

OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT
YUCCA MOUNTAIN QUALITY ASSURANCE DIVISION
QUALITY ASSURANCE SURVEILLANCE REPORT
OF
THE MANAGEMENT AND OPERATING CONTRACTOR
SURVEILLANCE YMP-SR-94-011
CONDUCTED AT THE YUCCA MOUNTAIN SITE, NEVADA
NOVEMBER 17 THROUGH 22, 1993

ACTIVITIES SURVEILLED:
DOCUMENT AND RECORD CENTER
(DRAWINGS)

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ENCLOSURE

1.0 EXECUTIVE SUMMARY

This report documents the results of the Quality Assurance Surveillance SR-94-011 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 and Records Center (DRC) at the Yucca Mountain Site on November 17 through 22, 1993. The objective was to verify procedural compliance with selected requirements of the M&O's Nevada Line Procedure NLP-6-1, Revision 2, "Yucca Mountain Site Office, Document and Records Center: Document Control Operations." Two Controlled Document Holders were selected for this investigation relative to the maintenance and adequacy of their drawing files. Verification was performed by comparing the physical drawing inventory of each holder against computer printouts. A total of 412 drawings and 238 Field Change Request (FCR) entries were examined. No Corrective Action Requests (CAR) were initiated; however, there were two deficiencies regarding posting of FCRs that were corrected during the surveillance (these are described in Section 5.0 of this report). It was noted that the DRC is functioning in an efficient and effective manner and the cooperation experienced during the course of this surveillance was excellent.

2.0 PURPOSE AND SCOPE

Surveillance 94-011 was conducted at the DRC and field locations to verify the adequacy and completeness of controlled design drawing files and their availability to the work site. The purpose was to determine if controlled drawing files are being maintained in a manner that assures their legibility, availability, and that they are current with the latest approved information issued in the form of FCR's, other change documents, and/or total document revisions.

3.0 SURVEILLANCE TEAM

F. H. Lofftus, Team Leader, YMQAD/Quality Assurance Technical Support Services (QATSS)
R. A. Hinojosa, YMQAD/QATSS
R. E. Powe, YMQAD/QATSS

4.0 PERSONNEL CONTACTED DURING THE SURVEILLANCE

R. C. McDonald, Field Construction Manager, M&O
S. K. Bowlinger, Supervisor DRC, M&O
A. T. Watkins, Construction Engineer Supervisor, M&O
K. R. Keener, Supervisor DRC, M&O
A. R. Passalacqua, Title III Support Technician, M&O

T. F. Myette, Assurance Staff Engineer, Configuration Control, M&O
M. J. McGrath, Manager Configuration Management/Configuration
Control Board, M&O
W. C. Wade, Construction Engineer, M&O
C. J. Houston, Configuration Management Specialist, M&O

5.0 SURVEILLANCE RESULTS

As indicated in the Executive Summary, the drawing file for each of two Controlled Document Holders; The Construction Engineer Supervisor, and the Field Construction Manager for the Exploratory Studies Facility Starter Tunnel, were selected for this investigation. These document holders' drawings, revisions and associated FCRs were verified against two computer printouts. The printouts were titled, "Document Distribution Report By Holder," and a listing of FCRs titled, "Change Paper Impact-Reference Report." FCRs 93-094 and 93-326 were not posted on their respective drawings, YMP-025-1-Supt-GE111 and YMP-025-1-Ming-Mg136 at the Field Construction Managers location. Corrections were made and the required posting was verified during the course of this surveillance. During this surveillance, it was noted that some FCRs, such as FCR 93/195, have been incorporated into the document it changed; however, the DRC has not marked the FCR as obsolete in their file because the FCR is still shown as open against the job package. Further investigation and discussion with Configuration Management personnel revealed that Job Package YMP/JP 92-20 is still at Revision 0; however, Job Package YMP/JP 92-20 FCR History Log indicates 229 FCRs have been issued against either the Job Package YMP/JP 92-20 document or documents referenced within the job package document. Discussion with the Job Package Coordinator and Configuration Management personnel revealed that only 14 of the 229 FCRs actually changed the job package. It appears that Configuration Management personnel have not been keeping the Job Package YMP/JP 92-20 FCR History log updated when FCRs are incorporated within the document referenced in the job package.

No CAR was issued dealing with Job Package YMP/JP 92-20 since neither Administrative Procedure (AP)-5.21Q, "Field Work Activation" nor AP-3.5Q, "Field Change Control Process" require incorporation of FCRs posted against job packages.

6.0 RECOMMENDATIONS

1. Job Package YMP/JP 92-20 should be revised to incorporate the outstanding FCRs and clean up the Job Package YMP/JP 92-20 FCR History log.
2. Since AP-5.21Q was recently revised via Revision 4 to describe a new method of changing job packages, AP-3.5Q should be revised to clarify the use of the Job Package FCR History Log.

3. Consideration should be given to incorporate all outstanding FCRs into all job packages so the new system of minor/major changes to job packages can be easily implemented.

7.0 ATTACHMENTS

None