



NEVADA NUCLEAR WASTE STORAGE INVESTIGATIONS

QMP-07-01

Revision 0

SURVEILLANCE

UNCONTROLLED

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WM-11 PDR

**UNITED STATES DEPARTMENT OF ENERGY
NEVADA OPERATIONS OFFICE**

SURVEILLANCE

Originated by: QASC

Approved by/date: *Joseph J. ...*
WMPO Director 10/29/84

Effective date: 12/10/84

UNCONTROLLED

J. Rieth
DOE/NV QAD Director 11-19-84

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QASC QA Manager

1.0 PURPOSE AND SCOPE

1.1 The purpose of this procedure is to establish responsibilities and to provide methods for surveillances associated with activities performed in support of the Nevada Nuclear Waste Storage Investigations Project.

1.2 The scope of this procedure encompasses planning, performing, and reporting WMPD authorized NNWSI Project surveillances.

2.0 APPLICABILITY

2.1 This procedure applies to all surveillance activities that are conducted by or for WMPD, including surveillance of Participating Organizations and NTS Support Contractors.

3.0 DEFINITIONS

3.1 Surveillance: The act of monitoring or observing to verify whether an item or activity conforms to specified requirements. Surveillance will include, or may be limited to, the review of associated documentation.

3.2 Appendix A, Definitions of NNWSI-SOP-02-01 contains general definitions that are used in conjunction with the NNWSI Project.

4.0 RESPONSIBILITIES

4.1 The Director, WMPD, is responsible for assuring that periodic surveillances of selected NNWSI Project activities are conducted in accordance with provisions of the current revision of NVO-196-17.

4.2 The Project Quality Manager is responsible for the review and approval of each surveillance report. This approval is not an approval of content; instead, it is an administrative action that signifies review for decision as to need for further action(s) in the observed area.

4.3 According to WMPD's direction, personnel from WMPD, DOE/NV, and the QASC, shall be assigned responsibilities to implement surveillance tasks described herein.

4.4 This independent surveillance activity does not relieve Participating Organizations and Support Contractors of their obligations to conduct surveillance of their operations in accordance with their established and approved procedures.

4.5 The QASC is responsible for maintaining a surveillance report status log of WMPD surveillances and assigning surveillance report identification numbers in accordance with the numbering system described in Exhibit 1.

5.0 PROCEDURE

5.1 Planning

5.1.1 The QASC shall prepare a surveillance schedule for the succeeding fiscal year for WMPD review and approval. The schedule shall be developed based on work schedules, results of previous surveillances or audits, the quality level of the operation, trend analysis, corrective action reports, or other pertinent information. The schedule will indicate the activity or area to be observed.

5.1.2 The recommended schedule will be furnished to the Director, WMPD, for review and approval. An information copy will be furnished to the DOE/NV Director, Quality Assurance Division, for information.

5.1.3 Upon approval of the schedule by the Director, WMPD, surveillance actions will be implemented in accordance with the plan. The schedule will be reviewed at least quarterly by the QASC; and if necessary, it will be updated to include significant changes to scheduled NNWSI Project activities.

5.2 Performance

5.2.1 The observer(s) shall identify each element of the activity to be observed and review applicable reference documents for specific requirements. Examples of references include, but are not limited to, criteria letters, nonconformance reports, project directives and plans, daily inspection reports, project schedules, and operating and management procedures.

5.2.2 The assigned observer(s) need not formally notify a Participating Organization or NTS Support Contractor of an upcoming surveillance. Site conditions and project protocol dictate that the observed organization's area management be made cognizant of the surveillance on the day it is to be performed. The organization's management shall assist the observer(s) in gaining appropriate access to activities to be observed and/or documentation to be reviewed.

5.2.3 The surveillance shall be conducted by using appropriate documents and any other information the observer deems necessary to assure a meaningful surveillance.

5.2.4 Upon completion of surveillance activity, the observer(s) will brief the cognizant organization's area management of results, and will identify any nonconformances.

5.2.5 All nonconformances discovered as a result of surveillance will be initiated by the observer in accordance with the NNWSI Project nonconformance procedure, NNWSI-SOP-15-01.

5.3 Reporting

5.3.1 The observer(s) shall complete the surveillance report by obtaining a report identification number from the QASC, and submitting it to the PQM for review and approval within fifteen days of the date of surveillance.

5.3.2 The format of each Surveillance Report (SR) shall be as shown in Exhibit 2. Any resultant NCRs shall be listed in the report.

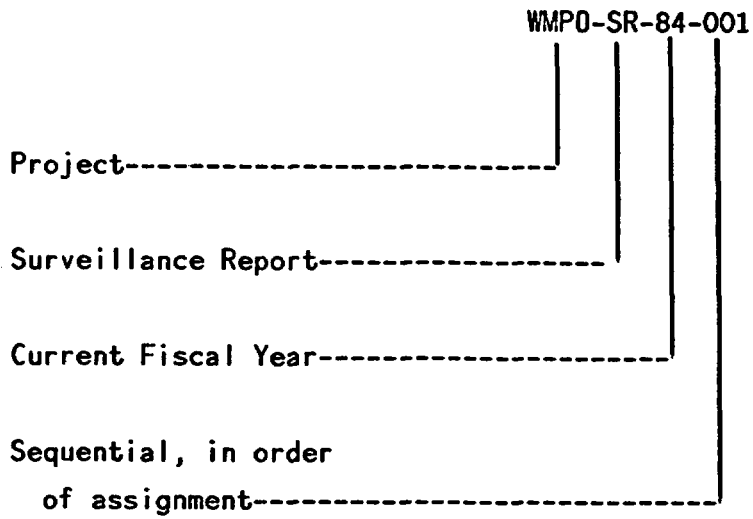
5.3.3 After review and approval by the PQM, copies of each report will be distributed to the following: Director, DOE/NV Quality Assurance Division, cognizant management and QA organization of the activity observed, and the QASC. The SR shall be sent to the WMPO QA files for retention.

6.0 REFERENCES

6.1 NNWSI Project Quality Assurance Plan, NVO-196-17

6.2 NNWSI Nonconformance Control System, NNWSI-SOP-15-01

WMPO SURVEILLANCE REPORT NUMBERING SYSTEM





Page 1 of ____

SURVEILLANCE REPORT

Number _____ (1)

Activity _____ (2) _____ (3)
Date

_____ (4)
Location

Reference Documents _____ (5)

Observations _____ (6)

Nonconformances _____ (7)

Report Issued by _____ (8) _____ (8)
Date

Approved by WMPD _____ (9) _____ (9)
Date

Distribution: _____ (10)

SURVEILLANCE REPORT KEY

1. Surveillance report number
2. Briefly describe the activity and state the organization that is responsible for the activity on which the surveillance is conducted. e.g. (1) USGS bore hole ABC-25, (2) H&N Testing of steel shaft liner, (3) LLNL Corrosion testing of ASTM 316
3. Date of the surveillance activity
4. Location of surveillance
5. List the specific documents to which the activity is conducted, and which are also used to verify conformance. e.g. (1) Drilling Program XYZ, (2) H&N QP-ABC
6. Describe the observations made during the surveillance as they relate to the referenced documents
7. Detailed description of any non-conformance found during the surveillance. Reference any NCR numbers.
8. Signature of the individual who conducted the surveillance and date of issuance to WMPD.
9. Signature and date of the PQM approving the surveillance report
10. List the individuals to receive copies of the completed surveillance report