



CENTER FOR NUCLEAR WASTE REGULATORY ANALYSES
QUALITY ASSURANCE
SURVEILLANCE REPORT

PROJECT NO: 20.01402.159

REPORT NO: 01-08

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SURVEILLANCE SCOPE: Surveillance on CNWRA Issued Reports for compliance to QAP-002, Review of CNWRA Documents, Reports and Papers.

REFERENCE DOCUMENTS: CNWRA Quality Assurance Manual and QAP-004 Surveillance Control Procedure

STARTING DATE: 9 July 2001
QA REPRESENTATIVE: Mark R. Ehnstrom

ENDING DATE: 9 July 2001

MRE

PERSONS CONDUCTING TEST/EXAM/ACTIVITY: Bruce Mabrito

SATISFACTORY FINDINGS:

A random review was performed on issued reports for compliance to QAP-002, Review of CNWRA Documents, Reports, and Papers. The review found that appropriate reviews were being performed and documented. Scientific notebooks were being annotated in the appropriate areas on the AP-6 form. Technical Reviewers were performing their assigned reviews and documenting any questions concerning the report on the Comment and Resolution Records. In all but one case all comments were addressed by the authors and finally accepted by the reviewer.

UNSATISFACTORY FINDINGS:

The surveillance discovered that in some cases incorrect revisions to quality records are being used. The following information identifies the effected reports:

Incorrect QAP-12-4 Form- Reports Q20010430004; Q200104170010; Q20010703003; and one report on Mixed Oxide Fuel currently not assigned a report number because it is in process.

Incorrect AP-6-2 Form- Q200104170010

Comment No. 9 was not addressed in report Q200104170010. This comment was addressed in a satisfactory manner by the Principal Investigator on July 12, 2001.

Discussions with some members of the support staff indicated the problem may be that as forms are revised, some support staff members are not updating the revised forms into their working files. When these forms are required to be placed on a report for review, they print the old forms still in their files.

NONCONFORMANCE REPORT NO: Although the incorrect forms were used, it had no impact on the reviews of the reports primarily because the reports did not require a calculation review. In the case of the incorrect AP-6 form being used, the PI was able to document that no Scientific Notebook had been used for the development of that report

ATTACHMENTS: None

RECOMMENDATIONS/ACTIONS: An E-mail message should be sent by the Director of QA reminding support staff to update personnel files with newer revised CNWRA forms. QA personnel need to be more diligent in their reviews to assure that support staff are using correct forms.

APPROVED: *Bruce Mabrito*
CNWRA DIRECTOR OF QUALITY ASSURANCE

DATE: 7/12/2001

DISTRIBUTION:

ORIGINAL - CNWRA QA DIRECTOR QA Records
ORIGINATOR
PRINCIPAL SCIENTIST- N/A
ELEMENT MANAGERS
B. Sagar, H. Garcia

Subject: AP-6 and QAP-12 Forms -- Information & Training

Date: Mon, 09 Jul 2001 20:42:24 -0500

From: Bruce Mabrito <bmabrito@gargol.cnwra.swri.edu> 

Organization: CNWRA

To: SUPPORT_GROUP <SUPPORT_GROUP@gargol.cnwra.swri.edu>

CC: mehnstrom@swri.org, "Patrick Mackin (pmackin)" <pmackin@gargol.cnwra.swri.edu>, Gordon Wittmeyer <gwitt@gargol.cnwra.swri.edu>, "English Percy (epercy)" <epercy@gargol.cnwra.swri.edu>, "Lawrence Mckague (lmckague)" <lmckague@gargol.cnwra.swri.edu>, "Asadul Chowdhury (achowdhury)" <achowdhury@gargol.cnwra.swri.edu>, "Vijay Jain (vjain)" <vjain@gargol.cnwra.swri.edu>, John Russell <jlrussell@gargol.cnwra.swri.edu>

Mark Ehnstrom has been performing a surveillance on review packages that are in process, being logged in, or are being kept in the QA Records Room.

During his surveillance, he has noticed that we are not always using the most recent AP-6 ("Document Review Request & Transmittal Control Form" dated 1/2001). Also, we are not always using the latest QAP-12-4 ("Instructions to Technical Reviewers dated 2/2001).

This minute, before you go to your next message, please get on the G:Drive and look under FORMS. Go to the Administrative Procedure (AP) Forms and copy the AP-6 form into your computer. Likewise, please go to the Quality Assurance Procedure (QAP) Forms and copy the QAP-12-4 form into your computer.

Why is this important? Because during a strict audit, our process could be called into question simply because we are not using the latest available form.

USE ONLY THESE LATEST FORMS for all the documents from this day forward.

Many thanks!! If you have questions, please call me at x 5149. Bruce Mabrito