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WBS: 1.2.6
QA: N/A

Contract # DE-AC01-91-RW00134
LV.MG.PGJ.02/94.036

February 4, 1994

Mr. Don Horton
Director, Office of Quality Assurance
U. S. Department of Energy
101 Convention Center Drive, Ste. 660
Las Vegas, Nevada 89109

Subject: Status Update of M&O Design Control Improvement Plan
Action Items

*Susan!
Please
enter, return
(1) copy to me
Bill
Berke
2/16/94*

This letter constitutes the weekly update for January 31-February 4, 1994 for action items associated with the M&O MGDS Design Control Improvement Plan.

Action Item L2, "Procedure review team to trial run the existing procedures and upcoming revisions to ensure that the procedures are adequate and to generate the necessary revisions and/or ILPs. This review team is a subcommittee to the QA Working Committee." was due to be complete on January 31, 1994. This Action Item has been broken into three actions. L2(a), the PRT trial run of the QAPs, will remain the same. The two new actions are; L2(b), "Procedures released to QRB" and L2(c), "Training and Implementation Complete". This was done to better present the progress toward completion. L2(a) is now scheduled for closure on February 18, 1994. L2(b) and L2(c) schedules are being developed and will be given with next weeks update.

Action Item M1, "Develop MGDS Design Process Guidelines Manual." was scheduled to have Draft B released on January 31, 1994. Late receipt of comments and extensive rewrites has delayed this release. Draft B is now scheduled for release on February 18, 1994. There will be a ten day comment period with formal release of the Manual scheduled for March 25, 1994.

If you have any comments or questions, please contact Phill Jones at 794-1829.

Sincerely,


Aiden M. Segrest

MGDS Development Manager
Management and Operating Contractor

TRW Inc.

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9402280251 940204
PDR WASTE PDR
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ADD: Bill Belke
Wtr. Encl.
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Enclosures:

(1) Updated Improvement Plan Schedule

xc:

R. V. Barton, YMPO, Las Vegas, NV
M. B. Blanchard, YMPO, Las Vegas, NV
B. G. Cruz, M&O/TRW, Las Vegas, NV
J. R. Dyer, YMPO, Las Vegas, NV
L. G. Engwall, M&O/FD, Las Vegas, NV
L. D. Foust, M&O/TRW, Las Vegas, NV
T. C. Geer, M&O/Duke, Las Vegas, NV
J. Gilray, NRC, Las Vegas, NV
P. S. Hastings, M&O/Duke, Las Vegas, NV
N. W. Hodgson, M&O/TRW, Las Vegas, NV
J. A. Jackson, M&O/TRW, Las Vegas, NV
P. G. Jones, M&O/TRW, Las Vegas, NV
B. R. Justice, M&O/Duke, Las Vegas, NV
W. J. Leonard, M&O/FD, Las Vegas, NV
P. W. McKie, M&O/MK, Las Vegas, NV
R. A. Morgan, M&O/Duke, Vienna, VA
J. L. Naaf, M&O/MK, Las Vegas, NV
M. F. Penovich, M&O/B&W, Las Vegas, NV
J. W. Peters, M&O/MK, Las Vegas, NV
E. H. Petrie, YMPO, Las Vegas, NV
P. A. Pimentel, M&O/FD, Las Vegas, NV
R. E. Powe, SAIC, Las Vegas, NV
J. M. Replogle, YMPO, Las Vegas, NV
M. S. Rindskopf, M&O/TRW, Las Vegas, NV
R. L. Robertson, M&O/TRW, Vienna, VA
R. P. Ruth, M&O/TRW, Las Vegas, NV
R. M. Sandifer, M&O/TRW, Las Vegas, NV
W. B. Simecka, YMPO, Las Vegas, NV
R. E. Spence, YMPO, Las Vegas, NV
C. T. Statton, M&O/WCFS, Las Vegas, NV
R. G. Vawter, M&O/TRW, Las Vegas, NV
M. D. Voegele, SAIC, Las Vegas, NV
J. L. Younker, M&O/TRW, Las Vegas, NV
S. W. Zimmerman, Carson City, NV
LRC

**Design Control Improvement Plan
Progress Update**

Action item: L.1 Procedure review team to trial run the existing procedures and upcoming revisions to ensure that the procedures are adequate and to generate the necessary revisions and/or ILPs. This review team is a subcommittee to the QA Working Committee.	
Deliverable(s): 1. None 2. 3. 4.	
Proposed resolution: Review processes and procedures; establish plan for trial runs	
Update: QA reviewing existing procedures as of 26 July; evaluation of current process attached; plan in development for comprehensive review and process improvement. Scheduled for completion on January 31, 1994. This Action Item has been broken into three actions. L2(a), the PRT trial run of the QAPs, will remain the same. The two new actions are; L2(b), "Procedures released to QRB" and L2(c), "Training and Implementation Complete". This was done to better present the progress toward completion. L2(a) is now scheduled for closure on February 18, 1994. L2(b) and L2(c) schedules are being developed and will be given with next weeks update.	
Complete?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Deferred: ___(Ongoing)___
Attachments?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
By: S. D. Bailey	Date: 4 Feb 94

**Design Control Improvement Plan
Progress Update**

Action item: M1

Develop detailed MGDS Design Process Guidelines Manual; include policy statements on use of procedures and verbatim compliance with Quality Assurance requirements. The purpose of this manual is to provide guidelines to the engineering staff for implementing the MGDS Development design process. Work performed shall always be governed by QA procedures, rather than this guidance document, when such work is subject to quality assurance requirements. By documenting the steps in the process, as well as the rationale for various aspects of the work (e.g., configuration management, requirement traceability), the guidelines will provide an excellent tool to facilitate indoctrination of new employees as well as providing a common basis for communication with external parties. This document will also state the intention of the MGDS Development Office to prepare all design products in accordance with the appropriate QAPs (regardless of QA classification) so that uniformity of the engineering products is assured.

Include topics such as: generic schedule/process chart; Annual Engineering Plans; organization interfaces, responsibilities, and authority (SE, Design, QA, CM, DOE, REECO, QA Working Committee); requirements; CIs; BFDs; RIB, Technical Database; drawings, specifications, calculations (incl. DIES); reviews; QA; transmittal of design outputs; changes (CRs/FCRs); non-conformance

Map design control process to DOE's process to ensure consistency. Also ensure that consistency with the new design process procedure (QAP-3-0) is maintained. Clarify resolution of CM and design processes; train all MGDS development staff to manual.

Deliverable(s):

1. MGDS Design Process Guidelines Manual (First Draft)
- 2.
- 3.
- 4.

M1 (Page 2)

Proposed Resolution:

Produce a first draft of a manual to show the M&O design process.

Update:

First draft of the MGDS Design Process Guidelines Manual was completed on November 19. The manual is to be reviewed and redlined by the appropriate MGDS design personnel.

The draft copy of the manual is rather lengthy, therefore, a copy will not be attached to this progress update. A copy can be obtained from P. Jones.

Scheduled to have Draft B released on January 31, 1994. Late receipt of comments and extensive rewrites has delayed this release. Draft B is now scheduled for release on February 18, 1994. There will be a ten day comment period with formal release of the Manual scheduled for March 25, 1994.

Complete? Yes No Deferred: ____ (Ongoing) ____

Attachments? Yes No

By: P.G. Jones

Date: 4 Feb 94

h:\jones\qa_plan.upd

MGDS Design Control Improvement Plan

Action	1993						1994			Status	Lead	
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
A1a. Provide immediate "importance of QA" briefing for MGDS Development	▼ 7/16										Complete	Foust Sandifer
A1b. Provide "importance of QA" briefing for all hands at Offsite Meeting	▼ 7/21										Complete	Foust Sandifer
A2. Establish Mgmt Steering Committee to monitor progress toward resolving issues		▼ 8/4									Complete	Foust
A3. Establish QA Working Committee for ensuring enhancements put in place.		▼ 8/6									Complete	Foust
A4. Develop/distribute action plan for near- and long-term corrective actions	▼▼ 7/30 8/13										Complete	Sandifer Geer
A5. Reinforce CCB Secretary's responsibility for ensuring completeness of change documentation.	▼▼ 8/2 8/13										Complete	Geer
B1. Complete ILP for revising RSN BFD.	▼ 7/28/30										Complete	Buckey
B2. Tabulate and collect copies of CRs/FCRs against JP 92-20, ESF Baseline, or Pkg 1A	▼▼ 7/26 8/5										Complete	Cruz
B3. Review CRs/FCRs for potential impact to BFD document changes req'd to BFD	▼▼ 8/3 8/13										Complete	Engwall Naaf
B4. Provide refine version of BFD incorporating changes per B3.	▼→▼ 8/3 8/30										Complete	Engwall

▲ Pending

▼ Complete

◇ Ongoing

MGDS Design Control Improvement Plan

Action	1993						1994			Status	Lead	
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
B5. Submit BCR per QAP-3-4 to request changes		▼ 8/30									Complete	Engwall
B6. Complete revision of RSN BFD and baseline changes		▼ 8/30	—————▼ 10/8								Complete	Naaf
C1. Review all current dwgs/specs against original JP92-20 and subsequent CRs/FCRs for errors	▼ 7/26	▼ 8/13									Complete	Engwall Naaf
C2. Process necessary changes as result of C1.		▼ 8/13	▼—————▼ 8/27/93								Complete	Engwall Naaf
C3. Review all CRs for procedural compliance prior to issuing change	▼ 7/26	—————				▼ 10/12					Complete Refer to J1	Jackson
D1. Complete ILP for documenting and tracking TBDs/TBVs and begin tracking activities	▼ 7/23/93										Complete	Taipele Cruz
D2. Implement M&O TBD/TBV tracking system prior to first M&O package release	▼ 7/26	—————		▼ 9/30	—————▼ 10/29						Complete	Cruz Leitner
E1. Evaluate need for ID review ILP based on new QAP for documenting reviews	▼ 7/26	▼ 8/5	▼ 8/20	▼ 9/10							Complete	Naaf Engwall
F1. Ensure QAP-2-3 is complete and approved by DOE.	▼ 7/26	▼ 8/30	—————		▼ 10/29	▼ 11/25	▼ 12/17	▼ 1/7	▼ 1/28	▼ 2/18	Awaiting DOE QA Concurrence	Hastings
F2. Develop ILPs or QAP revisions for identifying QA classification on dwgs/specs	▼ 8/10	▼ 8/30	—————		▼ 10/29	▼ 12/3	▼ 1/7	▼ 1/21	▼ 2/11		Complete 01/21/94	Engwall Naaf

▲ Pending

▼ Complete

◇ Ongoing

MGDS Design Control Improvement Plan

Action	1993						1994			Status	Lead	
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
F3. Implement QAP/ILPs prior to 1B/2A release				▲	▲						Complete	Engwall Naaf
F4. Implement QAP/ILPs on 1A as outputs are revised				▲							Complete	Engwall Naaf
G1. Review M&O traceability matrix/RSN CM report, etc. to identify best method	▼	▼									Complete	Rindskopf
G2. Resolve CI/arch def'n issues to ensure a basis for establishing traceability exists	▼	▼									Complete	Rindskopf
G3. Revise/create procedures for implementing traceability				▼	▼						Complete	Rindskopf
G4. Revise BFD as necessary				▼		▼	▲	▲	▼		Complete	Peters Leonard
G5. Revise dwgs/specs appropriately based on spec/dwg changes				▼		▲	▲	▼			Complete	Engwall Naaf
H1. Develop ILP to formalize guidance on WI evaluations		▼	▼	▼							Complete	Yunker Houseworth
H2. Develop ILP to formalize guidance on TI evaluations.		▼	▼	▼							Complete	Statton Ritcey
I1. Tabulate & summarize open/closed CARs affecting or involving M&O design process	▼	▼									Complete	Verdery

▲ Pending

▼ Complete

◆ Ongoing

MGDS Design Control Improvement Plan

Action	1993						1994			Status	Lead			
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar					
I2. Establish MGDS point of contact for all CAR responses for MGDS Development	▼ 7/23										Complete	Sandifer		
I3. Review outstanding actions to ensure timely completion.	▼ 7/26	▼ 8/13	—————									Complete	Jones	
I4. Provide revision 1 of improvement plan			▼ 9/15									Complete	Geer Hastings	
J1. Involve QA more proactively during design development	▼ 7/26	—————										Complete	Jackson	
J2. Invite DOE QA to review M&O design process	▼ 7/26	—————										Complete	Sandifer	
J3. Implement systems conformance reviews involving SE, R&L, QA							▼ 1/27					Complete	Geer	
K1. Letter on verbatim compliance		▼ 8/16										Complete	Foust Sandifer	
L1. Evaluate process of procedure preparation and review	▼ 7/26	▼ 8/13										Complete	Hodgson	
L2(a). Procedure review team to trial-run procedures	▼ 8/2	—————						▼ 1/31	▼ 2/18					Bailey
L2(b) Procedures released to QRB												Will Schedule 02/11/94	Bailey	

▲ Pending

▼ Complete

◆ Ongoing

MGDS Design Control Improvement Plan

Action	1993						1994			Status	Lead
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
L2(c) Implementation and Training Complete										Will Schedule 02/11/94	Bailey
L3. Conduct training on procedures as appropriate			▼			▼				Complete	Penovich
L4. Add J. Schmit (OQA) to procedure review team			▼							Complete	Hodgson
M1. Develop MGDS Design Manual					▲	▼	▼	▼	▼	Completion Date 03/25/94	Geer
M2. Interface with FCR/CR working group to integrate recommendations										Complete	Pimentel
M3. Ensure manual reflects changes to CCB/CM process										Complete	Cruz
N1. Review Baseline Mgmt Plan for CM/des. cti. reqts; map CM/des. cti. reqts. to procedures										Complete	Hodgson Cruz
N2. Implement necessary changes from N1.										Complete (12/13)	Cruz Hodgson
N3. Ensure process exists to track required changes to impacted documents										Complete	Cruz
O1. Incorporate relevant RSN BFD sections (1A) into M&O BFD; baseline change									→	Reschedule for FY95	Naaf Engwall

▲ Pending

▼ Complete

◇ Ongoing

MGDS Design Control Improvement Plan

Action	1993						1994			Status	Lead	
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
O2. Revise RSN 1A dwgs/specs/calcs for new traceability; adopt as M&O products				→							Reschedule for FY95	Naaf Engwall
P1. Perform root cause analysis			▽	-----	▽						Complete	Jackson
P2. Include root cause analysis in related CAR documentation				▽	-----	▽					Complete	Jackson
Q1. Concur with DOE on scope of follow-up verification activities				▽	-----	▽					Complete	Sandifer Petrie
Q2. Document plan and schedule for evaluations					▽						Complete	Sandifer
Q3. Implement evaluations and document results							▽	-----	▽		Will complete 04/01/94	Sandifer

▲ Pending

▽ Complete

◇ Ongoing