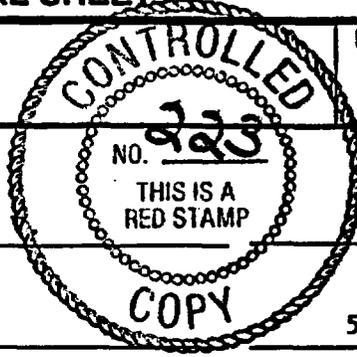


**YUCCA MOUNTAIN PROJECT OFFICE
DOCUMENT APPROVAL SHEET**

Y-AD-002
4/90

Title
QUALITY MANAGEMENT PROCEDURE: SURVEILLANCE

NO. QMP-18-02
[] Q
[] Non Q



APPROVAL

PROJECT MANAGER: M. Kunich for D. L. 5/5/87
Signature Date

DIRECTOR OF QUALITY ASSURANCE: James Blaylock 5/4/87
Signature Date

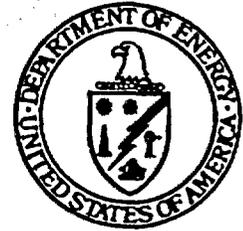
QA SC S. Metta for S. H. K. 4/20/87
(OTHER, AS REQUIRED) Signature Date

REVISION 0 EFFECTIVE DATE: May 11, 1987

REVISIONS

INITIAL AND DATE

	REVISION 1	REVISION 2	REVISION 3	REVISION 4
PROJECT MANAGER:	<u>M. P. K. for D. L. V. 5/18/88</u>	<u>[Signature] 9/18/88</u>		
DIRECTOR, QA:	<u>J. Blaylock 5/23/88</u>	<u>[Signature] 9/13/88</u>		
Proj. Mang. T&MSS (OTHER, AS REQUIRED)	<u>M. Spaeth 5/16/88</u>	<u>N/A</u>		
EFFECTIVE DATE:	<u>5/27/88</u>	<u>9/27/90</u>		



YUCCA MOUNTAIN PROJECT PROCEDURE

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4/90

Title

QUALITY MANAGEMENT PROCEDURE: SURVEILLANCE

1.0 PURPOSE AND SCOPE

1.1 PURPOSE

The purpose of this procedure is to establish a surveillance program for the Yucca Mountain Project (Project Office) that encompasses all Project Office surveillances of Project items and activities.

1.2 SCOPE

As such, this procedure assigns the responsibilities and provides the methodology to ensure that Project Office surveillance activities are effectively implemented and documented.

2.0 APPLICABILITY

This procedure applies to all personnel who schedule, plan, perform, or report the results of Project Office surveillances of Project items or activities.

3.0 DEFINITIONS

NOTE: Terms in this procedure are used as defined in Office of Civilian Radioactive Waste Management (OCRWM) Quality Assurance (QA) Requirements and Program Description Documents or the Project Glossary. The following additional definitions are adopted for the purposes of this procedure.

3.1 SURVEILLANCE

A surveillance is the act of monitoring or observing to verify whether an item or activity conforms to specified requirements.

3.2 CORRECTIVE ACTION

A measure taken to rectify conditions that are adverse to quality and, where necessary, to preclude repetition.

4.0 RESPONSIBLE PARTIES

The following Project individuals or organizations are responsible for the activities identified in Section 5 of this procedure:

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YUCCA MOUNTAIN PROJECT PROCEDURE

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QUALITY MANAGEMENT PROCEDURE: SURVEILLANCE

1. Director, Quality Assurance (DQA)
2. DOE (Lead)
3. Project Office Personnel
4. Surveillance Team Leader (STL)
5. Surveillance Team Members

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>
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SCHEDULING

Project Office Personnel	1.	Propose surveillances to the DOE (Lead). NOTE: The basis for the proposed surveillances will be the importance of the work activity, results of previous surveillances and/or audits, trend reports, and the latest Project reports.
DOE (Lead)	2.	Prepare a surveillance schedule on a monthly basis that reflects the input provided by Project Office Personnel, and provides the rationale for surveillances that are delayed or canceled.
DQA	3.	Review, approve and issue schedule to all affected organizations.
DOE (Lead)	4.	Assign STL and members. NOTE: Surveillances shall be performed by personnel who are knowledgeable in, and not directly responsible for, the activities under surveillance.

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RESPONSIBLE PARTY	STEPS	PROCEDURE
Surveillance Team	5.	Prepare a Surveillance Checklist (Attachment 1) or mark-up copy of the applicable approved procedure(s) for all surveillances except for surveillances that are performed to verify Corrective Action associated with a deficiency document.

PERFORMANCE

STL	6.	Notify the respective organization's management of the scheduled surveillance. NOTE: Unscheduled surveillance notification is made to the respective organization's management commensurate with the initiation of the surveillance.
Surveillance Team	7.	- Conduct an opening meeting with the organization to inform them of the scope of the surveillance and specify the items and/or activities to be surveilled and the documents the surveillance team will need during the course of the surveillance.
Surveillance Team	8.	Conduct the surveillance using the Surveillance Checklist or mark-up copy of the applicable approved procedure(s). Indicate results for each characteristic surveilled. Record documents reviewed. Record and/or obtain evidence of deficiencies as well as sample size examined. Note positive program performances.
Surveillance Team	9.	For surveillances extending beyond one day, make the surveilled organization's management aware of deficiency conditions or areas of concern on a daily basis in an attempt to resolve the conditions during the course of the surveillance.

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<u>RESPONSIBLE PARTY</u>	<u>STEPS</u>	<u>PROCEDURE</u>
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- | | | |
|--|-----|---|
| | 10. | Upon completion of a surveillance activity, brief the surveilled organization's management on the results, including deficiencies identified during the course of the surveillance. |
|--|-----|---|

REPORTING

- | | | |
|--|-----|--|
| | 11. | Initiate a Corrective Action Request (CAR) and process it in accordance with QMP-16-01 for significant conditions adverse to quality which, if uncorrected, could have serious affect on safety or operability of the Project. |
| | 12. | Initiate a surveillance report by obtaining a unique report number from the DOE (Lead) or his designee from the Project Surveillance Report Status Log (Attachment 2). |

Surveillance results shall be documented in a report that contains the following elements as a minimum:

- a. Date of surveillance
- b. Description of the activity or item under surveillance
- c. Persons conducting the surveillance
- d. Persons contacted during the surveillance
- e. The requirements governing the activity or item
- f. Deficiencies identified during the surveillance
- g. Measuring and test equipment used during the surveillance
- h. Summary of any immediate corrective action taken

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QUALITY MANAGEMENT PROCEDURE: SURVEILLANCE

<u>RESPONSIBLE PARTY</u>	<u>STEPS</u>	<u>PROCEDURE</u>
	13.	Prepare and sign the surveillance report.
DOE (Lead)	14.	Approve the surveillance report.
DQA	15.	Approve the surveillance report.
Surveillance Team	16.	Prepare a surveillance report Cover Transmittal Letter for the DQA's signature and issuance by the Project Office. NOTE: Resultant CARs may be issued independently or attached to the related surveillance report. If issued independently, an information copy of the CAR shall be attached to the Surveillance Report. Surveillance Reports should be issued within 30 days of completion of the surveillance.
	17.	Complete a Trend Data Form in Accordance with QMP-16-02.
	18.	Process QA records 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, DOE/RW-0214

OCRWM Quality Assurance Program Description Document, DOE/RW-0215

6.2 INTERFACE DOCUMENTS

QMP-02-01, Qualification, Proficiency, Indoctrination, and Training of Yucca Mountain Project Office Personnel

QMP-16-01, Corrective Action

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QUALITY MANAGEMENT PROCEDURE: SURVEILLANCE

QMP-16-02, Trend Analysis

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

7.0 FIGURES AND ATTACHMENTS

Figure 1, Surveillance Flowchart

Attachment 1, Surveillance Checklist

Attachment 2, Surveillance Report Status Log

8.0 QA RECORDS

The following documents resulting from the implementation of this procedure shall be designated as QA Records and shall be processed and maintained in accordance with QMP-17-01, Records Management: Record Source Implementation:

8.1 The Surveillance Documentation will be submitted as a uniquely identified package and shall consist of the following documents:

1. Surveillance Report cover Transmittal Letter
2. Surveillance Report

8.2 The following document is maintained and submitted in accordance with the initiating procedure and is not required for the surveillance record package.

Corrective Action Requests (CARs) are initiated and processed in accordance with QMP-16-01, Corrective Action.

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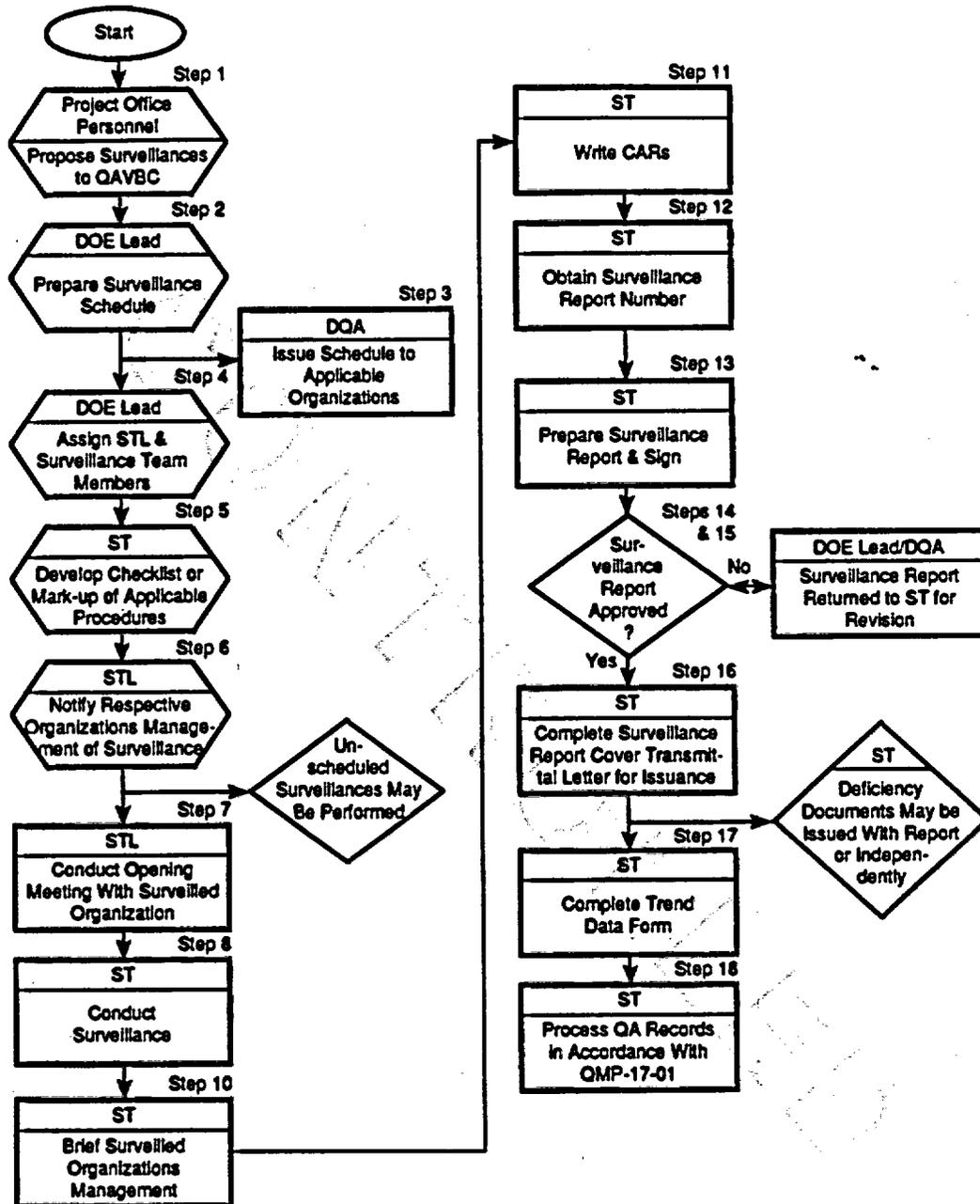


Figure 1 - Surveillance Flowchart

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QUALITY MANAGEMENT PROCEDURE: SURVEILLANCE

SURVEILLANCE CHECKLIST	N-QA-054 5/89	Page _____ of _____	OBJECTIVE EVIDENCE/REPORTS	
Prepared by: _____ Signature: _____	Date: _____ Date: _____	Surveillance No. _____	RESULTS SAT. UNSAT.	
CHARACTERISTICS				

DRAFT

Attachment 1 - Surveillance Checklist

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