### 5.5 Conclusion

The satisfactory utilization of procedures, training and qualification of performing personnel along with the sampling check of distributed controlled documents established satisfactory revision/ICN control that can be relied on as a basis reference for assurance of current document status.

#### 6.0 Recommendations

It is recommended that the DCC Manager consider developing a formalized instruction manual, such as a Branch Technical Procedures or an Implementing Line Procedures, for use in the day to day handling of controlled documents.