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PROCEDURE FOR STOP WORK CONTROL

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PROCEDURE FOR STOP WORK CONTROL

1.0 PURPOSE

The purpose of this procedure is to describe the requirements, responsibilities, and methodology for documenting, issuing, and verifying corrective action on, and rescinding a stop work order for unsatisfactory work.

2.0 SCOPE

This procedure applies to activities performed by the Los Alamos National Laboratory (LANL) or its subcontractors for the Yucca Mountain Project (YMP Project).

3.0 REFERENCES

LANL-YMP-Quality Assurance Program Plan (QAPP).
TWS-QAS-QP-05.1, Preparation of Quality Administrative Procedures.
TWS-QAS-QP-05.2, Preparation of a Detailed Technical Procedure.
TWS-QAS-QP-15.1, Procedure for Nonconformances.
TWS-QAS-QP-16.1, Procedure for Corrective Action.
TWS-QAS-QP-16.2, Procedure for Trend Analysis.
TWS-QAS-QP-17.1, Procedure for the LANL Group Resident File.
TWS-QAS-QP-17.2, Procedure for the Records Processing Center.
TWS-QAS-QP-17.3, Procedure for In-process Records Protection.
TWS-QAS-QP-18.1, Procedure for Audits.
TWS-QAS-QP-18.2, Procedure for Surveys.

4.0 DEFINITIONS

4.1 Stop Work

Stop work is an action taken to discontinue any or all of the activities related to the fulfillment of assigned tasks. Stop work may apply to a single task or an entire program.

4.2 Stop Work Order

Stop Work Order (SWO) is a memo, letter, or other document issued by the QAPL to cause the cessation of an activity or activities based on a significant condition that is not in compliance with a procedure, quality assurance (QA) program requirement, drawing, or specification; or to cause cessation of a practice or activity that is not prescribed by a procedure, program, or contract. Additionally, a SWO shall be initiated if the significant condition would be life-threatening or have a significant economic, environmental, or schedule impact.

4.3 Significant Condition

A significant condition is one which, if uncorrected, could have a serious effect on the quality objectives of the LANL QA Program, including the safety, operability, integrity, validity, or availability of components, systems, structures, facilities, data, or information.

5.0 RESPONSIBILITIES

Responsibilities for Project employees, principal investigators (PI), supervisors, Quality Assurance Liaisons (QAL), Quality Assurance Project Leader (QAPL), and Quality Assurance Support (QAS) staff are delineated in Section 6.

6.0 PROCEDURE

<u>Responsibility</u>	<u>Action</u>
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6.1 Identification of Significant Condition

Project Personnel, Quality Assurance Liaison and/or Quality Assurance Support

1. An individual shall immediately stop the affected activity, if possible, or notify the individual responsible for the activity if one of the following occurs:

- significant condition adverse to quality objectives (i.e., work is performed contrary to or in the absence of prescribed controls, or approved methods and further work would make it impossible to establish acceptability of the results);
- repetitive unacceptable performance (i.e., corrective actions for significant conditions have not been taken and the individuals or organization responsible for implementing proposed corrective actions has not established or implemented an approved plan of corrective action in a timely manner); or
- serious breakdown of QA program as identified in nonconformance reports (NCR), corrective action reports (CAR), audit or survey findings, or trend analysis reports (i.e., one or more elements of the QA program are determined to be significantly adverse to quality such that the work performed under these conditions is seriously questionable).

Responsible Individual/Principal Investigator

2. The individual responsible for performing the activity shall stop the activity, upon discovery or notification of a potentially significant condition, until it can be determined what actions are required to correct the conditions.

<u>Responsibility</u>	<u>Action</u>
<p>Responsible Individual/ Principal Investigator, Quality Assurance Liaison and/or Quality Assurance Support</p>	<p>3. Notify the QAPL of the potentially significant condition identified and the actions taken so far to correct or stop the activity. Contact the QAPL immediately if for any reason the activity cannot be stopped.</p>
<p>6.2 Initiation of Stop Work</p> <p>Quality Assurance Program Leader</p>	<p>4. Investigate instances or notifications of potentially significant conditions that may require a stop work action.</p> <p>5. If one or more of the significant conditions identified in Step 6.1 exists, notify the responsible individual to immediately stop any further work on the affected activity. The initial notification may be made verbally; however, formal notification to stop work shall be issued by the QAPL via a stop work order within five working days of the initial notification. Send copies to the Records Processing Center (RPC) and QAS files.</p> <p>6. Notify the appropriate materials management division (MAT) representative if the stop work order involves a contractor organization. Stop work notifications to contractor organizations shall be reviewed and signed by MAT.</p> <p>7. Notify the Technical Project Officer (TPO) and YMP Project Quality Manager (PQM) of all stop work orders. Notification may be made verbally or in writing.</p> <p>8. Ensure that work on the affected activity does not continue. Verification may be accomplished through the audit/survey process, identification and tracking via the nonconformance/corrective action procedures, or other means as identified by the QAPL.</p>

<u>Responsibility</u>	<u>Action</u>
6.3 Correction of Significant Conditions	
Responsible Individual/Principal Investigator and Quality Assurance Project Leader	9. The individual responsible for performing the activity under a stop work order and the QAPL shall identify the action or actions necessary to resolve the significant condition. The QAL and QAS may be consulted to help determine the appropriate criteria for work to resume, including identifying any procedural changes that may be required and those partial activities that may be conditionally released before lifting the stop work order.
Responsible Individual/Principal Investigator	10. Implement the action(s) identified in Step 9, as required, to correct the significant condition.
Responsible Individual/Principal Investigator and/or Quality Assurance Liaison	11. Notify the QAPL upon completion of all actions to correct the significant condition.
Quality Assurance/Project Leader	12. The QAPL with assistance from the QAL and/or QAS, if required, shall verify and evaluate the implementation of the actions taken to correct the significant condition. This evaluation may be accomplished through the audit/survey procedures if appropriate.
6.4 Release of Stopped Activity	
Quality Assurance Project Leader	13. Upon determination that the required corrective actions have been acceptably implemented, notify the individual responsible for performing the activity that the stop work order is rescinded and work on the activity can resume. Initial notification may be made verbally with formal written notification to follow via memo, letter, or other document as deemed appropriate by the QAPL. Notify the TPO and YMP PQM that the stop work order is rescinded. Notification may be made verbally or in writing. Copies of notification and all related correspondence will be forwarded to the RPC and QAS files.

<u>Responsibility</u>	<u>Action</u>
7.0 QUALITY ASSURANCE RECORDS	
7.1 Records	
Stop work orders and related correspondence shall be sent to the RPC and QAS files for retention and a copy maintained in the group Resident Files.	
Quality Assurance Support	14. Maintain copies or originals, as appropriate, of all records generated by this procedure.
Resident File Custodians	15. Maintain copies of all records generated by this procedure.
8.0 ACCEPTANCE CRITERIA	
8.1 Acceptance will be as specified in the References in Section 3.0, if applicable, and the generation of the appropriate records.	
9.0 APPENDICES AND/OR ATTACHMENTS	
Not Applicable.	