



DEPARTMENT OF ENERGY
 Office of Civilian Radioactive Waste Management
 Office of Geologic Disposal
 Yucca Mountain Site Characterization Project Office
 P.O. Box 98608
 Las Vegas, NV 89193-8608

WBS 1.2.11
 QA: N/A

MAR 22 1994

L. Dale Foust
 Technical Project Officer
 for Yucca Mountain
 Site Characterization Project
 TRW Environmental Safety Systems, Inc.
 Bank of America Center, Suite P-110
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ISSUANCE OF SURVEILLANCE RECORD YMP-SR-94-028 RESULTING FROM YUCCA MOUNTAIN QUALITY ASSURANCE DIVISION (YMQAD) SURVEILLANCE OF THE CIVILIAN RADIOACTIVE WASTE MANAGEMENT SYSTEM MANAGEMENT AND OPERATING CONTRACTOR (CRWMS M&O) (SCP: N/A)

Enclosed is the record of Surveillance YMP-SR-94-028 conducted by the YMQAD at the CRWMS M&O Plans and Procedures Division facilities in Las Vegas, Nevada, February 7-27, 1994.

The purpose of the surveillance was to determine that the control process for the development, change, review, and approval of forms associated with procedures was being implemented satisfactorily.

Two Corrective Action Requests (CAR) were issued as a result of this surveillance. Response to these CARs, which were transmitted via separate letter, is due by the date indicated in Block 11 of the CAR.

This surveillance is considered completed and closed as of the date of this letter. A response to this surveillance record and any documented recommendations is not required. However, any open CARs will continue to be tracked until the CAR is closed to the satisfaction of the quality assurance representative and the Director, YMQAD.

If you have any questions, please contact either Robert B. Constable at 794-7945 or Stephen P. Nolan at 794-7731.

R.E. Spence

Richard E. Spence, Director
 Yucca Mountain Quality Assurance Division

YMQAD:RBC-2634

Enclosure:
 Surveillance Record YMP-SR-94-028

280066

9403290021 940322
 PDR WASTE PDR
 WM-11

ADD: Ken Hooks Ltr. Encl. 1/1

102-2
 WM-11
 N/A

MAR 22 1994

L. Dale Foust

-2-

cc w/encl:

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OFFICE OF
 RADIOACTIVE WASTE MANAGEMENT
 U.S. DEPARTMENT OF ENERGY
 WASHINGTON, D.C.

QUALITY ASSURANCE SURVEILLANCE RECORD

SURVEILLANCE DATA

¹ORGANIZATION/LOCATION:
 Yucca Mountain Site
 Characterization Project Office
 (YMPO)

²SUBJECT:
 Forms Administration

³DATE: 2/7/94

⁴SURVEILLANCE OBJECTIVE:
 To determine that Yucca Administrative Procedure (YAP)-5.2Q, Revision 0 is being properly implemented.

⁵SURVEILLANCE SCOPE:
 To determine that the control process for the development, change, review, and approval of forms associated with procedures is being implemented satisfactorily.

⁶SURVEILLANCE TEAM:
 Team Leader:
Steven P. Nolan
 Additional Team Members:

⁷PREPARED BY: Steven P. Nolan
Steven P. Nolan
 Surveillance Team Leader

2-1-94
 Date

⁸CONCURRENCE: [Signature]
[Signature]
 QA Division Director

2-1-94
 Date

SURVEILLANCE RESULTS

⁹BASIS OF EVALUATION/DESCRIPTION OF OBSERVATIONS:
 See Page(s) 2 of 2

¹⁰SURVEILLANCE CONCLUSIONS:
 See Page(s) 2 of 2

¹¹COMPLETED BY:
Steven P. Nolan
 Surveillance Team Leader

3-17-94
 Date

¹²APPROVED BY:
[Signature]
 QA Division Director

3/22/94
 Date

(Block 9 Continued) BASIS OF EVALUATION/DESCRIPTION OF OBSERVATIONS:

This surveillance was conducted between February 7 through 27, 1994 in order to properly assess that YAP-5.2Q, Revision 0, Forms Administration, was being implemented in a satisfactory manner.

It was found that the recent Quality Assurance Procedures (QAPs) listed below were not being implemented in accordance with the governing requirements.

Corrective Action Request (CAR) YM-94-026 was being issued to the Management and Operating (M&O) Contractor Plans and Procedures Division (PPD) for their failure to process these QAPs per the YAP-5.2Q requirements.

QAP 2.4, Revision 1
QAP 5.1, Revision 5

QAP 2.8, Revision 0
QAP 18.1, Revision 4

CAR YM-94-025 was being issued to YMPO Quality Assurance for their failure to utilize the proper forms.

Additionally, it was found that Quality Assurance Technical Support Services (QATSS) word-processing personnel had out-dated forms on the automated forms system.

(Block 10 Continued) SURVEILLANCE CONCLUSIONS:

As indicated by CARs YM-94-025 and YM-94-026, YAP-5.2Q is not being properly implemented for control of forms, and correct forms are not being used in all instances.

It was stated during this surveillance by PPD and QATSS personnel, that the current automated forms system is in a transition period with no apparent date on when the new system would be available.