WMPO Quality Management Procedures (QMPs)

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QMP No.	ICN No.	QMP Title	Revision No.
QMP-01-01	1		In Preparation
QMP-01-01		WMPO Organization	1 (5/27/88)
QMP-01-02		Stop Work	0 (4/11/88)
QMP-02-01	1		In Preparation
QMP-02-01		Qualification, Proficiency, Indoctrination, and Training of Waste Management Project Personnel	1 (9/2/88)
QMP-02-02	1		(9/7/89)
QMP-02-02	2		(10/16/89)
QMP-02-02	3		In Preparation
QMP-02-02		Qualification of Quality Assurance Program Audit Personnel	1 (2/22/88)
QMP-02-03	1		(8/4/89)
QMP-02-03		Quality Assurance Management Assessment	0 (7/12/89)
QMP-02-04		Qualification, Proficiency, Indoctrination, and Training of DOE Yucca Mountain Project Office Personnel	In Preparation
QMP-02-08	1		(2/7/89)
QMP-02-08	2		In Preparation
QMP-02-08	3		In Preparation
QMP-02-08		Technical Assessment Review	0 (8/8/88)
QMP-02-09	1		In Preparation
QMP-02-09	2		(5/18/90)
QMP-02-09		Development and Conduct of Training	0 (3/31/89)
QMP-03-01	1		In Preparation
QMP-03-01	2		In Preparation
QMP-03-01		Peer Reviews	1 (1/11/89)
QMP-03-02		Control of Scientific Investigations	In Preparation

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QUALITY MANAGEMENT PROCEDURE QMP-06-04 PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESSES	[X]Q [ ]Non Q

APPROVAL

PROJECT MANAGER: _____ 5/22/90
                        Signature   Date

DIRECTOR OF QUALITY ASSURANCE: _James Blaylock_ 5/22/90
                                Signature   Date

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

REVISION 0 EFFECTIVE DATE: __5/29/90__

REVISIONS

INITIAL AND DATE
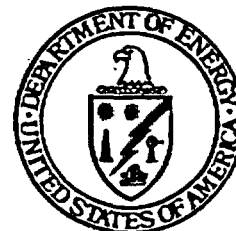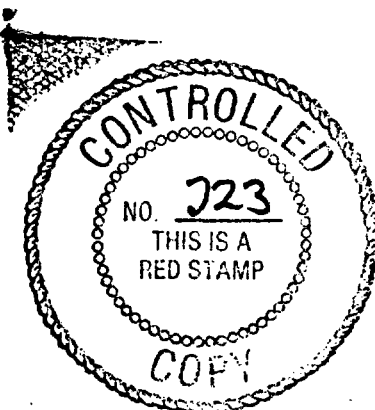
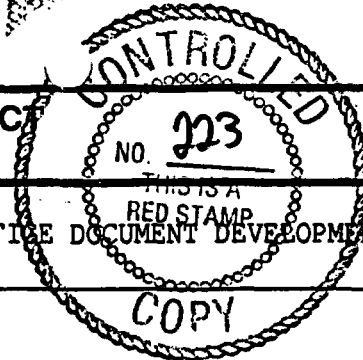|	REVISION 1	REVISION 2	REVISION 3	REVISION 4
PROJECT MANAGER:				
DIRECTOR, QA:				
(OTHER, AS REQUIRED)				
EFFECTIVE DATE:				

CONTROLLED
NO. 223
THIS IS A
RED STAMP
COPY

YUCCA MOUNTAIN PROJECT PROCEDURE

NO. 223

Y-AD-001
4/90

Title

QUALITY MANAGEMENT PROCEDURE QMP-06-04 PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESSES

1.0 PURPOSE AND SCOPE

1.1 PURPOSE

The purpose of this procedure is to assign responsibility and provide a process to ensure that Yucca Mountain Project Office (Project Office) generated documents are developed, revised, reviewed, and approved in accordance with this procedure, and that documents submitted to the Project Office are reviewed prior to Project Office approval or acceptance. This procedure defines how the Project Office implements AP-6.1Q

1.2 SCOPE

The scope of this procedure includes (1) development criteria for project technical documents; (2) Project Office responsibilities for preparation, review, approval, and revision of Project-level plans, procedures, and requirements documents; and (3) the responsibilities for Project Office review and approval or acceptance of documents Participants are required to submit to the Project Office.

This procedure implements applicable requirements in the Office of Civilian Radioactive Waste Management (OCRWM) Quality Assurance (QA) Requirements (RW-0214) and Program Description (RW-0215) Documents.

2.0 APPLICABILITY

This procedure applies to Project Office personnel responsible for development, review, revision, and approval or acceptance of (1) Project-level plans, procedures and technical documents, and (2) documents submitted to the project office for review and approval or acceptance.

3.0 DEFINITIONS

NOTE: Terms in this procedure are used as defined in OCRWM QA Requirements and Program Description Documents, or the Program Glossary. The following additional definitions are adopted for the purposes of this procedure.

3.1 ANNOTATED OUTLINE (AO)

An AO is an outline providing a sufficient summary of the major topics addressed in a Project-level plan, including a list of the higher-tier documents applicable to the plan.

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QUALITY MANAGEMENT PROCEDURE QMP-06-04 PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESSES

3.2 FLOW DIAGRAM

A flow diagram is a drawing depicting the step-by-step progression through a procedure or system using connecting lines and conventional symbols.

3.3 MINOR CHANGE

A minor change is an 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; where the basic content of the document does not change.

NOTE: Any other change is considered major.

3.4 REVIEW CRITERIA

Review criteria are a set of written statements which, if satisfied by the document under review, establish the acceptability of the document's content within the reviewing organization's scope of expertise or responsibility.

3.5 TECHNICAL DOCUMENT DEVELOPMENT CRITERIA

Technical document development criteria are a set of written statements to be used as a basis for development of technical documents requiring Project Office review, approval or acceptance.

3.6 TECHNICAL DOCUMENT

A document that specifies scientific or engineering requirements, presents scientific or engineering information or data, or describes scientific or engineering processes.

4.0 RESPONSIBLE PARTIES

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

1. Division Director (DD)

2. Director, Quality Assurance (DQA)

3. Project Control Branch (PCB)

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QUALITY MANAGEMENT PROCEDURE   QMP-06-04   PROJECT OFFICE DOCUMENT DEVELOPMENT,
REVIEW, APPROVAL AND REVISION PROCESSES

4.   Project Site Manager (PSM)

5.   Manager, Originating Organization

6.   Manager, Reviewing Organization

7.   Author

8.   Reviewer

5.0   PROCEDURE

NOTE: A flowchart of the following processes described in this procedure is attached as Figure 1.

RESPONSIBLE PARTY	STEPS	PROCEDURE
PCB	1.	Upon receipt of a Yucca Mountain Project Document Development/Change/Review/ Request form (Attachment 1), screen and log the request, then:
		a. If the request is for a Change Control Board (CCB) controlled document, then forward the Technical Control Request (Attachment 2) and any supporting documents to the CCB Secretary for action per QMP-03-09.
		b. If the request is not for CCB controlled document, then determine the responsible DD for acceptance or rejection of the request; forward a request package (request form, supporting documents, and any other decision aids) to the DD.
DD	2.	Review the request for concurrence of need:
		a. Solicit input from other DDs, the PSM, and the DQA as appropriate.

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QUALITY MANAGEMENT PROCEDURE QMP-06-04 PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESSES

RESPONSIBLE PARTY	STEPS	PROCEDURE

DD

b. If not in agreement with request, then document justification for rejection in Section 6 of the request form and return request package to PCB.

c. If in agreement with request, then complete appropriate portions in Section 6 of the request form; return request Initiate action as follows:

PCB

3. Initiate action as follows:

a. If the request was rejected, then log and return the request and any supporting documents to the requesting organization.

b. If request for document development, then go to Step 4.

c. If request for document change, then go to Step 8.

d. If request for document review, then go to Step 9.

NOTE: Reviewing organization(s) are identified on the request form.

DOCUMENT DEVELOPMENT PROCESS

4. Assign document number; assemble a preparation package, to include instructions and other document development or revision aids (as appropriate); forward package to the manager of the originating organization.

NOTE: If originating organization is external to the project office, prepare standard transmittal letter for inclusion with preparation package.

Title

QUALITY MANAGEMENT PROCEDURE   QMP-06-04   PROJECT OFFICE DOCUMENT DEVELOPMENT,
REVIEW, APPROVAL AND REVISION PROCESSES

RESPONSIBLE PARTY	STEPS	PROCEDURE
Manager, Originating Organization	5.	Assign an author; provide the author with the preparation package; inform PCB of author assignment.
Author	6.	Prepare document as instructed, then return preparation package to PCB for review process.
	NOTE:	Attachment 3 provides guidelines for the preparation of Project Office procedures and Project-level plans. Technical documents prepared by or for the Project Office must meet the Technical Document Development Criteria (Attachment 4) as a minimum.
	7.	Go to Step 9 to initiate the review process when document is received.

DOCUMENT CHANGE PROCESS

PCB	8.	Initiate the appropriate change action:
		a. If a minor change(s), then prepare an Interim Change Notice (ICN) and forward it to the Document Control Center for distribution; incorporate change during next revision of the document.
	NOTE:	Minor changes require PCB management review and approval prior to transmittal to Document Control.
		b. If not a minor change(s), then go to Step 4 and initiate preparation of an ICN or revision.

DOCUMENT REVIEW PROCESS

PCB	9.	Assemble review package(s) to include as a minimum:
		a. Copy of request form

Title

QUALITY MANAGEMENT PROCEDURE   QMP-06-04   PROJECT OFFICE DOCUMENT DEVELOPMENT,
REVIEW, APPROVAL AND REVISION PROCESSES

RESPONSIBLE PARTY	STEPS	PROCEDURE
PCB		b. Copy of document to be reviewed
		c. Document Review Sheets (DRSs) (Attachment 5), with type of review checked in appropriate box(es).
		d. ICN form(s), if applicable (example of ICN forms shown in Attachment 6).
		e. Guidance, instructions, tracking forms and the review completion schedule.
	10.	Transmit review packages to all DDs, PSM, manager(s) of reviewing organization(s), and the DQA.
	NOTE:	If a reviewing organization is external to the Project Office, prepare standard transmittal letter and include in the review package along with any review instructions.
DD, DQA or PSM	11.	Screen document:
		a. If review desired or required, then follow Steps 12 through 15.
		b. If review not desired or required, then indicate so on the review package and return the package to the PCB.
Manager(s) Reviewing Organization(s), DD(s), DQA or PSM	12.	Assign reviewer(s) by entering name(s) on page 1 of DRS (name and discipline of the qualified, independant reviewer for technical reviews); provide reviewer(s) with review package and established review criteria. Attachment 7 provides examples for guidance in establishing criteria.
Reviewer(s)	13.	Review document as instructed in the review package; record comments on DRS sheet(s); return reviewed document, DRSs and package to appropriate manager.

Title

QUALITY MANAGEMENT PROCEDURE QMP-06-04 PROJECT OFFICE DOCUMENT DEVELOPMENT,
REVIEW, APPROVAL AND REVISION PROCESSES

RESPONSIBLE PARTY	STEPS	PROCEDURE
Manager(s) Reviewing Organization(s), DD(s), DQA or PSM	14.	Check to ensure review(s) completed adequately.
	15.	Return completed review package(s) to the PCB.

ACTION SUBSEQUENT TO REVIEW

PCB

16. Screen review package(s) for complete-
ness; coordinate and obtain any missing
information or forms; forward completed
review package(s) to:

    a. Author when review was Regulatory,
and/or Management and Technical
Review was not recommended.

    b. Responsible DD when review was
Regulatory and/or Management and
Technical Review was recommended.

NOTE: If author is external to the Project
Office, prepare a standard transmittal
and include with package(s) along with
any resolution instructions.

DD

17. Screen review package(s) received that
recommend a Technical Review, then:

    a. If not in concurrence with recommen-
dation, document decision on review
package(s), then return to PCB.

    b. If in concurrence with recommended
Technical Review, take appropriate
actions to have review completed,
inform PCB of action taken, then go
to Step 17c.

NOTE: If technical review is conducted by
Project Office personnel, return to
Step 7 and repeat review process as
necessary.

    c. If technical review(s) recommend a

Peer Review, initiate the review per
QMP-03-01 if in concurrence with
recommendation, or take appropriate
actions. If not in concurrence,
inform PCB of review status; go to
Step 17d.

d.   Upon completion of Technical and/or
Peer Review(s), forward any resolved
comments to PCB, or inform PCB that
the review(s) is complete and no
comments exist.

PCB   18.   Forward any comments received from DD to
author for incorporation into final
draft, or inform author that the
review(s) is complete and no comments
exist.

Author   19.   If no comments exist on DRS(s), then:

a.   If the document is an annotated
outline for a new plan, then return
to Step 6 and repeat process as
necessary.

b.   If the document is not an annotated
outline, then prepare a final draft
for approval; go to Step 21.

20.   If comments exist on the DRS(s) and are
annotated as major, resolve the comments
with the reviewer(s), document comment
resolutions on the DRS(s), obtain
reviewer(s) concurrence of disposition
provided on the DRS(s), then:

a.   If the document is an annotated
outline, then return to Step 6 and
repeat process as necessary.

b.   If the document is not an annotated
outline, and no other reviews have
been recommended, then prepare a
final draft (incorporate comments)
for approval; go to Step 21.

Title

QUALITY MANAGEMENT PROCEDURE QMP-06-04 PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESSES

RESPONSIBLE PARTY	STEPS	PROCEDURE
	NOTE:	Comments that cannot be resolved between the originating organization and the reviewing organization shall be brought to the attention of the responsible DD(S) or the DQA (for quality assurance issues). If not resolved at that level, non-QA issues are elevated to the Project Manager, and if necessary, may be elevated to the Director OCRWM. QA issues may be elevated to the Director, Office of Quality Assurance, and if necessary, to the OCRWM Director.

APPROVAL PROCESS

Author	21.	Submit the final document and review package(s) to PCB for processing.
PCB	22.	Obtain document approvals (as indicated in Section 6 of the request form), then return approved document to manager of the originating organization:

    a. For cases where an approval cannot be obtained, recycle in accordance with directions from approval authority.

    b. For documents not considered quality affecting, the DQA shall enter "N/A" and initial and date the DQA space on the approval sheet.

    c. For documents subject to publications review and approval, as required or requested by the requesting organization, comply with AP-1.3Q.

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QUALITY MANAGEMENT PROCEDURE QMP-06-04 PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESSES

RESPONSIBLE PARTY	STEPS	PROCEDURE

ISSUANCE PROCESS

Manager Originating Organization

23. Determine the effective date of the document in consultation with the PCB and the CCB Secretary (when applicable). Establishment of the effective date shall include training needs, milestones, and other management considerations.

NOTE: PCB coordinates determination of effective date with the manager of the originating organization when that organization is external to the Project Office.

24. Enter the effective date on the document, then prepare the document for issuance or submittal to the Change Control Board, as appropriate, in accordance with:

a. QMP-03-09, Project Change Control Board Process, and, or

b. AP-1.5Q, Issuance and Maintenance of Controlled Documents.

PCB

25. Submit the records package to the Local Record Center in accordance with QMP-17-01.

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QUALITY MANAGEMENT PROCEDURE QMP-06-04 PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESSES

6.0 REFERENCES

NOTE: Refer to the latest revision of the below listed document.

6.1 REQUIREMENTS DOCUMENTS

OCRWM Quality Assurance Requirements Document, RW-0214

OCRWM Quality Assurance Program Description, RW-0215

DOE Order 4700.1, Project Management System

6.2 INTERFACE DOCUMENTS

AP-1.3Q, Publications Review and Approval

AP-1.5Q, Issuance and Maintenance of Controlled Documents

AP-5.13Q, Readiness Reviews

AP-6.1Q, Project Office Document Development, Review, Approval and Revision Control

QMP-02-08, Technical Assessment Review

QMP-03-01, Peer Reviews

QMP-03-09, Project Change Control Board Process

QMP-06-02, Document Control

Program Glossary

7.0 FIGURES AND ATTACHMENTS

Figure 1, AP-6.1Q Flow Diagram

Attachment 1, Yucca Mountain Project Document Development/Change/Review/ Request

Attachment 2, Example of Technical Change Request, Change Impact Checklist, and Preparation Instructions

Attachment 3, Project Office Procedure and Project-level Plan Preparation

Attachment 4, Technical Document Development Criteria

Title

QUALITY MANAGEMENT PROCEDURE   QMP-06-04   PROJECT OFFICE DOCUMENT DEVELOPMENT,
REVIEW, APPROVAL AND REVISION PROCESSES

Attachment 5,   Document Review Sheet

Attachment 6,   Interim Change Notice (ICN) sheets

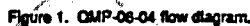Attachment 7,   Examples of Review Criteria

8.0   RECORDS

Records packages of documentation generated as a result of this
procedure shall be assembled by the Project Control Branch in cooperation
with the originating organization, then the PCB will submit the records
package to the Local Records Center in accordance with requirements specified
in QMP-17-01.   At a minimum, the request form, the approved document, DRSs
and ICNs shall be considered QA records.

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QUALITY MANAGEMENT PROCEDURE QMP-06-04 PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESSES

Figure 1. QMP-06-04 flow diagram.

Figure 1. QMP-06-04 flow diagram (continued).

Figure 1 - QMP-06-04 Flow Diagram

Title

QUALITY MANAGEMENT PROCEDURE   QMP-06-04   PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESSES

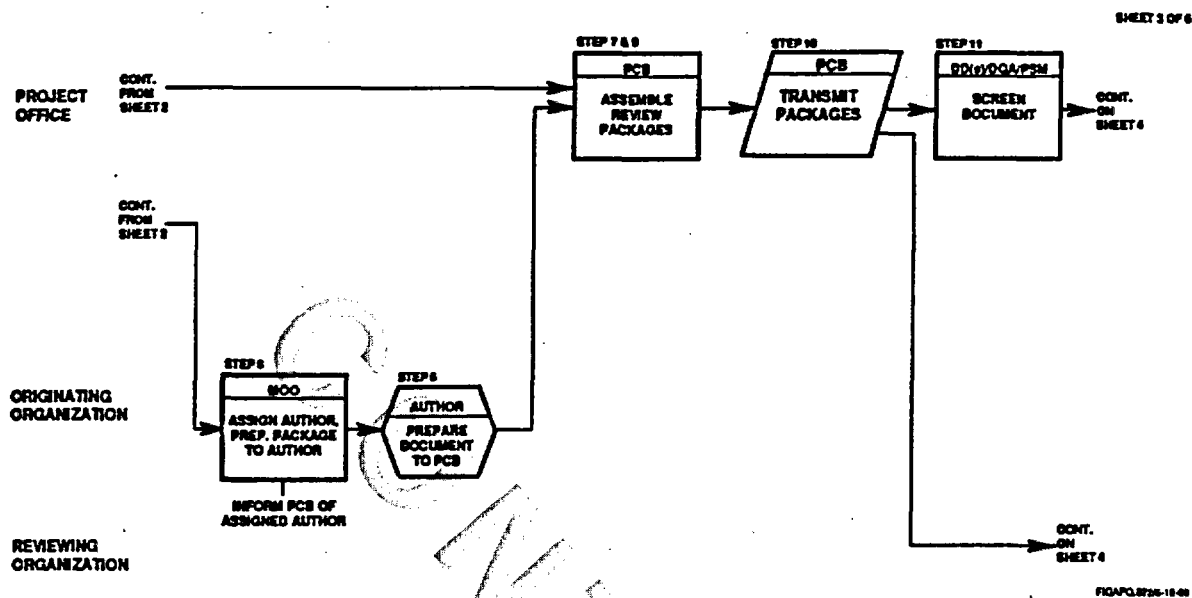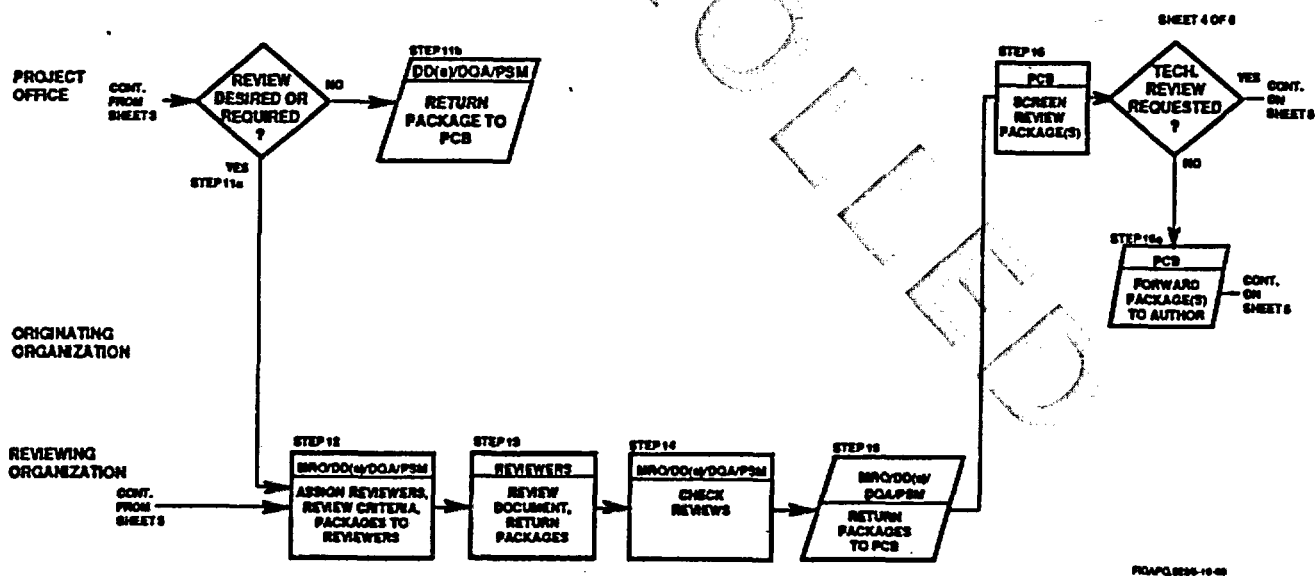

Figure 1. QMP-06-04 flow diagram (continued).

Figure 1. QMP-06-04 flow diagram (continued).

Figure 1 -   QMP-06-04 Flow Diagram (continued)

Title

QUALITY MANAGEMENT PROCEDURE   QMP-06-04   PROJECT OFFICE DOCUMENT DEVELOPMENT,
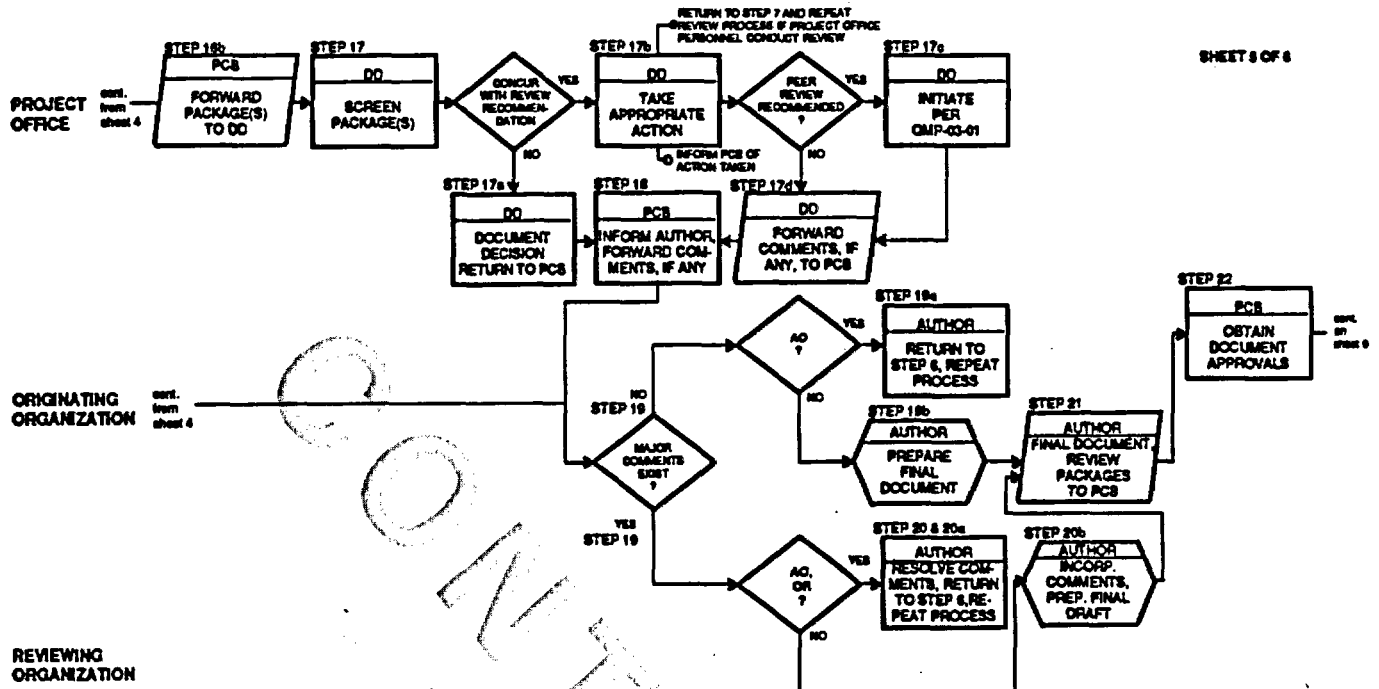REVIEW, APPROVAL AND REVISION PROCESSES

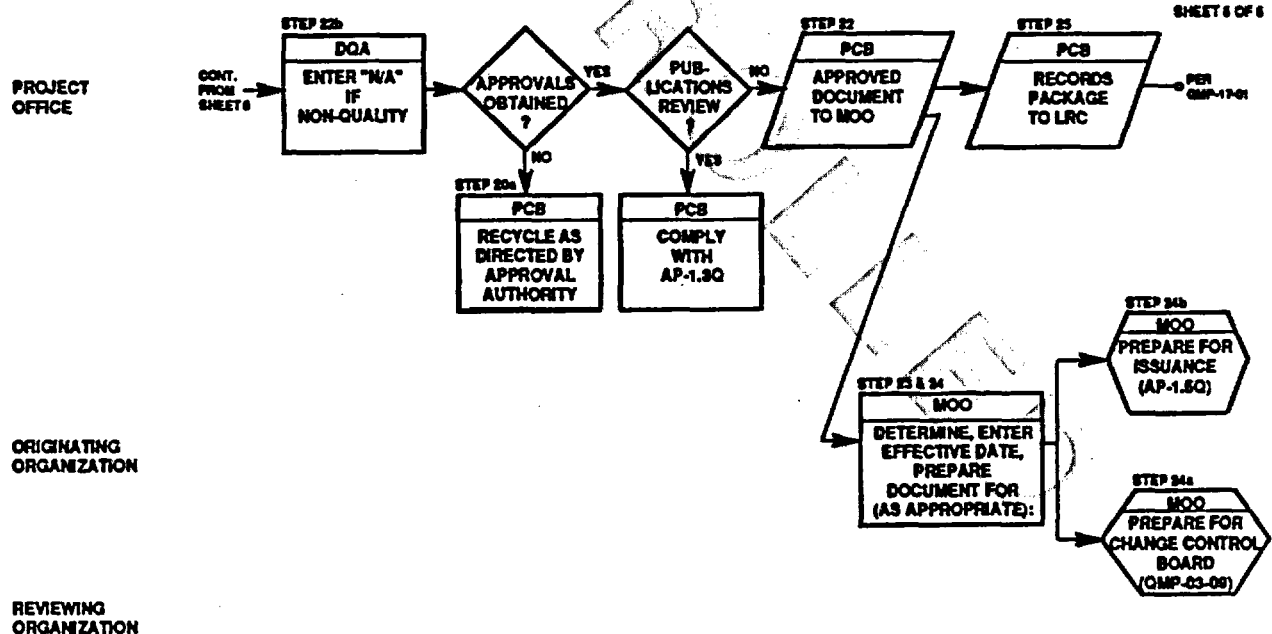Figure 1. QMP-06-04 flow diagram (continued).

Figure 1. QMP-06-04 flow diagram (continued).

Figure 1 - QMP-06-04 Flow Diagram (continued)

Title

QUALITY MANAGEMENT PROCEDURE QMP-06-04 PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESSES

YUCCA MOUNTAIN PROJECT OFFICE
DOCUMENT DEVELOPMENT/CHANGE/REVIEW REQUEST

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REQUESTOR - COMPLETE SECTIONS 1 - 5 AS APPROPRIATE   Page 1 of 3

SECTION 1: ADMINISTRATION INFORMATION

FROM: _____
REQUESTOR *(print name)*

REQUESTING ORGANIZATION [ ] or ORIGINATING ORGANIZATION [ ]

DATE REQUESTED: _____ DATE NEEDED: _____

TELEPHONE: _____ MAILSTOP: _____ WBS#: _____ *(if applicable)*

MANAGER CONCURRENCE _____ _____
TPO/MANAGER SIGNATURE   DATE

TO: PROJECT OFFICE, PROJECT CONTROL BRANCH

SECTION 2: REQUEST OPTIONS AND INSTRUCTIONS

This Request is for: *(enter X)*
[ ] Development of new document *(complete Section 3)*
[ ] Change to existing document *(complete Section 4)*
[ ] Review of attached document *(complete Section 5)*

SECTION 3: DEVELOPMENT OF NEW DOCUMENT

a. Type document: _____

b. Subject Title: _____

c. Reason for request (be brief; identify requirement(s): _____
_____
_____
_____

[ ] Additional information attached

SECTION 4: CHANGE TO EXISTING DOCUMENT

a. Change to: *(identify document #, rev. #)* _____
_____

[ ] CCB controlled document change requested. Technical Change Request form attached.

b. Nature of change: *(N/A for CCB controlled document changes)*
[ ] Cancellation [major change]: *(reason)* _____
_____
_____

[ ] Supersession [major change]: *(superseded by)* _____
_____
_____
_____
_____

Attachment 1 - Yucca Mountain Project Document Development
Change/Review

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[ ] Change(s): *(identify document section, change, if major change, and reason)*

_____

_____

_____

_____

_____

[ ] continuation sheet(s) attached

SECTION 5: REVIEW OF ATTACHED DOCUMENT

a. Type of document: *(specify)* _____

_____

b. Subject: _____

_____

c. Type Review(s) requested: *(check as applicable, if known)*

[ ] Management Review	[ ] Technical Assessment Review
[ ] Regulatory Review	[ ] Peer Review
[ ] Quality Assurance Review - Mandatory	[ ] Publications Review
[ ] Technical Review	
[ ] Other: *(specify)* _____	

d. Recommended review organization(s): *(optional)*

_____

_____

_____

SECTION 6 FOR PCB AND DD ONLY

SECTION 6: DIVISION DIRECTOR INITIAL REVIEW INSTRUCTIONS

a. Reponsible DD: _____
PCB *(enter name)*

b. If request accepted, then DD check and complete following entries, as appropriate:

[ ] Assigned originating organization(s): _____

_____

_____

[ ] Concur with recommended reviewing organization(s).

[ ] Do not concur with recommended reviewing organization(s): *(reason)*

_____

_____

_____

Attachment 1 - Yucca Mountain Project Document Development
Change/Review (continued)

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QUALITY MANAGEMENT PROCEDURE   QMP-06-04   PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESSES

YUCCA MOUNTAIN PROJECT OFFICE DOCUMENT DEVELOPMENT/CHANGE/REVIEW REQUEST	Y-AD-098 4/90

Page 3 of 3

[ ] Replacement or additional reviewing organizations:

_____

_____

_____

_____

[ ] Concur with recommended type(s) of review(s).

[ ] Do not concur with recommended type(s) of review(s), direct the following type(s) on this document:

[ ] Management review   [ ] Technical Assessment Review
[ ] Regulatory review   [ ] Peer Review
[ ] Quality Assurance review   [ ] Publications Review
[ ] Technical review
[ ] Other: (specify) _____

[ ] Document quality related.

[ ] Document not quality related.

[ ] Technical document meets development criteria.

[ ] Required approval(s) are: [enter title(s) and name(s)]

_____

_____

_____

[ ] Additional instructions:

_____

_____

_____

_____

[ ] Rejected: (DD enter reason below)

_____

_____

_____

_____

_____   _____
Responsible DD/Designated Alternate signature   Date

[ ] Additional instructions/information attached

Attachment 1 - Yucca Mountain Project Document Development
Change/Review (continued)

QUALITY MANAGEMENT PROCEDURE QMP-06-04 PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESSES

YUCCA MOUNTAIN PROJECT
TECHNICAL CHANGE REQUEST (TCR)   Page 1 of ___   Y-AD-082 4/90

¹ Originator's Control No.: _____   ² TCR No.: _____

³ TCR Title: _____

⁴ Document No.: _____   ⁵ Revision No.: _____

⁶ Document Title: _____

⁷ Change Classification:	⁸ Priority:	
☐ Class 1	☐ Emergency	⁹ Affected WBS No(s).: _____
☐ Class 2	☐ Urgent	¹⁰ QA Designation _____
☐ Class 3	☐ Routine	¹¹ Related TCR(s) _____

¹² CI No(s).: _____   ¹³ Other Items Affected: _____

¹⁴ Next Higher Assembly: _____   ¹⁵ Effectivity of Change: _____

¹⁶ Retrofit Requirements: _____

¹⁷ Other Documents Affected: _____

¹⁸ Description of Change:

¹⁹ Reason/Justification for Change:

²⁰ Technical/Cost/Schedule Impact Analysis (see Change Impact List)
²¹ Impact if Change is Not Made: (see Change Continuation Page ___)
²² Does the change require revision of documents not identified in TCR Package?
  ☐ No ☐ Yes (see Change Continuation Page ___)

²³ Attachments:

²⁴ Originating Participant:	²⁵ Prepared By:
	Name ____ Telephone No. ____ Initial ____ Date

²⁶ Submitted By:

  Name: _____   Title: _____

  Signature: _____   Date: _____

²⁷ CCB Secretary Use:

  Date Received: _____   By: _____   Log Date: _____

Attachment 2 - Example of Technical Change Request, Change Impact Checklist, and Preparation Instructions

Title

QUALITY MANAGEMENT PROCEDURE QMP-06-04 PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESSES

YUCCA MOUNTAIN PROJECT
CHANGE IMPACT CHECKLIST   Page 2 of ____

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| Originator's Control No.: | TCR Number: |

TCR Title:

#(x)	Activity or Document Category	Cont. Sheet #	Section	#(x)	Activity or Document Category	Cont. Sheet #	Section
	SITE CHARACTERIZATION				**DESIGN ACTIVITY**		
	Ability to Characterize Site				Design Requirements Document (DRDs)		
	Site Characterization Plan (SCP)				Basis for Design Documents (BoD)		
	Site Atlas				Configuration Identifiers		
	Environmental Assessments (EAs)				Configuration Items (CIs)		
	SCP Study Plans				Interface Control Documentation (ICD)		
	Test Procedures				Specifications		
	Field Operating Procedures				Calculations		
	SCP Data Requirements				Drawings		
	Available Site Data				Test Procedures		
	Radiological Safety				Other		
	Nuclear Safety						
	Other				**SYSTEM PERFORMANCE**		
					Safety (Radiological & Occupational)		
	WASTE ISOLATION CAPABILITY				Operability		
	Engineered Waste Isolation Barriers				Maintainability		
	Natural Waste Isolation Barriers				Reliability		
	Studies on Site				Service Life		
	Other				Electromagnetic Interference		
					Systems in Operation During Change Implementation		
	PERFORMANCE ASSESSMENT				Other		
	Performance Assessment Models						
	Performance Assessment Computer Software and Models				**LOGISTICAL SUPPORT**		
	Data Bases (e.g. RIB)				Logistic Support Plans		
	Other				Facilities		
					Utilities		
	ITEM/ACTIVITY CATEGORIZATION				Support Systems or Equipment		
	List of Items Important to Waste Isolation				Personnel Requirements		
	Candidate List of Items & Activities Subject to the QALA Process				Spare Parts		
	List of Items Important to Safety				Other		
	Quality Activities List						
	QALA Records				**OTHER CONSIDERATIONS**		
	QA Requirements Assignment Records				Engineering & Technical Services Required		
	Other				Rework of Multiple Items		
					Rework of Associated Items		
	LICENSING				Integrated System Testing		
	Site License Application Activities				Operational Plans		
	Environmental Impact Statement (EIS)				Operational Schedules		
	Position Papers				Other		
	Safety Analysis Report						
	NRC Regulation Compliance				**OPERATIONAL DOCUMENTATION**		
	Agreements with the NRC				Operations Manuals & Documentation		
	Concurrences by the NRC				Maintenance Manuals & Documentation		
	Other				Technical Manuals & Documentation		
					Illustrated Parts Breakdown (IPBs)		
	PERMITTING				Spare Parts List		
	Environmental Discharge				Operating Procedures		
	Air Quality				Maintenance Procedures		
	Water Quality				Training Programs		
	Other				Other		
	PROJECT PLANS & PROCEDURES				**COMPUTER PROGRAMS**		
	Project Milestones & Schedules						
	Project Plans						
	Project Implementing Plans						
	Project Administrative Procedures						
	Project Office/T&MSS Procedures						
	Project Participant Procedures						
	Other						

Attachment 2 – Example of Technical Change Request, Change Impact Checklist, and Preparation Instructions (continued)

Title

QUALITY MANAGEMENT PROCEDURE   QMP-06-04   PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESSES

INSTRUCTIONS FOR PREPARATION OF TECHNICAL CHANGE REQUEST (TCR) FORM
Y-AD-082

Attachment 2 - Example of Technical Change Request, Change Impact Checklist, and Preparation Instructions (continued)

Effective Date	Revision	Supersedes	Page	No.
5/29/90	0	QMP-06-03, QMP-05-01 AND QMP-05-02	22 of 37	QMP-06-04

Title

QUALITY MANAGEMENT PROCEDURE QMP-06-04 PROJECT OFFICE DOCUMENT DEVELOPMENT,
REVIEW, APPROVAL AND REVISION PROCESSES

INTRODUCTION

The guidelines presented in this attachment are applicable to the
development of new Project Office procedures and Project-level plans. The
Project Office Project Control Branch may complement these guidelines with
additional instructions, source information, style guides, or other
information that will assist the originating organization in development of
these procedures and plans.

NEW PROCEDURE DEVELOPMENT

1.   Project Office procedures are developed in two stages:

a.   First a flow diagram of the process is developed, then,

b.   the flow diagram is used to develop the draft procedure.

2.   Develop a flow diagram of the procedure process as follows:

a.   Draw flow using the following symbols:

DECISION STEP   PROCESS STEP   INPUT/OUTPUT STEP   PREPARATION STEP
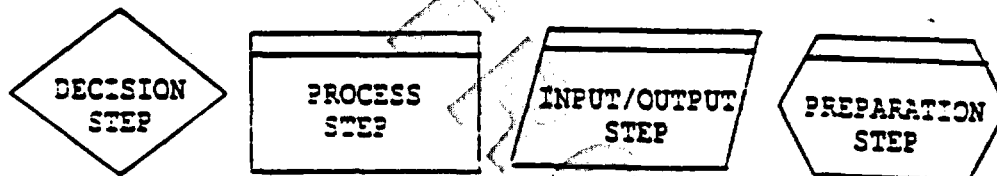
b.   Identify the sequence of activities (steps) in logical order
     of occurrence, the responsible individual or organization to
     be entered in the top portion of each symbol (except for the
     decision symbol), and identify the applicable procedure Step
     number, e.g., "Step 4," adjacent to each symbol.

NOTE: Acronyms may be substituted in the top portion of the
        symbols, but must be accompanied with a key on the flow
        diagram.

3.   Develop the procedure using the following format and content
     guidance (PCB will provide approval cover sheet and
     preformatted, blank, procedure pages):

Attachment 3 - Project Office Procedure and Project-Level
Plan Preparation

Title

QUALITY MANAGEMENT PROCEDURE   QMP-06-04   PROJECT OFFICE DOCUMENT DEVELOPMENT,
REVIEW, APPROVAL AND REVISION PROCESSES

1.0 PURPOSE AND SCOPE

Statement of the role the procedure fulfills and what requirement(s) it implements.

2.0 APPLICABILITY

Delineate the boundaries or limits of the activities and organizations to which this procedure applies.

3.0 DEFINITIONS

Define terms of expressions necessary to understand the procedure. General terms are found in the Program Glossary.

4.0 RESPONSIBLE PARTIES

List the individuals or organizations by full name and acronym (if applicable) that are responsible for the activities described in Section 5 of the procedure.

5.0 PROCEDURE

Format is in "playscript" with the identity of who is responsible for the activity addressed in the left column and the associated activity (task) addressed in the right column as demonstrated below:

RESPONSIBLE PARTY	STEPS	PROCEDURE
"WHO" (e.g., DIVISION DIRECTOR, or DD)	1.	"ACTIVITY" (task)

6.0 REFERENCES

Reference applicable documents. Enter the full document name, number followed by "(Latest Revision)". Order of entry is Requirements Documents first, followed by Interface Documents (as applicable).

7.0 FIGURES AND ATTACHMENTS

List by attachment number or figure number in the order they are called out in the procedure (procedure flow diagram required)

Attachment 3 - Project Office Procedure and Project-Level
Plan Preparation (continued)

Title

QUALITY MANAGEMENT PROCEDURE QMP-06-04 PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESSES

8.0 RECORDS

List types of records generated by procedure activities. Identify QA Records.

Title

QUALITY MANAGEMENT PROCEDURE   QMP-06-04   PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESSES

NEW PROJECT-LEVEL PLAN DEVELOPMENT

1. New Project-level plans are developed in two stages:

   a. An annotated outline is developed, reviewed, and comments resolved and incorporated prior to preparation of a complete draft.

   b. The complete draft is reviewed, and comments resolved and incorporated prior to approval and issuance.

2. For plans with content and format covered by external directives (such as DOE Order 4700.1), the originating organization develops an annotated outline in accordance with those directives.

3. For plans not covered by external directives, annotated outlines are developed as follows:

   a. Prepare the annotated outline in paragraph form with each paragraph numbered in the following way:

      1.0 INTRODUCTION
           1.1 Purpose and Scope
           1.2 Objectives and Strategy
                1.2.1 Objectives

      2.0 ORGANIZATION AND RESPONSIBILITIES
           2.1 XXXX

                        - ETC. -

   b. Use the currently approved Program/Project Hierarchy tree and refer to higher level or to companion documents to the maximum extent possible to ensure consistency with other plans.

Attachment 3 - Project Office Procedure and Project-Level
Plan Preparation (continued)

Title

QUALITY MANAGEMENT PROCEDURE QMP-06-04 PROJECT OFFICE DOCUMENT DEVELOPMENT,
REVIEW, APPROVAL AND REVISION PROCESSES

c. Identify the purpose and applicability of the management system
being described; demonstrate this system in a block diagram
showing the logical flow as in the example of the Project
Management Process (next page of this attachment).

d. Make clear which organization is responsible for implementation
documentation. Do not refer to implementing procedures by name
or number, rather, use generic phrases such as:

"Implementation of this requirement shall be accomplished
by appropriate (organization if appropriate) procedures."

or

"Procedures for the implementation of this requirement
are the responsibility of __??__ ."

e. Appropriately number and enter abbreviated, but concise
statements for each of the topics listed below, as applicable,
and in the order shown:

Executive Summary

Introduction
- Purpose and Scope

Organization of Plan
- Organization and Responsibilities
- Responsibility assignments, authorities, and interfaces

Objectives and Strategy
- Project policies and requirements for this work area
- Description of management processes and functions, e.g.,
Systems Engineering Process

Work Plans
- Description of work (requirements)
- Identification of lower-tier plans

4. PCB will provide plan preparation materials and forms as needed, or
requested.

Attachment 3 - Project Office Procedure and Project-Level
Plan Preparation (continued)

Title

QUALITY MANAGEMENT PROCEDURE QMP-06-04 PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESSES

Example of the Project Management Process Block Diagram

Attachment 3 - Project Office Procedure and Project-Level
Plan Preparation (continued)

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Title

QUALITY MANAGEMENT PROCEDURE   QMP-06-04   PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESSES

The following are the minimum development criteria for technical documents submitted to the Project Office for review, approval or acceptance:

a. Identification of applicable source documents and requirements;

b. Selection, review, approval and documentation of input and rational for exclusion of specific inputs;

c. Traceability of information used as input to the document and, where the criteria for qualification of existing data apply, verification of the validity of such information. (i.e., a Peer Review or Design Review might be required for data or Design Documents to be used as input);

d. Traceability from input sources through the process steps to the final product;

e. Translation of source information into a form suitable for use in the technical document:

f. Level of detail necessary to permit correct application and structure of the technical document.

Attachment 4 - Technical Document Development Criteria

Title

QUALITY MANAGEMENT PROCEDURE QMP-06-04 PROJECT OFFICE DOCUMENT DEVELOPMENT,
REVIEW, APPROVAL AND REVISION PROCESSES

DOCUMENT REVIEW SHEET

N-QA-041
4/90

¹⁵Page ____ of ____

(Mark only applicable items)

¹Document Author/Originator: _____

²Document No.: _____ ²Draft No.: _____

³Document Title: _____

Rev. No.: _____

⁴Comments Due Date: _____

⁵Name of Reviewer: _____   ⁶Designee: _____

⁷Technical Discipline: _____

⁸Signature of Reviewer: _____   ⁸Date: _____

¹⁴ Revised text has been verified and is acceptable: ☐ Disputed items resolved ☐

Signature of Reviewer: _____   Date: _____

⁶TYPE OF REVIEW

☐ Management*   ☐ Quality Assurance
☐ Technical*   ☐ Regulatory*

⁹* Regulatory & Management Reviewers indicate recommendation for a Technical Review: ☐ Yes ☐ No

¹⁰** Technical Reviewers indicate recommendation for a Peer Review: ☐ Yes ☐ No

NOTE: "Yes" recommendation must be identified as a major comment below.

¹¹REVIEWERS COMMENTS
(Identify all Major Comments)

ⁱⁱNo.	ᵇType	ᶜPage/Section/Step	ᵈCOMMENTS

¹²AUTHOR'S/ORIGINATOR'S RESOLUTION

ᵇREASONING

ᵉReviewers Disposition (major comment)		
Initial & Date	Accept	Reject

ᵃInitial & Date	Accept	Reject

Attachment 5 - Document Review Sheet

Effective Date	Revision	Supersedes	Page	No.
5/29/90	0	QMP-06-03, QMP-05-01 AND QMP-05-02	30 of 37	QMP-06-04

Title

QUALITY MANAGEMENT PROCEDURE QMP-06-04 PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESSES

DOCUMENT REVIEW CONTINUATION SHEET

N-QA-041
4/90

Attachment 5 - Document Review Sheet (continued)

Title

QUALITY MANAGEMENT PROCEDURE QMP-06-04 PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESSES

INSTRUCTIONS FOR PREPARATION OF
DOCUMENT REVIEW SHEET
N-QA-041

A DRS is to be completed in typewritten form, or handwritten in black ink. Writing or typing must remain inside the border lines.

PROJECT CONTROL BRANCH

1. Enter the name(s) of the author and his/her organization.

2. Enter the document identification number as stated on the cover page of the document. Enter draft number (if applicable) or N/A.

3. Enter the document title and revision number.

4. Enter the comment due date.

5. Enter the type of review (as directed by the responsible OO).

> Major Comment - Comment that the reviewer has determined requires resolution prior to document acceptance.
>
> Minor Comment - Comment other than Major.

MANAGER REVIEWING ORGANIZATION/OO/SV/OOA/PSM

6. Enter name (print or type) of Reviewer or Designee.

7. Enter the technical discipline of the reviewer when qualified to perform a technical review (if appropriate).

REVIEWER

8. Reviewer sign name in black ink and enter date the review is complete.

NOTE: This signature constitutes verification by the reviewer that the review was completed using established criteria.

REGULATORY AND MANAGEMENT REVIEWERS

9. Check the appropriate box. If a "yes" box is checked, the recommendation shall be identified as a major comment in the Reviewer's Comments section of the DRS.

TECHNICAL REVIEWERS

10. Check the appropriate box. If a "yes" box is checked, the recommendation shall be identified as a major comment in the Reviewer's Comments section of the DRS.

REVIEWER

11. a. Number each comment in sequential order beginning with 1.
    b. Identify all major comments in Type column (Maj. may be used).
    c. Enter the page number, and if available the section and line or step, in the document that contains the data being addressed in the comment.
    d. Enter the comment. If additional space is required, continue the comment on a continuation page and indicate that the comment is continued.

    NOTE: For comments minor or suggestive in nature, indicate so in "Type" column.

AUTHOR/ORIGINATOR

12. If the reviewer has documented a minor or suggestive comment that is not addressed, enter N/A.

    a. Major comments must be addressed. Indicate accept or reject by entering your initials and the date in the appropriate column.
    b. Enter the reason for the resolution. If more space is required an attachment shall be added. The attachment shall be referenced on the document review sheet. Attachments shall be numbered separately from the document review sheet. See #15 below.

REVIEWER

13. Indicate acceptance or rejection of the author's resolution for major comments by entering in your initials and the date in the appropriate column. Do not enter in additional comments.

14. Reviewer check the disputed items resolved box (if applicable and items resolved), then sign name in black ink and enter the date the verification is acceptable and complete. If this step is not applicable enter N/A. If it is unacceptable do not sign.

ORIGINATOR/AUTHOR AND REVIEWER

15. REVIEWER - Enter the specific page number beginning with Page 1, and the total number pages of comments.

    AUTHOR/ORIGINATOR - If additional pages during the resolution process are added the additional pages shall be labeled "ATTACHMENT", and shall be numbered separately from the document review sheet. Enter the page number beginning with Page 1, and the total number pages of attachments. Attachments shall be attached to the document review sheet(s).

Attachment 5 — Document Review Sheet (continued)

Title

QUALITY MANAGEMENT PROCEDURE QMP-06-04 PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESSES

INTERIM CHANGE NOTICE		N-QA-023 4/90
ICN Number:	Effective Date:	Page of
Applies to:		
Number_____ Rev._____ Title _____		

REQUIRED CHANGE(S):   (Minor ☐ Yes   ☐ No)

PARAGRAPH   CHANGE TO

APPROVALS

Division Director	Director, QA	Project Manager
Date	Date	Date

Attachment 6 - Interim Change Notice (ICN) sheets

Title

QUALITY MANAGEMENT PROCEDURE QMP-06-04 PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESSES

INTERIM CHANGE NOTICE CONTINUATION PAGE			N-QA-023 4/90
ICN Number:	Applies to:	Effective Date:	Page of

REQUIRED CHANGE (S): (Minor ☐ Yes ☐ No)

PARAGRAPH   **CHANGE TO**

Attachment 6 - Interim Change Notice (ICN) sheets (continued)

Title

QUALITY MANAGEMENT PROCEDURE   QMP-06-04   PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESSES

INTRODUCTION

Each reviewing organization establishes generic review criteria to be applied to each basic type of review the organization will have to perform. Such criteria should address the organization's areas of expertise and functional responsibility as appropriate to document content.

The following examples (expressed as questions) provide guidance for establishing organization-unique criteria; these examples may be used as stated, or other criteria may be substituted, at the discretion of the manager of the potential reviewing organization:

MANAGEMENT REVIEW CRITERIA

1. Does any change to existing policy expressed in the document represent a conscious decision at the appropriate management level?

2. Does any condition with, or change to, organizational responsibility assignments represent a conscious decision at the appropriate management level?

3. Where the document affects the reviewing organization, are management and administrative impacts acceptable?

4. If interfaces between DOE and participants are involved, is the interface consistent with existing contracts or agreements?

5. Are processes as straightforward and simple as feasible in the context of the document's purpose?

6. If applicable, will the document cause minimum new paperwork consistent with the document's paperwork (i.e., is duplication of existing paperwork avoided, and is new paperwork essential to the purpose for which the document is being generated?).

7. Is the document user friendly, or could it be further simplified or reorganized into a more consistent, logical order?

8. Does the document avoid elevating administrative convenience to a requirements level?

9. If the document addresses a management approach or methodology, is the reviewing organization satisfied that the approach is as simple and effective as any readily available alternative?

Attachment 7 - Examples of Review Criteria

Title

QUALITY MANAGEMENT PROCEDURE   QMP-06-04   PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL AND REVISION PROCESSES

REGULATORY REVIEW CRITERIA

1. Is the document content consistent with applicable regulatory requirements, if any?

2. Does the document content affect existing regulatory commitments and, if so, is it consistent with such commitments?

3. If the document makes any commitments or addresses a topic of regulatory interest, is it consistent with existing or intended Program and Project policy?

4. If the document will meet a formal submittal requirement, does format and organization of material comply with submittal requirements?

5. Is there any contradiction between DOE Orders and regulatory requirements or commitments, and if so, what will be the method of resolution?

TECHNICAL REVIEW CRITERIA

1. Are inputs and input sources current, correct, and usable under the requirement for "qualified" data?

2. Are those assumptions within the scope of responsibility of this organization stated explicitly? Are they reasonable?

3. If this document involves OCRWM Headquarters- or Project Office-prescribed processes, is the treatment of such processes consistent with that established direction?

4. Is document content consistent with established Headquarters and Project Office objectives?

5. Where applicable and where checked, are analytical approaches and results appropriate?

6. Where applicable, are potential interactions with other technical work within the scope of this organization's responsibility addressed adequately?

7. In the case of a design document, are the design and the design approach compatible with Program objectives and constraints, and with prescribed systems engineering requirements?

Attachment 7 - Examples of Review Criteria (continued)

Title

QUALITY MANAGEMENT PROCEDURE QMP-06-04 PROJECT OFFICE DOCUMENT DEVELOPMENT,
REVIEW, APPROVAL AND REVISION PROCESSES

8. Based on the source requirements, is there a need to provide QA interpretations or clarifications to the document requirements?

NOTE: Project Office Technical Reviews parallel Section 3.1.6 of the QAPD, DOE/RW-0215.

QUALITY ASSURANCE REVIEW CRITERIA

1. Does the document contain those quality assurance requirements applicable to the controls or processes it addresses? (A flowchart or checklist of applicable quality assurance requirements for the specific topic may be desirable for QA reviews).

2. Are responsibilities clearly delineated?

3. Are specified responsibilities and authority consistent with Project policy?

4. Where applicable, does the document clearly distinguish between performing, review, and verification activities?

5. Where verification activities are involved, does the document adequately address mechanisms for ensuring the necessary independence and technical competence of the verifier(s)?

6. If the document expresses requirements that exceed established QA program requirements, do such additional requirements reflect Project Office policy?

7. Does the document contain qualitative and or quantitative data, and if so, are tolerances and parameters provided for this data?

8. Based on the source requirements, is there a need to provide QA interpretations or clarifications to the document requirements?

Attachment 7 - Examples of Review Criteria (continued).
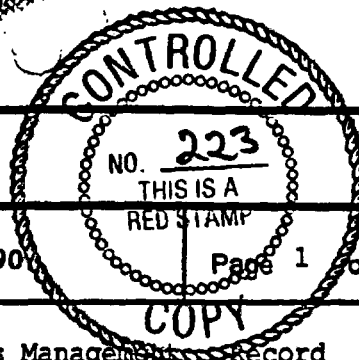
ICN Number: 1	Effective Date: 5/29/90	Page 1 of 4

Applies to:

Number _____ OMP-17-01 _____ Rev. _1_____ Title _____ Records Management Record Source Implementation _____

REQUIRED CHANGE(S): (Minor ☐ Yes ☒ No)

PARAGRAPH	CHANGE TO
1.0	In the first sentence change "Administrative Procedures (AP)-1.7Q, Records Management", to "Yucca Mountain Project Records Management Plan (RECMP)", also delete in the first sentence "Technical and Management Support Services (T&MSS)".
2.0	In the first sentence delete "T&MSS".
3.6	Delete this section.
3.8	Delete this section.
3.14	Delete this section.
3.17	Delete this section.
4.5	In the title delete "TECHNICAL PROJECT OFFICER (TPO), T&MSS".
4.5	In the first sentence delete "the TPO, T&MSS (or designee)".
4.5	Delete item 2, change items 3, 4, 5, and 6 to items 2, 3, 4, and 5.
4.6	In the first line delete "T&MSS".
4.7, item 1	In the second line, change "Section 5.11" to "Section 5.12".
4.7, item 2	Delete this item.
4.8, item 2	In the first line, change "processing" to "protecting".
5.1	In the first sentence delete "the TPO, T&MSS (or designee)".

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PDC
WASTE
WM-11

APPROVALS

Division Director	Director, QA	Project Manager
Date 5/17/90	Date 5/18/90	Date 5/20/90

ICN Number:	Applies to:	Effective Date:		
1	QMP-17-01	5/29/90	Page 2	of 4

REQUIRED CHANGE (S): (Minor ☐ Yes ☒ No)

PARAGRAPH	CHANGE TO
5.1	Delete item 3.
5.2	In the last sentence change "QA level 1 and 2" to "quality affecting".
5.4	Delete this section.
5.5.1.8, item 1	Revise to read as follows: Preliminary drafts are to be marked "PRELIMINARY DRAFT" on the front page of the document.
5.5.2.1	Delete this section.
5.5.2.3	Delete the second sentence.
5.5.2.5	Change the title to "QUALITY AFFECTING DESIGNATION".
5.5.2.5	In the first sentence change "QA level (QA 1, QA 2, QA 3, or N/A)" to "quality affecting designation (QA or QA: N/A)".
5.5.4.2	Revise to read as follows:

TECHNICAL DATA PACKAGES

Technical data shall be submitted to the LRC and transmitted to the CRF in accordance with AP-5.1Q.

5.6	In the second line, change "interim data packages" to "record package segments".
5.6.3	In the last sentence delete "or TPO, T&MSS (or designee)".
5.6.5	Delete this section.
5.6.6	Revise to read as follows:

UNCORRECTED QA RECORDS

If a better or corrected copy of a QA record is not available, the Record Source must

ICN Number: 1	Applies to: QMP-17-01	Effective Date: 5/29/90	Page 3 of 4

REQUIRED CHANGE (S): (Minor ☐ Yes ☒ No)

PARAGRAPH	CHANGE TO
	document the reasons why the record cannot be replaced or corrected. The documentation must accompany the record when it is submitted for processing.
5.8	In the first sentence delete "within 90 days".
5.10	Delete this section.
5.11	Delete this section.
5.12.1	Revise to read as follows: SEARCHING THE DATABASE Training to search the RIS is available through the LRC or by contacting the T&MSS CRF.
5.13	Add this section to read as follows: FLOW DIAGRAM A diagram depicting the flow of records from the Record Source to the LRC, as outlined within this procedure, is shown in Figure 5.
6.0	Delete references "Project AP-1.7Q, Records Management" and "Project AP-5.9Q, Qualification of Data or Data Analyses Not Developed Under the Yucca Mountain Project Quality Assurance Plan" insert "Project AP-5.1Q, Control and Transfer of Technical Data on the Yucca Mountain Project".
7.0	Add Figure 5 - Diagram Depicting Flow of Records from the Record Source to the LRC
8.0, item 3	Revise to read: QA Record Package Table of Contents.
8.0	Delete item 1, change items 2, 3, 4 and 5, to items 1, 2, 3 and 4.

ICN Number:	Applies to:	Effective Date:		
1	QMP-17-01	5/29/90	Page 4	of 4

REQUIRED CHANGE (S): (Minor ☐ Yes ☒ No)
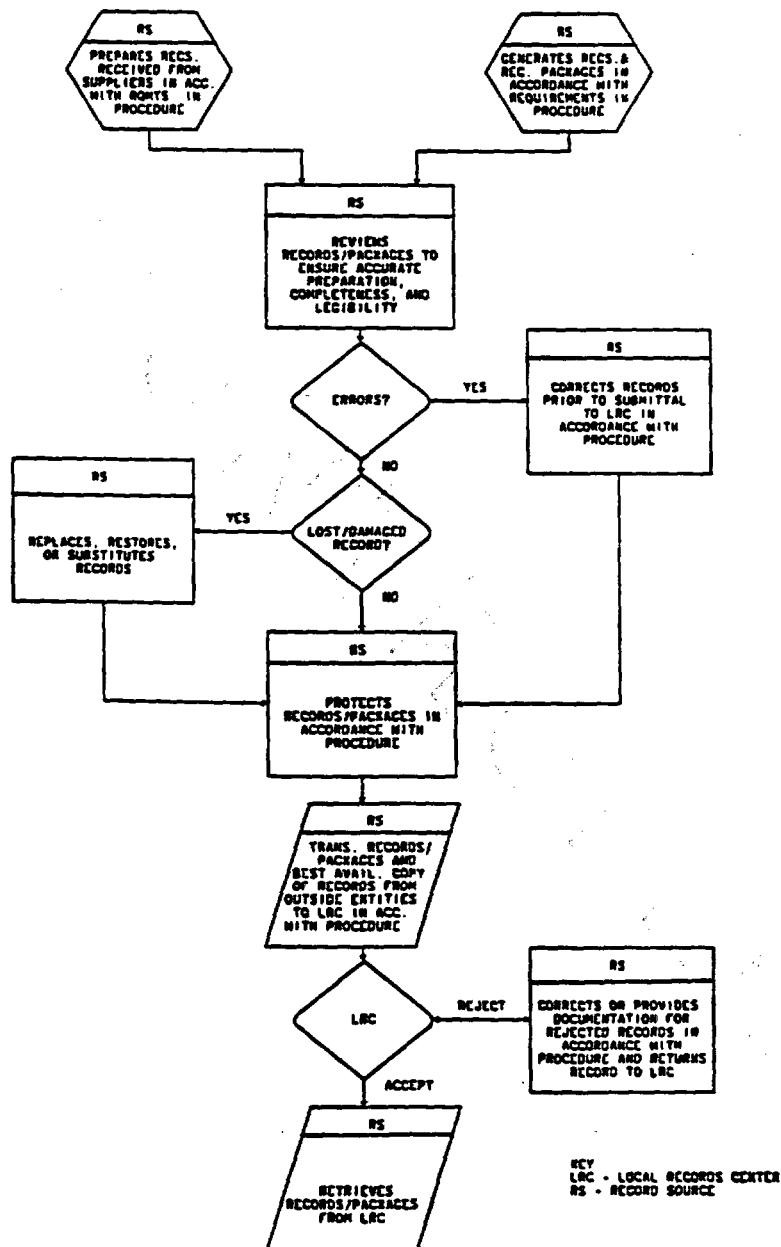
PARAGRAPH　　　　　　　　　　　　　　**CHANGE TO**

Figure 5.　Diagram Depicting Flow of Records from Record Source to LRC.