

# memorandum

DATE: AUG 18 1987

REPLY TO RW-24  
ATTN OF:

SUBJECT: Review of Draft HQ/OGR QA Plan Supplement on Readiness Reviews

TO: J. Anttonen, BWIP

Thank you for the opportunity to review the draft OGR QA Plan Supplement on Readiness Reviews, Draft Revision D (April, 1987). The need for this Supplement was identified during the January, 1987 QACG meeting and the action item was assigned to Pierre Saget of your Quality Systems Division.

We find this draft Supplement to be in accordance with the requirements of the QA Management Policies and Requirements Document (RW/0032) and the OGR QA Plan (OGR/B-3). Please incorporate this Supplement into the proposed revision to the OGR QA Plan.

If you have any questions, please contact me or Karl Sommer of my staff at FTS 896-1639.



James P. Knight  
Siting, Licensing &  
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Draft Revision D April 1987

## Supplemental Quality Assurance Requirements

READINESS REVIEW

DRAFT  
BACKGROUND  
K.G. 807m  
8/17/87

1.0 GENERAL

This Supplement provides amplified requirements for the conduct of Readiness Reviews. It supplements the OGR-QA Plan. The requirements in this Supplement are to be used in conjunction with the requirements specified or referenced in the governing QA plans and procedures.

2.0 PURPOSE

This Supplement establishes the requirements and responsibilities for the conduct of Readiness Reviews during the life of mined geologic disposal systems.

3.0 SCOPE

This Supplement identifies the requirements and responsibilities for the Readiness Review process used to determine that critical work activities related to site characterization, design, procurement, construction, test and operations, permanent closure and decommissioning are ready to proceed.

The Readiness Review process is to assure that items or elements of critical work activities such as, but not limited to, plans, costs, schedules, procedures, work site controls, modules, hold points, equipment, safety, hygiene, traffic, security, emergency procedures,

critical safety radiation protection, environmental protection, hardware, personnel training, testing, certification and qualification have been adequately addressed and may be released for use on the project. The Readiness Review process shall be in addition to other reviews, shall be at a senior level in the organization, and shall be limited to critical project activities.

#### 4.0 DEFINITIONS

Readiness Review - A systematic documented review of the readiness for startup and/or continued intended use of a facility, process, or activity.

#### 5.0 REQUIREMENTS

The requirements specified in this Supplement are applicable to all project entities (DOE project offices, construction managers, Integrating Contractors, Contractors, as applicable) and shall be used in conjunction with the requirements embodied in the governing documents identified in the OGR QA Plan.

5.1 The Readiness Review process shall be defined in a series of documents:

1. A programmatic procedure shall be developed by each entity required to perform readiness reviews.
2. Individual readiness review instructions, supported by checklists, shall be developed for each critical work activity to which the process is being applied.

5.2 The process shall be implemented by:

1. A Readiness Review Board
2. Readiness Review Teams

5.3 The Readiness Review procedure shall define the duties and responsibilities of the project's participants. The document shall define when the process is to be used, approval requirements, involvement of others (DOE-HQ, NRC, States, and Affected Indian Tribes), development of readiness review instructions and checklists for specific activities, creation of a readiness review board and readiness review teams, and documentation requirements.

5.4 Readiness Review Instructions shall be prepared to identify and assess the status of work items or elements that are necessary prerequisites to the transition of a project from one phase to the next. These instructions shall include the identification of hold points which must be satisfied including the criteria to release the hold. Items or elements of critical work activities shall be identified within the instruction. These items or elements shall include, but not be limited to, design process, reviews, system identification, facilities, structures, hardware, documents, equipment, procedures, personnel training, records, services, inspection, testing, construction, manufacturing, purchasing, or analysis.

5.4.1 Checklists shall be developed prior to performing readiness reviews, shall be approved by the readiness review board, shall be implemented by the readiness review teams. Completed checklists shall serve as evidence of the reviews and readiness to perform an activity.

- 5.5 The project shall appoint a Readiness Review Board (RRB) to include a chairperson and appropriate members. The Board will make recommendations to the senior official of the organization (i.e., Project Manager, Program Director) as to the readiness to proceed based on the evaluation and recommendations of the Readiness Review Teams. Each RRB shall consist of senior level management representatives including representatives responsible for QA, technical work, licensing, safety, etc. as applicable. The expertise of independent parties may be used as appropriate. The main support to the Board shall be provided through readiness review teams appointed by the RRB.
- 5.6 The Readiness Review Team shall be sufficiently multidisciplined to identify and assess the status of and coordinate implementation of prerequisite activities. The team shall consist of individuals from the disciplines of science, engineering, safety, quality assurance, management and construction, as appropriate, under the direction of a team chairperson. Each member shall have the authority to act independently of their technical discipline for readiness review tasks. This group will initiate the preparation, review, approval, use and control of readiness review instructions, schedules, analytical methods, checklist, logic networks and personnel training records, as applicable.
- 5.7 The project Quality Assurance organization shall assess the implementation and effectiveness of readiness reviews against applicable quality assurance requirements.
- 5.8 The readiness review process may be utilized in special instances (i.e., lifting of major stop work orders, managerial requests) as determined by the project office or OGR.

FOR OCRWM DISTRIBUTION

SUBJECT: Review of Draft HQ/OGR QA Plan Supplement on Readiness Reviews

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TO: J. Anttonen, BWIP

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PER OUR DISCUSSION  
K.G. Sommer 9/4/87

QA FILE # F1  
OCRWM CCRU, RW-13 (5)  
OCRWM ARCHIVES (2)  
ORIGINATOR'S CHRON: SOMMER  
OGR READING FILE  
S,L,& QA DIV CHRON

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