



QUALITY IMPLEMENTING PROCEDURE HEADQUARTERS-OFFICE OF GEOLOGIC REPOSITORIES (HQ-OGR)

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TITLE Stop Work		PREPARED BY:
REVIEWED BY: OGR QA MANAGER	APPROVED BY: DIRECTOR - SITING, LIC., & QA DIV.	APPROVED BY: ASSOCIATE DIRECTOR-OGR

1.0 Purpose

The purpose of this procedure is to define the responsibilities and methods for stopping unsatisfactory quality - related work and for lifting the stop work order.

2.0 Scope

This procedure applies to quality - related work being performed by HQ-OGR and any Participant directly managed by HQ-OGR.

3.0 References

- 3.1 OCRWM "Quality Assurance Management Policies and Requirements" - DOE/RW-0032.
- 3.2 OGR "Quality Assurance Plan for High-Level Radioactive Waste Repositories" - OGR/B-3
- 3.3 NRC Review Plan, "Quality Assurance Programs for Site Characterization of High Level Nuclear Waste Repositories."
- 3.4 ANSI/ASME NQA-1, 1986 "Quality Assurance Program Requirements for Nuclear Facilities."
- 3.5 QIP 17.0 Quality Assurance Records.

4.0 General

- 4.1 References 3.1, 3.2, 3.3 and 3.4 require that provisions be made to stop, or cause to be stopped, unsatisfactory quality-related work.

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4.2 Definition

Stop Work Order - A HQ-OGR document issued by authorized personnel to stop a specific work activity until the unsatisfactory condition has been corrected.

Quality-Related Work - Refers to Quality Level 1 and selected Quality Level 2 work activities.

5.0 Responsibility

- 5.1 The Associate Director-OGR has the responsibility for the authorization and issuance of a Stop Work Order (SWO) and for the rescission of the stop work action.
- 5.2 The Division Director - Siting, Licensing and QA is responsible for concurring with the SWO.
- 5.3 The OGR Division Director who is responsible for the work being stopped is responsible for concurring with the SWO and for directing the implementation of activities to restart the work.
- 5.4 The applicable OGR Branch Chief is responsible for performing, or reviewing the performance of, as applicable, activities to correct unsatisfactory conditions in order to restart the work.
- 5.5 The OGR QA Manager is responsible for drafting a SWO when unsatisfactory conditions are noted by the QA Branch and for verifying that corrective action has been completed.
- 5.6 HQ-OGR personnel are responsible for bringing conditions that may call for stop work action to the attention of the applicable Branch Chief and the OGR QA Manager.
- 5.7 This procedure does not relieve the appropriate line management (Division Directors or Branch Chiefs) of their responsibility for assuring that activities under their control are performed in accordance with applicable approved procedures and that the results are technically adequate. If line management stops unsatisfactory quality-related work for which they are responsible, they shall notify the OGR QA Manager and shall comply with the requirements of this procedure.

6.0 Procedure

- 6.1 The Associate Director-OGR shall issue a SWO for the unsatisfactory conditions noted below for activities performed by HQ-OGR, and any Participants directly managed by HQ-OGR:
 - 6.1.1 When the activity is performed contrary to, or in the absence of prescribed controls or approved procedures, and further work would make it difficult or impossible to establish acceptability of the results.

- 6.1.2 When corrective actions for substantive quality problems have not been accomplished and the responsible organization has not established an acceptable plan of corrective action or is not implementing an approved plan of corrective action in a timely manner.
- 6.1.3 One or more elements of approved QA programs are determined to be out of control such that the usability of work performed under existing conditions is in serious question.
- 6.2 The OGR QA Manager shall review HQ-OGR audit and surveillance reports, corrective action reports and problem reports and results of management assessments to determine if conditions warrant the stoppage of work.
- 6.3 HQ-OGR personnel shall bring conditions that may call for stop work action to the attention of the applicable Branch Chief and the OGR QA Manager.
- 6.4 When a condition which may require the stoppage of work is, upon evaluation, found to exist by the QA Branch, the OGR QA Manager shall consult with the applicable Branch Chief or Division Director. The OGR QA Manager shall draft a SWO by means of a DOE document issued by the Associate Director-OGR
- 6.5 If an unsatisfactory condition, in the judgment of the OGR QA Manager, requires the activity to be stopped immediately, the OGR QA Manager shall verbally notify the Division Director-Siting, Licensing and QA, the appropriate Division Director and the Associate Director-OGR. The Associate Director-OGR may authorize the immediate stoppage of work. The subsequent SWO will provide documented notice to stop work.
- 6.6 The SWO shall be specific as to the activities which must be stopped. Activities being performed which are not affected by the unsatisfactory condition may continue.
- 6.7 The SWO shall require a response from the organization which is being directed to stop work. The response shall include corrective action to be taken to correct the unsatisfactory condition, corrective action to be taken to prevent recurrence and a documented plan & schedule for completing all actions.
- 6.8 The SWO shall receive the concurrence of the Division Director-Siting, Licensing and QA and the appropriate Division Director and the approval of the Associate Director-OGR.
- 6.9 The approved SWO shall be forwarded to the responsible OGR Division Director or Project Office Manager, as applicable, for corrective action. A SWO to a participating contractor managed by HQ-OGR shall be forwarded to the Office of Resource Management for distribution to the responsible contractor.

- 6.10 The OGR QA Manager shall maintain a copy of the Stop Work Order to track the progress of the corrective action.
- 6.11 Stop Work Orders shall remain in effect until the unsatisfactory conditions have been corrected and the corrective action verified by HQ-OGR.
- 6.12 The corrective action response to the SWO from the organization which has stopped work shall receive the concurrence of the OGR QA Manager, the Division Director-Siting, Licensing and QA and the appropriate Division Director and the approval of the Associate Director-OGR. This approval shall specify the conditions for lifting the SWO including the methods to be used by the OGR QA Manager to verify completion of corrective actions.
- 6.13 When the OGR QA Manager has verified that conditions for lifting the SWO have been met, a DOE directive shall be prepared and shall receive the concurrence of the Division Director-Siting, Licensing and QA and the appropriate Division Director and the approval of the Associate Director-OGR.
- 6.14 The DOE directive, lifting the SWO, shall be forwarded in the same manner as the original SWO. The OGR QA Manager shall maintain a copy of this directive to document closure of the SWO.

7.0 Records

7.1 Records which document the stoppage and rescission of activities are considered non-permanent records and, as such, shall be maintained for at least five (5) years after the initiation of repository operations in accordance with reference 3.5.

7.1.1 As a minimum, the following records shall be maintained:

- a. Stop Work Order.
- b. Documentation rescinding the Stop Work Order.
- c. Related correspondence.

8.0 Appendices

None.

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