



Reynolds Electrical & Engineering Co., Inc.

YUCCA MOUNTAIN PROJECT ADMINISTRATIVE PROCEDURE

TITLE

READINESS REVIEW

NO.

AP 3.0

PAGE 1

of 7

APPROVED

R. F. Pritchett

Technical Project Officer

REV.

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DATE

2/27/89

DIST.

PURPOSE AND SCOPE

This procedure defines the method to be used and responsibilities for performing readiness reviews for the Yucca Mountain Project.



APPLICABILITY

This procedure applies to all REECo personnel when performing readiness reviews for the Yucca Mountain Project.

DEFINITIONS

READINESS REVIEW

Readiness Review is a documented comparison of readiness status to readiness criteria. It occurs at a meaningful transition point for a Yucca Mountain Project activity. It employs a board comprised of members, other than those who performed the work to be reviewed, who are qualified for their review responsibilities, and who may be from the same organization. Readiness review is a management method that may be used to evaluate such activities as processes, facilities, and other similar activities. It is a planned, documented activity that will provide visible, objective, and independent evidence that:

- ° Work activity prerequisites have been satisfied.
- ° Administrative and technical procedures have been reviewed for adequacy and appropriateness, and have been issued/released.
- ° Personnel have been suitably trained and qualified.

READINESS REVIEW NOTICE

The Readiness Review Notice (Figure 1) is issued by the initiating organization announcing the readiness review. The notice provides the following:

- ° Readiness review scope and purpose identifying areas and items to be reviewed, including an indication of the required depth.

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FOR WASTE
WM-11 FDC

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DEFINITIONS (Continued)

- ° Planned readiness review date, time, location, and other logistical information for the review meeting.
- ° Readiness Review Board Chairperson.
- ° Readiness Review Team Chairperson.

At a minimum, the information needed on the form shown on Figure 1 shall be satisfied.

READINESS REVIEW CHECKLIST

The Readiness Review checklist is a list of prerequisites, requirements, and other information that form the basis for the readiness review and provides evidence for determining readiness.

READINESS REVIEW BOARD SELECTION RECORD

The Readiness Review Board Selection Record (Figure 2) is completed, signed, and dated by the Readiness Review Board Chairperson. It identifies the functions involved in the review, and the names of qualified individuals selected to be on the Readiness Review Board. The review board members are assigned the responsibility for reviewing and providing comments, as applicable, for those functions. The review board members must not be those who performed the technical work, but they may be from the same organization.

The Readiness Review Board Selection Record includes the documentation of the qualifications of the review board members assigned for the various review functions.

At a minimum, the information needed on the form shown on Figure 2 shall be satisfied.

REVIEW RECORD MEMORANDUM

The Review Record Memorandum is a documented summary of the readiness review prepared by the Readiness Review Team Secretary that includes, as applicable:

- ° Summary of scope and applicability.
- ° Listing of readiness review team members.
- ° Completed checklist with the signature of the responsible team member indicating the specific information for which each is responsible, and the signature of the Team Chairperson, indicating his acceptance of all data in the completed checklist.
- ° Completed readiness review comment record forms containing the readiness review board comments and the review teams' resolutions, including any open items as applicable.

DEFINITIONS (Continued)

- ° Reference to information reviewed by the readiness review team, including names and dates of individuals interviewed, as applicable.
- ° Evaluation of readiness.
- ° Agenda of readiness review team activities.
- ° Revisions that occurred in accomplishing readiness review team activities.

READINESS REVIEW COMMENT RECORD

The Readiness Review Comment Record (Figures 3 and 4) is the form used to document review comments and resolutions for the Review Record Memorandum and for Readiness Review Board recommendations on readiness to the initiating organization.

RESPONSIBILITIES

TECHNICAL PROJECT OFFICER (TPO)

The TPO is the responsible manager for the subject being reviewed. The TPO makes the decision on readiness and reports the decision to the Project Manager and the Project QA Manager. The TPO is also responsible to ensure that the Readiness Review Team Chairperson satisfies and completes all commitments resulting from the readiness review.

READINESS REVIEW BOARD CHAIRPERSON

The Readiness Review Board Chairman selects other members of the board. The Chairperson may, at his discretion, establish a sub-group within the board with the responsibility to perform a detailed evaluation of the readiness of items on the checklist. Those responsible for the detailed evaluation would then review their evaluation with the other members of the board. The full board then makes the final evaluation readiness.

The Board Chairperson is also responsible for transmitting the board's evaluation of readiness to the appropriate TPO.

READINESS REVIEW TEAM CHAIRPERSON

The Readiness Review Team Chairperson selects other members of the team, obtains approval of the Readiness Review Checklist by the Readiness Review Board, participates in the Readiness Review, and approves and issues the Review Record Memorandum in accordance with the requirements of this procedure.

RESPONSIBILITIES (Continued)

READINESS REVIEW BOARD

The Readiness Review Board approves the Readiness Review Checklist before the Readiness Review. It is also the responsibility of the Board to participate in the review, provide comments in their technical area, and participate in the evaluation of any proposed comment resolutions. The Board approves the completed checklist and the Review Record Memorandum.

READINESS REVIEW TEAM

The Readiness Review Team is selected by the Readiness Review Team Chairperson, and should consist of personnel who are familiar with the design, construction, testing, or facility operation being reviewed and can identify the items needed to demonstrate readiness. The Review Team prepares the Readiness Review Checklist and when it has been approved, provides the response to the checklist questions and provides comment resolution of the Review Board comments.

READINESS REVIEW TEAM SECRETARY

The Secretary documents the Readiness Review Team activities; in particular, the Secretary records a summary of the meetings, collects comments and resolutions, and prepares the Review Record Memorandum for the Chairperson's approval.

PROCEDURES

PREPARATION OF READINESS REVIEW NOTICE

The Technical Project Officer (TPO) or designee plans, scopes, and schedules the readiness review and designates the Readiness Review Board Chairperson and the Readiness Review Team Chairperson.

The TPO or designee issues the Readiness Review Notice to the appropriate participating organization(s), the Readiness Review Board Chairperson, and the Readiness Review Team.

SELECTION OF READINESS REVIEW BOARD AND READINESS REVIEW TEAM

The readiness Review Board Chairperson performs the following:

- ° Determining the technical disciplines to be used to accomplish the scope and purpose of the review.
- ° Establishing minimum qualifications (e.g., education, experience, and independence) needed by Review Board members to provide the technical disciplines to accomplish the scope and purpose of the review.

PROCEDURES (Continued)

- ° Obtaining suitable documentation of review board members' qualifications for the various technical disciplines.
- ° Ensuring that the documentation of the review board members' qualifications meet the needs of the review, and signing and dating the Readiness Review Team Selection Record(s) (Figure 2).
- ° Determining the number of reviews for the Readiness Review Board.
- ° Ensuring that assigned review board members are trained to this procedure and other applicable documents.

The Readiness Review Board Chairperson requests the following information for each of the review board members: Name of the person and a statement that the Review Board member meets the education, experience, and independence qualifications established for the review.

The Readiness Review Team Chairperson selects other members of the team as appropriate, including the Secretary.

PREPARATION FOR READINESS REVIEW

The Readiness Review Team prepares the Readiness Review Checklist. The Readiness Review Team Chairperson approves this checklist and obtains the approval of the checklist from the Readiness Review Board. The checklist will contain, at a minimum, the following:

- ° Checklist questions.
- ° Space for the response to the checklist questions.
- ° Space for indication of the team members' evaluation of the response (satisfactory, unsatisfactory, or open item).
- ° Space for comments, which will include the documents, person interviewed, or other source of the response to the question.
- ° Signature of the team member.
- ° Approval signature of the Team Chairperson.

READINESS REVIEW

The Readiness Review Team fills out the Readiness Review Checklist based on objective evidence supporting readiness or documented commitments on closure of open items. The checklist is approved and dated by the appropriate team members and the Chairperson.

PROCEDURES (Continued)

The Readiness Review Board reviews the Readiness Review Checklist and transmits comments on the readiness review comment record form to the Readiness Review Team for resolution.

The Secretary records a summary of the meetings and collects comment resolutions. The Readiness Review Team Chairperson approves the comment resolutions and transmits the readiness review comment record back to the Readiness Review Board.

RESOLUTION OF READINESS REVIEW COMMENTS

The Readiness Review Board Chairperson obtains resolutions for the review comments from the responsible Division/Department Manager.

The Readiness Review Board Chairperson coordinates the boards' evaluation of the resolutions.

Any unresolved comments are referred by the Chairperson to the TPO for resolution.

The Readiness Review Team Secretary prepares the Review Record Memorandum for the Chairpersons' approval. The Team Chairperson then obtains approval of the Review Record Memorandum from the Readiness Review Board. The Readiness Review Team 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 Quality Assurance (QA) record.

The Readiness Review Board transmits its written recommendations of readiness to the TPO.

The TPO notifies Project Office Director, Project QA Manager, and other organizations, as appropriate.

CLOSURE OF RESOLUTION

The TPO or designee shall ensure that the Readiness Review Team Chairperson satisfies and completes the commitments made in resolutions to the Readiness Review comments.

READINESS REVIEW DOCUMENTATION

The Readiness Review Chairperson shall:

- ° Compile a complete data package relative to the Readiness Review that consists of the Readiness Review Notice, the Readiness Review Board Selection Record Form and the Review Record Memorandum, including any supplements and any correspondence related to the Readiness Review.

PROCEDURES (Continued)

- ° Provide for disposition of the data package.

QA RECORDS

The following are QA records that are maintained in accordance with QP 17.0 and TPO-4, Records Management:

- ° Readiness Review Data Package.

READINESS REVIEW NOTICE

To: _____ **Date:** _____

Activity to be Reviewed: _____

WBS No.: _____

Review Date: _____ **Location:** _____

Readiness Review Board Chairperson: _____

Based on review of the qualification documentation, this Readiness Review Board Chairperson is qualified to execute the responsibilities with respect to the scope and purpose of this Review.

Readiness Review Team Chairperson: _____

Scope and Applicability of Readiness Review:

Other Information:

Signed: _____

Figure 1. Readiness Review Notice.

READINESS REVIEW COMMENT RECORD

Readiness Review Subject _____ Sheet _____ of _____
Reviewer _____ Organization _____ Date _____
Comments _____
Resolved By _____ Organization _____ Date _____

REVIEWER'S COMMENTS

Item
No.

Document
Identification

Comments

Figure 3 Readiness Review Comment Record

[illegible]

Figure 4 Readiness Review Comment Resolution Record

NNWSI PROJECT QA DOCUMENT CONTROL DOCUMENT TRANSMITTAL RECORD

YMP Quality Assurance
(Dept/Organization)

REMARKS:

RE-7209 (1/87)