



WASTE MANAGEMENT PROJECT OFFICE

QUALITY MANAGEMENT PROCEDURE

N-QA-015
12/87

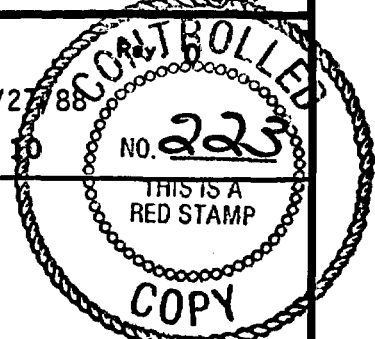
Title

PREPARATION AND CONTROL OF THE NNWSI
PROJECT QAP AND THE WMPO QAPP

No. QMP-05-03

Effective Date 5/27/88

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1.0 PURPOSE AND SCOPE

This procedure establishes the responsibilities and methods by which the Nevada Nuclear Waste Storage Investigations (NNWSI) Project Quality Assurance Plan (QAP) and the Waste Management Project Office (WMPO) Quality Assurance Program Plan (QAPP), WMPO/88-1 (formerly NVO-196-18), are prepared, reviewed, approved, distributed, revised, and maintained.

2.0 APPLICABILITY

This procedure applies to all WMPO staff personnel engaged in the preparation, review, approval, distribution, revision, and/or maintenance of the NNWSI Project QAP and the WMPO QAPP.

3.0 DEFINITIONS

3.1 NNWSI PROJECT QAP

The document that describes the planned, systematic QA requirements that are applicable to the NNWSI Project.

3.2 WMPO QAPP

The document, identified as WMPO/88-1 (formerly NVO-196-18), that describes the WMPO QA Program, the applicable QA requirements, and the instructions to implement and apply the QA requirements to activities.

4.0 RESPONSIBILITIES

4.1 U.S. DEPARTMENT OF ENERGY/HEADQUARTER'S (DOE/HQ) OFFICE OF GEOLOGIC REPOSITORIES (OGR)

The DOE/HQ OGR provides QA guidance and overview to the NNWSI Project by: (1) specifying applicable High-Level Radioactive Waste (HLRW) Repository QA Program requirements in the OGR QAP (OGR/B-3); and (2) review and approval of the NNWSI Project QAP and the WMPO QAPP.

9008020284 900724
PDR WASTE
WM-11 PDC

APPROVED BY

Project Manager, T&MS

Date

WMPO Project Quality Manager

Date

WMPO Project Manager

Date



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4.2 DOE NEVADA OPERATIONS OFFICE (NV) MANAGER

The DOE/NV Manager is responsible for endorsing the policy statements contained in the NNWSI Project QAP and the WMPO QAPP.

4.3 WMPO PROJECT MANAGER

The WMPO Project Manager is responsible for review and approval of the NNWSI Project QAP and the WMPO QAPP and also for the endorsement of the policy statement contained in the WMPO QAPP.

4.4 WMPO PROJECT QUALITY MANAGER (PQM)

The WMPO PQM is responsible for the preparation, review, approval, maintenance, and control of the NNWSI Project QAP and the WMPO QAPP. The WMPO PQM shall submit a copy of these documents to DOE/HQ for review and approval by the Associate Director, OGR.

4.5 PROJECT MANAGER, T&MSS

The Project Manager, T&MSS, is responsible for the review and approval of the WMPO QAPP and also for the endorsement of the policy statement contained in the WMPO QAPP.

4.6 WMPO BRANCH CHIEFS

The WMPO Branch Chiefs are responsible for providing a documented review of the WMPO QAPP sections within their respective areas of responsibility.

4.7 DEPARTMENT MANAGERS

The Department Managers are responsible for providing a documented review of the WMPO QAPP sections within their respective areas of responsibility.

5.0 PROCEDURE

5.1 SOURCE REQUIREMENTS FOR THE NNWSI PROJECT QAP AND WMPO QAPP

5.1.1 The NNWSI Project QAP shall be developed by the WMPO QA Organization to comply with the most current revision of the following QA documents:

1. 10 CFR 50, Appendix B, Quality Assurance Program Requirements for Nuclear Power Plants and Fuel Reprocessing Plants.



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2. 10 CFR 60, Disposal of High Level Radioactive Wastes in Geologic Repositories.
3. NRC Standard Review Plan.
4. OGR/B-3, OGR QAP for High Level Radioactive Waste Repositories.
5. DOE and DOE/NV Orders 5700.6, Quality Assurance, as amended with a variance in the areas of QA overview, program direction and document concurrence, and regulatory interactions (reference DOE Memorandum of Understanding on Quality Assurance, dated November 3, 1987).

5.1.2 The WMPO QAPP shall be developed and written by the WMPO QA Organization to comply with and describe the QA requirements delineated in the NNWSI Project QAP that apply to the scope of activities performed by the WMPO. If requirements from the NNWSI Project QAP do not apply to the scope of activities performed by the WMPO, these exceptions shall be noted in the appropriate section of the WMPO QAPP. Each section of the WMPO QAPP shall contain appropriate references to WMPO QMPs, BTPs, or quality related NNWSI Project APs.

5.2 NNWSI PROJECT QAP AND WMPO QAPP CONTENT

5.2.1 The NNWSI Project QAP and the WMPO QAPP shall consist of the sections described below.

5.2.1.1 Signature Page

The signature page shall indicate the title of the document, revision, the effective date, and the approval signatures required by WMPO QMP-06-03, Document Review/Acceptance/Approval.

5.2.1.2 Title Page

The title page shall indicate the title of the document and revision.

5.2.1.3 Preface

The preface shall indicate the revision of the document and provide a brief introduction as to why the document was revised.



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5.2.1.4 Policy Statement

The policy statement shall: (1) detail the commitment and support of the DOE/NV and WMPO management in regard to the implementation of the NNWSI Project QAP and the WMPO QAPP; (2) describe the responsibilities and authority of DOE/NV and WMPO management as related to the NNWSI Project QAP and the WMPO QAPP; and (3) define the applicability of the NNWSI Project QAP and the WMPO QAPP as to the scope of activities they apply to.

5.2.1.5 Table of Contents

The table of contents shall identify each QAP and QAPP section by number, title, revision number, date of issuance, and page number.

5.2.1.6 Sections

The NNWSI Project QAP and the WMPO QAPP shall contain 18 sections which are titled and numbered sequentially to correspond with the 18 criteria of 10 CFR 50, Appendix B. The sections in the QAP shall provide the QA requirements which apply to the NNWSI Project. The sections in the WMPO QAPP shall provide the QA requirements which apply to the activities that are within the responsibility of the WMPO.

5.2.1.7 Appendices

The appendices provide supplemental requirements to the basic 18 sections of the NNWSI Project QAP and the WMPO QAPP. An alternative to the appendices is to incorporate the supplemental requirements directly into the applicable sections of the document.

5.3 NNWSI PROJECT QAP AND WMPO QAPP FORMAT

5.3.1 The NNWSI Project QAP and WMPO QAPP shall be consistent in format. Each respective page of the documents shall be identified by the document title, section title, revision number, effective date, and page number.

5.3.2 The NNWSI Project QAP shall be typed on the NNWSI Project QAP format sheets (see Figure 1, NNWSI Project QAP Format Sheet).

5.3.3 The WMPO QAPP shall be typed on the WMPO QAPP format sheets (see Figure 2, WMPO QAPP Format Sheet).



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5.4 REVIEW, APPROVAL, AND ISSUANCE OF THE NNWSI PROJECT QAP AND WMPD QAPP

5.4.1 The NNWSI Project QAP and the WMPD QAPP shall be reviewed and approved in accordance with QMP-06-03.

5.4.2 The NNWSI Project QAP and the WMPD QAPP may be issued prior to DOE/HQ review and approval contingent upon all required DOE/NV and WMPD approval signatures. If the DOE/HQ OGR review reveals the documents are in noncompliance with HLRW Repository QA Program requirements, any work performed that was affected by the noncompliance shall be processed as a WMPD nonconformance report (NCR) in accordance with QMP-15-01, Control of Nonconformances, or a Standard Deficiency Report (SDR) in accordance with QMP-16-03, Standard Deficiency Reporting System.

5.4.3. The NNWSI Project QAP and WMPD QAPP shall be distributed in accordance with QMP-06-02, Document Control and NNWSI Project AP 1.5Q, Issuance and Maintenance of Controlled Documents.

5.5 MAINTENANCE AND REVISION OF THE NNWSI PROJECT QAP AND WMPD QAPP

5.5.1 The NNWSI Project QAP shall be reviewed by the WMPD QA Organization for impact when the QA documents listed in Section 6.0 are revised. The NNWSI Project QAP shall be revised as necessary.

5.5.2 Revisions to the NNWSI Project QAP shall be reviewed by the WMPD QA Organization for impact on the WMPD QAPP and shall revise the WMPD QAPP as necessary.

5.5.3 Changes in the scope of work or responsibilities of the WMPD shall be evaluated by the WMPD QA Organization for impact on the WMPD QAPP which shall be revised as necessary.

5.5.4 Revisions to the NNWSI Project QAP or the WMPD QAPP may be requested by any WMPD staff personnel by completing a NNWSI Project Request for Revision (see Figure 3, NNWSI Project Request for Revision) and submitting the form to the WMPD PQM. Proposed revisions shall be evaluated by the WMPD QA Organization and either be approved or disapproved by the WMPD PQM. Approved requests shall be returned to the originator and incorporated into the applicable document. Disapproved requests shall be returned to the originator with a description of why the request was disapproved.



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5.5.5 Revisions to the NNWSI Project QAP and WMPD QAPP shall be prepared, reviewed, approved, and distributed in the same manner as the original document. The portion of the section which was revised shall be identified by a vertical change bar in the right hand margin. The revision number to which the change applies shall also be noted.

5.5.6 Revisions to any portion of a section requires redistribution of that entire section, the signature page indicating approval of the revision, the title page indicating the revision of the document and the table of contents indicating the revision of the section.

6.0 REFERENCES*

10 CFR 50, Appendix B, Quality Assurance Criteria for Nuclear Power Plants and Fuel Reprocessing Plants.

10 CFR 60, Disposal of High-Level Radioactive Wastes in Geologic Repositories.

NRC Standard Review Plan.

OGR/B-3, OGR QA Plan for High-Level Radioactive Waste Repositories.

NNWSI Project QA Plan.

WMPD QAPP, WMPD/88-1 (formerly NVD-196-18).

QMP-06-02, Document Control.

QMP-06-03, Document Review/Acceptance/Approval.

QMP-15-01, Control of Nonconformances.

QMP-16-03, Standard Deficiency Reporting System.

QMP-17-01, Quality Assurance Records.

NNWSI Project AP 1.5Q, Issuance and Maintenance of Controlled Documents.

DOE and DOE/NV Order 5700.6, Quality Assurance and DOE Memorandum of Understanding on Quality Assurance, dated November 3, 1987.

*Latest Revision



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7.0 FIGURES

Figure 1 - NNWSI Project QAP Format Sheet.

Figure 2 - WMPO QAPP Format Sheet.

Figure 3 - NNWSI Project Request for Revision.

8.0 QA RECORDS

Copies of the NNWSI Project QAP; the WMPO QAPP, WMPO/88-1 (formerly NVO-196-18); revisions; and completed Document Review Sheets (see QMP-06-03) shall be maintained as QA Records in accordance with QMP-17-01, Quality Assurance Records.



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NNWSI PROJECT QA PLAN			N-QA-040 1/87
CONTROLLED			
REV. NO.	ISSUED	SECTION TITLE	PAGE NO.

Figure 1 - NNWSI Project QAP Format Sheet



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WMPO QAPP		N-QA-045 1/87
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Figure 2 - WMPO QAPP Format Sheet



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NNWSI PROJECT REQUEST FOR REVISION		N-QA-052 12/87
To		
From		
Date		
Procedure		Rev. _____
Revision Requested:		
<div>CONTROLLED</div>		
<input type="checkbox"/> Approved		Date: _____
<input type="checkbox"/> Not Approved		Date: _____
Comments _____		

Figure 3 - NNWSI Project Request for Revision

INTERIM CHANGE NOTICE

N-QA-023
7/90

Title QUALITY MANAGEMENT PROCEDURE QMP-06-04 PROJECT OFFICE DOCUMENT DEVELOPMENT,
REVIEW, APPROVAL AND REVISION PROCESSES

INTERIM CHANGE NOTICE			N-QA-023 7/90	
Title				
<div>CONTROLLED</div>				
Effective Date	Revision ICN	Supersedes	Page of	No.

Attachment 6 - Interim Change Notice (ICN) sheet

Effective Date 7/20/90	Revision 0	Supersedes QMP-06-03, QMP-05-01 AND QMP-05-02	Page 33 of 37	No. QMP-06-04
	ICN 1			