



Department of Energy
Office of Civilian Radioactive Waste Management
Yucca Mountain Site Characterization Office
P.O. Box 98608
Las Vegas, NV 89193-8608

AUG 09 1995

L. Dale Foust
Technical Project Officer
for Yucca Mountain Site
Characterization Project
TRW Environmental Safety Systems, Inc.
101 Convention Center Drive, Suite P-110
Las Vegas, NV 89109

ISSUANCE OF DEFICIENCY REPORT (DR) YMQAD-95-D-007 RESULTING FROM
THE CIVILIAN RADIOACTIVE WASTE MANAGEMENT SYSTEM MANAGEMENT AND
OPERATING CONTRACTOR'S (CRWMS M&O) REVIEW OF EMPLOYEES' TRAINING
FILES (SCPB: N/A)

Enclosed is DR YMQAD-95-D-007 generated as a result of CRWMS/M&O
review.

Please identify the corrective action to be taken and implemented
to correct the deficiency. A DR Continuation Page has been
provided. Send the original of your response to Deborah Sult,
YMQAD/QATSS, 101 Convention Center Drive, Suite 640, Las Vegas,
Nevada 89109. Response to the DR is due 20 working days after
the date of this letter. Any extension to the due date must be
requested in writing, with appropriate justification, prior to
the due date.

If you have any questions, please contact either Robert B.
Constable at 794-7945 or John F. Pelletier at 794-7538.

YMQAD:RBC-4217

Richard E. Spence, Director
Yucca Mountain Quality Assurance Division

Enclosures:

1. DR YMQAD-95-D-007
2. DR Continuation Page

2403 1/1
102.7
WM-11

L. Dale Foust

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cc w/encl:

T. L. Badredine, M&O, Las Vegas, NV
R. L. Robertson, M&O, Vienna, VA
Richard Jiu, M&O, Las Vegas, NV
R. P. Ruth, M&O, Las Vegas, NV
~~J. G. Spraul~~, NRC, Washington, DC
S. W. Zimmerman, NWPO, Carson City, NV
T. A. Wood, HQ (RW-14) FORS

cc w/o encl:

W. L. Belke, NRC, Las Vegas, NV
D. G. Sult, YMQAD/QATSS, Las Vegas, NV

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

8 ☐ Performance Report
☒ Deficiency Report
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PERFORMANCE/DEFICIENCY REPORT

1 Controlling Document:
YLP-2.1Q-YMSCO Rev. 1 ICN2 and TMSS SP-1.31 Rev. 9 ICN 1

2 Related Report No.
N/A

3 Responsible Organization:
M&O Training

4 Discussed With:
Elizabeth Iversen

5 Requirement/Measurement Criteria:
YLP-2.1Q and TMSS SP-1.31 requires that for Initial Employment, the Supervisor, Personnel Staff, or appropriate Support Staff, as applicable, send documentation of completed verification of minimum education and experience, a Position Qualification Statement and an Initial Training Assignment to the Training Officer.

YLP-2.1Q and TMSS SP-1.31 for Job Change Qualification and Training requires that the Supervisor, Personnel Staff, or appropriate Administrative Support Staff transmit documentation of completion for verification of minimum education and experience, a new Position Qualification Statement and an Additional Training Assignment to the Training Officer.

6 Description of Condition:
During the process of reviewing Employee's Training files for records turn over it was discovered that some files were missing completed Position Qualification Statements, Position Descriptions, Verification of minimum education and experience, Initial Training Assignments, and Additional Training Assignments. In most cases it was noted that these deficiencies occurred when an employee was transferred, promoted or terminated. These records were generated from 1988-1994, and due to employee terminations some documentation will not be reproducible. Missing or irreproducible documentation will therefore need to be assessed for impact to quality.

7 Initiator: *Judy Justice* Date 08/04/95

9 QA Review: *John F. Perrell* Date 8/4/95

10 Response Due Date
20 working days after issuance

11 QA Issuance Approval: *John F. Perrell* Date 8.8.95

12 Remedial Actions:

13 Remedial Action Response By: _____ Date _____

14 Remedial Action Due Date _____ Date _____

15 Remedial Action Response Acceptance
QAR _____ Date _____

16 PR Verification/Closure
QAR _____ Date _____

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DEFICIENCY REPORT

17 Recommended Actions:

1. Perform an investigation to determine the extent of deficiency identified in block 6.
2. Perform remedial action to correct all identified deficiencies.
3. Determine impact of missing documentation.

18 Investigative Actions:

19 Root Cause Determination:

20 Action to Preclude Recurrence:

21 Response by:

Date

22 Corrective Action Completion Due Date:

23 Response Accepted

QAR

Date

24 Response Accepted

AOQAM

Date

25 Amended Response Accepted

QAR

Date

26 Amended Response Accepted

AOQAM

Date

27 Corrective Actions Verified

QAR

Date

28 Closure Approved by:

AOQAM

Date

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PR/DR CONTINUATION PAGE