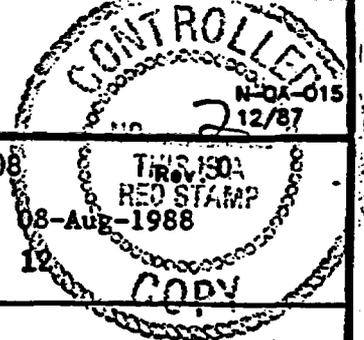




WASTE MANAGEMENT PROJECT OFFICE

QUALITY MANAGEMENT PROCEDURE



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1.0 PURPOSE AND SCOPE

This procedure defines the method to be used and responsibilities for performing Technical Assessment Reviews for the Nevada Nuclear Waste Storage Investigations (NNWSI) Project. The requirements of this procedure may be supplemented with further documented guidance that defines the logistics and methodologies to be used in a review.

2.0 APPLICABILITY

This procedure applies to Technical Assessment Reviews conducted by the Waste Management Project Office (WMPO) for the NNWSI Project. A Technical Assessment Review is one of a set of review methods defined for the NNWSI Project in Section 4.2.5 of the Systems Engineering Management Plan (SEMP). This procedure can be used in meeting the requirements for technical reviews defined in the SEMP and in U.S. Department of Energy (DOE) Order 4700.1, Attachment III-1, Page III-47, Section 2.

3.0 DEFINITIONS

3.1 TECHNICAL ASSESSMENT REVIEW

The Technical Assessment Review is a documented evaluation of technical status, technical progress, or technical MERIT, in combination or separately. It is performed by qualified individuals other than those who performed the technical work being reviewed, but who may be from the same organization. Technical Assessment Review is a management method that may be used to accomplish such items as the following:

1. Assessing requirements.
2. Determining the degree to which technical work meets requirements.
3. Identifying technical issues in a timely fashion, including interfaces with site and design efforts.
4. Assessing the technical status or technical progress of activities.
5. Providing a basis to accept technical services rendered.

APPROVED BY

Project Manager, T&MS Date 3 Aug 1988	WMPO Project Quality Manager Date 08/03/88	WMPO Project Manager Date 8/4/88
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6. Defining and directing necessary changes in accordance with WMPO procedures.

3.2 TECHNICAL ASSESSMENT REVIEW NOTICE

The Technical Assessment Review Notice (Figure 1) is issued by the responsible WMPO Branch Chief, or designee, announcing the Technical Assessment Review. The notice provides the following:

1. Technical Assessment Review scope and purpose, identifying areas and items to be assessed, including an indication of the required depth. This may be accomplished in a variety of ways, including the use of questionnaires, checklists, a list of design requirements, or through other suitable means.
2. Date, time, location, and other logistical information for the Technical Assessment Review meeting.
3. Name of the Technical Assessment Review Team Chairperson.

3.3 TECHNICAL ASSESSMENT REVIEW TEAM SELECTION RECORD

3.3.1 The Technical Assessment Review Team Selection Record (Figure 2) is completed, signed, and dated by the Technical Assessment Review Team Chairperson. It identifies the functions involved in the review, and the names of qualified individuals selected to be on the Technical Assessment Review Team. The review team members are assigned the responsibility for reviewing and providing comments, as applicable, for those functions. The review team members must be other than those who performed the technical work, but they may be from the same organization.

3.3.2 The Technical Assessment Review Team Selection Record includes the documentation of the qualifications of the review team members assigned for the various review functions.

3.4 TECHNICAL ASSESSMENT REVIEW PACKAGE

The Technical Assessment Review Package is a collection of documents (e.g., reports, schedules, plans, and drawings) that provides the information to be assessed by the review team members to achieve the established scope and purpose.



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3.5 REVIEW RECORD MEMORANDUM

The Review Record Memorandum is a documented summary of the Technical Assessment Review prepared by the Secretary, which includes the following:

1. Scope of the review.
2. Technical Assessment Review Notice.
3. Technical Assessment Review Meeting minutes.
4. Technical Assessment Review Team Selection Record.
5. Technical Assessment Review Comment Records identifying comments and resolutions.
6. List of meeting attendees and, when specified, their Technical Assessment Review responsibilities.
7. Correspondence relating to the Technical Assessment Review.
8. Information presented during the Technical Assessment Review meeting and other information provided to the review team members that was not contained in the original Technical Assessment Review Package or in subsequent additions or modifications to the package.
9. Conclusions and recommendations.

3.6 TECHNICAL ASSESSMENT REVIEW COMMENT RECORD

The Technical Assessment Review Comment Record is a form used to document Technical Assessment Review comments and their resolution (Figures 3 and 4).

3.7 TECHNICAL ASSESSMENT REVIEW DATA PACKAGE

The Technical Assessment Review Package is a set of Quality Assurance (QA) records consisting of the Technical Assessment Review Package and the Review Record Memorandum, including any supplements as described in Section 5.5.6.

4.0 RESPONSIBILITIES

4.1 RESPONSIBLE WMPO BRANCH CHIEF OR DESIGNEE

4.1.1 The responsible WMPO Branch Chief or designee shall plan, schedule, and announce the Technical Assessment Review, designate the Technical Assessment Review Chairperson, and distribute the Review Record Memorandum.



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4.1.2 If the responsible WMPO Branch Chief determines that a Project Participant is to be the designee, the responsible WMPO Branch Chief shall document that decision and the designated organization shall prepare and issue the Technical Assessment Review Notice.

4.2 TECHNICAL ASSESSMENT REVIEW CHAIRPERSON

The Technical Assessment Review Chairperson is responsible for the following:

1. Designating the Secretary for the Technical Assessment Review.
2. Determining the technical disciplines to be used to accomplish the scope and purpose of the review.
3. Establishing minimum qualifications (e.g., education, experience, and independence) needed by review team members to fulfill technical disciplines to accomplish the scope and purpose of the review.
4. Obtaining suitable documentation of review team members' qualifications for the various technical disciplines.
5. Ensuring that the documentation of the review team members' qualifications meets the needs of the review.
6. Determining the number of reviewers for the Technical Assessment Review Team.
7. Obtaining information for the review from the appropriate Technical Project Officer (TPO) and others, as appropriate.
8. Coordinating the Technical Assessment Review Team, the meeting, and the review process.
9. Issuing the Review Record Memorandum to the responsible WMPO Branch Chief for distribution.
10. Compiling a data package of the Technical Assessment Review.

4.3 SECRETARY

The Secretary documents the Technical Assessment Review Team activities. Specifically, the Secretary records the meeting minutes, collects comments and resolutions, and prepares the Review Record Memorandum (per Section 3.5).

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4.4 TECHNICAL ASSESSMENT REVIEW TEAM MEMBERS

It is the responsibility of the review team members to review and provide comments in their technical area, as designated by the Chairperson, and to participate in the evaluation of proposed resolutions.

5.0 PROCEDURE**5.1 INITIATION OF THE TECHNICAL ASSESSMENT REVIEW**

The responsible WMPO Branch Chief or designee plans, scopes, and schedules the Technical Assessment Review and designates the Technical Assessment Review Chairperson. The responsible WMPO Branch Chief or designee also issues the Technical Assessment Review Notice to Quality Assurance, Regulatory Compliance, and others, as appropriate.

5.2 TEAM SELECTION**5.2.1 The Technical Assessment Review Chairperson performs the following:**

1. Designating the Secretary for the Technical Assessment Review.
2. Determining the technical disciplines to be used to accomplish the scope and purpose of the review.
3. Establishing minimum qualifications (e.g., education, experience, and independence) needed by review team members to fulfill the technical disciplines to accomplish the scope and purpose of the review.
4. Obtaining suitable documentation of review team members' qualifications for the various technical disciplines, as described in Section 5.2.2
5. Ensuring that the documentation of the review team members' qualifications meets the needs of the review, and signing and dating the Technical Assessment Review Team Selection Record(s).
6. Determining the number of reviewers for the Technical Assessment Review Team.
7. Ensuring that assigned Review Team Members are trained to this procedure and other applicable documents.



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5.2.2 The Technical Assessment Review Chairperson requests the following information for each of the review team members: name of the person and a statement that the review team member meets the education, experience, and independence qualifications established for the review. This information is to be provided by the employer of the review team member.

5.2.3 If a review team member's employer is an agency outside of the NWSI Project, the chairperson is responsible for notifying the agency that the documentation verifying the education, experience, and independence of the review team member must be obtained and retained by that agency. This documentation shall be made available for surveillance and audit by the U.S. Nuclear Regulatory Commission or the DOE. In addition, the agency shall be required to notify the WMPO prior to destruction of this verification documentation.

5.3 TECHNICAL ASSESSMENT REVIEW PACKAGE

The Technical Assessment Review Chairperson obtains the information for the review from the appropriate TPO and others, as appropriate.

5.4 TECHNICAL ASSESSMENT REVIEW

5.4.1 The review team members review the material and document their comments on Technical Assessment Review Comment Records. If a review team member has no comment, this is documented on a Technical Assessment Review Comment Record.

5.4.2 The Secretary records meeting minutes, collects comments and resolutions, and prepares the Review Record Memorandum (per Section 3.5). The Technical Assessment Review Chairperson reviews, signs, and dates the Review Record Memorandum.

5.5 RESOLUTION OF TECHNICAL ASSESSMENT REVIEW COMMENTS

5.5.1 The Technical Assessment Review Chairperson obtains resolutions for the Technical Assessment Review comments from the appropriate TPO.

5.5.2 The Technical Assessment Review Chairperson coordinates the team's evaluation of the resolutions obtained in Section 5.5.1. After deciding the appropriateness of the resolutions, such acknowledgment is documented to the appropriate TPO.

5.5.3 Any unresolved comments are referred by the Chairperson to the appropriate TPO for resolution. (The appropriate TPO is the one who has responsibility for the subject of the unresolved comment.)



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5.5.4 The Chairperson, upon submittal of a review comment resolution by the appropriate TPO, shall ensure that the resolution is provided to the review team member and the responsible WMPO Branch Chief.

5.5.5 The review team member who had the unresolved comment shall evaluate the provided comment resolution, and either:

1. Sign and date the review comment resolution (according to the Chairperson's instruction) to indicate agreement, and return it to the Chairperson.
2. If a disagreement exists, attempt to achieve an agreement, (via the Chairperson) with the appropriate TPO. If agreement cannot be reached, provide the documented basis for the disagreement to the Chairperson and request assistance from successively higher levels of management.

5.5.6 The Chairperson may complete the Review Record Memorandum with a documented unresolved comment; however, supplements must be provided to the memorandum as the appeals process is pursued, such that a complete record of the comment is retained as a QA record.

5.6 REVIEW RECORD MEMORANDUM

The Technical Assessment Review Chairperson issues the Review Record Memorandum to the responsible WMPO Branch Chief for distribution to the TPO(s) and others, as appropriate.

5.7 CLOSURE OF RESOLUTION

The responsible WMPO Branch Chief or designee shall ensure that the appropriate TPO satisfies and closes out the commitments made in resolutions to the Technical Assessment Review comments.

5.8 TECHNICAL ASSESSMENT REVIEW DOCUMENTATION

The Technical Assessment Review Chairperson shall (1) compile a data package relative to the Technical Assessment Review that consists of the Technical Assessment Review Package and the Review Record Memorandum (including any supplements as described in Section 5.5.6) and (2) provide for disposition of the data package in accordance with Section 8.0.



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6.0 REFERENCES

The latest revisions of the following apply:

NWSI/88-3, NWSI Project Systems Engineering Management Plan

DOE Order 4700.1, Project Management System

QMP-17-01, QA Records

7.0 FIGURES

At a minimum, the information needs on the forms shown on the following figures shall be satisfied. This may be accomplished by the use of the form itself or a suitable alternate.

Figure 1, Technical Assessment Review Notice

Figure 2, Technical Assessment Review Team Selection Record

Figure 3, Technical Assessment Review Comment Record

Figure 4, Technical Assessment Review Comment Record Continuation Sheet

8.0 QA RECORDS

The following are QA records and are maintained in accordance with QMP-17-01, QA Records.

1. Technical Assessment Review Package.
2. Review Record Memorandum (including any supplements as described in Section 5.5.6).



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TECHNICAL ASSESSMENT REVIEW NOTICE		N-QA-010 7/88
To _____	Date _____	
Technical Area to be Reviewed _____		
WBS No.: _____		
Review Date _____	Location _____	Time _____
Technical Assessment Review Chairperson _____		
Based on review of the qualification documentation, this Technical Assessment Review Chairperson is qualified to execute the responsibilities of QMP-02-08 with respect to the scope and purpose of this Review.		
Scope of Technical Assessment Review:		
Purpose of Technical Assessment Review:		
		Signed _____
Attachments:		

Figure 1. Technical Assessment Review Notice.

