

# YUCCA MOUNTAIN PROJECT OFFICE DOCUMENT APPROVAL SHEET

Y-AD-002  
4/90

Title

QUALITY MANAGEMENT PROCEDURE: PROJECT CHANGE CONTROL  
BOARD PROCESS

NO. 223

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APPROVAL

COPY

PROJECT MANAGER:

*[Signature]*  
Signature

10/10/90  
Date

DIRECTOR OF QUALITY ASSURANCE:

*[Signature]*  
Signature

10/11/90  
Date

N/A

N/A

N/A

(OTHER, AS REQUIRED)

Signature

Date

REVISION 0 EFFECTIVE DATE: 10/17/90

## REVISIONS

### INITIAL AND DATE

REVISION 1

REVISION 2

REVISION 3

REVISION 4

PROJECT MANAGER:

\_\_\_\_\_

DIRECTOR, QA:

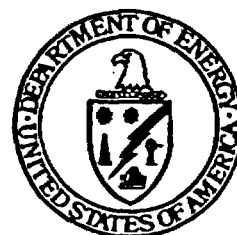
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(OTHER, AS REQUIRED)

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EFFECTIVE DATE:

\_\_\_\_\_



# YUCCA MOUNTAIN PROJECT PROCEDURE

Y-AD-001  
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## Title

QUALITY MANAGEMENT PROCEDURE: PROJECT CHANGE CONTROL BOARD PROCESS

## 1.0 PURPOSE AND SCOPE

### 1.1 PURPOSE

This procedure establishes the responsibilities, interfaces, and methods for Yucca Mountain Project Office (Project Office) processing of (1) Change Requests (CRs) received in accordance with AP-3.3Q, (2) Cost/Schedule Change Requests (C/SCRs) received in accordance with AP-3.7, and (3) Program Document Change Proposals (DCPs) and Directives received in accordance with DOE/RW-0223.

### 1.2 SCOPE

This procedure includes the following:

1. Receipt, tracking, and coordination of CRs, and C/SCRs processed in accordance with AP-3.3Q, and Program DCPs and Directives from the Program Change Control Board (PCCB) Executive Secretary.
2. Impact evaluation of change documents in support of Project Change Control Board (CCB) disposition decisions.
3. Preparation and coordination of Change Directives (CDs) that record and communicate the CCB disposition of changes.
4. Preparation of Class 1 changes for submission to the PCCB Executive Secretary.

## 2.0 APPLICABILITY

This procedure applies to individuals performing activities associated with processing and dispositioning CRs, C/SCRs, DCPs, and Directives.

## 3.0 DEFINITIONS

NOTE: Terms in this procedure are used as defined in the Project Glossary. The following additional definitions are adopted for the purpose of this procedure.

### 3.1 CHANGE DOCUMENT

A Change Document is a document used to request or direct a change. A Change Document may be a CR or C/SCR issued by the Project, or a DCP or Directive issued by the PCCB.

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### 3.2 CHANGE DOCUMENT PACKAGE

A Change Document Package is the collection of CRs, C/SCRs, DCPs, Directives and associated reviews, assessments, analysis, and supporting documentation related to a change.

### 4.0 RESPONSIBLE PARTIES

The following Project Office individuals or organizations are responsible for the activities identified in Section 5.0 of this procedure:

1. Project Office Deputy Project Manager (Project CCB Chairperson)
2. Project Office Division Directors (Project CCB Members)
3. Site Manager (Project CCB Member)
4. Project Office Director of Quality Assurance (Project CCB Member)
5. Project CCB Secretary

### 5.0 PROCEDURE

NOTE: A flowchart of the following processes described in this procedure is attached as Figure 1.

<u>RESPONSIBLE PARTY</u>	<u>STEPS</u>	<u>PROCEDURE</u>
--------------------------	--------------	------------------

#### PROCESSING CHANGE REQUESTS

- |               |  |
|---------------|--|
| CCB Secretary | <ol style="list-style-type: none"><li>1. Determine type of change document and process in accordance with the following:<ol style="list-style-type: none"><li>a. If a Program DCP or Directive, then enter receipt information into the Configuration Information System (CIS) using the identification number assigned by the PCCB Executive Secretary.</li><li>b. If a C/SCR or CR, then assign a tracking number to the change document and enter receipt information into the CIS.</li></ol></li></ol> |
|---------------|--|

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### RESPONSIBLE PARTY

### STEPS

### PROCEDURE

c. If a modified CR, then:

- 1) Assign a change request modification number to the CR form and record receipt information into the CIS.

The modification number consists of the original CR number followed by the letter "M" and a sequential number indicating the total number of modifications requested for the CR.

Example: CR # - M1

- 2) Advise the CCB Chairperson of the extent of the modification and obtain a determination of any requirements for further processing.

### REVIEWING CHANGE DOCUMENTS

2. Obtain the desired method for Change Document evaluation and impact analysis requirements, and the designated review organizations from the CCB Chairperson.

If immediate disposition is directed, then go to Step 9.

3. Request Change Document review, analysis, assessment, and additional studies by affected Participants as directed by the CCB in accordance with the following:
  - a. If the Change Document is a CR, DCP, or Directive, then request review in accordance with AP-3.3Q, as directed.
  - b. If the Change Document is a C/SCR, then request review in accordance with AP-3.7.

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<u>RESPONSIBLE PARTY</u>	<u>STEPS</u>	<u>PROCEDURE</u>
CCB Secretary	4.	<p>Prepare a Change Document Package and provide a copy to each CCB Member for evaluation.</p> <p>The Change Document Package may include</p> <ul style="list-style-type: none"><li>a. Copy of the Change Document (i.e., CR, C/SCR, DCP, Directive)</li><li>b. Copies of all reviews, analyses, assessments, and studies performed by the affected organizations including supporting documentation</li><li>c. Copy of Attachment 1, Change Evaluation (CE) Form</li><li>d. Schedule for completion of the evaluation</li><li>e. Schedule of review meetings for the CCB</li></ul>

## REVIEWING CHANGE DOCUMENT PACKAGES

CCB Members	5.	<p>Evaluate the Change Document Package and prepare the CE in accordance with Attachment 1 instructions. Consider the following items during the review:</p> <ul style="list-style-type: none"><li>a. Resource conflicts</li><li>b. Revised impact assessments</li><li>c. Change Classification upgrade requirements</li></ul>
	6.	<p>Return the Change Document Package and CE to the CCB Secretary by the scheduled completion date.</p>
CCB Secretary	7.	<p>If additional investigation is required by the CCB, then coordinate the investigation with the affected organizations. Go to Step 2.</p>

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RESPONSIBLE PARTY

STEPS

PROCEDURE

8. Prepare Attachment 2, Change Evaluation Summary (CES) Form, in accordance with instructions provided.
  - a. Consolidate and summarize information from the CES received from each CCB member.
  - b. Document additional investigation activities as directed by the CCB.
  - c. Coordinate and document issues and resolution activities.
9. Prepare Attachment 3, CD Form, in accordance with the instructions provided and present the Change Document Package to the CCB Chairperson for signature.

The Change Document Package presented to the CCB Chairperson includes the following as appropriate:

  - a. A copy of the Change Document including supporting documentation, reviews, analyses, assessments, and studies
  - b. The CE forms prepared by each CCB member
  - c. The CES form prepared by the CCB Secretary
  - d. The CD drafted by the CCB Secretary

**DISPOSITIONING CHANGE DOCUMENT PACKAGES**

CCB Chairperson

10. Review the Change Document Package and disposition the Change Document on the CD Form in accordance with attached instructions.

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<u>RESPONSIBLE PARTY</u>	<u>STEPS</u>	<u>PROCEDURE</u>
		<ul style="list-style-type: none"><li>a. Conduct CCB meeting to discuss and resolve outstanding issues and CD content, if required.</li><li>b. Consider recommendations of other evaluators as recorded on the CE and CES forms.</li><li>c. Return the Change Document Package to the CCB Secretary for processing.</li></ul>
CCB Secretary	11.	<p>Process dispositioned Change Document Packages in accordance with the following:</p> <ul style="list-style-type: none"><li>a. If the Change Document is a DCP received from the Associate Director for Geologic Disposal, then:<ul style="list-style-type: none"><li>1) Complete Attachment 2 of DOE/RW-0223, DCP Evaluation Form, in accordance with CCB instructions.</li><li>2) Return the DCP Evaluation Form to the Associate Director for Geologic Disposal for processing in accordance with DOE/RW-0223.</li><li>3) Update the CIS to reflect the current status of the Change Document.</li></ul></li><li>b. Otherwise continue processing Change Directives.</li></ul>

## PROCESSING CHANGE DIRECTIVES

CCB Secretary	12.	<p>Review the disposition of the Change Directive and process as follows:</p> <ul style="list-style-type: none"><li>a. If the Change Directive is disapproved, then distribute copies to the affected Participants.</li></ul>
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### RESPONSIBLE PARTY

### STEPS

### PROCEDURE

- 1) If the Change Document is a CR or C/SCR, then close the document.
  - 2) If the Change Document is a PCCB issued Directive, then close the document in accordance with DOE/RW-0223.
  - 3) Go to Step 16.
- b. If the Change Directive is approved with conditions, then:
- 1) Notify and coordinate condition resolution with the responsible Participants.
  - 2) Verify entry of condition resolution requirements into the Hold Status System in accordance with AP-5.20, as directed by CD.
  - 3) Continue the process for an approved change document.
- c. If the CD is an approved Class 1 CR or C/SCR, then:
- 1) Complete Attachment 1 of DOE/RW-0223, DCP Evaluation Form, in accordance with CD.
  - 2) Submit the DCP Evaluation Form to the Associate Director for Geologic Disposal for processing in accordance with DOE/RW-0223.
  - 3) Go to Step 16.

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<u>RESPONSIBLE PARTY</u>	<u>STEPS</u>	<u>PROCEDURE</u>
		d. If the CD is an approved Class 2 CR or PCCB issued Directive, then transmit the Change Document Package, via transmittal memo, to all affected TPOs/DDs for change implementation in accordance with AP-3.3Q.
		e. If the change document is an approved Class 2 C/SCR, then transmit the Change Document Package, via transmittal memo, to the PCB/P&CD and affected Participants for change implementation in accordance with AP-3.7.
	13.	Coordinate modification to Project CCB controlled documents.
	14.	Complete Attachment 5, Document Change Notice (DCN) and submit modified CCB controlled documents including DCN to the Document Control Center in accordance with AP-1.5Q.
	15.	Update the CIS to reflect the current status of the CD.

## CHANGE REQUEST CLOSURE

16. Close change implementation activities upon completion of all activities associated with the change.
  - a. Ensure that written delegation of authority is on file for the change control documentation and is attached to the records package prior to records package turnover.
  - b. Update the Configuration Information System (CIS) to reflect the current status of the change.
  - c. Notify all affected Participants that the change has been closed.

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<u>RESPONSIBLE PARTY</u>	<u>STEPS</u>	<u>PROCEDURE</u>
	d.	Prepare and submit the records package to the Local Records Center (LRC) in accordance with QMP-17-01.

## 6.0 REFERENCES

NOTE: Refer to the latest revision of the documents listed below unless otherwise stated.

### 6.1 REQUIREMENTS DOCUMENTS

OCRWM Quality Assurance Requirements Document

OCRWM Quality Assurance Program Description Document

OCRWM Program Change Control Procedure, DOE/RW-0223

Project Glossary, YMP/89-15

### 6.2 INTERFACE DOCUMENTS

#### a. Project Wide

AP-1.5Q, Issuance and Maintenance of Controlled Documents

AP-3.3Q, Change Control Process

AP-3.7, Cost and Schedule Baseline Maintenance and Change Control

AP-5.20, Hold Control

#### b. Project Office Internal

QMP-17-01, Records Management: Record Source Implementation

## 7.0 FIGURES AND ATTACHMENTS

Figure 1, QMP-03-09 Flowchart

Attachment 1, Change Evaluation Form

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Attachment 2, Change Evaluation Summary Form

Attachment 3, Change Directive Form

Attachment 4, Change Documentation Continuation Page Form

Attachment 5, Document Change Notice

## 8.0 RECORDS

The following documents used or generated in the implementation of this procedure have been identified as QA Records and shall be forwarded to the LRC for processing in accordance with QMP-17-01, Records Management: Record Source Implementation:

Approved Change Document Packages affecting quality activities

The Change Document Package may include the following items:

1. CR form and CR Continuation Pages
2. Documents and revisions, including Document Change Notices (DCNs), submitted for entry into the Project CCB Register
3. Supporting documentation including reviews, assessments, analyses, and studies
4. CE and CES form(s)
5. CD, DCN, and ADN form(s)

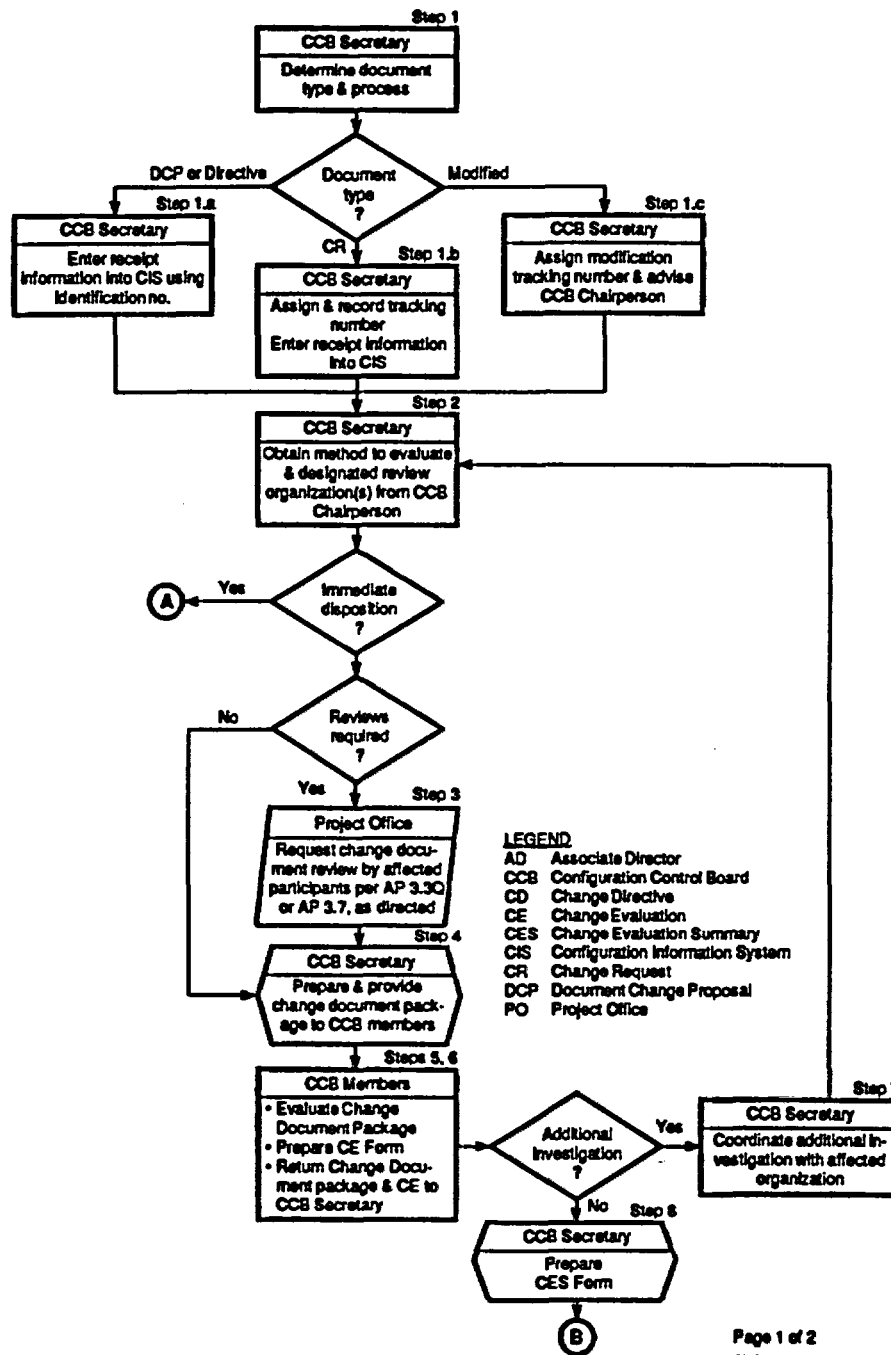
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Figure 1 - QMP-03-09 Flowchart

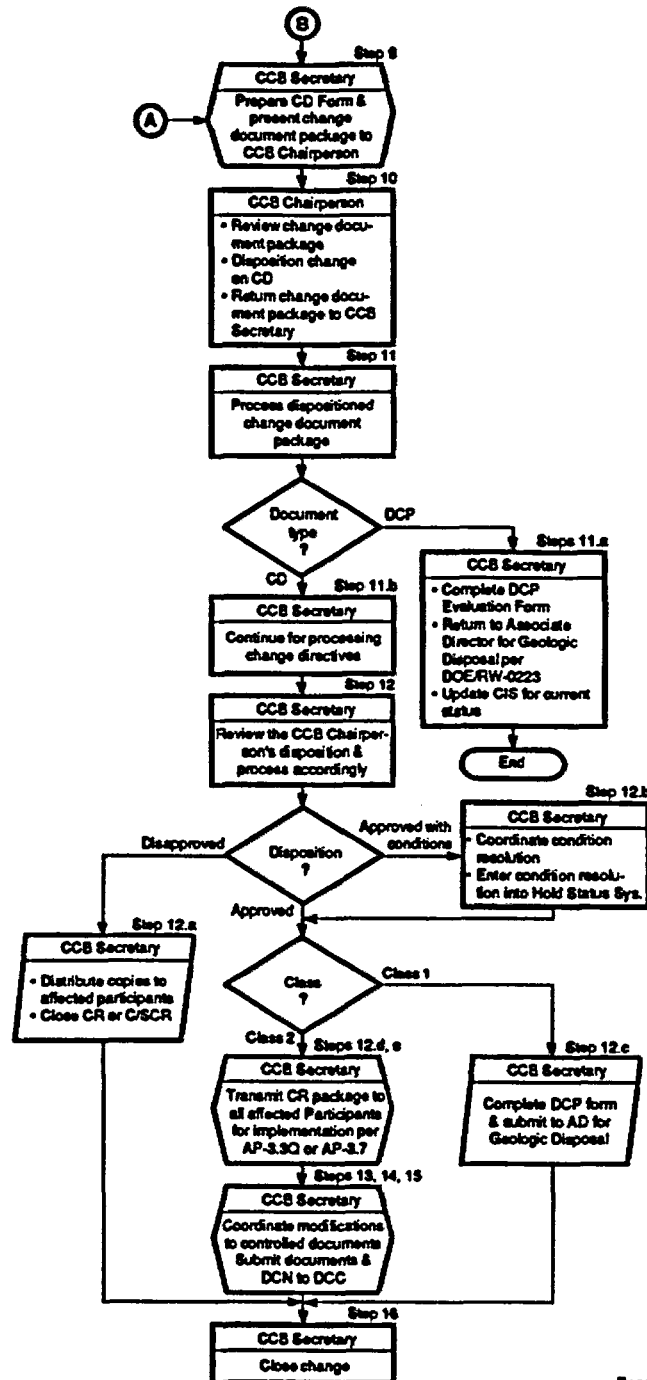
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Figure 1 - QMP-03-09 Flowchart (continued)

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QUALITY MANAGEMENT PROCEDURE: PROJECT CHANGE CONTROL BOARD PROCESS

Y-AD-058 8/90	YUCCA MOUNTAIN PROJECT CHANGE EVALUATION (CE)	<sup>1</sup> CR No. _____ Page ____ of ____
<b>SECTION I. IDENTIFICATION</b>		
<sup>2</sup> Title of Change: _____		
<b>SECTION II. EVALUATION</b>		
<sup>3</sup> Evaluation:		
	Yes	No
a. Has the change been adequately described?	<input type="checkbox"/>	<input type="checkbox"/>
b. Have adequate technical, quality, safety, cost, and schedule analysis been performed to justify the change?	<input type="checkbox"/>	<input type="checkbox"/>
c. Have all functional and physical interfaces been considered and discrepancies resolved?	<input type="checkbox"/>	<input type="checkbox"/>
d. Have impacts on regulatory requirements or licensing issues been adequately considered and documented?	<input type="checkbox"/>	<input type="checkbox"/>
e. Has the Change Request been correctly classified?	<input type="checkbox"/>	<input type="checkbox"/>
f. Have all affected baseline documents been adequately identified and addressed?	<input type="checkbox"/>	<input type="checkbox"/>
g. Have the changes, justification, and analyses been sufficiently documented and necessary supporting information been made available for disposition of this change?	<input type="checkbox"/>	<input type="checkbox"/>
h. Have all controlled documents affected by the change and proposed change actions been identified?	<input type="checkbox"/>	<input type="checkbox"/>
<sup>4</sup> Explanation: <i>(if necessary)</i>		
(See Change Documentation Continuation Page ____)		
<b>SECTION III. RECOMMENDED ACTION</b>		
<sup>5</sup> Recommended Action:		
<input type="checkbox"/> Additional Investigation (Explain Action)	<input type="checkbox"/> Approve <input type="checkbox"/> Approve with Conditions (Explain Below)	<input type="checkbox"/> Disapprove (Explain Action) <input type="checkbox"/> No Recommendation (Explain Action)
<sup>6</sup> Explain: <i>(if necessary)</i>		
(See Change Documentation Continuation Page ____)		
<sup>7</sup> Evaluated By:		
Name: _____ (Print)	Title: _____ (Print)	
Signature: _____	Date: _____	

Attachment 1 - Change Evaluation Form

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QUALITY MANAGEMENT PROCEDURE: PROJECT CHANGE CONTROL BOARD PROCESS

## INSTRUCTIONS FOR PREPARATION OF CHANGE EVALUATION (CE) FORM Y-AD-056

*The numbered steps correspond to the numbered blocks on the Change Evaluation Form. Use Continuation Page (Y-AD-055) if additional space is required.*

### SECTION I. IDENTIFICATION

1. Enter the Change Request (CR) number assigned by the CCB secretary (see block 1 of the CR Form).
2. Enter the title of the change as indicated in block 2 of the CR Form.

### SECTION II. EVALUATION

3. Mark the boxes as appropriate to answer the questions provided or mark N/A if the question is not applicable. Questions answered "No" shall be explained in block 4.
4. Enter an additional impact analysis or assessment of the proposed change. Include the effect of the proposed change on other configuration items, noting additional cost and schedule impacts.

### SECTION III. RECOMMENDED ACTION

5. Mark the box that indicates the evaluator's recommended action.
6. Provide explanation for the evaluator's recommended action for the CR.
7. Enter the name and title of the individual preparing the evaluation, and sign and date the evaluation.

Attachment 1 - Change Evaluation Form (continued)

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## YUCCA MOUNTAIN PROJECT CHANGE EVALUATION SUMMARY (CES)

<sup>1</sup> CR No. \_\_\_\_\_  
Page \_\_\_\_ of \_\_\_\_

### SECTION I. IDENTIFICATION

<sup>2</sup> Title of Change:

### SECTION II. EVALUATION SUMMARY

<sup>3</sup> Summary of Recommended Actions:

	PROJECT OFFICE				ADDITIONAL EVALUATORS				
	RA/SE DIV	EAD DIV	PA/OC DIV	QA					
Additional Investigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve with Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disapprove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No Recommendation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>4</sup> Summary of Evaluation Comments:

### SECTION III. IMPACT ANALYSES

<sup>5</sup> Impact Analyses:

<sup>6</sup> Prepared BY:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Print) (Print)  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment 2 - Change Evaluation Summary Form

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## INSTRUCTIONS FOR PREPARATION OF CHANGE EVALUATION SUMMARY (CES) FORM Y-AD-058

*The numbered steps correspond to the numbered blocks on the Change Evaluation Summary Form. Use the Continuation Page (Y-AD-055) if additional space is required.*

### SECTION I. IDENTIFICATION

1. Enter the Change Request (CR) number assigned by the CCB secretary (see block 1 of the CR Form).
2. Enter the title of the change as indicated in block 2 of the CR Form.

### SECTION II. EVALUATION SUMMARY

3. Indicates the recommended action noted on the evaluator's CE Forms. Additional columns are provided for evaluators from other organizations.
4. Enter a summary of the evaluations provided by evaluators on CE Forms and resolution coordinating activities undertaken, including any CCB meeting discussions.

### SECTION III. IMPACT ANALYSIS

5. Enter a brief summary of the impact analysis conclusions provided by other evaluators on CE Forms, or additional impact analysis as appropriate.
6. Enter the name, title, and signature of the individual preparing the summary, and the date of the summary.

Attachment 2 - Change Evaluation Summary Form (continued)

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**Attachment 3 - Change Directive Form**

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## INSTRUCTIONS FOR PREPARATION OF CHANGE DIRECTIVE (CD) FORM Y-AD-057

*The numbered steps correspond to the numbered blocks on the Change Directive Form. Use Continuation Page (Y-AD-055) if additional space is required.*

### SECTION I. IDENTIFICATION

CCB Secretary

1. Enter the Change Request (CR) number assigned by the CCB secretary (see block 1 of the CR Form).
2. Enter the title of the change as indicated in block 2 of the CR Form.
3. Enter the change classification as indicated on the CR Form.

### SECTION II. DISPOSITION

4. Mark the box that indicates the disposition of the proposed change.
5. Explain any conditions that have been specified for approval of the proposed change. Identify the requirement for the establishment of Project HOLDS. Identify delegation of change authority to the Field Change Control Board (FCCB) and technical, cost, and schedule change thresholds if applicable. If the proposed change is not approved, provide the rationale for disapproval.
6. Enter specific guidance and direction to the organization charged with implementing the change or performing additional investigation.

### SECTION III. CONCURRENCE

Project Office Director of QA

7. Enter the name, QAO identification, and signs and dates the CD for CRs affecting Quality items or documents.

CCB Chairperson

8. Print name, title, sign and date the CD.
9. Enter the effective date when the CR will become effective for implementation, if desired. "N/A" if not applicable.

Attachment 3 - Change Directive Form (continued)

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CHANGE DOCUMENTATION CONTINUATION PAGE

<sup>1</sup> CR No. \_\_\_\_\_  
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Attachment 4 - Change Documentation Continuation Page Form

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## YUCCA MOUNTAIN PROJECT DOCUMENT CHANGE NOTICE (DCN) RECORD

Page \_\_\_\_ of \_\_\_\_

1 Document Title:

2 Document No.:

The document identified in Blocks 1 and 2 has been changed. The changed pages attached to this DCN are identified in Block 7 opposite the latest DCN number in Block 3. The original issue of this document as modified by all applicable DCN's constitutes the current version of the document identified in Blocks 1 and 2.

3 DCN NO.	4 CR NO.	5 DOCUMENT Rev./CN #	6 CR TITLE	7 AFFECTED PAGES	CHANGE	ADD	DELETE	8 DATE

Attachment 5 - Document Change Notice

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## INSTRUCTIONS FOR PREPARATION OF DOCUMENT CHANGE NOTICE (DCN) FORM Y-AD-059

*The numbered steps correspond to the numbered blocks on the Document Change Notice Form.*

1. Enter the title of the document being changed.
2. Enter the document identification number.
3. Enter the next applicable DCN number.
4. Enter the number of the CR(s) used to effect the specific change.
5. List the applicable document revision/ICN number.
6. Enter the CR title.
7. List the page numbers for any pages affected and indicate the type of change that has been implemented by checking the appropriate column.
8. Enter the date on which the change becomes effective as indicated in block 8 of the Change Directive. "N/A" if not applicable.

Attachment 5 - Document Change Notice (continued)

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