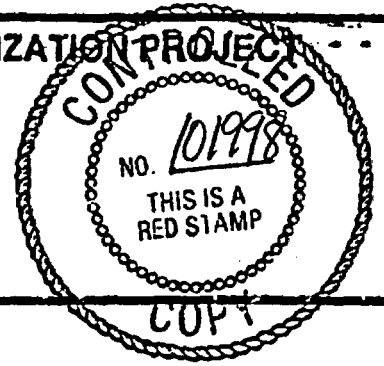


YMP-053-R1
7/1/92

YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT



PROCEDURE

Title:

Field Change Control Process

Procedure No.:
AP-3.5Q

Revision: 2

ICN: 1

Page 1 of 24

Approval: *W. A. Wilson*
W. A. Wilson

Date: 11-16-92

Approval: NA

Date:

Approval: NA

Date:

Concurrence: R. E. Spence

Date: 11/17/92

REVISION HISTORY

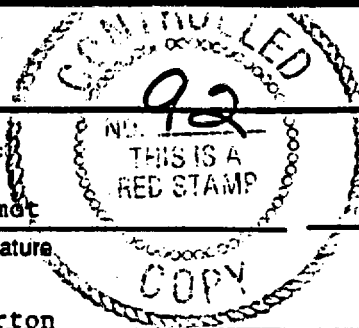
Rev. No.	ICN No.	Effective Date	Description of Revision/ICN
0		10/17/90	Initial issue.
1		12/23/91	Complete revision.
2		10/16/92	Complete revision related to CAR YM-92-040.
2	1	12/01/92	Minor change to page 11 related to CAR YM-92-040.

*Add: Ken Hooks At Encl
NH03 0/1
1028
WM-11*

YMP-054-R0 YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT OFFICE
7/12/91
DOCUMENT APPROVAL SHEET

Title
FIELD CHANGE CONTROL PROCESS

NO. AP-3.5Q
[X] Q
[] Non Q



APPROVAL

PROJECT MANAGER: Original signed by Edwin L. Wilmet Signature 10/12/90 Date

DIRECTOR OF QUALITY ASSURANCE: Donald G. Horton Signature 10/11/90 Date

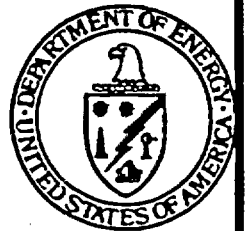
N/A : N/A Signature N/A Date
(OTHER, AS REQUIRED)

REVISION 0 EFFECTIVE DATE: 10/17/90

REVISIONS

	INITIAL AND DATE			
	REVISION 1	REVISION 2	REVISION 3	REVISION 4
PROJECT MANAGER: <u>R. V. Barton for C. P. Gertz</u> 12/10/91	<u>RVB</u>	<u>CG</u>		
DIRECTOR, QA: <u>R. E. Spence</u> 12/10/91	<u>RES</u>	<u>CG</u>		
<u>N/A</u> (OTHER, AS REQUIRED)	<u>N/A</u>	<u>N/A</u>		
EFFECTIVE DATE:	<u>12/23/91</u>	<u>10/16/92</u>		

Complete Revision



TRAINING REQUIRED YES N/A NUMBER OF DAYS REQUIRED FOR TRAINING 10

COMMENTS: SELF-STUDY FOR PERSONNEL REQUIRED TO MAINTAIN TRAINING.

PER DISCUSSION WITH ERROL GARDNER

AT 1:55 PM 10-2-92

ATB

[Signature] FOR TRAINING OFFICER/TRAINING MANAGER DATE 10-2-92

1.0 PURPOSE AND SCOPE

1.1 PURPOSE

The purpose of this procedure is to describe how changes to approved Job Packages, or documents incorporated by reference as part of the Job Package, are evaluated and dispositioned by the Field Change Control Board (FCCB).

GENERAL

The content and format of this procedure have not been revised in accordance with QAP 5.1, Attachment 8.2, Content of Quality Assurance (QA) Program Procedures, nor Attachment 8.3, Standard Format for QA Program Procedures at the time of this revision in order to expedite processing of changes required to this document under CAR YMP-92-040.

1.2 SCOPE

This procedure applies to FCCB evaluation and disposition of proposed field changes to the Yucca Mountain Site Characterization Project (YMP) documents designated by the YMP CCB to be under the purview of the FCCB and listed in the CCB Register. This procedure also applies to field change control of Project Office approved job packages and documents incorporated by reference as part of the job package as being under FCCB control.

Field-controlled documents are listed in the YMP CCB Register. On approval and issuance of the Job Package, the CCB Register documents incorporated by reference in the Job Package (per AP-5.21Q) are designated to be under FCCB change control and will be added to the YMP CCB Register along with the Job Package.

Changes to Site Characterization Program Baseline document, Study Plans, Test Planning Packages, etc. shall be processed per the applicable procedure rather than this procedure.

2.0 APPLICABILITY

This procedure applies to the U.S. Department of Energy (DOE) Yucca Mountain Site Characterization Project Office (YMPO) and other Project Participants.

3.0 DEFINITIONS

NOTE: Terms in this procedure are used as defined in the Project Glossary. The following additional definitions have been adopted or included for the purposes of this procedure.

YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT PROCEDURE

Procedure No.: AP-3.5Q
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3.1 CCB REGISTER

Formal listing of baselined documents, CCB-controlled documents, those documents under the purview of the FCCB for change purposes only, and OCRWM documents accepted by the CCB.

3.2 CHANGE CLASSIFICATION CRITERIA

3.2.1 Urgent

Any change which must be evaluated and dispositioned in less than 24 hours to eliminate or mitigate field conditions which may cause work stoppage.

3.2.2 Routine

All changes that do not fit the criteria for urgent.

3.3 DESIGN CHANGE

A major change to any structure, system, or component identified in design documents as being part of a completed facility.

3.4 FIELD CHANGE CONTROL BOARD CHAIRPERSON

The Project CCB Chairperson shall appoint the FCCB Chairperson. The Site Manager is currently designated as the FCCB Chairperson. Based on the type of change, the FCCB Chairperson appoints ad hoc members to evaluate the change request.

3.5 FIELD CHANGE CONTROL BOARD MEMBERS AND PARTICIPANTS

The Field Change Control Board (FCCB) is a field extension of the Project CCB that (1) is comprised of a chairperson, ad hoc members, and a secretary; and (2) administers changes on an assigned portion of the Project Baseline.

Each YMPO Division/Office and all other Project Participants shall designate in writing one FCCB member to serve on an ad hoc basis. The delegation of authority letter will be authorization for the designee to commit their organization with respect to accepting responsibility for the adequacy, or correctness, of the proposed FCR. Based on the type of change, the FCCB Chairperson shall appoint ad hoc members to evaluate the change request. Ad hoc members of the FCCB will present their positions with respect to each action brought before the FCCB insofar as their respective areas of responsibility are affected.

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3.6 FIELD CHANGE REQUEST

A Field Change Request (FCR) (Attachment 1) is the documentation (comprised of a completed FCR form and any continuation pages, attachments, or supporting materials) that is used to record the proposal, evaluation, approval/ disapproval, and directions for effecting changes to activated Job Packages or documents incorporated by reference as part of the Job Package.

3.7 FIELD CHANGE CONTROL BOARD SECRETARY

The Configuration Management Organization Site Representative will provide on-site Configuration Management Support by serving as the FCCB Secretary.

3.8 MINOR CHANGE

A minor change is an inconsequential alteration to an approved document, such as an organizational title change; a change to the alpha-numeric identifier of the document; minor wording changes for clarity, editorial, typographical, grammar, punctuation, or spelling corrections; or other alteration which does not change the basic policy or process content of the document.

NOTE: Any other change is considered major.

3.9 QUALITY AFFECTING CHANGE

A major change to an item listed on the Q-list or an activity listed on the Quality Activities List, either by name or association.

3.10 SCIENTIFIC INVESTIGATION CHANGE

A major change to any research, experiment, test, study, or activity that is performed for the purpose of investigating the natural system of man-made aspects of the Mined Geologic Disposal System (MGDS), including the various studies that are performed for, or in support of, the investigation, exploration, site characterization (including radiological and meteorological), design bases development, licensing, construction, operation, monitoring, performance evaluation, or closure of the MGDS or related activities.

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4.0 RESPONSIBLE PARTIES

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

1. Site Manager/FCCB Chairperson
2. Project Office and Other Project Participants (PP)
(Project Office Division Directors/Technical Project Officers [DD/TPO])
3. FCCB Secretary
4. Ad hoc FCCB Members (FCR Evaluators)
5. Architect/Engineer (A/E)
6. Principal Investigator (PI)
7. Project Office Quality Assurance (QA) Field Representative
8. Document and Records Center (DRC)

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>
--------------------------	--------------	------------------

FIELD CHANGE CONTROL

Project Office and
Other Project
Participants

1. Identify the need to make a change to one or more of the documents contained in the authorized Job Package (JP) or referenced in the JP as being under the purview of the FCCB.
2. If the the change is outside of FCCB authority (including changing a higher level requirement or exceeding the approved P&S Account), exit this procedure and complete a change request in accordance with the applicable procedure (AP-3.3Q or AP-3.7).

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

Project Office and
Other Project
Participant

- | | |
|----|---|
| 3. | For changes within FCCB authority as outlined in the appropriate JP or to the actual JP, complete Section I of the FCR Form (see Attachment 1). Changes to documents should be specific (i.e., section, page, paragraph) with attached markups, if appropriate. |
|----|---|

- NOTE:
- a. Originators of field changes to approved JPs are responsible for marking the latest changes with solid vertical bars adjacent to the right-most textual margin for each page, annexed to the FCR forms before submittal. Configuration Management will assign and place the corresponding FCR designators for each change bar.
 - b. The FCCB Secretary is responsible for incorporating the changes into the documentation and providing updates to the FCR History form (see Attachment 5) placed immediately following the Title Page of the JP (See example, Attachment 6).
 - c. Revision of a JP in its totality is not necessary.

- | | |
|----|--|
| 4. | Justification shall be provided by the originator of a change. <ul style="list-style-type: none">a. If a scientific, design, or quality affecting change is required, perform an internal Participant technical evaluation of the change per applicable Participant procedure, or requirements identified in Attachment 4, and provide documented results.b. If the change is minor, signature approval by the FCCB Secretary will authenticate the change without a QA approval. |
|----|--|

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<u>RESPONSIBLE PARTY</u>	<u>STEPS</u>	<u>PROCEDURE</u>
Project Office and Other Project Participants	5.	Perform a cost/schedule impact assessment, unless the change is editorial or typographical.
	6.	Document results of technical evaluations and cost/schedule impact assessments in Section II of FCR. In accordance with AP-5.21Q, cost and schedule thresholds are listed in each Job Package section Change Control Authority.
DD/TPO, or Designees	7.	Sign Section II, and attach the evaluation, sketches, or other appropriate supporting documentation to complete the FCR. Ensure change classification is accurate. Transmit originals to FCCB Secretary.
FCCB Secretary	8.	Assess change classification. a. If an urgent situation exists, assign and record FCR number then go to step 15. b. If situation is not urgent, go to Step 9. c. If minor change, disposition and go to Step 22.
	9.	Review FCR for completeness. a. If the FCR is incomplete, return the FCR with a justification for rejection to the originating organization for additional input or further action.

NOTE: Justification for rejection may be formally or informally addressed at the discretion of the FCCB Secretary.

b. If the FCR is complete, then process in accordance with this procedure.

**YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT
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<u>RESPONSIBLE PARTY</u>	<u>STEPS</u>	<u>PROCEDURE</u>
FCCB Secretary	10.	Assign and FCR number.
FCCB Chairperson	11.	Assign appropriate ad hoc FCCB members and Participants, as needed, to evaluate the FCR.
	NOTE:	As a minimum, quality-affecting activities will be evaluated by the Field Quality Assurance representative. Field changes to design or design-related activities shall be evaluated by YMP Engineering a Development Division Director and the responsible architect/engineer (A/E). Field changes which affect or impact scientific activities shall be evaluated by YMP Regulatory and Site Evaluation Division Director and the responsible Principal Investigator, as applicable. Evaluators of FCRs must be delegated in writing.
FCCB Secretary	12.	Prepare FCR change documentation package (including copies of blank evaluation form and attachments) and provide to designated evaluators.
FCR Evaluators	13.	Document evaluations on Change Evaluation (CE) Form, YMP-029 (Attachment 2). Provide signed CE to FCCB Secretary.
	NOTE:	Instructions on this CE Form to the CCB Secretary apply to the FCCB Secretary for purposes of this procedure. The term CR means FCR. If evaluations occur as part of the FCCB meeting, the FCCB meeting minutes (signed by FCCB Chairperson and Field QA representative) are acceptable documentation of evaluations.
	14.	Resolve outstanding issues, if any. Compile all evaluations, if required.
	NOTE:	In the case of conflicting technical evaluations, the conflicts will be escalated within the respective organizations until resolved.

**YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT
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<u>RESPONSIBLE PARTY</u>	<u>STEPS</u>	<u>PROCEDURE</u>
FCCB Secretary	15.	Obtain appropriate signatures (Steps 16-18).
A/E and/or PI	16.	Make technical recommendation and sign FCR form, if applicable.
QA Field Representative	17.	Review FCR, verify that the requirements of this procedure have been satisfied, and sign the submittal FCR form. If requirements have not been satisfied, notify FCCB Secretary of deficiencies and return FCR to FCCB Secretary for resolution.
FCCB Chairperson	18.	Review change documentation package. Indicate disposition of change on FCR, including justification, if necessary. Sign and date FCR. Return change documentation package to FCCB Secretary.
FCCB Secretary	19.	Review dispositioned FCR for completeness. If incomplete, return to Step 15.
	20.	If change was disapproved, send disapproval letter to submitting organization.
	21.	If change was classified as urgent by the preparing organization, immediately notify submitting organization of disposition.
	22.	Record disposition of FCR in tracking log.
	23.	Complete Section IV of FCR and forward to DRC for controlled distribution. The submitting organization shall receive an information copy.

NOTE: If FCR contains cost/schedule information which needs to be changed by YMP Project Control Branch, forward copy of dispositioned FCR to PCB Chief.

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<u>RESPONSIBLE PARTY</u>	<u>STEPS</u>	<u>PROCEDURE</u>
Document and Record Center	24.	Distribute or issue copy of FCR and instruct recipient to post FCR on affected documents and process in accordance with AP-1.5Q or other appropriate procedures, as applicable.
	NOTE:	The FCRs generated after the initial issuance of a JP will be available from the DRC and will be listed within the FCR History attached to the JP.
Submitting Organization	25.	Review and implement changes to documents per the FCR.

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, DOE/RW-0215

6.2 INTERFACE DOCUMENTS

Project Glossary, YMP/89-15

AP-1.5Q, Issuance and Maintenance of Controlled Documents

AP-1.18Q, Records Management: Las Vegas Record Source Responsibilities

AP-3.3Q, Change Control Process

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

AP-5.21Q, Field Work Activation

YMP/90-55, Yucca Mountain Site Characterization Project Q-List

YMP/90-56, Yucca Mountain Site Characterization Project Quality Activities List

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7.0 FIGURES AND ATTACHMENTS

Figure 1, AP-3.5Q Flowchart

Attachment 1, Field Change Request Form

Attachment 2, YMP Change Evaluation Form

Attachment 3, Change Documentation Continuation Page

Attachment 4, Technical Review Criteria for Internal Participant Evaluations

Attachment 5, FCR History Form

Attachment 6, FCR History Example

8.0 RECORDS

Records or record packages of documentation generated as a result of this procedure shall be assembled and submitted to the DRC in accordance with requirements specified in approved procedures. QA records are:

Signed Field Change Requests

Change Evaluation Forms, if applicable

FCCB Meeting Minutes, if applicable

Evaluation Check Sheets and/or Other Evaluation Documentation

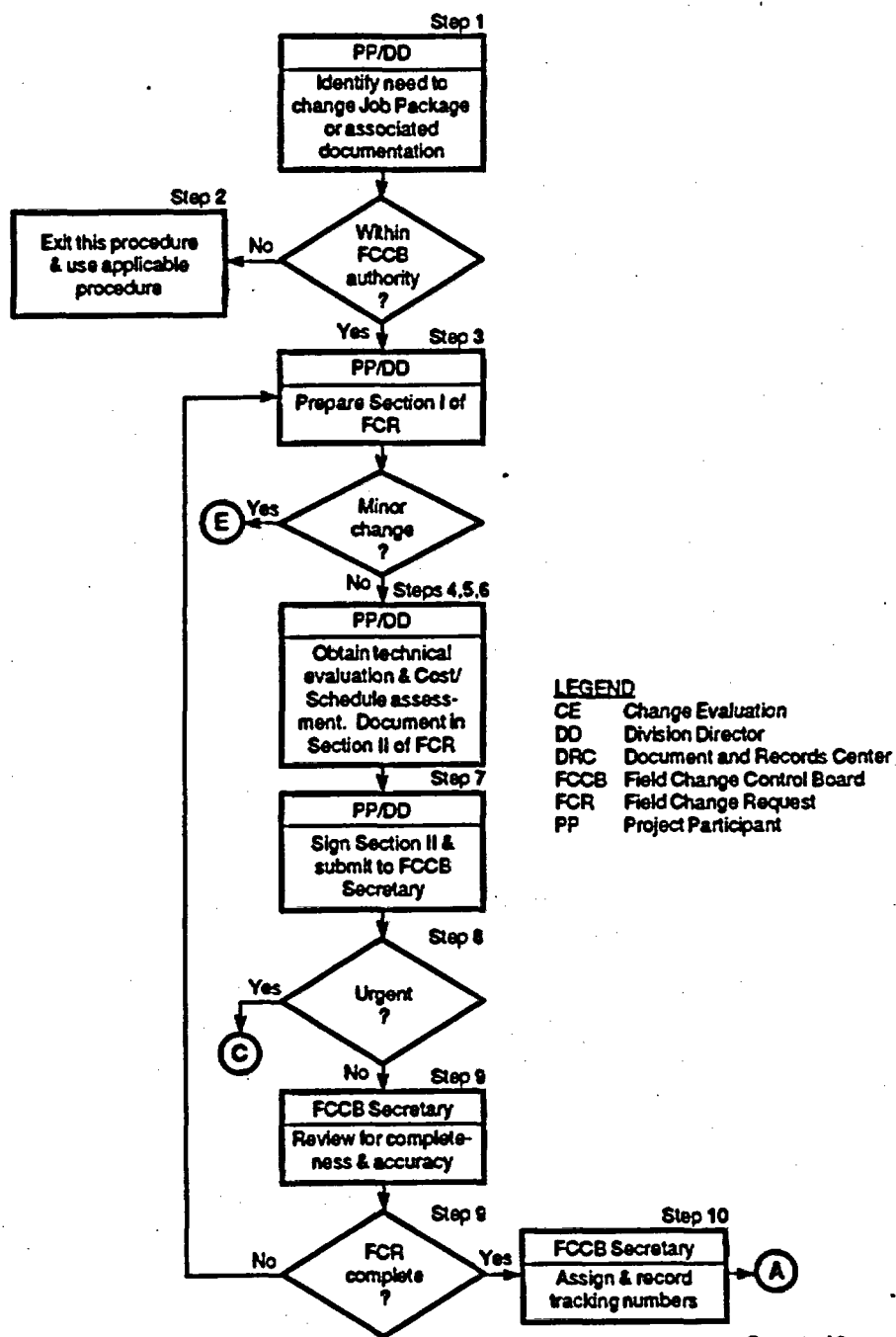


Figure 1 - Flowchart for Field Change Control Process

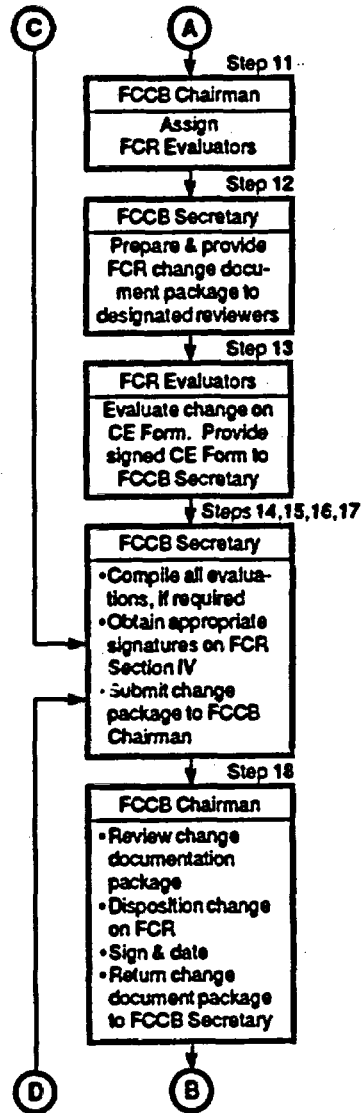


Figure 1 - Flowchart for Field Change Control Process (continued)

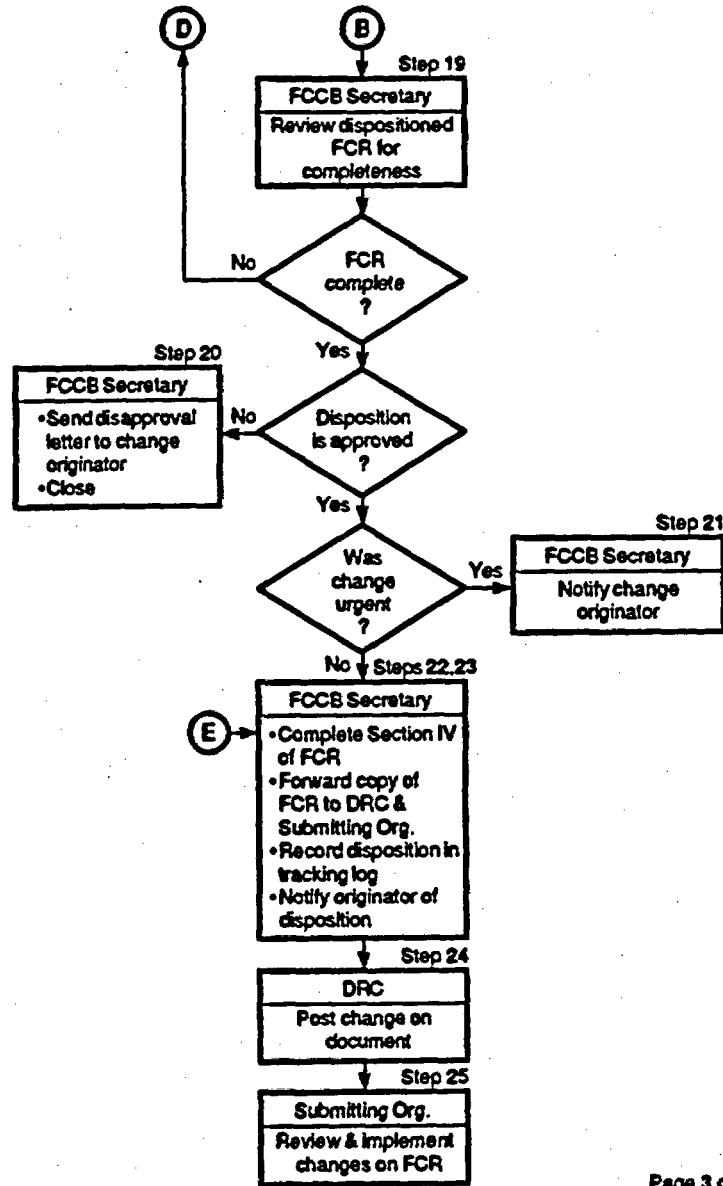


Figure 1 - Flowchart for Field Change Control Process (continued)

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YMP-072-R3 10/16/92	YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT FIELD CHANGE REQUEST	FCR # _____ Page 1 of _____		
SECTION I - IDENTIFICATION OF CHANGE				
1 <input type="checkbox"/> JP <input type="checkbox"/> Dwg. <input type="checkbox"/> Spec. <input type="checkbox"/> One-Time Change (Block 3 is N/A) <input type="checkbox"/> Other _____ <input type="checkbox"/> WP <input type="checkbox"/> Minor <input type="checkbox"/> *Cost/Schedule Only (*No QA review required)				
2 Title of Change _____				
3				
Document Number	Rev.	Page	Change From	Change To
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
4 Document to be changed is QA <input type="checkbox"/> Yes <input type="checkbox"/> No or N/A ⁵ Priority <input type="checkbox"/> Urgent (Process <24 hrs) <input type="checkbox"/> Routine				
6 Other documents affected by change <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please list on Change Documentation Continuation Page				
7 Reason for change:				
8 Attachments: (please list)				
SECTION II - TECHNICAL EVALUATIONS				
9 Change impacts <input type="checkbox"/> Design <input type="checkbox"/> Scientific Investigation <input type="checkbox"/> Non-QA, non-technical <input type="checkbox"/> Other _____				
10 Approval of FCR will result in <input type="checkbox"/> decrease <input type="checkbox"/> increase <input type="checkbox"/> no change in task price of \$ _____.				
11 Approval of FCR will result in <input type="checkbox"/> decrease <input type="checkbox"/> increase <input type="checkbox"/> no change in task completion time of _____ calendar days.				
12 Design/scientific Internal Participant technical evaluation performed per procedure: _____ with reviews by (list organizations) _____				
13 Impacts identified _____				
14 Submitted by (TPO/DD): _____ Date _____				

AP-3.5Q

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**YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT
FIELD CHANGE REQUEST**

FCR # _____
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SECTION III - FCCB APPROVAL

All signatures listed below constitute procedural compliance. I have read, understood, and complied with Procedure _____, Rev. _____, in accomplishing my responsibilities in this procedure.

¹⁵ A/E recommendation for DESIGN RELATED changes listed on this change paper
 Approve Disapprove Not required

_____	_____	_____
Signature	Title of designated A/E (print)	Date

¹⁶ Scientific recommendation for SCIENTIFIC INVESTIGATION RELATED changes listed on this change paper
 Approve Disapprove Not required

_____	_____	_____
Signature	Title/org of designated representative (print)	Date

¹⁷ QA concurrence, if required by Blocks 1 and 4 Not required

_____	_____	_____
Signature	Title/org of designated representative (print)	Date

¹⁸ Changes listed on this request are approved disapproved

_____	_____	_____
Signature	Title (FCCB Chairman)	Date

SECTION IV - IMPLEMENTATION INSTRUCTIONS

¹⁹ Each individual/organization shall complete the actions identified below. Drawings and specifications are required to be revised when five changes have been posted against the document.

Applicable (Yes/No)	Responsible Individual/Org	Action to be Taken
_____	A/E	Incorporate this change in the next revision of the documents identified in Block 3.
_____	_____	As document originator, incorporate this change in the next revision to documents identified in Block 3.
_____	Field DCC	Provide controlled distribution of this approved FCR per distribution lists used for documents identified in Block 3.
_____	Field DCC	Instruct controlled copyholders of documents listed in Block 3 to post this FCR against their controlled copies of the documents.
_____	Field DCC	When distribution is completed, please return a copy of this FCR, signed by Field DCC personnel, to the Field Change Control Board Secretary, YMP Field Operations Center, A&E Building #4015, Area 25, NTS.
_____	All above	If this implementation instruction requires further clarification, contact FCCB Secretary at 295-7941.

²⁰ _____
 FCCB Secretary Date

²¹ _____
 DISTRIBUTION CONFIRMATION (Field DCC signature) Date

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INSTRUCTIONS FOR THE PREPARATION OF YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT FIELD CHANGE REQUEST YMP-072

The numbered steps correspond to the numbered blocks on the FCR Form. If additional space is required, then use the Change Documentation Continuation Page (YMP-036).

A. FCR ORIGINATOR

1. Mark the box identifying the type of document(s) to be changed by the FCR. Note: FCRs identified as minor only require FCCB Secretary signature for processing.
2. Give short, descriptive title of change.
3. Enter the Document Number, Revision Number, Page Number and indicate specifically what is being changed.
4. Enter the Document is QA per approved grading packages. Note: No actual change will be made to a document if the FCR is for a one-time change.
5. Mark the box identifying the priority of this change in accordance with the following criteria:

Urgent: Work could not progress until this FCR is dispositioned
Routine: All changes that do not fit the criteria for urgent
6. Enter other documents affected by this change. If yes, please list on continuation sheet.
7. Describe (1) the problem the FCR corrects, or the new capability the FCR provides, (2) the nature of the defect, failure, incident, malfunction, etc., (3) substantiate the need for the change in detail. Identify and summarize any correspondence establishing requirements for the change and any testing accomplished prior to the submission.
8. List attachments to the FCR by titles, identifying numbers, and page counts.
9. Mark one or more of the following areas of impact for the requested change (Design, Scientific Investigation, Non-QA, non-technical or other).
10. Record the change in estimated cost associated with implementing the proposed change. Identify cost/schedule changes by marking up P&S Account pages in the Job Package. The block "No Change," when marked, indicates new scope will be done within current schedule and funding.
11. Record the change in estimated schedule associated with implementing the proposed change. The block "No Change," when marked, indicates new scope will be done within current schedule and funding.
12. List the Procedure used to perform the internal design or technical evaluation. Also list reviewers by organization name and any impacts identified as a result of this internal evaluation. If this step is not applicable, print N/A.
13. Identify technical/cost/schedule impacts.

B. SUBMITTING ORGANIZATION

14. Print the name and title of the submitting authority (TPO or YMP Division Director). The submitting authority signs and dates.

**INSTRUCTIONS FOR THE PREPARATION OF
YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT
FIELD CHANGE REQUEST
YMP-072**

C. A/E SCIENTIFIC AND QUALITY ORGANIZATIONS

15. Mark the box that indicates the A/E's recommended action. Print the title of the designated A/E, sign and date.
16. Mark the box that indicates the Scientific recommended action. Print the title of the organization and the designated representative. The designated representative signs and dates.
17. Print the title and organization of the designated QA representative if QA concurrence required. Sign and date.

D. FCCB CHAIRMAN

18. Mark the box that indicates the disposition of the proposed change. Sign and date.

E. FCCB SECRETARY

19. Mark applicable or non-applicable for items identified.
20. Sign and date to signify disposition of the change.

F. FIELD DCC

21. Field DCC Personnel will sign and date to signify that distribution is completed.

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YMP-029-R1 11/13/91	YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT	CR No. _____ Page ____ of ____	
SECTION I. IDENTIFICATION			
² Title of Change:			
SECTION II. EVALUATION			
³ Evaluation: (Refer to Change Request Impact Checklist where appropriate)			
	Yes	No	N/A
a. Has the change been adequately described?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Have adequate technical, institutional, quality, safety, cost, and schedule analyses been performed to justify the change?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Have all functional and physical interfaces been considered and discrepancies resolved?	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
e. Has the Change Document been correctly classified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Have all affected baseline documents been adequately identified and addressed?	<input type="checkbox"/>	<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 or implementation of this change?	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
⁴ Explanation: (if necessary)			
(See Change Documentation Continuation Page ____):			
SECTION III. RECOMMENDATION			
⁵ Recommended Action:			
<input type="checkbox"/> Additional Investigation (Explain Action)	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove (Explain Action)	
	<input type="checkbox"/> Approve with Conditions (Explain Below)	<input type="checkbox"/> No Recommendation (Explain Action)	
⁶ Explain: (if necessary)			
(See Change Documentation Continuation Page ____):			
⁷ Evaluated By: I have read, understood, and complied with Procedure _____, Rev. _____, ICN # _____ in accomplishing my responsibilities in this procedure.			
Name: _____ (Print)	Title: _____ (Print)		
Signature: _____	Date: _____		

CMP-03-09

**INSTRUCTIONS FOR PREPARATION OF
CHANGE EVALUATION (CE) FORM
YMP-029**

The numbered steps correspond to the numbered blocks on the Change Evaluation Form. Use Change Documentation Continuation Page (YMP-036) 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.

SECTION II. EVALUATION

Evaluator

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 any 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.

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YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT PROCEDURE

Procedure No.: AP-3.5Q
FIELD CHANGE CONTROL PROCESS

Revision:
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YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT CHANGE DOCUMENTATION CONTINUATION PAGE

CR No. _____
Page ____ of ____

AP-33Q

Attachment 3 - Change Documentation Continuation Page (YMP-036)

YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT PROCEDURE

Procedure No.: AP-3.5Q
FIELD CHANGE CONTROL PROCESS

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All internal technical evaluations performed in support of an FCR shall, as a minimum, address and provide concise documented justification of the satisfaction of the following interests and concerns:

1. Determine the classification of the change, urgent or routine.
2. Determine the category of the change, engineering, scientific, quality affecting, or a combination.
3. Determine if the change involves an item on the current list of Items Important to Safety (YMP/90-55, Section 1).
4. Determine if the change involves an item on the current list of Items Important to Waste Isolation (YMP/90-56, Section 2).
5. Determine if the change will disturb or involve a natural barrier (YMP/90-55, Appendix A).
6. Determine if the change impacts any specific conditions or controls imposed by the applicable QA Grading Reports(s).
7. Define if the change is necessary for reasons of safety, reliability, task initiation, or task completion.
8. Determine if all technical change impacts, functional and physical, have been identified and addressed in the FCR.
9. Determine if the FCR exceeds technical limits or thresholds established in the applicable job package(s).
10. Provide an initial recommendation stating whether to (a) implement the change as proposed; (b) do not implement the change as proposed; implement the change with specific modifications (explanation to be provided); or request the responsible Project Participants(s) to perform further in-depth technical or scientific assessment and provide formal, documented recommendations(s) to FCCB prior to implementation of the change.

An internal technical evaluation may be completed in a time span of minutes, hours, or days, but the process and approach should remain basically the same regarding the satisfaction and documented justification of the 10 items above. The time necessary to complete an evaluation is proportional to the rigor and detail necessary to fully address the risks associated with the proposed change, as perceived by the FCR initiator and the responsible AE or PI. Documentation of the technical evaluation may be on a special form or on plain paper, as long as the ten interests and concerns, along with any others deemed necessary by the evaluator, are clearly identified and addressed.

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**YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT
PROCEDURE**

Procedure No.: AP-3.50
FIELD CHANGE CONTROL PROCESS

Revision:
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JOB PACKAGE _____ FCR HISTORY (DRC Segment _____) Rev. _____

FCR #	Title; Disposition	Doc. Impacts	Responsible Engr./ JP Coordinator	Concurrence	Rpt. Receipt	CDIA Release

AP-3.50

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JOB PACKAGE 92-3 FCR HISTORY (DRC Segment -009) Rev.

FCR #	Title; Disposition	Doc. Impacts	Responsible Engr./ JP Coordinator	Concurrence	Rpt. Receipt	CDIA Release
91/009	Amended Environmental Stipulations; Approved 05/27/92	JP 92-3, Rev. 0	Deirdra Book	R. Dyer A. Williams W. Wilson	XX/XX/XX	05/27/92
91/090	Clarify Specification for Cement; Approved 06/02/92	YMP/WP/92-3, Rev. 0	Eddie Wright	A. Williams W. Wilson	XX/XX/XX	06/02/92
91/097	Technical Control Interfaces; Approved 06/11/92	JP 92-3, Rev. 0	Deirdra Book	R. Constable W. Wilson	XX/XX/XX	06/11/92

EXAMPLE

JPL-053-R0-1-01

Attachment 6 - FCR History Example