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# CENTER FOR NUCLEAR WASTE REGULATORY ANALYSES QUALITY ASSURANCE SURVEILLANCE REPORT

01402. *MO*

PROJECT NO.: 20.01420-171

*9/18/03*

REPORT NO.: 2002-15

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SURVEILLANCE SCOPE: Review of Receiving Inspection Documentation

REFERENCE DOCUMENTS: Quality Assurance Procedure QAP-004, Surveillance Control; Quality Assurance Procedure QAP-016, Procurement

STARTING DATE: June 24, 2002

ENDING DATE: June 24, 2002

QA REPRESENTATIVE: Mark R. Ehnstrom and Randy Folck

PERSONS CONDUCTING TEST/EXAM/ACTIVITY: Roseanne Ard and Jennifer Arenas

**SATISFACTORY FINDINGS:** Prior to this review a meeting was held with the above mentioned persons to discuss how best to retain and catalog receiving inspection documentation. This documentation normally contains a copy of the purchase requisition and the green receipt traveler. The result of this meeting was to create a list identifying all purchase requisitions which identified whether the requisition was quality affecting or not, and then to separate by file folders quality-affecting purchases from non-quality affecting purchases. Quality affecting purchase documentation would become stored as quality records because they document the results of receiving inspections performed by the requestor of the item. The subsequent review of the financial group's "quality affecting" file was performed on June 24, 2002. The review was aided by a list developed by the financial clerk identifying purchase requisition numbers, suppliers, and date of purchase. The review identified that purchases for quality-affecting goods are:

- Purchased from sources on the SwRI Approved Suppliers List or had the item processed through the confirmatory analyses process.
- Purchase requisition was the technical description and applicable QA-clauses.
- Purchases were accepted by technical staff trained to perform receiving inspections.

The surveillance did identify that acceptance of the item or items was indicated by the receiver by annotating on the receipt traveler the words "accepted," "Items accepted" or the term "OK", and the receivers initials and date.

**UNSATISFACTORY FINDINGS:** Procedure QAP-016 requires the phrase, "Accepted" along with the receiver's initials and date be documented on the receipt traveler to signify acceptance. At the present time different terms are being used to signify acceptance. This doesn't affect the technical acceptance of the article but does require a change to QAP-016.

NONCONFORMANCE REPORT NO.: None

ATTACHMENTS: None

**RECOMMENDATIONS/ACTIONS:**

QAP-016 should be changed to allow additional phrases to be used to show acceptance of received items.

APPROVED: *[Signature]*  
CENTER DIRECTOR OF QUALITY ASSURANCE

DATE: 7/3/2002

**DISTRIBUTION:**

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ORIGINATOR

PRINCIPAL ENGINEER: N/A

ALL ELEMENT MANAGERS

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