



Department of Energy
Yucca Mountain Site Characterization
Project Office
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Las Vegas, NV 89193-8608

WBS 1.2.9.3
QA

OCT 16 1991

Richard L. Bullock
Technical Project Officer
for Yucca Mountain
Site Characterization Project
Raytheon Services Nevada
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Phase II, Suite P-250
Las Vegas, NV 89109

VERIFICATION OF CORRECTIVE ACTIONS AND CLOSURE OF CORRECTIVE ACTION REQUESTS
(CARs) YM-91-070 AND YM-91-072 RESULTING FROM YUCCA MOUNTAIN QUALITY
ASSURANCE DIVISION (YMQAD) AUDIT YMP-91-04 OF RAYTHEON SERVICES NEVADA

The YMQAD staff has verified the corrective actions to CARs YM-91-070 and YM-91-072 and determined the results to be satisfactory. As a result, the CARs are considered closed.

If you have any questions, please contact either Catherine E. Hampton at 794-7973 or Robert H. Klemens at 794-7734.

Richard E. Spence, Director
Yucca Mountain Quality Assurance Division

YMQAD:CEH-333

Enclosure:
CARs YM-91-070 and YM-91-072

cc w/encl:

K. R. Hooks, NRC, Washington, DC
S. W. Zimmerman, NWPO, Carson City, NV
M. J. Regenda, RSN, Las Vegas, NV

cc w/o encl:

J. W. Gilray, NRC, Las Vegas, NV
N. J. Brogan, SAIC, Las Vegas, NV, 517/T-08

YMP-5

9111010145 911016
PDR WASTE
WM-11 PDR

ADD: Ken Hooks Ltr. Encl.
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**OFFICE OF CIVILIAN
RADIOACTIVE WASTE MANAGEMENT
U.S. DEPARTMENT OF ENERGY
WASHINGTON, D.C.**

14CAR NO.: YM-91-070
DATE: 08/08/91
SHEET: 1 OF 1
QA
WBS No.: 1.2.9.3

CORRECTIVE ACTION REQUEST

1 Controlling Document RSN QAPD-002, Rev. 0	2 Related Report No. Audit YMP-91-04
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3 Responsible Organization RSN	4 Discussed With J.L. Rue
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10 Response Due 20 days from issue	11 Responsibility for Corrective Action R.L. Bullock	12 Stop Work Order Y or N No
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5 Requirement:
RSN QAPD-002, Rev. 0, Sect. 6, Para. 6.1.3, states in part, "Controlled document recipients are responsible for acknowledging document receipt; ensuring that latest authorized documents are available at the workplace; and that obsolete or superseded documents are so identified, destroyed, or returned."

6 Adverse Condition:
Obsolete Project Procedure PP-05-04, Rev. 0 was found in controlled Yucca Mountain Operations Project Procedure Manuals and the procedure was not identified as "obsolete."

DISCUSSION
Six out of nine controlled manuals checked contained obsolete procedure PP-05-04. In each case the document holder had acknowledged receipt of instructions to remove procedure PP-05-04. The document holders were informed and the controlled manuals were corrected. The following controlled manuals were checked: 2, 12, 16, 23, 25, 57, 72, 78, and 87.

NOTE: Document Transmittal dated 7/22/91 provided instructions to delete PP-05-04 and provided a Table of Contents dated 7/26/91 that indicated PP-05-04 was deleted. The current Table of Contents dated 7/29/91 does not show PP-05-04 as an issued procedure. As of 7/22/91 there were 97 individual controlled sets of PPs.

7 Recommended Action(s):
Take action to assure obsolete Project Procedure PP-05-04 is identified as obsolete, destroyed, or returned to Document Control

8 Initiator R.E. Powe	Date: 08/08/91	9 Severity Level - 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/>	13 Approved By: OQA <u>Catherine H. [Signature]</u> 8-12-91
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15 Verification of Corrective Action:
Verified that PP-05-04, Revision 0, was deleted by a Raytheon transmittal dated 7/22/91, and also by a second transmittal dated 7/31/91 (copies attached). Also verified that all personnel acknowledged receipt of the 7/31/91 transmittal by August 28, 1991.

Robert H. Klemens 10/10/91

16 Corrective Action Completed and Accepted: OAR <u>Robert H. Klemens</u> Date <u>10/10/91</u>	17 Closure Approved By: OQA <u>R.C. [Signature]</u> <u>10/15/91</u>
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ENCLOSURE

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WASHINGTON, D.C.

CAR NO YM-91-070
DATE 9/11/91
SHEET 1 OF 1

CORRECTIVE ACTION REQUEST
(continuation sheet)

A. Extent of Deficiency

This deficiency was corrected during the audit. Further indepth investigation revealed that this was an isolated case. Details of the justification are given below:

On July 31, 1991, a follow-up transmittal (copy attached) was transmitted to all personnel assigned controlled copies of the Project Procedures Manual. The transmittal stated that Project Procedure PP-50-04 Revision 0, had been deleted from the manual as of July 22, 1991, and should be destroyed. The transmittal acknowledgements were returned by August 28, 1991. There is no further action required and RSN considers this CAR to be closed.

PP-05-04
RAK

B. Root Cause

N/A

C. Remedial Action

N/A

D. Corrective Action to Prevent Recurrence

N/A

Response Approved:

Randolph L. Shriver

Date: 9/11/91

Response Accepted:

*T E Rowe**

9/17/91

QAR

* deficiency could not be verified closed during audit. verification pending

Response Accepted:

Catherine L. Hampton

9-18-91
Date

OQA

Ltr dtd 9/11/91 - RSN - YMP - 1188

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

14CAR NO.: YM-91-072
DATE: 08/08/91
SHEET: 1 OF 1
QA
WBS No.: 1.2.9.3

CORRECTIVE ACTION REQUEST

1 Controlling Document RSN PP-17-03, Rev. 0	2 Related Report No. Audit YMP-91-04
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3 Responsible Organization RSN	4 Discussed With J.E. Ferguson
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10 Response Due 20 days from issue	11 Responsibility for Corrective Action R.L. Bullock	12 Stop Work Order Y or N No
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5 Requirement:

RSN PP-17-03, Rev. 0, Para. 6.3.13, "Authentication," states in part, "...QA records and record packages must be authenticated by authorized personnel by stamping, signing, or initialing and dating the record or record package."

OCRWM QARD, Appendix E, "Glossary," states in part, "...Authentication (QA Records): Authentication is the act of attesting that the information contained within a document is accurate, complete, and appropriate to the work accomplished."

6 Adverse Condition:

RSN has processed QA Records to the Central Records Facility that were not packaged appropriate to the work accomplished.

DISCUSSION
For example: The record package titled "Training File for Carolyn Aiello" contained records that had nothing to do with the training of Carolyn Aiello.

7 Recommended Action(s):

Correct the deficiency identified. Investigate to determine if there are other similar deficiencies. Take action to prevent recurrence.

8 Initiator R.E. Powe	Date: 08/08/91	9 Severity Level - 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/>	13 Approved By: OQA <i>Arthur Thompson</i> 8/12/91	Date:
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15 Verification of Corrective Action:

Verified that transmittal #031 was submitted on 7/19/91, recalling the working file originally submitted with Carolyn Aiello's record package. Since the file had not been processed by the Central Records Facility, it was removed and deleted as a record item on 8/30/91, and initialed by "MK" of the Central Records Facility.

Robert H. Klemens 10/10/91

16 Corrective Action Completed and Accepted: OAR <i>Robert H. Klemens</i> Date <u>10/10/91</u>	17 Closure Approved By: OQA <i>R.E. Powe</i> <i>Spencer</i> 10/15/91
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CAR NO YM-91-072
DATE 9/11/91
SHEET 1 OF 1

CORRECTIVE ACTION REQUEST
(continuation sheet)

A. Extent of Deficiency

A review of training files submitted indicates that the actual training records for Carolyn Aiello is in another record package. The record package in question was a working file containing training attendance sheets which are duplicates of those contained in other individual training record files. This package is unique and is determined to be the only problem of its kind. Further investigation revealed that this was an isolated case.

B. Root Cause

The individual developing the file was not the individual who submitted it to Records Management. The developer was no longer an employee. The developer's replacement inadvertently submitted this file along with other training files for individual employees.

C. Remedial Action

Since the package in question has been determined to contain duplicate material, and has not been processed by the Central Records Facility into the Project Records Information System, it will be recalled and deleted as a record item.

Recall of the package in question was completed on 8-30-91. There is no further action required.

D. Corrective Action to Prevent Recurrence

The Administrative Training Assistance will review all future training records packages prior to submitting them to Records Management, to be assured they contain specific training records required and that duplicate record packages are not created nor submitted.

Responsible Individual:

Manager, Project
Administration

Response Approved: 

Date: 9/12/91

Ltr dtd 9/11/91 - RSN-4MP-1188

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U.S. DEPARTMENT OF ENERGY
WASHINGTON, D.C.

CAR NO. YM-91-072

DATE: _____

SHEET: _____ OF _____

CORRECTIVE ACTION REQUEST
(continuation sheet)

Response Accepted:

K E Pone

QAR

9/17/91

Date

Response Accepted:

William Hampton

OQA

9/18/91

Date