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OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT QUALITY ASSURANCE ADMINISTRATIVE PROCEDURE

Title: TABLE OF CONTENTS

Procedure No.: N/A

Revision: 33

Date: 03/25/92

Page 1 of 2

<u>No.</u>	<u>Title</u>	<u>Rev.</u>	<u>Effective Date</u>
1.2	OCRWM Quality Concerns Program	0	07/01/91
2.1	Indoctrination and Training	2	09/20/91
2.2	Verification of Personnel Qualifications	1	01/27/92
2.3	Establishing Quality Assurance Program Controls	1	10/10/90
2.4	Preparation and Maintenance of the QARD and QAPD	0	03/29/91
2.5	Quality Assurance Program Document Review	1	10/01/90
2.6	Readiness Review	2	11/12/91
2.7	Management Assessment	1	11/12/91
2.9	Quality Assurance Program Trend Evaluation and Reporting	3	09/02/91
2.10	Hold Points	0	04/10/92
3.1	Technical Document Review	1	11/12/91
3.2	Design Review	0	03/27/89
3.3	Peer Review	1	12/09/91
3.5	Preparation of Technical Documents	1	10/11/90
3.6	Technical Document Input Control	0	10/11/90
3.7	Interface Control	0	10/11/90
5.1	Preparation and Revision of Quality Assurance Administrative Procedures	3	12/28/90
5.2	Preparation and Revision of Implementing Line Procedures	2	12/28/90
6.1	Document Control	2	04/12/91
7.1	Control of Purchased Services	1	02/21/92
16.1	Corrective Action	4	11/12/91
16.2	Stop Work	1	11/12/91

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

REV. 6/90

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PDR WASTE PDR
WM-11

ADD: Bill Belke Encl.

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**OFFICE OF CIVILIAN
RADIOACTIVE WASTE MANAGEMENT
QUALITY ASSURANCE ADMINISTRATIVE PROCEDURE**

Title: TABLE OF CONTENTS

Procedure No.: N/A

Revision: 33

Date: 03/25/92

Page 2 of 2

<u>No.</u>	<u>Title</u>	<u>Rev.</u>	<u>Effective Date</u>
16.9	Corrective Action Process (for OCRWM/HQ Deficiency Reports and Corrective Action Reports Issued Prior to 10/15/90)	0	10/17/90
17.1	QA Records Management	2	12/09/91
18.1	Qualification of Audit Personnel	3	01/03/92
18.2	Audit Program	5	01/03/92
18.3	Surveillance Program	3	01/03/92

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OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT QUALITY ASSURANCE ADMINISTRATIVE PROCEDURE

Title:

HOLD POINTS

Procedure No.:
QAAP 2.10

Revision:
0

Date:
04/10/92

Page
1 of 11

Concurrence

Date:
3/17/92

Approval

Date:
3/17/92

1.0 PURPOSE

This procedure identifies the responsibilities and defines the process for establishing hold points to prevent the work activities from continuing beyond a predetermined point and for releasing such hold points after the conditions specified by the hold points have been satisfied.

2.0 SCOPE AND APPLICABILITY

2.1 SCOPE

This procedure provides for the control of work activities controlled by the Office of Civilian Radioactive Waste Management (OCRWM).

2.2 APPLICABILITY

This procedure applies to the Headquarters division of OCRWM and their program participants. Hold points established by Headquarters will be controlled by them in accordance with this procedure. Hold points established by YMPO or participants will be controlled by them in accordance with their procedures.

3.0 REFERENCES AND DEFINITIONS

3.1 REFERENCES

3.1.1 *Quality Assurance Requirements Document (QARD), DOE/RW-0214*

3.1.2 *Quality Assurance Program Description Document (QAPD), DOE/RW-0215*

3.1.3 References 3.1.1 and 3.1.2 will be superseded by the *Quality Assurance Requirements and Description (QARD) Document, DOE/RW-0333P*, when issued.



**OCRWM QA
ADMINISTRATIVE
PROCEDURE**

Procedure No.:

QAAP 2.10

Revision:

0

Page:

2 of 11

3.2 DEFINITIONS

- 3.2.1 Hold Point** - A predetermined point in a work activity or process beyond which work cannot proceed until specified conditions have been satisfied.
- 3.2.2 Responsible Organization** - The organization within OCRWM that is responsible for the identification, emplacement, and release of hold points.
- 3.2.3 Affected Organizations** - The organization performing the work activities to be placed on hold. This could be either organizations internal to OCRWM or program participants.
- 3.2.4 Responsible Director** - The Associate Director, Office Director, or Division Director having overall responsibility for the work being performed.
- 3.2.5 Hold Status Tracking System** - A centralized system in which all hold points are entered to track their status.
- 3.2.6 Release** - Permission granted by the Responsible Director (or designee) to resume work once the specified conditions of the hold point (s) have been satisfied.
- 3.2.7** The definitions of quality assurance related terms may be found in the Glossary contained in the QARD.

4.0 RESPONSIBILITIES

4.1 RESPONSIBLE DIRECTOR

The Director of the Responsible Organization is responsible for:

- 4.1.1** Determining the need for a hold point.
- 4.1.2** Establishing the hold point conditions.
- 4.1.3** Performing an impact evaluation.
- 4.1.4** Issuing the Hold Control Sheet.
- 4.1.5** Approving hold point releases.

4.2 DIRECTOR, OFFICE OF QUALITY ASSURANCE (OQA)

The Director, OQA is responsible for:

- 4.2.1** Preparing and maintaining this procedure.



4.2.2 When the Director, OQA uses this procedure in the execution of his oversight responsibilities, he will act as the Responsible Director.

4.3 ASSOCIATE DIRECTOR, OFFICE OF SYSTEMS AND COMPLIANCE (OSC)

The Associate Director, OSC is responsible for:

4.3.1 Developing and implementing a Hold Status Tracking System for hold points.

4.3.2 Assigning a Hold Control Sheet Tracking Coordinator to track the status of hold points from their initiation through final release.

4.4 AFFECTED ORGANIZATIONS

Affected organizations are responsible for:

4.4.1 Recognizing emplaced hold points.

4.4.2 Incorporating the hold points into appropriate work process documents.

4.4.3 Ensuring that work does not proceed beyond the hold point until specified conditions of the hold point have been satisfied and the hold point released.

4.5 CONTRACTING OFFICER

The responsible Contracting Officer, through the Contracting Officer Representative, is responsible for ensuring that external organizations or participants are cognizant of and responsive to the hold point process described herein.

5.0 GENERAL

5.1 Hold points may be established as a management tool to provide assurance, to the Responsible Director, that prerequisites for a given work activity will be satisfied prior to the completion and acceptance of the work activity.

5.2 Procurement documents shall provide notice to affected organizations, external to OCRWM, that they must recognize and comply with the hold point process, and contract work authorizations or task assignments shall specify hold points as appropriate.

5.3 The status of hold points shall be tracked by a centralized system maintained by the Office of Systems and Compliance, Configuration Management Branch.



**OCRWM QA
ADMINISTRATIVE
PROCEDURE**

Procedure No.:

QAAP 2.10

Revision:

0

Page:

4 of 11

- 5.4 A hold point may have an impact on related activities beyond the originator's scope of responsibility. An impact evaluation is required before a hold point can be emplaced to determine if another organization or participant is affected.
- 5.5 Hold points shall be identified on appropriate controlled planning, scheduling, or work sequencing documents such as travelers or work plans.
- 5.6 A hold point shall not be substituted for a Stop Work Order, nor will it be used to track or control adverse conditions identified on deficiency documents.

6.0 PROCEDURE

6.1 INITIATING THE HOLD POINT

- 6.1.1 When determined necessary, the Responsible Director shall initiate a hold point by completing the hold section of the Hold Control Sheet (Attachment I).
- 6.1.2 The Responsible Director shall evaluate the work subject to the hold point and identify on the Hold Control Sheet other organization(s)/participants(s) that may be impacted by the hold point.
- 6.1.3 Prior to authorizing the hold point, the Responsible Director shall notify each affected organization, by memorandum, requesting input regarding impacts affecting their activities. This is done either directly with the affected OCRWM organization or by the Contracting Officer Representative through the cognizant Contracting Officer for affected organizations outside of OCRWM.
- 6.1.4 Disputes over the impacts of hold points affecting other organization(s)/participant(s) shall be resolved through the normal management chain of command prior to the emplacement of the hold points.
- 6.1.5 The Responsible Director shall sign and date the Hold Control Sheet to authorize emplacement of the hold point, and obtain a number from the Tracking Coordinator.
- 6.1.6 The Responsible Director shall forward the Hold Control Sheet to the Tracking Coordinator for entering into the Hold Tracking Status System.
- 6.1.7 The Tracking Coordinator enters the Hold Control Sheet into the Hold Status Tracking System, signs it, and returns it to the Responsible Director.



6.1.8 The Responsible Director transmits the Hold Control Sheet to the affected organization(s) and requests a written acknowledgement of receipt. This is done either directly with the affected OCRWM organization or by the Contracting Officer Representative through the cognizant Contracting Officer for affected organizations outside of OCRWM.

6.1.9 If work subject to the hold point is being performed by affected organization(s), other than OCRWM Headquarters, the Responsible Director shall ensure that the organization is notified of the hold point in accordance with Federal Acquisition Regulation by the Contracting Officer Representative through the cognizant Contracting Officer.

6.1.10 Upon receipt of the Hold Control Sheet, the affected organization(s) shall assure that the hold point is incorporated into the appropriate planning, scheduling, or work sequence documents to assure that work does not proceed beyond the hold point specified on the Hold Control Sheet prior to release of the hold point.

6.2 IMPLEMENTING THE HOLD POINT

6.2.1 Affected organization(s), shall notify the Responsible Director when work has reached the designated hold point.

6.2.2 Hold points shall remain in place until the conditions specified have been completed and verified unless a conditional release is obtained or a cancellation of or a change to the Hold Control Sheet is made in accordance with this procedure.

6.3 CANCELLATION AND/OR CHANGES

6.3.1 Cancellation or changes to a hold point may be implemented when warranted by changing conditions.

6.3.2 When a cancellation of a hold point is warranted the Responsible Director shall provide a written justification, on the Hold Control Sheet, for the cancellation.

6.3.3 Changes to hold points are accomplished by the issuance of a new Hold Control Sheet. The new Hold Control Sheet number will be indicated on the initial Hold Control Sheet.

6.3.4 All cancellations or changes to Hold Control Sheets shall be forwarded to the Tracking Coordinator in the same manner as the original Hold Control Sheet.

6.3.5 The Tracking Coordinator shall update the Hold Status Tracking System.



6.3.6 The Responsible Director shall notify affected organizations. Notification of external organizations shall be by the Contracting Officer Representative through the cognizant Contracting Officer.

6.4 CONDITIONAL RELEASE

6.4.1 Conditional Releases may be authorized by the Responsible Director when a portion of the conditions for release have been satisfied and verified.

6.4.2 When a Conditional Release is justified, the Responsible Director shall complete the Conditional Release portion of the Hold Control Sheet identifying what work activities are released and any restrictions that apply to the conditional release and any remaining work activities.

6.4.3 When the Conditional Release portion is complete the Responsible Director shall sign and date the Hold Control Sheet, and forward it to the Tracking Coordinator.

6.4.4 The Tracking Coordinator shall update the Hold Status Tracking System.

6.4.5 The Responsible Director shall notify affected organizations of the conditional release. Notification of external organizations shall be by the Contracting Officer Representative through the cognizant Contracting Officer.

6.5 RELEASING THE HOLD POINT

6.5.1 Hold points are released when all conditions specified in the Hold Control Sheet have been satisfied and verified.

6.5.2 The Responsible Director shall verify, through review of objective evidence or work activities, that the conditions specified for releasing the hold point have been satisfied.

6.5.3 When the verification is complete, the Responsible Director shall complete the release portion of the Hold Control Sheet, and forward it to the Tracking Coordinator.

6.5.4 The Tracking Coordinator shall update the Hold Status Tracking System.

6.5.5 The Responsible Director notifies affected organizations that the hold on work activities has been released. Notification of external organizations shall be by the cognizant Contracting Officer Representative through the cognizant Contracting Officer.



6.6 HOLD STATUS

6.6.1 The Tracking Coordinator shall maintain the Hold Status Tracking System and update it as necessary to keep the status current of Hold Control Sheets (i.e., changes, cancellations, conditional releases, or releases).

6.6.2 The Tracking Coordinator shall prepare a monthly Summary Report of hold points, which shall contain, as a minimum, the following information:

- a. Hold Control Sheet Unique Number
- b. Brief description of affected work
- c. Conditions for Release
- d. Responsible Organization(s)
- e. Status (i.e., open, released, conditional release, etc.)
- f. Affected Organization(s)
- g. Hold Point Date
- h. Forecast Completion Date

6.6.3 The Tracking Coordinator shall distribute the Summary Report to responsible organizations, affected organizations and all OCRWM offices.

7.0 RECORDS

7.1 QA Records generated as a result of this QAAP are collected and maintained in accordance with the requirements specified in QAAP 17.1, *QA Records Management*. The Hold Control Sheet, Attachment I, is the only QA Record generated from this procedure.

7.2 The Responsible Director shall collect and transmit completed Hold Control Sheets to the Quality Records Center in accordance with QAAP 17.1.

8.0 ATTACHMENTS

8.1 Attachment I - Hold Control Sheet

8.2 Attachment II - Flow Chart of the Hold Process



ATTACHMENT I (continued)

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

SHEET ___ OF ___
WBS NO. _____

HOLD. CONTROL SHEET (continuation sheet)

HOLD

Hold No. _____

CONDITIONAL RELEASE

RELEASE



ATTACHMENT I (continued)

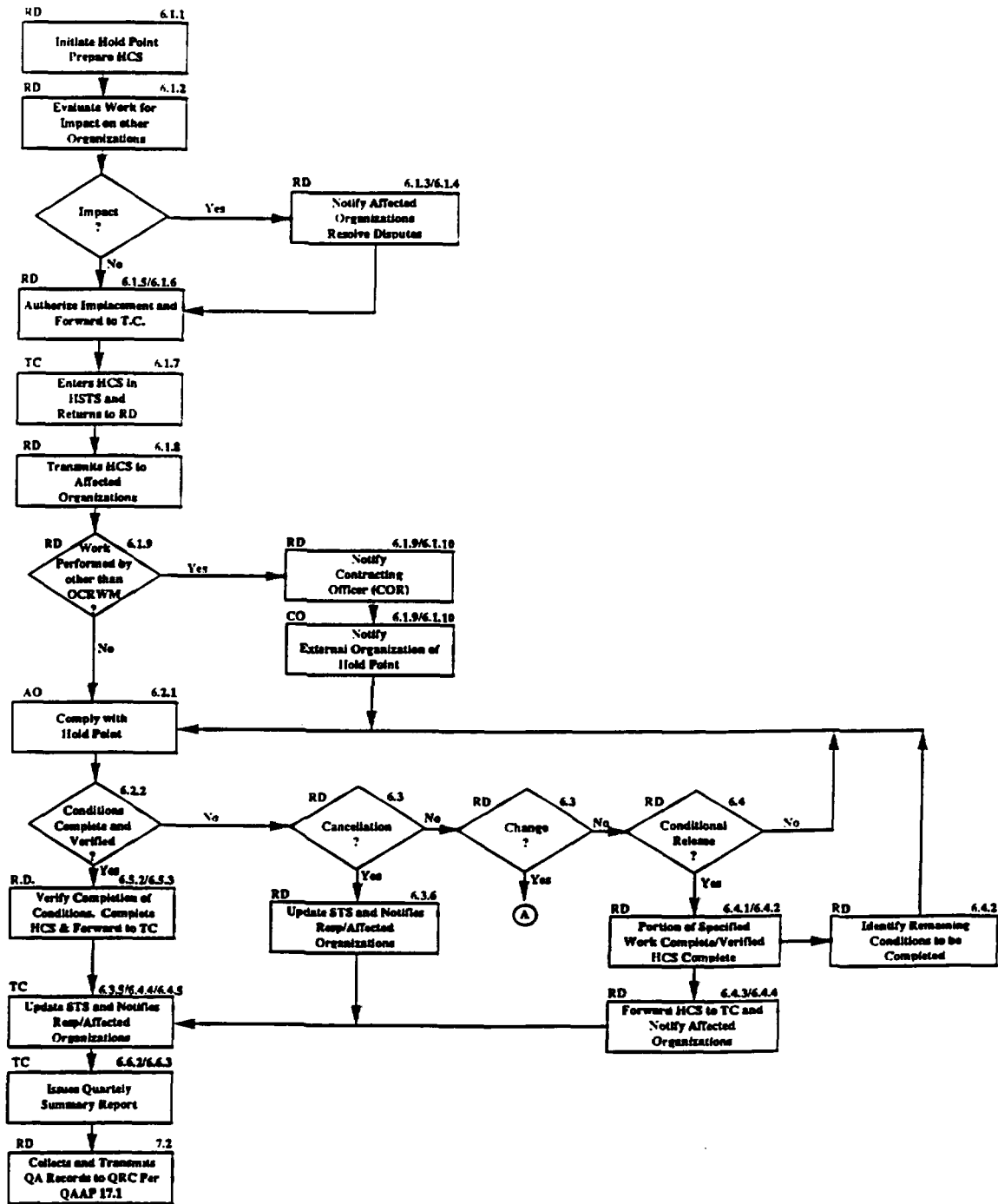
Instructions for Completing Hold Control Sheets

1. The Responsible Director enters number obtained from the Tracking Coordinator. The number is to be unique reflecting the responsible organization, year, and a sequential number for that organization (e.g. OSC-92-01 would be the first Hold Control Sheet written by the Office of Systems and Compliance in 1992).
2. Provide a textual description of the specific activity or document being put on hold and specify the hold point beyond which work shall not continue without meeting the conditions for release.
3. Describe the specific conditions that must be met in order to release the hold point and continue work and the affected organization(s) responsible for completing the conditions for release.
4. Provide a textual description of impacts on related activities and documents and identify affected organization(s) that need to be notified of the hold point.
5. Indicate whether or not the activity being placed on hold is within the scope of the QARD requirements.
6. Specify the date the hold point becomes effective.
7. Specify the Forecast completion date. This date indicates when the hold point should be released.
8. The Responsible Director signs and dates, indicating authorization of the hold point.
9. Signed by the Tracking Coordinator attesting that the Hold Control Sheet has been entered into the Hold Status Tracking System.
10. Identify the work activities released to satisfy conditionally releasing a portion of the hold point and the organization that completed that portion of the work.
11. Identify any restricting conditions that apply to the conditional release or the remaining conditions for release.
12. The Responsible Director signs and dates, indicating approving the conditional release.
13. Check the appropriate blocks. If all the conditions identified in item 3 have been completed and verified, check the Release block. If a change is being made, check the Change block and enter the new Hold Control Sheet number. If the Hold Control Sheet is being cancelled, check the Cancellation block and provide justification.
14. Enter appropriate comments such as basis for release or change or justification for cancellation.
15. The Responsible Director signs and dates, indicating approval of release, change or cancellation.



ATTACHMENT II

Flow Chart of the Hold Process



QUALITY ASSURANCE ADMINISTRATIVE PROCEDURE

2.10, REV. 0

The following number is for OCRWM records management purposes only and should not be used when ordering this publication.

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

REVISION RECORD

TITLE: HOLD POINTS	PROCEDURE NO. QAAP 2.10	REV. NO. (current) none
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DESCRIPTION OF PROPOSED REVISION AND RATIONALE:
Initial issue of an entirely new procedure for the control of Hold Points.

PREPARER OF PROPOSED REVISION J. George DATE 02/07/92

TYPE OF REVISION (Check One): MAJOR MINOR
SIGNATURE TO AUTHORIZE REVISION R.W. Cleo for DH DATE 3/24/92
Responsible Associate or Office Director

TYPE OF REVISION (Check One): MAJOR MINOR
CONCURRENCE SIGNATURE R.W. Cleo for DH DATE 3/24/92
Director, OQA

RECOMMENDED TRAINING: READ CLASSROOM OTHER
Supervisors must update training requirements as this is a new procedure. Determination of read vs classroom training is the responsibility of each supervisor.
R.W. Cleo DATE 3/24/92
RESPONSIBLE ASSOCIATE OR OFFICE DIRECTOR OR QA TRAINING OFFICER
for D.H.