



Department of Energy  
Washington, DC 20585

QA: L

MAR 27 1997

L. D. Foust, Technical Project Officer  
for Yucca Mountain Site  
Characterization Project  
TRW Environmental Safety Systems, Inc.  
1180 Town Center Drive, M/S 423  
Las Vegas, NV 89134

ISSUANCE OF SURVEILLANCE RECORD M&O-SR-97-018 RESULTING FROM THE OFFICE OF QUALITY ASSURANCE (OQA) SURVEILLANCE OF THE CIVILIAN RADIOACTIVE WASTE MANAGEMENT SYSTEM MANAGEMENT AND OPERATING CONTRACTOR (CRWMS M&O) TECHNICAL PUBLICATIONS MANAGEMENT (TPM) ORGANIZATION

Enclosed is the record of Surveillance M&O-SR-97-018 conducted by the OQA of the CRWMS M&O TPM organization on March 7, 1997, in Las Vegas, Nevada.

The purpose of the surveillance was to verify compliance to requirements specified in documents implemented by the CRWMS M&O TPM.

There were no Corrective Action Requests, Deficiency Reports, or Performance Reports issued as a result of the surveillance.

The surveillance indicates that the CRWMS M&O TPM is satisfactorily and effectively implementing the applicable OQA program requirements for the maintenance of the Office of Civilian Radioactive Waste Management On-line Procedure Database.

If you have any questions, please contact either James Blaylock at (702) 794-1420 or Emily S. Reiter at (702) 794-5013.

Donald G. Horton, Director  
Office of Quality Assurance

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OQA:JB-1263

Enclosure:  
Surveillance Record M&O-SR-97-018

Recip: NMS/HLUR

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

Surveillance No. M&amp;O-SR-97-018

**QUALITY ASSURANCE SURVEILLANCE RECORD**

**SURVEILLANCE DATA**

<b>1. ORGANIZATION/LOCATION:</b> Civilian Radioactive Waste Management System and Operating Contractor (CRWMS M&O) Technical Publications Management (TPM) Organization	<b>2. SUBJECT:</b> Office of Civilian Radioactive Waste Management (OCRWM) On-Line Procedure Database	<b>3. DATE:</b> March 7, 1997
<b>4. SURVEILLANCE OBJECTIVE:</b> Review the CRWMS M&O process for maintaining the OCRWM On-line Procedure Database.		
<b>5. SURVEILLANCE SCOPE:</b> To determine the adequacy and effectiveness of the process used for maintaining the OCRWM On-line Procedure Database managed by the CRWMS M&O TPM Organization.		<b>6. SURVEILLANCE TEAM:</b> Team Leader: Emily S. Reiter Additional Team Members: N/A
<b>7. PREPARED BY:</b> Emily S. Reiter <i>Emily S. Reiter</i> 3/6/97 Surveillance Team Leader Date	<b>8. CONCURRENCE:</b> N/A <i>3/6/97</i> Director, OQA Date	

**SURVEILLANCE RESULTS**

<b>9. BASIS OF EVALUATION/DESCRIPTION OF OBSERVATIONS:</b> <p>On March 7, 1997, a surveillance was performed of the CRWMS M&amp;O TPM Organization at their office in the Summerlin Facility, Building 11, Las Vegas, Nevada. The objective of the surveillance was to review the CRWMS M&amp;O process for maintaining the On-line Procedure Database and to assure that procedures are current and that changes made to procedures are properly incorporated and posted electronically.</p> <p>Maintenance of the OCRWM Program Procedures Database (OPPD) was performed in accordance with the procedure requirements listed below:</p> <p>YLP-5.2Q-AMA, REV. 0, Interim Change Notice (ICN) 1, "Maintenance of the OPPD", contains the following requirements:</p> <p>See Page(s) <u>2-3</u></p>	
<b>10. SURVEILLANCE CONCLUSIONS:</b> <p>Out of a total of 113 controlled documents contained in the OCRWM database, approximately 15 documents were sampled to determine that the latest version was contained in the OPPD. A comparison was also made to determine that the controlled distribution copy (hard copy) and the electronic version of controlled OCRWM program procedures were the same. All of the procedures reviewed were compared and found current. All changes to documents posted in the electronic database are redlined, thus allowing the reader to easily identify the changes. Based on review of objective evidence and interviews with TPM personnel, it was determined that the adequacy and effectiveness of implementation of the quality assurance program requirements associated with the maintenance of the OPPD is satisfactory. No deficient conditions were identified during the surveillance.</p> <p>Deficient Conditions: None          Recommendations: None</p>	
<b>11. COMPLETED BY:</b> Emily S. Reiter <i>Emily S. Reiter</i> 3/12/97 Surveillance Team Leader Date	<b>12. APPROVED BY:</b> <i>Charles J. Reiter</i> 3/26/97 Director, OQA Date

**Block 9 (continued) BASIS FOR EVALUATION/DESCRIPTION OF OBSERVATIONS:**

Para 5.1.1, Upon approval of an OCRWM Program Procedure for which the OPPD has processing responsibility the Word Processing Center Personnel (WPCP):

- attaches the new .WP5 version of the document from the Plans and Procedures Division WordPerfect file to the OCRWM Document form and saves the file to the OPPD to create the electronically controlled document.
- Opens the OPPD, launches the document, and visually examines the document page by page, to ensure that the electronically controlled document in the OPPD matches the "final approved document"
- Completes each block of Section 1 of the OPPD checklist, and signs where appropriate to indicate accurate completion of each checklist step.

Documents (see objective evidence) associated with the creation of electronically controlled OCRWM Program Procedures were reviewed and found to be in compliance with the above procedural requirements.

Para 5.1.2 Upon revision of an OCRWM Program Procedure for which the OPPD has processing responsibility the WPCP:

- deletes the existing electronically controlled document from the OPPD for a document that is being revised by a revision or an ICN, as of the effective date of the revision.
- ensures that each OCRWM Program Document, for which the OPPD has processing responsibility is maintained in its current version by updating the OPPD.
- completes each block in Section 2 of the OPPD Checklist, and signs where appropriate to indicate accurate completion of each checklist step.

Documents (see objective evidence) associated with revisions, interim changes, and deletions to OCRWM Program Procedures were reviewed and found to be in compliance with the above procedural requirements.

**OBJECTIVE EVIDENCE**

The following documents were reviewed during the course of the surveillance:

1. Yucca Mountain Site Characterization Project Controlled Document Issuance Authorization for Surveillance, QAP 2.8, Revision 2, dated 2/21/97

**Block 9 (continued) BASIS FOR EVALUATION/DESCRIPTION OF OBSERVATIONS:**

2. OPPD Checklist for YAP-2.7Q, Revision 0, ICN 1
3. OCRWM Program Procedures (Electronic Version as posted on 3/7/97 and Controlled Copy #101425):
  - AP-7.4Q, Revision 1, ICN 2, Maintenance of the OCRWM Qualified Suppliers List, effective 7/19/96
  - AP-16.3Q, Revision 0, ICN 0, Trend Evaluation and Reporting, effective 7/3/95
  - AP-17.1Q, Revision 0, ICN 0, Quality Assurance (QA) Records Management, effective 11/22/96
  - DOE/RW-0333P, Revision 6, ICN 0, QA Requirements and Description Document, effective 3/3/97
  - HLP-2.10Q, Revision 0, ICN 0, Hold Points, effective 1/27/94
  - HLP-SI.1Q, Revision 1, ICN 0, Control of Energy Information Agency Software, effective 4/15/96
  - QAP 1.1, Revision 3, ICN 0, Organization, effective 3/1/96
  - QAP 2.5, Revision 0, ICN 1, Peer Review, effective 9/12/94
  - QAP 7.2, Revision 1, ICN 2, Supplier Evaluation, effective 5/30/96
  - YAP-2.1Q, Revision 1, ICN 0, Technical Assessment, effective 6/6/94
  - YAP-3.3Q, Revision 0, ICN 1, Preparation and Submittal of As-Built Drawings and Specifications, effective 4/11/95
  - YAP-5.7Q, Revision 0, ICN 0, Exploratory Studies Facility Testing Field Work Packages, effective 4/25/96
  - YLP-2.1Q-YMSCO, Revision 1, ICN 2, Yucca Mountain Site Characterization Office Qualification and Training, effective 2/22/95
  - YLP-4.1Q-YMSCO, Revision 0, ICN 2, Procurement Actions, effective 9/12/96
  - YLP-SIII.1Q-EGG, Revision 0, ICN 0, Technical Data Flow to and from Geologic Nodal Information Study and Evaluation System Technical Database, effective 1/22/94

**PERSONNEL CONTACTED**

The following personnel were interviewed or contacted during the course of this surveillance:

Janis, Gary J., CRWMS M&O/TPM/Technical Writer  
Obrad, Vicky A., CRWMS M&O/TPM/ Word Processing Lead  
Savarise, Bonna, CRWMS M&O/TPM/Publications Supervisor