



QUALITY ASSURANCE MANUAL
NUCLEAR WASTE REPOSITORY IN SALT

SECT.

6.0

TITLE

DOCUMENT CONTROL

REV. NO.

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6.1 PURPOSE

This section describes the requirements of the preparation, issue and change of documents that specify quality requirements or prescribe activities affecting quality. Detailed specifics for implementation and appropriate forms are documented in implementing procedures.

6.2 REQUIREMENTS

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6.2.1 Documents specifying quality requirements or prescribing activities affecting quality shall be reviewed for adequacy and approved for release by Quality Assurance personnel and any other personnel as deemed necessary by the Mine Design Engineering Manager.

6.2.2 Documents described in 6.2.1 above shall be controlled to assure that correct and applicable documents are available at the location where they are to be used. The controls shall be documented in implementing procedures.

These controls shall provide for, as a minimum, a. through c. below:

- a. identification of documents to be controlled;
- b. identification of personnel, positions, or organizations responsible for preparing, reviewing, approving, and issuing documents;
- c. review of documents for adequacy, completeness, and correctness prior to approval and issuance.

6.2.3 Changes to documents, other than those defined as minor changes in 6.2.4 below, are considered as major changes and shall be reviewed and approved by the same organizations that performed the original review and approval unless other organizations are specifically designated. The reviewing organization shall have access to pertinent background data or information upon which to base their approval.

6.2.4 Minor changes to documents, such as inconsequential editorial corrections, shall not require that the revised documents receive the same review and approval as the original documents. To avoid a possible omission of a required review, the type of minor changes that do not require such a review and approval and the persons who can authorize such a decision shall be clearly described in implementing procedures.

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