

STATE OF NEVADA
AGENCY FOR NUCLEAR PROJECTS
NUCLEAR WASTE PROJECT OFFICE
QUALITY ASSURANCE MANUAL

REVISION 1
JANUARY 20, 1989

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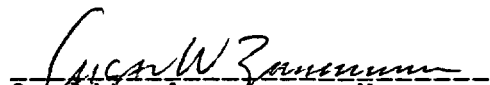
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QAP-3.4
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TITLE: REVIEW OF DOE/DOE-CONTRACTOR TECHNICAL REPORTS AND DATA

APPROVED:


Quality Assurance Manager


Executive Director

1.0 PURPOSE

This procedure addresses the formal, NWPO-requested review of DOE and DOE contractor-generated technical reports and data by NWPO staff and NWPO contractors. This procedure covers both published and unpublished data. Reviews of other DOE reports or non-DOE reports not formally requested by NWPO are addressed by technical procedures.

This procedure also covers the preparation and submittal of any technical report in which review or summarization results are presented.

2.0 DEFINITIONS

2.1 Refer to the Glossary for the definition of the following terms:

2.2 Technical review

2.3 Reviewer; technical reviewer

3.0 INTERFACING PROCEDURES

3.1 QAP-3.1, "Calculations"

3.2 QAP-3.2, "Technical Reports"

3.3 QAP-6.1, "Document Distribution List and File Index"

3.4 QAP-17.1, "Quality Assurance Records"

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4.0 REVIEWS

Authorization for Review

4.1 The Administrator of Technical Programs shall initiate formal reviews for DOE/DOE contractor technical reports and/or data.

4.2 The Administrator of Technical Programs shall assign each document or portion of a document to be reviewed to the appropriate NWPO staff personnel or to the appropriate Project Manager of a NWPO contractor for review by contractor personnel. All reviewers shall have the appropriate qualifications, expertise, and background, as indicated by QAP-1.1.

Review Procedure

4.3 The Reviewer shall make his/her review comments, both general and specific, utilizing the Technical Review Comment Form (TRCF) (Form 3.4.1)(Figure 4.3-1). These comment forms are for use with this procedure only. No more than one comment shall be placed on each TRCF; however, a comment may use more than one TRCF. All comments shall be numbered consecutively. All comments shall be legible and reproducible. The Reviewer shall print and sign his/her name, indicate his/her organization, and date each TRCF.

4.3.2 The Reviewer(s) shall document all reference material used in his/her comments. References should be traceable to the corresponding comment.

4.3.2.1 For published reports, bibliographic citations shall be provided.

4.3.2.2 For unpublished data, the Reviewer(s) shall provide sufficient information to thoroughly identify this data and its source, such as title, subject, name and address of generating organization and responsible individual.

4.3.2.3 For informal personal communications, the Reviewer(s) shall provide sufficient documentation of the author for traceability of the source.

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NEVADA NUCLEAR WASTE PROJECT OFFICE TECHNICAL REVIEW COMMENT FORM	
DOCUMENT TITLE: Site Characterization Plan	
COMMENT NO.: 15; pg. 1 of 1	CHAPTER NO.: 8
SEC. NO PAGE NO. DRWG. NO.	COMMENT
8.2.2.2.4.5 pg. 8-207	The parameters used for this determination are not conservative enough to give an accurate indication of the actual strength of the rock mass.
SAMPLE	
REVIEWER: <u>James R. Jones</u> Print _____ Signature	ORGANIZATION: University of Somewhere DATE: January 31, 1989

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- 4.3.3 Any calculations performed by the Reviewer in support of his/her comments shall conform to QAP-3.1, "Calculations", as applicable.
- 4.3.4 Items to be considered in the review shall include, as applicable:
- 1) Objectives and methodology of reviewed document.
 - 2) Data base used; Reviewer evaluation of source and quality thereof.
 - 3) Evaluation of any assumptions and interpretations, explicit or implied.
 - 4) Adequacy of technical report or data with respect to NWPO's goals and objectives
 - 5) Reasonableness and acceptability of conclusions to technical/scientific community and to Reviewer.
 - 6) Implications of data and conclusions with respect to NWPO and U.S. Department of Energy objectives and positions on technical issues.

Preparation and Submittal of Technical Review Reports

- 4.4 For NWPO contractors, the Project Manager or his/her Designee shall prepare, sign, and date a report of the overall review conclusions and recommendations. For NWPO staff personnel, the Reviewer shall prepare, sign, and date the report. This report shall be prepared in accordance with QAP-3.2, as applicable. The Project Manager or the NWPO Reviewer shall submit the finished report to the Administrator of Technical Programs.
- 4.4.1 The report shall address the items from Section 4.3.4, as applicable, and shall also contain the following:
- a) A summary of the review performed
 - b) The review's overall conclusions
 - c) Completed and signed Technical Review Comment Forms
 - d) All support documentation for the review, i.e. the documentation from Section 4.3.1 - 4.3.3.

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- 4.5 The Administrator of Technical Programs shall review the technical review report and shall sign and date the report, indicating acceptance.

5.0 OUTPUT DOCUMENTS

- 5.1 For NWPO personnel, the Administrator of Technical Programs and, for NWPO contractors, the Project Manager shall ensure the marking of the category file index designation on accepted Technical Review reports, in accordance with procedure QAP-6.1, and shall ensure the transmittal of the report and other documents to the QA Manager for processing and filing in the NWPO Records Center, per procedure QAP-17.1.

- 5.2 The Administrator of Technical Programs shall ensure the distribution of the accepted Technical Review reports to the appropriate personnel on the document distribution list in accordance with procedure QAP-6.1. Reports shall be placed in office files as needed to provide reasonable access to report users.

6.0 REVISIONS

- 6.1 Revisions to reports of technical reviews shall be prepared, reviewed, approved, and distributed in accordance with the requirements stated in this procedure for the original report.
- 6.2 Revisions may be made to a single page, several pages, or the entire review report. A summary page indicating the revisions made shall be attached to the Technical Review report.
- 6.2.1 If single page revisions are made, only the revised page(s) need be issued as replacement pages.
- 6.2.2 Revised portions of reviews shall be identified by bold-face type or other means, if necessary. When later revisions are made, the earlier revision indicators shall be deleted.
- 6.3 Recipients of revised Technical Review reports shall destroy superseded pages or mark them "VOID" or "SUPERSEDED".

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7.0 REFERENCES

7.1 NWPO QA Program, Section 03

7.2 U.S. NRC NUREG-0856, "Final Technical Position of
Documentation of Computer Codes for High-Level Waste
Management", June, 1983

8.0 FLOW CHART

None