

CONTROL OF NONCONFORMING MATERIALS, COMPONENTS, & PROCESSES

QUALITY ASSURANCE DETAILED PROCEDURE QP-03
NUCLEAR WASTE MANAGEMENT QUALITY ASSURANCE PROGRAM
U.S. GEOLOGICAL SURVEY

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UNCONTROLLED

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NONCONFORMING MATERIALS, PARTS, COMPONENTS, AND PROCESSES

1.0 PURPOSE

The purpose of this procedure is to provide a system for the control of nonconforming materials, parts, components, and processes from their identification through closeout.

2.0 SCOPE

This procedure establishes instructions for controlling nonconforming items and processes throughout all phases of projects and tasks within the USGS nuclear waste management program and shall be used by USGS personnel and by contractors to the USGS.

3.0 PROCEDURES

3.1 General

A Nonconformance Report (NCR) (Attachment #1) shall be prepared each time the requirements of a written procedure, specification, drawing, or other document are not fulfilled.

Nonconformances are disclosed through:

- A. Inspections or examinations
- B. Reviews of operations
- C. Audits
- D. Surveillance
- E. Random observations by quality assurance or technical personnel assigned to the project.

Several items may be reported on one NCR provided that the items are similar in nature and that dispositions will be accomplished and closeout will be made at the same time.

3.2 NCR Identification

A nonconforming process or item may be identified by any person with quality assurance responsibilities assigned to nuclear waste management work. A sequentially numbered NCR is originated by the person identifying the nonconformance by completing items 1 through 7 of the NCR, and forwarding the report to his supervisor.

The NCR is then forwarded to the quality assurance office for review and approval in NCR form sections 8 & 9, and for logging in the NCR Status Log (Attachment #2).

The Quality Assurance Specialist/Engineer is responsible for initiating a Hold Tag (Attachment #3) when applicable, for logging the Hold Tag in the Hold Tag Log (Attachment #4)

and attaching the Hold Tag to the nonconforming item, if applicable.

For process or system type nonconformances where there is no physical object to attach the Hold Tag, the Hold Tag may be held by the Project Coordinator.

3.3 Proposed Disposition

A Principal Investigator is responsible for inserting the proposed disposition on the form and deciding if corrective action is required. Enough information must be supplied in the disposition section such that persons doing the work have sufficient instructions to implement the disposition. References may be made to other existing procedures or instructions when necessary. A copy of the reference must be attached to the NCR.

Disposition options are limited to use-as-is, reject, repair, or rework.

- A Principal Investigator will then complete NCR form sections 10 through 13 and forward it to the Quality Assurance Review Board.

3.4 QA Review Board

The QA Review Board consists of two permanent members: the Project Coordinator and the Quality Assurance Manager or their delegates. Additional members may be added to the board for technical assistance or expertise when invited by a permanent board member.

QA Review Board action may be taken at an actual meeting or by forwarding the NCR to board members.

The QA Review Board either approves the proposed disposition or supplies an acceptable disposition and forwards the NCR to the quality assurance office. Documentation of their action is shown on NCR form sections 14 through 23.

3.5 Final Inspection and Approval

Nonconforming items or processes may be released at this time to accomplish the approved disposition.

When the disposition has been accomplished in accordance with the approved disposition, the Quality Assurance Specialist or Engineer shall inspect the nonconforming item or process and document his findings on the NCR form sections 24 and 25. If the item is acceptable the Hold Tag is removed by the Quality Assurance Specialist or Engineer, the Hold Tag removal logged and the Hold Tag filed. The item or process may now be released for use.

The NCR then is forwarded to the Quality Assurance Manager or his delegate for final approval on NCR form sections 26 and 27. Distribution is made, and the NCR filed in the quality assurance files.

3.6 Revisions

If revisions are necessary at any time during the NCR process, a new NCR form shall be initiated marking the new form R1, R2, etc, as appropriate. The Quality Assurance staff will keep a historical file.

3.7 NCR Status Log

The NCR Status Log shall be updated at each stage during the NCR process by the Quality Assurance Specialist or Engineer. Copies of the log containing unclosed NCR's shall be distributed to management monthly by the quality assurance office.

3.8 Trending

The Quality Assurance Specialist or Engineer is responsible for performing a NCR trending analysis and for distributing his findings to management on a monthly basis.

1. Facility in which the nonconformance originated.
2. Area in which the nonconformance originated.
3. Number of the Hold Tag applied to the nonconforming material, equipment, or process (if applicable).
4. Document, procedure, drawing, etc, affected.
5. Description of the NCR providing sufficient detail. Include the cause when known.
6. Signature of person who originates the NCR.
7. Date the NCR occurred or was discovered.
8. Signature of approval by the Quality Assurance Specialist or Engineer.
9. Date of quality assurance approval.
10. Disposition proposed for the above described nonconformance. Options are, use-as-is, reject, repair, or rework.
11. Signature of approval of the proposed disposition by the originator.
12. Date of approval of the proposed disposition.
13. Is a Corrective Action Report necessary?
14. thru 23. Approval signatures by the QA Review Board and date.
24. & 25. Quality assurance approval and date verifying that disposition was accomplished.
26. & 27. Approval signature and date by the Quality Assurance Manager or his delegate signifying final acceptance of the report.

ATTACHMENT #1
NONCONFORMANCE REPORT

NCR # _____

IDENTIFICATION		1. Facility		2. Area	
3. Hold Tag #		4. Document Affected			
5. Description and Cause of Nonconformance:					
6. Originator		7. Date	8. Quality Assurance Specialist/Engineer		9. Date
PROPOSED DISPOSITION		10. Use-as-is <input type="checkbox"/> Reject <input type="checkbox"/> Repair <input type="checkbox"/> Rework <input type="checkbox"/>			
Technical Approval		12. Date	13. Corrective Action Required? Yes <input type="checkbox"/> No <input type="checkbox"/>		
MATERIAL REVIEW BOARD APPROVAL			14. Project Coordinator		15. Date
16. Quality Assurance Mgr/Supervisor			17. Date	18. Other	19. Date
20. Other			21. Date	22. Other	23. Date
DISPOSITION ACCOMPLISHED		24. Quality Assurance Specialist/Engineer			25. Date
FINAL APPROVAL		26. Quality Assurance Manager/Supervisor			27. Date
COMMENTS					
DISTRIBUTION					

ATTACH #2
NCR STATUS LOG

NWM-USGS-03, R1

NCR #	DATE INITIATED	DESCRIPTION OF NCR	DATE DISPOSITION APPROVED	DATE CLOSED OUT	COMMENTS

ATTACHMENT #4
HOLD TAG LOG

TAG BER	DESCRIPTION	DATE APPLIED	DATE REMOVED	COMMENTS