



Department of Energy

Washington, DC 20585

QA: L

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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-97-030 RESULTING FROM THE OFFICE OF QUALITY ASSURANCE (OQA) SURVEILLANCE OF THE CIVILIAN RADIOACTIVE WASTE MANAGEMENT SYSTEM MANAGEMENT AND OPERATING CONTRACTOR (CRWMS M&O) TRAINING AND DEVELOPMENT ORGANIZATION

Enclosed is the Quality Assurance Surveillance Record M&O-SR-97-030 conducted by the OQA of the CRWMS M&O Training and Development organization on May 19-26, 1997, in Las Vegas, Nevada.

The purpose of the surveillance was to review the CRWMS M&O Process for Personnel Selection, Indoctrination, Training and Qualification of CRWMS M&O Las Vegas based personnel.

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 Training and Development organization is satisfactorily and effectively implementing the applicable OQA program requirements for the indoctrination and qualification of CRWMS M&O Las Vegas based personnel.

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

James Blaylock for
Donald G. Horton, Director
Office of Quality Assurance

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OQA:JB-1807

Enclosure:
Surveillance Record M&O-SR-97-030

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

Surveillance No. M&O-SR-97-030

QUALITY ASSURANCE SURVEILLANCE RECORD

SURVEILLANCE DATA

1. ORGANIZATION/LOCATION: Civilian Radioactive Waste Management System Management and Operating Contractor (CRWMS M&O) Training and Development Organization/ Las Vegas, NV	2. SUBJECT: Training and Qualification of CRWMS M&O Las Vegas Personnel	3. DATE: May 19-26, 1997
4. SURVEILLANCE OBJECTIVE: Review the CRWMS M&O Process for Personnel Selection, Indoctrination, Training and Qualification of CRWMS M&O Las Vegas Based Personnel.		
5. SURVEILLANCE SCOPE: To determine the adequacy and effectiveness of selected requirements from Quality Administrative Procedures (QAP)-2.1, Indoctrination and Training, and QAP-2.2, Verification of Personnel Qualifications	6. SURVEILLANCE TEAM: Team Leader: <u>Emily S. Reiter</u> Additional Team Members N/A	
7. PREPARED BY: <u>Emily S. Reiter</u> Surveillance Team Leader	8. CONCURRENCE: <u>James B. Bayliss</u> Donald G. Horton Director, OQA	Date <u>4/25/97</u> Date <u>4/29/97</u>

SURVEILLANCE RESULTS

9. BASIS OF EVALUATION/DESCRIPTION OF OBSERVATIONS:

On May 19-26, 1997, a surveillance was performed of the CRWMS M&O Training and Development Organization at their offices in the Summerlin Facility, Building 11, Las Vegas, Nevada. The objective of the surveillance was to review the CRWMS M&O process for personnel selection, indoctrination, training and qualification of CRWMS M&O Las Vegas based personnel performing work subject to QARD requirements.

A representative sample of ten CRWMS M&O Las Vegas based personnel were randomly selected for review. Out of the 10 reviewed, six files were found to be adequate and complete, and four were in the process of being completed. Four personnel were determined to be newly hired or reassigned personnel and were still within the thirty day time frame allowed by procedure for the initiation of position descriptions and the verification of education and experience.

Personnel selection, indoctrination, training and qualification was performed in accordance with the CRWMS M&O quality administrative procedure requirements listed below:

QAP-2.1, Revision 5, "Indoctrination and Training," contains the following requirements:

See Pages 2 - 6

10. SURVEILLANCE CONCLUSIONS:

Based on review of objective evidence and interviews with the CRWMS M&O Training and Development Organization, it was determined that the adequacy and effectiveness of implementation of the quality assurance program requirements for the Las Vegas based CRWMS M&O personnel is satisfactory. No deficient conditions were identified during the surveillance.

Deficient Conditions: None
 Recommendations: None

11. COMPLETED BY: <u>Emily S. Reiter</u> Surveillance Team Leader	12. APPROVED BY: <u>James B. Bayliss</u> Director, OQA
Date <u>4/25/97</u>	Date <u>7/21/97</u>

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

QAP-2-1, Indoctrination and Training

Paragraph 5.1.2, CRWMS M&O Managers and Supervisors shall request classroom training to be developed, presented, or evaluated by submitting an interoffice correspondence or electronic mail request to the CRWMS M&O Location Training Manager.

Documents (see objective evidence) associated with requests for training were reviewed and found to be in compliance with the above procedural requirements.

Paragraph 5.2.1(a), The CRWMS M&O Manager or Supervisor shall review the completed QAP-2-0, Activity Evaluation, and the employee's position description to identify quality-affecting activities or tasks requirements to determine training needs for each newly hired or transferred employee.

Documents (see objective evidence) associated with the development and review of activity evaluations, including reviews of the employee's position description to determine training needs were reviewed and found to be in compliance with the above procedural requirements.

Para 5.2.1 (b), Assign new or transferred employee reading/self-study by using Attachment I, Reading/Self Study Record, or by directing the employee to attend classroom training for specific procedural training.

Documents (see objective evidence) associated with completion of indoctrination and training were reviewed and found to be in compliance with the above procedural requirements.

Para 5.5.1 (a), The CRWMS M&O Instructor shall develop and forward classroom materials to the CRWMS M&O Location Training Manager for review and approval prior to the classroom presentation.

Documents (see objective evidence) associated with the development, technical review and approval of Lesson Plans were reviewed and found to be in compliance with the above procedural requirements.

Para 6.1, Lifetime records include Training Attendance Records, Reading/Self-Study Records.

Documents (see objective evidence) reviewed were identified and processed as Lifetime QA Records in accordance with the above procedural requirements.

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

QAP-2-2, Verification of Personnel Qualifications

Para 5.1.2, The CRWMS M&O Position Descriptions identify the minimum skills, knowledge, education and experience required for the position.

Position descriptions (see objective evidence) were reviewed and found to be in compliance with the above procedural requirements.

Para 5.1.4., Managers/Supervisors shall submit the completed position description along with a resume or summary of work experience (Position Titles) to the HR Manager or designee prior to the individual commencing QARD work activities but not later than 30 calendar days after the employee start date.

Verified through interviews with the M&O Training Department personnel and review of individual personnel training files that compliance with the above procedural requirements was demonstrated. In the case of newly hired personnel, position descriptions were in-process of being developed (within 30 days of hire date).

Para 5.1.1, The HR Manager/Supervisor or designee will verify that the employee has the minimum education and experience identified in the position description.

Documents (see objective evidence) associated with the verification of education and experience were reviewed and found to be in compliance with the above procedure. In the case of newly hired employees, verification of education and experience was in-process.

Para 5.2.2, The verification of education shall be included in the employers training file and shall be maintained by the local Training Department.

Documents reviewed (See objective evidence) associated with the verification of education were reviewed in the local Training Department and found to be in compliance with the above procedural requirements.

Para 5.3.3, The Verification of Experience Form shall be included in the individual's training file. Any letter of verification from the applicable previous company shall be retained with the verification of experience.

Documents reviewed (see objective evidence) associated with verification of work experience were reviewed in the local Training Department and found to be in compliance with the above procedural requirements.

Para 6.1.1, Lifetime QA Records include:

- Position Description
- Verification of Education Form
- Verification of Work History Form
- Letters of Explanation of Non-Verified Experience or Education

Documents (see objective evidence) associated with QA Lifetime records requirements 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. Quality Administrative Procedure, QAP-2-1, Revision 5, Indoctrination and Training, effective May 30, 1995.
2. Quality Administrative Procedure, QAP-2-2, Revision 2, Procedure Change Notice P03, Verification of Personnel Qualifications, effective 5/6/94.
3. Lotus Notes Memorandums.
 - D. Barreres to M. Penovich requesting EPIP training, 5/2/97
 - W. Distel to C. Sellards requesting UNLV Lab Staff training, 5/9/97
 - W. Distel to J. Justice requesting training for Harry Reid Center Lab personnel on CRWMS M&O procedures, 5/16/97
 - G. Prowell to M. Penovich requesting one on one training, 5/2/97
4. Activity Evaluations for :
 - Title III Support for Construction (FY 97) dated 4/15/97
 - Design Supervision and Engineering Support dated 4/15/97
 - CRWMS M&O Quality Assurance, Las Vegas, NV, dated 3/31/97
 - MGDS Project Engineering WBS 1.2.1, 1.2.2, and 1.2.4, dated 5/6/97
 - CRWMS M&O Qualification and Training of Personnel, WBS 1.2.15.30, dated 3/14/97
5. Lesson Plan for Project Overview (QA 95035), Revision 2, 5/2/96, approval date 8/2/96.
6. Personnel Training files for the following individuals:
 - Robert Zimmerman
 - Steve OPP
 - Tom Rodgers
 - Warren Robinson
 - Oliver Smith
 - Thomas Thornton
 - William Hunt
 - Dan Jenkins
 - Barry Thom
 - Gary Teraoka
7. Training Attendance Records (See Attachment "A").

8. Reading/Self Study Records (See Attachment "A").
9. Position Descriptions (See Attachment "A").
10. Verification of Education (See Attachment "A").
11. Verification of Work Experience for (See Attachment "A").
12. QA Record Packages for Qualification and Training Record submittals:

MOL.19960708.0144, 6/25/96, Robert Zimmerman

MOL.199612116.0229, 9/3/96, William Hunt

MOL.19961216.0317, 8/28/96, Gary Teroaka

MOV.19960730.0055, 2/28/96, Tom Rodgers

MOV.19961205,0005, 7/7/96, Barry Thom

PERSONNEL CONTACTED:

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

Justice, Judy, CRWMS M&O/Training and Development Records Supervisor

Turner, Paul, CRWMS M&O/Training and Development Manager

ATTACHMENT "A"

M&O Las Vegas Personnel Qualification, Indoctrination and Training Information						
Name	M&O Org.	Resume	Orientation	Verification of Education	Verification of Experience	Reading/Self Study
Robert Zimmerman	Fluor Daniel	2/20/97	2/18/97	3/7/97	3/7/97	2/14/97
Steve Opp	WCFS	5/20/97	*	*	*	*
Tom Rodgers	TRW	2/17/97	9/14/93	8/10/93	8/10/93	4/1/97
Warren Robinson	Fluor Daniel	*	*	*	*	*
Oliver Smith	IRG	*	*	*	*	*
Thomas Thornton	FCF	*	*	*	*	*
William Hunt	Duke	10/11/94	7/25/93	10/27/93	10/27/93	3/7/97
Dan Jenkins	Duke	12/4/96	5/5/93	8/26/93	3/1/94	5/19/94
Barry Thom	Duke	1/24/97	4/14/93	3/12/93	3/12/93	1/17/97
Gary Teraoka	TRW	1/24/97	6/9/92	6/10/92	6/5/92	9/11/92

* Denotes that this is a newly hired employee, still within the allowable time period (30 days) to obtain the necessary verification.