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TMSS/029/2  
10/25/90  
Revision No.: 0

**TECHNICAL & MANAGEMENT SUPPORT SERVICES  
DOCUMENT TRANSMITTAL/ACKNOWLEDGMENT RECORD**

WBS: 1.2.9  
QA: QA  
Page 1 of 1

TO:  
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1717 H STREET N.W.  
  
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FROM: Science Applications Int. Corp.  
Document Control Center  
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TRANSMITTAL DATE: 10/20/90

COPY NO.: 223

DOCUMENT TITLE: YUCCA MOUNTAIN PROJECT OFFICE QUALITY MANAGMENT PROCEDURES

DOCUMENT REVISION: 42 DOCUMENT IDENTIFICATION NUMBER: YMPO/88-1

**DIRECTIONS**

REPLACE: Table of Contents, Rev. 41, dated 10/12/90 with  
Table of Contents, Rev. 42, dated 10/19/90

INSERT: Interim Change Notice (ICN) #2 and #1, dated  
10/19/90, to QMP-02-01, Rev. 1

REPLACE: QMP-02-03, Rev. 0, dated 07/12/89 with  
QMP-02-03, Rev. 1, dated 10/19/90  
(Also remove all ICN's applicable to Rev. 0)

REPLACE: QMP-07-04, Rev. 0, dated 11/29/89 with  
QMP-07-04, Rev. 1, dated 10/19/90  
(Also remove all ICN's applicable to Rev. 0)

INSERT: Interim Change Notice (ICN) #1, dated 10/19/90  
to QMP-16-03, Rev. 1

*CC*  
*S. Crutcher*  
*J. Verma*

NOTE: PLEASE SIGN THIS TRANSMITTAL WITH BLACK INK

\*\*\*\* Destroy or mark obsolete material "Superseded" \*\*\*\*

SIGN/DATE IN BLACK INK BELOW TO CONFIRM THAT THE ABOVE DIRECTIONS HAVE BEEN FOLLOWED,  
AND RETURN THIS TRANSMITTAL RECORD, WITH THE OBSOLETE MATERIAL, AS APPROPRIATE, TO THE  
ABOVE ADDRESS BY:

11/12/90

Due Date

*[Signature]*

Document Holder Signature

10/26/90

Date

<<< FOR DOCUMENT CONTROL CENTER USE ONLY >>>

OBSOLETE MATERIAL RECEIVED:

DCC Personnel Initials

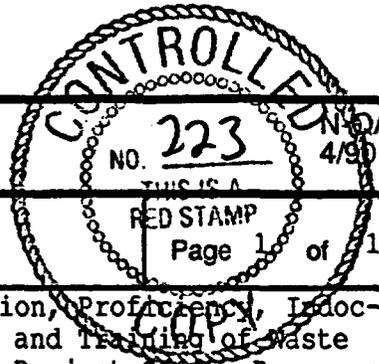
Date

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PDR WASTE  
WM-11 PDC

ASCII SCAN

102.7  
WM-11  
NH03

# INTERIM CHANGE NOTICE



NO. DA-023  
4/90

ICN Number:

2

Effective Date:

10/19/90

Applies to:

Qualification, Proficiency, Indoc-  
trination, and Training of Waste  
Management Project Office Personnel

Number

OMP-02-01

Rev. 1

Title

REQUIRED CHANGE(S): (Minor  Yes  No)

## PARAGRAPH

## CHANGE TO

- |       |  |
|-------|--|
| 1.0   | Delete "and proficiency evaluation".             |
| 3.4   | Delete section.                                  |
| 4.1.b | Delete sentence.                                 |
| 5.2   | Delete section, including 5.2.1 and 5.2.2.       |
| 5.5.1 | Delete "d. Proficiency Evaluation Form".         |
| 7.0   | Delete "Figure 2 - Proficiency Evaluation Form". |
| 8.0   | Delete "2. Proficiency Evaluation Form".         |

## APPROVALS

Division Director

*Convent F. Linn*

Date

10-18-90

Director, QA

*Signature for DG HORTON*

Date

10/18/90

Project Manager

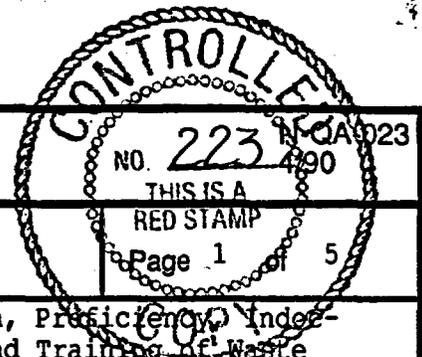
*Bob [Signature]*

Date

10/18/90

9011010186 9pp

# INTERIM CHANGE NOTICE



ICN Number: <u>1</u>	Effective Date: <u>10/19/90</u>	Page <u>1</u> of <u>5</u>
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Applies to: Qualification, Proficiency, Indentration, and Training of Waste Management Project Office Personnel

Number OMP-02-01 Rev. 1 Title Management Project Office Personnel

REQUIRED CHANGE(S): (Minor  Yes  No)

<u>PARAGRAPH</u>	<u>CHANGE TO</u>
General	Replace "Waste Management Project Office (WMPO)" with "Yucca Mountain Project Office (Project Office)" in every occurrence.
General	Replace "Nevada Nuclear Waste Storage Investigations (NNWSI)" with "Yucca Mountain Project (YMP)" at every occurrence.
2.0	Add "MACTEC," between "T&MSS personnel," and "and".  Add:  Note: Pending resolution of the Privacy Act Issue, whenever a reference to the T&MSS Training Manager occurs regarding training records, it should be understood that the respective training manager (DOE or MACTEC) applies.
3.7	Replace with:  Training is in-depth instruction provided to personnel to develop and demonstrate initial proficiency in the application of selected requirements and procedures, and to adapt to changes in technology , methods, or job responsibilities.
4.0	Add:  Note: Unless indicated otherwise, responsibilities in this procedures may be delegated in writing to a designee.
4.1.a	Change "position" to "activity".

<p>APPROVALS</p> <p>Division Director <i>[Signature]</i> Date <u>10/17/90</u></p>	<p>Director QA <i>[Signature]</i> Date <u>10/18/90</u></p>	<p>Project Manager <i>[Signature]</i> Date <u>10/10/90</u></p>
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INTERIM CHANGE NOTICE  
CONTINUATION PAGE

N-QA-023  
4/90

ICN Number: 1	Applies to: QMP-02-01	Effective Date: 10/19/90	Page 2 of 5
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REQUIRED CHANGE (S): (Minor  Yes  No)

PARAGRAPH

CHANGE TO

- 4.1.b Delete ", in conjunction with an employee's annual performance appraisal,".
- 4.1.c Add "may remove previous training assignments through a memo to the training manager" to the end.
- 4.3.g Delete sentence.
- 4.4 Delete "manager and the T&MSS" on the third line.
- 5.0 Add (after first paragraph):  
  
Note: Forms depicted or referenced in this procedure are samples only. Other similar forms may be used provided that any information needed to fulfill the purpose of the form is included. At a minimum, required information from the referenced forms must be included.
- 5.1.1 Add "or the responsible Personnel Department" after "Managers..." in the first sentence.
- 5.1.2 Delete "from their resume" at the end of the sentence.
- 5.1.3 Remove "T&MSS".
- 5.1.4 Replace "resume" with "any supporting documentation" in the second sentence.  
  
Remove "T&MSS" from the second sentence.
- 5.1.5 Remove "T&MSS" from the first and second sentences.
- 5.2.1 Delete the second sentence.
- 5.2.2 Remove "T&MSS" at both occurrences.
- 5.3.2 Revise the second sentence to read "...shall assign these requirements in writing (see sample form, Figure 3)."

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CONTINUATION PAGE

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4/90

ICN Number: 1	Applies to: QMP-02-01	Effective Date: 10/19/90	Page 3 of 5
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REQUIRED CHANGE (S): (Minor  Yes  No)

PARAGRAPH

CHANGE TO

- 5.3.2 (con't). Replace the third sentence with:  
"Required reading may be indicated by marking "Y" in the (Y/N) column or by checking only those documents where familiarization is required, leaving those not required blank.
- 5.3.4 Add (after the first sentence):  
"As with all training, this orientation may be announced via a periodic calendar, indicating dates and times of training.  
Delete the last sentence.
- 5.4 Add:  
Note: Training or indoctrination may be waived in accordance with QMP-02-09, Development and Conduct of Training.
- 5.4.1 Delete the second sentence.
- 5.4.3 Add (after the first sentence):  
"The manager shall send a copy of the form to the Training manager.  
Delete "the employee for" in the second sentence.  
Remove "T&MSS" at both occurrences.
- 5.4.4 Delete.
- 5.4.5 Delete.
- 5.4.6 Replace with:  
"Development and delivery of quality related training is accomplished by instructors qualified in accordance with QMP-02-09.
- 5.4.7 Delete.

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CONTINUATION PAGE

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4/90

ICN Number: 1	Applies to: QMP-02-01	Effective Date: 10/19/90	Page 4 of 5
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REQUIRED CHANGE (S): (Minor  Yes  No)

PARAGRAPH

CHANGE TO

5.5.1

Revise to read:

"Individual training files for all Project Office staff personnel performing activities affecting quality shall be maintained by the appropriate training manager. These files are to be submitted to a Local Records Center (LRC) as record segments or record packages in accordance with QMP-17-01, when it is permissible to do so. The frequency for this submittal is determined by the Training Manager based on the completion of the activity represented by the file in accordance with QMP-17-01. As a minimum these files shall contain:"

Delete "b".

Delete "h".

Add (at the end):

"Note: MACTEC will maintain records developed by them as a result of implementation of this procedure and submit them to the DOE LRC, as appropriate.

5.5.2

Delete.

6.0

Replace current text with:

QMP-02-09, Development and Conduct of Training  
QMP-17-01, Records Management: Record Source  
Implementation

\* Current Revision

7.0

Delete "Figure 5 - Request to Develop Training".

Delete "Figure 6 - NNWSI Project Training  
Attendance Record".

INTERIM CHANGE NOTICE  
CONTINUATION PAGE

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4/90

ICN Number: 1	Applies to: QMP-02-01	Effective Date: 10/19/90	Page 5 of 5
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REQUIRED CHANGE (S): (Minor  Yes  No)

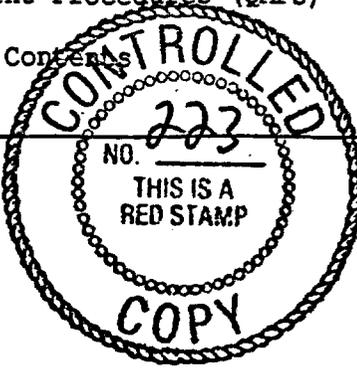
PARAGRAPH

CHANGE TO

8.0	Delete item 4.
	Delete item 5.
Page 14 of 15	Delete.
Page 15 of 15	Delete.

YMPO Quality Management Procedures (QMPs)

Table of Contents



QMP No.	ICN No.	QMP Title	Revision No.
QMP-01-01		Organization	2 (10/12/90)
QMP-01-02		Stop Work Order	1 (10/9/90)
QMP-02-01	1		(10/19/90)
QMP-02-01	2		(10/19/90)
QMP-02-01		Qualification, Proficiency, Indoctrination, and Training of Waste Management Project Personnel	1 (9/2/88)
QMP-02-02		Qualification of Quality Assurance Program Audit Personnel	2 (10/10/90)
QMP-02-03	1		Superseded by Rev. 1
QMP-02-03		Management Assessment	1 (10/19/90)
QMP-02-04		Qualification, Proficiency, Indoctrination, and Training of DOE Yucca Mountain Project Office Personnel	In Preparation
QMP-02-08	1		(2/7/89)
QMP-02-08	2		(7/20/90)
QMP-02-08	3		(7/20/90)
QMP-02-08	4		(8/27/90)
QMP-02-08		Technical Assessment Review	0 (8/8/88)
QMP-02-09		Development and Conduct of Training	1 (10/17/90)
QMP-03-01	1		(7/20/90)
QMP-03-01	2		(7/25/90)
QMP-03-01	3		(9/17/90)
QMP-03-01		Peer Reviews	1 (1/11/89)
QMP-03-02		Control of Scientific Investigations	In Preparation
QMP-03-03		Software Classification, Installation, and Use	In Preparation
QMP-03-04		Software Development and Maintenance	In Preparation
QMP-03-05		Software Verification and Validation	In Preparation

YMPO Quality Management Procedures (QMPs)

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QMP No.	ICN No.	QMP Title	Revision No.
QMP-03-06		Software Configuration Management System	In Preparation
QMP-03-07		Software Documentation Control and Review	In Preparation
QMP-03-08		Qualification and Acquisition of Existing Software	In Preparation
QMP-03-09		Project Change Control Board Process	0 (10/17/90)
QMP-03-10		Field Exchange Control Procedure	In Preparation
QMP-04-02		Yucca Mountain Project Office Procurement Actions	0 (10/19/90)
QMP-05-03		Office of Civilian Radioactive Waste Management Quality Assurance Requirements Document Matrix	1 (9/27/90)
QMP-06-04		Project Office Document Development, Review, Approval, and Revision Process	1 (10/17/90)
QMP-07-04	1		Superseded by Rev. 1
QMP-07-04	2		Superseded by Rev. 1
QMP-07-04	3		Superseded by Rev. 1
QMP-07-04	4		Superseded by Rev. 1
QMP-07-04		Supplier Evaluation/Qualified Suppliers List	1 (10/19/90)
QMP-15-01		Control of Nonconformances	2 (9/29/90)
QMP-16-01	1		(10/15/90)
QMP-16-01		Corrective Action	0 (12/10/84)
QMP-16-03	1		(10/19/90)
QMP-16-03	2		(10/15/90)
QMP-16-03		Standard Deficiency Reporting System	1 (6/5/89)

YMPO Quality Management Procedures (QMPs)

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<u>QMP No.</u>	<u>ICN No.</u>	<u>QMP Title</u>	<u>Revision No.</u>
QMP-17-01		Records Management: Record Source Implementation	1 (10/30/89) Reinstated until 11/1/90
QMP-17-01		Records Management: Record Source Implementation	2 (11/1/90)
QMP-18-02	1		(9/27/90)
QMP-18-02		Surveillance	2 (9/27/90)