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TRW

WBS: 1.2.6
QA: N/A

Contract # DE-AC01-91-RW00134
LV.MG.PGJ.02/94-051

February 21, 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

This letter constitutes the weekly update for February 14-18, 1994 for action items associated with the M&O MGDS Design Control Improvement Plan.

This letter will only discuss Action Items which had activity during this reporting period. There were three Action Items due to close this week. Of the three, one was closed and two will remain open.

Action Item F1, "Ensure that QAP-2-3 is completed and approved for use on the MGDS. Acceptance of this procedure by the OCRWM Office of QA is required prior to implementation of this procedure by the M&O." was not closed as scheduled. QAP-2-3 Revision 6 has been issued. There was one comment from OQA which was not satisfactorily resolved prior to release of the procedure. Both OQA and the M&O have verbally agreed to the resolution of the comment. We now have to get the resolution sheets signed and a PCN to the procedure. The closure date has been changed to March 4, 1994.

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." has been broken into three (3) actions. Action Item L2(a), Procedure review team trial run of the QAPs, was scheduled to close on February 18, 1994. All procedures except one, have been through the initial PRT. Further work on some of the procedures may require the author to call the PRT together for reviews later. Action Item

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TRW Inc.

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Bill Brouce
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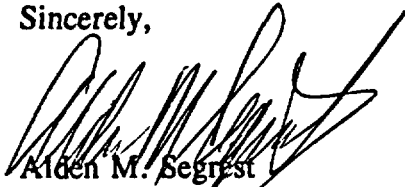
LV.MG.PGJ.02/94-051
February 21, 1994
Page 2

L2(a) will now close on March 2, 1994. Items L2(b) and L2(c) will be tracked separately.

Action Item M1, "Develop MGDS Design Process Guidelines Manual" was scheduled for delivery of draft B on February 18, 1994. This will be delayed by one week. Draft B will be issued to the M&O MGDS Development staff for comments on February 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

Enclosures:

Enclosures:

- (1) Progress Update
- (2) 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

2

LV.MG.PGJ.02/94-051

February 21, 1994

Page 3

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. Sanjifer, 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. Voegelé, SAIC, Las Vegas, NV
J. L. Younker, M&O/TRW, Las Vegas, NV
S. W. Zimmerman, Carson City, NV
LRC

AMS:PGJ:jcg

**Design Control Improvement Plan
Progress Update**

Action item: F1

Ensure that QAP-2-3 is completed and approved for use on the MGDS. Acceptance of this procedure by the OCRWM Office of QA is required prior to implementation of this procedure by the M&O.

Deliverable(s):

1. QAP-2-3

Proposed resolution:

Revise QAP-2-3 for use at MGDS, get DOE concurrence

Update:

DOE QA and the M&O are still in QAP 6.2 comment resolution on QAP-2-3. They have agreed verbally on all comments. Documented comment responses will be provided to DOE QA for closeout per QAP 6.2 within a few days. Until F1 is closed out we cannot close out F2, F3, or F4. Depending on DOE QA turnaround time, Action Item F1 is expected to be closed by December 17, 1993.

QAP-6.2 comment resolution sheets have been sent to DOE QA. Expect Action Item closure by January 7, 1994.

The QAP is still in the comment resolution process. There were additional comments received which require resolution. A meeting has been scheduled for January 7 to resolve these additional comments. The new closure date is January 28, 1994.

Expedited PCN approved for QAP-2-3, Revision 5. Effective date was 1/18. PCN incorporates DOE comments. QAP-2-3, Rev. 5 with the PCN has been implemented for permanent items by the M&O at risk. Revised (Revision 6) procedure is out for M&O review and approval. (Expedited review and approval has been requested). This will complete M&O action; DOE QA letter approving QAP-2-3 will be needed for closure. New closure date is February 18, 1994.

QAP-2-3 Revision 6 has been issued. There was one comment from OQA which was not satisfactorily resolved prior to release of the procedure. Both OQA and the M&O have verbally agreed to the resolution of the comment. We now have to get the resolution sheets signed and a PCN to the procedure. The closure date has been changed to March 4, 1994.

Complete? ☐ Yes ☒ No ☐ Deferred: ____ (Ongoing) ____

Attachments? ☐ Yes ☒ No

By: P. Hastings

Date: 17 Feb. 94

**Design Control Improvement Plan
Progress Update**

Action item: L.2(a)

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.

All but one of the procedures have been through the initial PRT. Further work on some of the procedures may require the author to call the PRT together for reviews later. Action Item L2(a) will be closed on March 2, 1994. Items L2(b) and L2(c) will be tracked separately.

Complete? ☒ Yes ☐ No ☐ Deferred: ____ (Ongoing) ____

Attachments? ☐ Yes ☒ No

By: S. D. Bailey

Date: 17 Feb 94

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5

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.

Draft B was scheduled for delivery on February 18, 1994. This will be delayed by one week. Draft B will be issued to the M&O MGDS Development staff for comments on February 25, 1994.

Complete? ☐ Yes ☒ No ☐ Deferred: ____ (Ongoing) ____

Attachments? ☐ Yes ☒ No

By: P.G. Jones

Date: 17 Feb 94











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7

MGDS Design Control Improvement Plan

Page 1 of 6

2/22/1994

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.		 8/5								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.		 7/25/30								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	Engwell Naaf
B4. Provide redline version of BFD incorporating changes per B3.		 8/3 8/30								Complete	Engwell

 Pending

 Complete

 Ongoing

MGDS Design Control Improvement Plan

Page 2 of 6

2/22/1994

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	Naef
C1. Review all current dwgs/specs against original JP92-20 and subsequent CRs/FCRs for errors	▼ 7/26	▼ 8/13								Complete	Engwall Naef
C2. Process necessary changes as result of C1.		▼ 8/13	▼ 8/27/93							Complete	Engwall Naef
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	▼ 7/27/93									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	Naef 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	▼ 3/4	1 comment to resolve	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 Naef

▲ Pending
























▼ Complete

◆ Ongoing

MGDS Design Control Improvement Plan

Page 3 of 6

2/22/1994

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

Page 4 of 6

2/22/1994

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				▼ 11/19				Complete	Jones
I4. Provide revision 1 of improvement plan			▼ 9/15							Complete	Geer Hastings
J1. Involve QA more proactively during design development	▼ 7/26					▼ 11/19				Complete	Jackson
J2. Invite DOE QA to review M&O design process	▼ 7/26					▼ 11/19				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	▼ 3/2		Bailey
L2(b) All Procedures released to QRB										Will Schedule	Bailey

▲ Pending

▼ Complete

◇ Ongoing

MGDS Design Control Improvement Plan

Page 5 of 6

2/22/1994

Action	1993						1994			Status	Lead
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
L2(c) Implementation and Training of all Procedures Complete										Will Schedule	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	Jones
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. ctl. req'ts; map CM/des. ctl. req'ts. 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 Salchek

▲ Pending

▼ Complete

◆ Ongoing

12

MGDS Design Control Improvement Plan

Page 6 of 6

2/22/1994

Action	1993						1994			Status	Lead
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Q2. Revise RSN 1A dwgs/specs/calcs for new traceability; adopt as M&O products				→						Reschedule for FY95	Naaf Salchak
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

13