

OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT

YUCCA MOUNTAIN QUALITY ASSURANCE DIVISION

QUALITY ASSURANCE SURVEILLANCE REPORT

OF

THE MANAGEMENT AND OPERATING CONTRACTOR

SURVEILLANCE YMP-SR-94-009

CONDUCTED AT LAS VEGAS, NEVADA AND AT THE YUCCA MOUNTAIN SITE

NOVEMBER 3 THROUGH 8, 1993

ACTIVITIES SURVEILLED:

MANAGEMENT AND OPERATING CONTRACTOR DOCUMENT CONTROL

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Approved by: Donald G. Horton Date: 11/22/93
Donald G. Horton
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1.0 EXECUTIVE SUMMARY

This report documents the results of the Quality Assurance Surveillance SR-94-009 that was performed by a representative of the Yucca Mountain Quality Assurance Division (YMQAD). This surveillance was performed in the Management and Operating (M&O) Contractor's Document Control facilities in Las Vegas and the Field Operations Center at the Yucca Mountain Site, Nevada, November 3 through 8, 1993. The objective was to verify procedural compliance to selected requirements of Administrative Procedure (AP)-1.5Q, Revision 8, "Distribution, Maintenance, and Use of Controlled and Managed Documents" and M&O Nevada Line Procedure (NLP)-6-1, Revision 2, "Yucca Mountain Site Office, Document and Records Center: Document Control Operations." Minor discrepancies noted in the document inventories were corrected during the surveillance and no Corrective Action Requests were issued. The M&O Document and Records Center (DRC) and the Las Vegas Local Records Center (LV LRC) were both found to be managed in an efficient and effective manner and in compliance with applicable procedures. In addition, with exception of discrepant conditions corrected during the surveillance, controlled document holders were found to be in compliance with procedural requirements.

Discrepancies corrected during the surveillance are detailed in Section 5.1 of this report.

2.0 PURPOSE AND SCOPE

The purpose of this surveillance was to verify procedural compliance of the DRC, the LV LRC, and controlled document holders.

3.0 SURVEILLANCE TEAM

Fred H. Lofftus, Surveillance Team Leader, YMQAD/Quality Assurance Technical Support Services (QATSS)

4.0 PERSONNEL CONTACTED DURING THE SURVEILLANCE

J. M. Taipale, Mining Engineer, M&O
E. F. Fitch, Mining Engineer, M&O
E. P. Bryant, Quality Control Section Chief, Reynolds Electrical and Engineering Company, Inc. (REECo)
R. C. McDonald, Field Construction Manager, M&O
A. T. Watkins, Architectural Engineer, M&O
R. L. Weeks, Senior Quality Assurance Specialist, YMQAD/QATSS
K. R. Keener, Acting Manager and Supervisor, M&O Document Control

S. K. Bowlinger, Supervisor, Document Records Center, M&O
D. N. Piniol, Records Clerk I, M&O
G. A. Houston, Records Clerk II, M&O
K. M. Jerome, Records Clerk I, M&O
A. L. Thompson, Records Coordinator, Los Alamos National Laboratory
J. E. Reitan, Records Clerk I, M&O
A. R. Passalacqua, Title III Support Technician, M&O
L. F. Gardner, Administrative Assistant, M&O

5.0 SURVEILLANCE RESULTS

During the surveillance, compliance to the following procedures were verified as indicated:

AP-1.5Q, Revision 8, "Distribution, Maintenance, and Use of Controlled and Managed Documents"

It was verified by examination of controlled documents that changes were made by revision or by Interim Change Notice as required by Section 5.1 f) of the procedure.

It was verified that the Controlled Document Inventory List (CDIS) which is a computer data base system that includes an index of all controlled documents identifies recipients by name, the date of acknowledgement of Transmittal Notices or if not returned in time, date of Reminder Notice and, finally, the Decontrol Notice removing the recipient from the distribution list of the controlled document. This is in compliance with Section 5.4 of the procedure.

It was verified that all controlled documents are stamped with a red Document Control stamp and managed documents are stamped in green in accordance with Sections 5.2 d) and 5.8 e) of the procedure.

NLP-6-1, Revision 2, "Yucca Mountain Site Office: Document and Records Center: Document Control Operations"

It was verified that first time received documents and mylars were identified as "First Submittal." The first submittal of four mylars and six documents were examined for evidence that the DRC staff applied the words "First Submittal." This was in compliance with Section 5.1.1.3 of the procedure.

It was verified that the CDIS Data Base Log indicates the status of all Field Change Requests (FCRs) or change documents and the associated impacted document by number and revision. This was in compliance with Section 5.1.4.4 of the procedure.

5.1 Discrepancies Corrected During the Surveillance

A total of four out-of-date FCRs were found in controlled documents for two M&O employees. This discrepancy was corrected during the surveillance by the employees removing and destroying the out-of-date FCRs. In addition, two procedures listed on the Document Distribution Index for one REECo employee were not found in the employee's controlled documents. This discrepancy was corrected during the surveillance by replacement of the missing procedures with new controlled copies.

5.2 Objective Evidence Examined

Document Distribution Indexes and Controlled Documents for the following personnel:

E. P. Bryant	E. P. Fitch	R. C. McDonald
J. M. Taipale	A. T. Watkins	R. L. Weeks

The following documents:

Mylars for Drawings

YMP-025-1-MING-MG101, R-0, 12/16/92
YMP-025-1-MING-MG102, R-0, 12/16/92
YMP-025-1-7007-AR101, R-0, 11/9/92
YMP-025-1-7007-AR103, R-6, 11/9/92

Specifications

YMP-025-9-SP01, R-0, 2/20/92
YMP-025-9-SP08, R-0, 3/31/93

Raytheon Services Nevada Work Programs

YMP/WP/93-05, R-0, 12/16/93
YMP/WP/93-17, R-0, 8/10/93

Job Packages

JP-93-12, R-0, 9/3/93
JP-93-03A, R-0, 4/20/93

Change-Paper Impact-Referenced Report, Dated 11-4-93

6.0 RECOMMENDATIONS

It is recommended that the Yucca Mountain Site Characterization Project Office change procedures that govern the issuance of Test Planning Packages and Job Packages to require the effective dates of these documents to appear on the document rather than having to refer to a separate data report to determine effective dates.

7.0 ATTACHMENTS

None