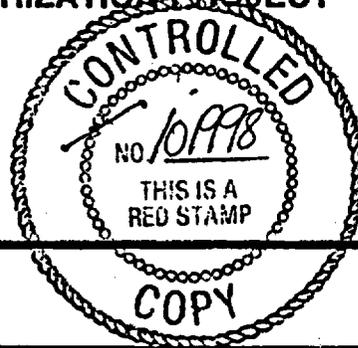


YMP-053-R1  
7/1/92

YUCON MOUNTAIN SITE CHARACTERIZATION PROJECT



PROCEDURE



Title:

CHANGE CONTROL PROCESS

Procedure No.: AP-3.3Q	Revision: 5	ICN: 0	Page 1 of 22
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Approval: Carl P. Gertz	Date: 8-25-92	Approval: N/A	Date:
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Approval: N/A	Date: 10/8	Concurrence: Richard E. Spence	Date: 9/24/92
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REVISION HISTORY

Rev. No.	ICN No.	Effective Date	Description of Revision/ICN
0	0	01/15/85	Initial Issue
1	0	01/17/89	Revised to clarify procedure
2	0	10/17/90	Revised change control process; revised document and flowchart.
3	0	01/11/91	Revised to bring procedure in line with DOE/RW-0223
4	0	07/15/91	Revised to simplify procedural steps
5	0	10/12/92	Revised to incorporate ICNs 1, 2, and 3

270079

Add: Kent Cooper for final

NH03011  
102.8  
WM-11

# YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT PROCEDURE

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CHANGE CONTROL PROCESS			

## 1.0 PURPOSE

This procedure establishes the process and instructions for managing changes to the Yucca Mountain Site Characterization Project (YMP) baseline and Change Control Board (CCB) controlled documents. This procedure ensures, through analysis, that necessary or beneficial changes are approved and their disposition is expedited. The analysis is based on cost and schedule, technical, regulatory, safety, quality, institutional, and other pertinent management considerations.

This procedure includes YMP participant initiation of YMP baseline changes and resulting impact reviews including reviews for management, technical, and cost and schedule changes. It also includes implementation of approved changes by YMP participants. The Technical Project Officer/Division Director (TPO/DD) initiates cost and schedule baseline changes in accordance with Administrative Procedure (AP) AP-3.7, Cost and Schedule Baseline Maintenance and Change Control. This procedure excludes security-related documents pertaining to physical site and transportation security as well as security-related communication systems.

## 2.0 APPLICABILITY

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

## 3.0 DEFINITIONS

**NOTE:** Terms in this procedure are used as defined in the Project Glossary, YMP/89-15.

## 4.0 RESPONSIBILITIES

4.1 The Civilian Radioactive Waste Management System Management and Operating Configuration Management organization is responsible for the preparation and modification of this procedure.

4.2 This procedure and major modifications thereto are subject to review by the YMPO and those individuals and/or organizations identified on the Document Review Record.

4.3 Individuals and organizations having responsibility for activities identified in this procedure are:

- a) Change Control Board (CCB) Secretary
- b) Technical Project Officers (TPOs)
- c) Affected Organizations
- d) Division Directors (DDs) including the YMP Quality Assurance (QA) DD, Site Manager, and Project Control Branch Chief

## 5.0 PROCESS

A brief overview of this process is provided in the flowchart shown in Attachment 8.1.

# YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT PROCEDURE

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## 5.1 CHANGE REQUEST INITIATION

5.1.1 The TPO/DD, upon identifying a need for change:

- a) applies subsection 5.5 to modify or cancel an existing change;

NOTE: The TPO/DD initiates cost and schedule baseline changes in accordance with AP-3.7.

- b) completes page 1 of Exhibit 9.1, Change Request (CR), in accordance with instructions provided (use Exhibit 9.2, Change Documentation Continuation Page, if additional space is required);
- c) identifies documents affected by the change by referring to Attachment 8.2, Categories of Baselined and Controlled Documents;

NOTE: The TPO/DD can use the CCB Register distributed by the CCB Secretary as an aid in identifying CCB controlled and baselined documents.

- d) performs initial impact assessment of the proposed change;
- e) documents the change on page 2 of Exhibit 9.1, Change Request, using the instructions provided;

NOTE: The CCB uses the Change Impact Checklist to assess the adequacy of supporting justification for the proposed change. The originator, as much as possible, identifies potential impacts that include, but are not limited to, technical, regulatory, quality, management, institutional, budgeting, schedules, and safety issues.

- f) reviews the CR to ensure that the information is accurate and complete and that the CR and the change classification are correct according to Attachment 8.3 Classification of Changes; and
- g) submits the CR including Change Impact Checklist according to class categories, as described in Subsection 6.1.

5.1.2 The CCB Secretary:

reviews the CR for completeness.

- If the CR is incomplete, return it with a justification for rejection to the originating TPO/DD for additional input or further action.

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

- If the CR is complete, process it in accordance with Quality Management Procedure (QMP) QMP-03-09, Project Change Control Process.

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## 5.2 REVIEW, ANALYSIS, AND ASSESSMENT BY AFFECTED PARTICIPANTS

**NOTE:** Performance of reviews, impact analyses, assessments, investigative studies, and technical reviews are requested by the CCB in accordance with QMP-03-09.

**5.2.1 Affected Organizations** review the proposed change as directed and in accordance with the following:

- a) analyze and assess the impacts, as indicated on the Change Impact Checklist, for the cognizant areas of responsibilities;
- b) conduct technical reviews in accordance with applicable procedures, if required;
- c) perform investigative studies, as directed; and
- d) ensure that applicable quality requirements are satisfied.

**5.2.2 Affected Organizations:**

return the analyses, reviews, and studies to the CCB Secretary.

**5.2.3 The CCB Secretary:**

receives requested work from Paragraph 5.2.2 and processes it in accordance with QMP-03-09.

## 5.3 CHANGE DIRECTIVE IMPLEMENTATION BY AFFECTED PARTICIPANTS

**5.3.1 The TPO/DD**, upon reviewing and implementing the Change Directives (CDs), defined in QMP-03-09:

applies subsection 5.4 if the change has been disapproved by the CCB, then takes appropriate actions.

**NOTE:** Appropriate actions may include instructions found in the CD.

**5.3.2 The TPO/DD**, upon reviewing and implementing the CDs, defined in QMP-03-09, and upon approval:

- a) complies with the applicable conditions listed on the CD;
- b) identifies affected controlled documents by initiating and completing applicable portions of Exhibit 9.3, Affected Document Notice (ADN);

**NOTE:** This requirement does not apply to the QADD.

- c) completes cost/schedule impacts based on the ADN;

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- d) initiates a Cost/Schedule Change Request (C/SCR) in accordance with AP-3.7 if the affected YMP Performance Measurement Baseline is outside the scope of the approved CR;
- e) submits the C/SCR, including a copy of the partially completed ADN, to the CCB Secretary within five working days of receipt of the CD;
- f) initiates document development or modification(s) in accordance with governing procedures;
- g) completes applicable portions of the ADN in accordance with the attached instructions; and
- h) returns the completed ADN to the CCB Secretary as notification of initiation of affected organization change implementation activities.

## 5.4 CHANGE REQUEST CLOSURE

The CCB Secretary:

closes change implementation activities upon completion of all activities associated with the change in accordance with QMP-03-09.

## 5.5 CHANGE REQUEST MODIFICATION OR CANCELLATION

The TPO/DD:

immediately notifies the CCB Secretary that a modification, including cancellation of a pending CR, is required, as described in Subsection 6.2.

## 6.0 SUPPORTING DETAIL

### 6.1 CHANGE REQUEST INITIATION - TPO/DD RESPONSIBILITIES

Class 3: processes it in accordance with internal TPO configuration management procedures and provides information copies of approved CRs, which impact YMP documents, to the responsible TPO/DD and end process.

Class 0, 1, 2: submits the change to the YMP CCB Secretary.

**NOTE:** When appropriate, written delegation of authority will be on file with the CCB Secretary for applicable change-control documentation. Change-control documentation includes, but is not limited to, the CR, Change Evaluation, and ADN.

Written delegation of authority provides authorization for an individual to perform actions on behalf of the responsible party.

**YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT  
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**6.2 CHANGE REQUEST MODIFICATION OR CANCELLATION**

<b>If the CR has:</b>	<b>then:</b>
been dispositioned by the CCB,	initiate a new CR, if required (return to paragraph 5.1.1, Change Request Initiation).
not been dispositioned by the CCB and needs to be modified,	prepare a modified CR and Change Impact Checklist (return to paragraph 5.1.1).
not been dispositioned by the CCB and cancellation is required,	prepare and submit a memorandum to the YMP secretary requesting cancellation of the CR (see 5.4, Change Request Closure).

**NOTE:** Changes that do not affect technical content of a submitted CR, i.e. editorial or typographical errors, that are corrected, lined through, and initialed by the responsible DD/TPO are acceptable and do not require modification or cancellation.

**7.0 RECORDS**

The CR and the Change Impact Checklist, generated as a result of this procedure, will be assembled as part of the Change Document Package in accordance with QMP-03-09.

**8.0 ATTACHMENTS**

**8.1 AP-3.3Q FLOWCHART**

**8.2 CATEGORIES OF BASELINED AND CONTROLLED DOCUMENTS**

**8.3 CLASSIFICATION OF CHANGES**

**8.4 APPROVAL CLASSIFICATION AND CHANGE THRESHOLDS**

**8.5 ACRONYM LIST**

**9.0 EXHIBITS**

Exhibits are issued separately from this procedure in a format that may be copied for use when implementing this procedure. Exhibits referenced in this procedure and attached hereto in example format include:

- Exhibit 9.1, Change Request (including the Change Impact Checklist)
- Exhibit 9.2, Change Documentation Continuation Page
- Exhibit 9.3, Affected Document Notice

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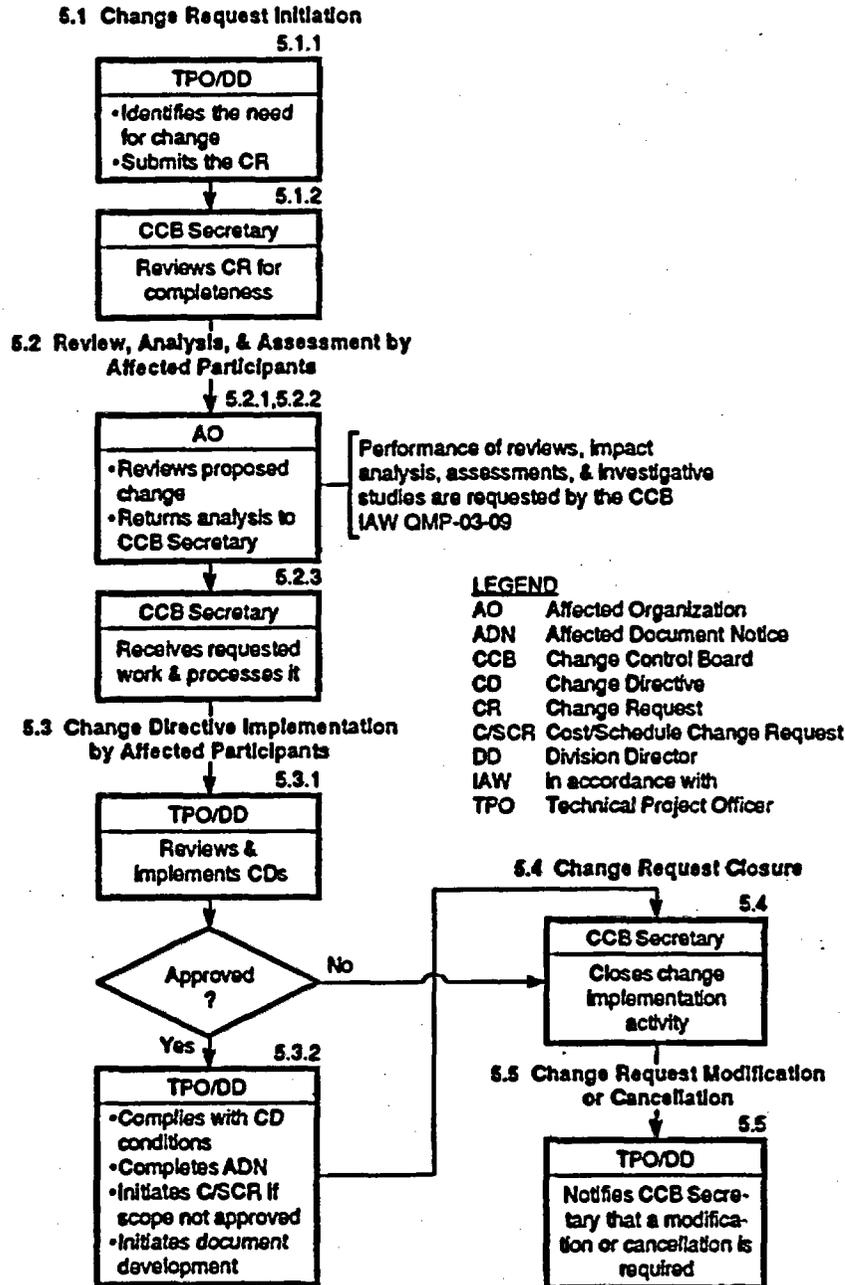
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**LEGEND**

- AO Affected Organization
- ADN Affected Document Notice
- CCB Change Control Board
- CD Change Directive
- CR Change Request
- C/SCR Cost/Schedule Change Request
- DD Division Director
- IAW In accordance with
- TPO Technical Project Officer

AP-3.3Q.000/9-4-92

Attachment 8.1 - AP-3.3Q Flowchart

# YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT PROCEDURE

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## I. CRITERIA FOR YMP BASELINE DOCUMENTS CONTROLLED BY THIS PROCEDURE

1. Selected design outputs from the last completed phase of design, as directed by the YMP CCB.
2. Civilian Radioactive Waste Management (CRWM)-generated master requirements documents for the Yucca Mountain Mined Geologic Disposal System.
3. All requirements and technical documents generated by YMP that appear as technical baseline documents on the most current version of the Office of Civilian Radioactive Waste Management (OCRWM) Document Hierarchy or their equivalent existing document.

## II. CRITERIA FOR YMP CCB-CONTROLLED DOCUMENTS CONTROLLED BY THIS PROCEDURE

1. All documents currently listed as YMP baseline documents.
2. All management plans and planning documents developed by the YMPO that appear on the document hierarchy in the most current version of the CRWM Document Hierarchy or their equivalent exiting document and as selected by the CCB.
3. Any other documents as directed by the YMP CCB.

## III. CRITERIA FOR YMP CONTROLLED DOCUMENTS

All documents placed under YMP control in accordance with AP-1.5Q, Issuance and Maintenance of Controlled Documents.

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**CHANGE CONTROL PROCESS**

**CLASSIFICATION OF CHANGES**

Proposed changes are classified according to the authority responsible for disposition of the change in accordance with the following criteria.

**CLASS 0:** Changes relating to Total Project Cost (TPC) and major schedule milestones which support key decisions.

**CLASS 1:** Changes that affect the items or documents under the control of the Program Change Control Board because they affect the OCRWM Headquarters Program Baseline or OCRWM policy and positions.

**CLASS 2:** Changes that exceed the cost or schedule impact authority of TPOs or impact multiple Participants. Class 2 changes affect documents in the YMP Baseline and YMP documents not in the YMP Baseline that are identified in the YMP CCB Register.

**CLASS 3:** Changes that impact only one YMP Participant and are within the authority of the Participant TPO.

**TECHNICAL**

<u>CHANGE CLASS</u>	<u>APPROVAL AUTHORITY</u>	<u>DESCRIPTION</u>
0		Energy System Acquisition Advisory Board/Baseline Change Control Board (ESAAB/BCCB) Impacts program key decisions or exceeds thresholds identified in Project Plan.
1	Program CCB	Impacts the technical baseline controlled by DOE/Radioactive Waste (RW).
2	YMP CCB	Impacts the YMP technical baseline.  Emergency or Urgent Class 1 changes.  Impacts regulatory requirements, waste, isolation, or the ability to characterize the site.



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Baseline change thresholds are established to determine the appropriate change approval authority for approving formal changes to the baselined cost, schedule, or Work Breakdown Structure. Those changes exceeding one change authority threshold will be subject to the approval jurisdiction of the next higher authority. Listed below are the individual baseline thresholds and the change classifications governing change approval authority of each.

### Cost Baseline

<u>Change Classification</u>	<u>Approval Authority</u>	<u>WBS Level</u>	<u>Cost Threshold</u>
*0	ESAAB/BCCB	2	≥ \$50M (TPC)
*1	Program CCB	2	≥ \$25M (TPC)
2	Project CCB	3	≥ \$15M or 10% (TPC)
2	Project CCB	4	≥ \$1M or 15% (Current year)
3	Project Division Director	Planning and Schedule Account	Threshold less than Level 2 Change Classification

\*Source: U.S. Department of Energy (DOE) OCRWM Program Cost and Schedule Baseline (DOE/RW-0253).

### Schedule Baseline

<u>Change Classification</u>	<u>Approval Authority</u>	<u>Milestone Level</u>	<u>Schedule Threshold</u>
*0	ESAAB/BCCB	0	≥ 6 months
*1	Program CCB	1	≥ 3 months
2	Project CCB	2	≥ 3 months
3	Project Division Director		Thresholds less than Level 2 Change Classification.

\*Source: DOE OCRWM Program Cost and Schedule Baseline (DOE/RW-0253).

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Work Breakdown Structure

Change Classification

Approval Authority

WBS Level Thresholds

*1	Program CCB	Levels 1 through 4
2	Project CCB	Level 5 and below

\*Source: DOE OCRWM Program management Systems Manual (DOE/RW-0043).

Participants

Participants can only make changes to the summary accounts contained within a single P&S Account. These changes must be constrained to a single fiscal year and cannot impact another Participant. All other changes require the approvals as stated above.

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ADN	Affected Document Notice
AP	Administrative Procedure
CCB	Change Control Board
CD	Change Directive
CM	Configuration Management
CR	Change Request
CRWM	Civilian Radioactive Waste Management
C/SCR	Cost/Schedule Change Request
DD	Division Director
DOE	Department of Energy
ESAAB/BCCB	Energy System Acquisition Advisory Board/Baseline Change Control Board
OCRWM	Office of Civilian Radioactive Waste Management
P&S	Planning and Scheduling
QA	Quality Assurance
QMP	Quality Management Procedure
RW	Radioactive Waste
TPC	Total Project Cost
TPO	Technical Project Officer
YMP	Yucca Mountain Site Characterization Project
YMPO	Yucca Mountain Site Characterization Project Office

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YMP-024-R3 10/30/91		YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT CHANGE REQUEST (CR)			CR No. _____ Page 1 of _____
<b>SECTION I. IDENTIFICATION</b>					
1 CR Title:			2 Originator's Control No.:		
			4 CAR/SDR/NCR:		
5 Document Title:		6 Document No.:	7 Rev. No.:	8 <input type="checkbox"/> QA <input type="checkbox"/> Non-QA	
9 Change Class <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	10 Document Is: <input type="checkbox"/> Baseline <input type="checkbox"/> CCB Controlled	11 Priority: <input type="checkbox"/> Emergency <input type="checkbox"/> Urgent <input type="checkbox"/> Routine	12 Affected WBS No(s):  (See Change Continuation Page _____)	13 Related CR(s)/C/SCR(s):  (See Change Continuation Page _____)	
14 CI No(s): _____		15 Next Higher Assembly: _____			
16 <input type="checkbox"/> Technical Review By: _____		17 Tech. Rev. Per Procedure: _____			
18 <input type="checkbox"/> Other Applicable Reviews: _____					
19 Project Documents Affected: _____		(See Change Continuation Page _____)			
20 Description of Change:  (See Change Continuation Page _____)					
21 Reason/Justification for Change:  (See Change Continuation Page _____)					
<b>SECTION II. IMPACTS ASSESSMENT</b>					
22 Impact If Change is Not Made:  (See Change Continuation Page _____)					
<b>SECTION III. INITIATION</b> All signatures listed below constitute procedural compliance. I have read, understood, and complied with Procedure _____, Rev. _____, ICN # _____ in accomplishing my responsibilities in this procedure.					
23 Attachments: (title, number, page count)  (See Change Continuation Page _____)		24 Originator/Prepared By: Originating Participant _____ Name (Print) Telephone No. Initial Date			
25 Submitted By: _____ Name (Print) _____ Title (Print) _____ Signature Date		26 Received by CCB Secretary: <input type="checkbox"/> Accept <input type="checkbox"/> Reject _____ Processor _____ Received Date Log Date			

AP-3.3Q

INSTRUCTIONS FOR PREPARATION OF  
YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT  
CHANGE REQUEST (CR) FORM  
YMP-024

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

1. YMP CCB Secretary enters CR number after signature by the TPO in Block 25.
2. Enter a brief descriptive title indicating the purpose of the CR. For Field CRs, begin with "FIELD CHANGE -".
3. Enter the control number (if any) for processing within the originating organization.
4. Enter associated CAR, SOR, or NCR numbers.
5. Enter a brief description of title of document submitted for change.
6. Enter the associated document number (if not original submitter).
7. Enter the associated revision number of document submitted for change.
8. Indicate if the document is QA or Non-QA per approved grading package.
9. Mark the box identifying the change classification for this change.
10. Indicate if the document is a Baseline or CCB Controlled document.
11. Mark the box identifying the priority of this change in accordance with the following criteria:
  - Emergency: (1) Correct a hazardous condition that may result in fatal or serious injury to personnel or in extreme damage or destruction of equipment, or (2) A change in operational characteristics that, if not accomplished without delay, may seriously compromise the licenseability of the site.
  - Urgent: (1) Correct a potentially hazardous condition, the uncorrected existence of which could result in injury to personnel or damage to equipment, or (2) Correct a condition that may seriously compromise mission effectiveness, or (3) An interface change or a change to meet contractual requirements that may cause schedule slippage or increase cost, or (4) A change that produces net life cycle savings to the government of \$100,000 or more.
  - Routine: (1) All changes that do not fit the criteria for emergency or urgent.
12. Enter the WBS element numbers that are known to be affected by the change.
13. Enter any CRs and C/SCRs numbers known to be related to this CR.
14. CI number of the CI to be changed, or associated with document changes. May be obtained from the CCB or CIS.
15. Indicate next higher (parent) document, assembly, drawing, or specification of the item to be changed.
16. List organizations performing technical reviews.
17. List Quality procedures used to perform technical review.
18. List any other reviews obtained regarding this change (peer review, Participant review, etc.)
19. Enter other Project documents affected by change.
20. Describe the proposed change in sufficient detail to permit ready identification and evaluation. Describe which part of the item or system is being changed and type of change being made. Provide supplemental drawings and sketches as necessary to clearly portray the proposed change. Identify any applicable deviations or waivers. If the proposed change is an interim solution, so state.
21. Describe (1) the problem the CR corrects, or the new capability the CR 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.
22. Record the estimated cost or savings associated with implementing the proposed change and estimated cost and schedule impact if the change is not incorporated in the Project Baseline. Describe the assumptions and basis for the estimate. Record the estimated schedule improvement or slippage.
23. List Attachments to the CR by titles, identifying numbers, and page counts.
24. Enter originating participant, name, telephone number, initial, and date of individual submitting change.
25. Print the name and title of the submitting authority (TPO or YMP Division Director). The submitting authority signs and dates.
26. CR processor indicates acceptance or rejection for completeness and enter date received, name of processor, and date logged as applicable.

\* These actions are done by someone other than the YMP originator.

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CHANGE IMPACT CHECKLIST				Page 2 of _____			
<sup>2</sup> CR Title:				<sup>3</sup> Originator's Control No.:			
4 (x)	5 Activity, Document Category, or Function	6 Cont. Sheet #	7 Section	4 (x)	5 Activity, Document Category, or Function	6 Cont. Sheet #	7 Section
	<b>SITE CHARACTERIZATION</b>				<b>SYSTEM PERFORMANCE</b>		
	Ability to Characterize Site				System Requirements Document		
	SCPB				Safety (Radiological & Occupational)		
	SBTFRD				Operability		
	Site Characterization Plan (SCP)				Maintainability		
	SCP Study Plans				Reliability		
	Job Packages (AP-5.21Q)				Service Life		
	Test Procedures				Electromagnetic Interference		
	Field Operations Procedures				Systems in Operation During Change Implementation		
	RIB				Other		
	Radiological Safety						
	Occupational Safety						
	Site Atlas				<b>DESIGN ACTIVITY</b>		
	Other				Design Requirements Documents (DRSs)		
					Basis for Design Documents (BoD)		
	<b>WASTE ISOLATION CAPABILITY</b>				Configuration Identifiers		
	Engineered Waste Isolation Barriers				Configuration Items (CIs)		
	Natural Waste Isolation Barriers				Interface Control Documentation (ICD)		
	Liquids on Site				Specifications		
	Other				Calculations		
					Drawings		
	<b>PERFORMANCE ASSESSMENT</b>				Test Procedures		
	Performance Assessment Models				Other		
	Computer Software and Models						
	Data Bases				<b>LOGISTICAL SUPPORT</b>		
	Other				Logistic Support Plans		
					Facilities		
	<b>QA ITEM/ACTIVITY CATEGORIZATION</b>				Utilities		
	Q List				Support Systems or Equipment		
	Quality Activities List				Personnel Requirements		
	PRL				Spare Parts		
	Grading Packages				Other		
	Other						
					<b>OTHER CONSIDERATIONS</b>		
	<b>LICENSING</b>				Engineering & Technical Services Required		
	Site License Application Activities				Rework of Multiple Items		
	Environmental Impact Statement (EIS)				Rework of Associated Items		
	Position Papers				Integrated System Testing		
	Safety Analysis Report				Other		
	NRC Regulation Compliance						
	Agreements with the NRC				<b>OPERATIONAL DOCUMENTATION</b>		
	Concurrences by the NRC				Operations Manuals & Documentation		
	Other				Maintenance Manuals & Documentation		
					Technical Manuals & Documentation		
	<b>PERMITTING</b>				Illustrated Parts Breakdown (IPBs)		
	Environmental Discharge				Spare Parts Lists		
	Air Quality				Operational Plans		
	Water Quality				Operational Schedules		
	Other				Operating Procedures		
					Maintenance Procedures		
	<b>PROJECT PLANS &amp; PROCEDURES</b>				Training		
	Performance Measurement Baseline (PMB)				Other		
	PWBS						
	Milestones & Schedules				<b>COMPUTER PROGRAMS</b>		
	Budgets						
	Project Plans						
	Project Administrative Procedures						
	Project Office/T&MSS Procedures						
	Project Participant Procedures						
	CWBS						
	Other						

AP-3.3Q

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## INSTRUCTIONS FOR PREPARATION OF CHANGE IMPACT CHECKLIST YMP-031

*The numbered steps correspond to the numbered blocks on the Change Impact Checklist. Use the Change Documentation Continuation Page (YMP-036) if additional space is required.*

### CCB Secretary

1. Enter the Change Request (CR) number (See block 1 of the CR form).

### TPO/DD

2. Enter the title of the change as indicated in block 2 of the CR form.
3. Enter the Originator's control number, if any, for internal tracking purposes. If internal tracking is not required, "N/A" this block.
4. Place an (x) beside each activity, document category, or function potentially affected by the proposed change. The (x) notation as being affected, requires explanation on the Change Documentation Continuation Page.

The Change Documentation Continuation Page shall contain sections representing the activity, document category, or function impacted ("x") by the proposed change. Each section shall be identified numerically in sequence as it appears on the Change Impact Checklist and shall contain the activity, document category, or function title.

### EXAMPLE:

Section 1 - Ability to Characterize Site

(Explain the potential impact of the change.)

The explanation describes the potential impact of the proposed change in sufficient detail to permit ready identification and evaluation. Explain which part of the activity, document category, or function is potentially impacted and the type of change being required (specifically identify all controlled documents that are affected by document number, title, and revision identifier.)

5. List of activities or document categories that may be affected by the proposed change.
6. Indicate the Change Documentation Continuation Page number.
7. Indicate the appropriate section of the Change Documentation Continuation Page as detailed in item 4 above.

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## YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT CHANGE DOCUMENTATION CONTINUATION PAGE

CR No. \_\_\_\_\_  
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AP-3.3Q





# YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT PROCEDURE

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## INSTRUCTIONS FOR PREPARATION OF AFFECTED DOCUMENT NOTICE (ADN) FORM YMP-025

The numbered steps correspond to the block numbers on the ADN form. Use the ADN Continuation Sheet if additional space is required. Additional information may be provided on the ADN Continuation Sheet in block 20, Additional Information. Complete only the applicable blocks of the form.

### CCB SECRETARY

Prior to transmittal to affected organizations for implementation planning.

1. Enter the Change Request (CR) number prior to transmittal to affected organizations.
2. Enter the ADN number.
3. Enter title of document changed by CR.
4. Mark the box indicating the priority of the ADN.
5. Mark the box indicating the CR change classification.

### AFFECTED ORGANIZATION

**NOTE:** If the organization has no controlled documents affected by the approved CR, indicate "None" in block 6 and complete blocks 7 and 17 only.

6. Enter ADN numbers the subject ADN will be blocked with for implementation.
7. Enter the name and phone number of the individual designated as the point of contact to facilitate the change and associated C/SCR numbers, if applicable.
8. Enter a description of organization's areas of responsibilities and work that is impacted by the approved CR.
9. Enter the following information for documents impacted by the change:
  - a. Abbreviated title of controlled document affected by the approved CR.
  - b. Old document number of controlled document affected by the approved CR.
  - c. Revision of controlled document affected by the approved CR.
  - d. New document number, if applicable, of controlled document affected by the approved CR after document modification. If a new document number is not assigned, then "N/A."
  - e. Revision of controlled document affected by the approved CR after document modification. "N/A" if not applicable.
10. Enter Project document type code of controlled document affected by the approved CR. If a Project document type code is not available, enter a one or two-word document type (e.g., electrical or mechanical drawing, HW or SW specification, operation or maintenance procedure, study plan, etc.).
11. Enter disposition code (see block 15) of controlled document affected by the approved CR.
12. Provide any special instructions necessary to implement the change.

YMP-053-R1  
7/1/92

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## INSTRUCTIONS FOR PREPARATION OF AFFECTED DOCUMENT NOTICE (ADN) FORM YMP-025 (CONTINUED)

13. Enter the affected organization's internal organizations affected by the ADN. (This block is optional for TPO purposes only. "N/A" if not applicable.)
14. Indicate affected internal organization concurrence as required by the TPO by signing and dating. (This block is optional for TPO purposes only. "N/A" if not applicable.)
15. List of Disposition Codes to be used in block 11.
16. Enter the date the ADN is to be released for implementation.
20. Add additional information, if applicable.

### DD/TPO

17. Sign and date the ADN for approval.
18. Enter effective date of the change (the date all document modifications listed on the ADN shall be completed by.)

### CCB SECRETARY

19. Sign and date indicating initiation of affected organization change implementation activities after ADN completion and review by the TPO.