



**DEPARTMENT OF ENERGY**  
 Office of Civilian Radioactive Waste Management  
 Office of Geologic Disposal  
 Yucca Mountain Site Characterization Project Office  
 P.O. Box 98608  
 Las Vegas, NV 89193-8608

WBS 1.2.11  
 QA: N/A

MAR 9 1994

William C. Kopatich  
 Technical Project Officer  
 for Yucca Mountain  
 Site Characterization Project  
 Raytheon Services Nevada  
 101 Convention Center Drive  
 Phase II, Suite P-250  
 Las Vegas, NV 89109

EVALUATION OF RESPONSE AND CLOSURE OF CORRECTIVE ACTION REQUEST (CAR)  
 YM-94-016 RESULTING FROM YUCCA MOUNTAIN QUALITY ASSURANCE DIVISION (YMQAD)  
 AUDIT YMP-94-03 OF RAYTHEON SERVICES NEVADA (SCP: N/A)

The YMQAD staff has evaluated the response to CAR YM-94-016. The response has been determined to be satisfactory. Verification has been completed and was satisfactory. As a result, the CAR is considered closed.

If you have any questions, please contact either Robert B. Constable at 794-7945 or Sandra D. Bates at 794-7166.

Richard E. Spence, Director  
 Yucca Mountain Quality Assurance Division

YMQAD:RBC-2285

Enclosure:  
 CAR YM-94-016

cc w/encl:  
 K. R. Hooks, NRC, Washington, DC  
 S. W. Zimmerman, NWPO, Carson City, NV  
 D. J. Tunney, RSN, Las Vegas, NV

cc w/o encl:  
 J. W. Gilray, NRC, Las Vegas, NV  
 N. J. Brogan, YMQAD/QATSS, Las Vegas, NV

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 PDR WASTE PDR  
 WM-11

ADD: Ken Hooks

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**OFFICE OF CIVILIAN  
RADIOACTIVE WASTE MANAGEMENT  
U.S. DEPARTMENT OF ENERGY  
WASHINGTON, D.C.**

8 CAR NO.: YM-94-016  
DATE: 1/31/94  
SHEET: 1 OF 1  
QA

**CORRECTIVE ACTION REQUEST**

1 Controlling Document QARD DOE/RW-0333P	2 Related Report No. YMP-94-03
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3 Responsible Organization RSN FP-02-01, Revision 3	4 Discussed With Daniel Tunney
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5 Requirement:

QARD 2.2.11, I. states: "Ensure records on individuals generated by training and qualification programs are collected and maintained."

QARD 17.0, Section 17.2.1, A., 6. states in part: "Documents that meet the following requirements shall be classified as lifetime quality assurance records: "Personnel training and qualification documents for individuals executing quality assurance program requirements."

FP-02-01, Revision 3, PIC 0, Section 6.0, Step 10, directions for the Training Coordinator, states: "Maintain training files and submit training records to the records facility."

6 Adverse Condition:

Contrary to the above requirements, the latest version of Job Descriptions for matrixed RSN personnel located at the Nevada Site Offices were not forwarded to the Training Coordinator, located in the Las Vegas office complex. As a result, these job descriptions are not maintained in the training files or submitted to the records facility as required.

9 Does a significant condition adverse to quality exist? Yes ___ No <u>X</u> If Yes, Circle One: A B C	10 Does a stop work condition exist? Yes ___ No <u>X</u> ; If Yes - Attach copy of SWO If Yes, Circle One: A B C D	11 Response Due Date: Twenty Working Days from Issuance
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12 Required Actions:  Remedial  Extent of Deficiency  Preclude Recurrence  Root Cause Determination

13 Recommended Actions:

7 Initiator <i>S.W. Bates</i> Date <u>1/31/94</u>	14 Issuance Approved by: <i>A.C. Spence</i> Date <u>2/4/94</u>
15 Response Accepted QAR <i>S.W. Bates</i> Date <u>3/2/94</u>	16 Response Accepted QADD <i>A.C. Spence</i> Date <u>3/8/94</u>
17 Amended Response Accepted QAR Date	18 Amended Response Accepted QADD Date
19 Corrective Actions Verified QAR <i>S.W. Bates</i> Date <u>3/2/94</u>	20 Closure Approved by: <i>A.C. Spence</i> Date <u>3/8/94</u>

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**CORRECTIVE ACTION REQUEST (Continuation Page)**

1. Corrective Action Response for CAR #YM-94-016

A. Remedial Action:

The missing Job Descriptions were obtained and filed in the appropriate training files.

B. Investigative Action:

All of the training files were inspected to determine if the most current job descriptions were included in the file. There were 76 training files and 22 did not have the most current job description in the file. All of the missing job descriptions, except for one, were for matrix personnel. The education and experience requirements and job titles had not been changed on the new job descriptions.

C. Root Cause Determination: N/A

D. Corrective Action to Preclude Recurrence:

A memo has been issued by the Technical Project Officer to remind the YMP Managers/Supervisors of the need to be sure Systems Engineering receives the most current issue of all Job Descriptions.

2. J. L. Rue was assigned responsibility for completion of the corrective action. The corrective action was completed by 2-25-94.

3. Response Approved:

*Randolph L. Scherer*

Date:

3/1/94

*Strattd 3/1/94 - YMP.171:94*

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**CORRECTIVE ACTION REQUEST (Continuation Page)**

Verification Statement - CAR YM-94-016

**Remedial Action/Investigative Action/Corrective Action to Preclude Recurrence:**

It was verified that missing Job Descriptions were obtained and filed in the appropriate training files. Since Job Descriptions were rewritten during December 1993, Raytheon Services Nevada personnel were able to ascertain that all required Job Descriptions are now on file.

It was verified during Audit YMP-94-03 that records are remitted to the records facility on an annual basis and that training file cabinets meet the requirements for safe storage during the interim.

A memo issued by the Technical Project Officer was examined to verify that Corrective Action to Preclude Recurrence has been performed. The memo was issued to Supervisors/Managers requesting that in future all updated Job Descriptions be forwarded to Systems Engineering.

Verified By: \_\_\_\_\_

*M. Bates*

Date: \_\_\_\_\_

*3/2/94*