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SUPPLEMENTAL QUALITY ASSURANCE REQUIREMENTS

SUPPLEMENT No. 6

QUALITY PROBLEM REPORTING

June 10, 1986

U.S. Department of Energy
Office of Civilian Radioactive Waste Management
Office of Geologic Repositories

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SUPPLEMENTAL QUALITY ASSURANCE REQUIREMENTS

QUALITY PROBLEM REPORTING

1.0 GENERAL

This supplement provides amplified requirements for the reporting and dissemination of quality problems and information among OGR headquarters and participating project offices.

2.0 PURPOSE

The purpose of this supplement is to establish responsibilities and uniform methodology for enhanced immediate communication and interface among OGR and the Repository Project Offices for reporting of problems related to quality. The supplement also delineates the actions required to establish and maintain this communication within the Repository Program as a whole.

3.0 SCOPE/APPLICABILITY

This supplement shall apply to OGR and the Repository Project Offices in the reporting of significant quality problems or the identification of quality activities which have substantially improved program performance.

4.0 DEFINITIONS

4.1 Potential/existing significant quality problem - A quality problem that has or potentially could have an adverse impact on the Repository Program as a whole, or on a certain project office within the program; a quality problem that possesses generic traits applicable to OGR and/or all project offices of the Repository Program.

4.2 Quality Assurance Alert (QAA) - A document issued by OGR or a Repository project office to the other project offices involved in the Repository Program to advise of existing and/or potentially significant quality problems or any substantial quality program improvement experienced within the Repository Program. This document is to serve the purpose of communicating generic significant quality-related problems or worthwhile improvements in the quality program so that the various participants may learn from applied experience.

5.0 RESPONSIBILITIES

5.1 Project Manager

The Project Manager within the DOE Project Office has the overall responsibility of evaluating and consequently reporting, as a QAA, any significant quality problems or improved program performance as defined and outlined in this supplement.

5.2 Project QA Manager/QA Chief, or OGR QA Manager

During the performance of normal duties of reviewing and evaluating quality deficiency reports and related documents for adverse trends, recurring nonconformances, significant quality problems, etc, the Project QA Manager/QA Chief or OGR QA Manager shall be responsible for preparing and submitting to the applicable immediate supervisor a QAA for any noted significant quality problems or substantially improved program performance that meet the qualifying conditions of this supplement.

Such QA Chief/QA Manager is also responsible to notify, by telephone, his/her counterparts at each of the other project offices.

5.3 Project Personnel

All project personnel shall regularly report to the immediate supervisor existing/developing/potential out-of-control quality conditions which may require a QAA. Any such condition(s) identified shall be promptly brought to the attention of the Project QA Manager/QA Chief for evaluation as a QAA.

6.0 REQUIREMENTS

6.1 Qualifying Conditions

A QAA will be issued under any, or a combination, of the following conditions:

(a) a significant quality problem was determined to exist or potentially developing from deteriorating quality conditions;

(b) the quality problem has generic traits which could also be experienced at the other projects;

(c) worthwhile significant improvements in the QA program which could find beneficial application in the other projects;

(d) significant quality problems or remarkable experiences/innovations in QA program techniques reported from other sources which could be favorably considered for the repository Program.

6.2 Reporting and Communication Interface

6.2.1 The QAA shall be documented in a format shown in Attachment A.

6.2.2 Each project office shall establish procedures for the reporting and dissemination of QAA information among the HQ-OGR and the project offices. These procedures shall define or describe, as a minimum, the following:

(a) In addition to the issuance of the QAA, and as deemed appropriate and necessary, other means of communication for fast relaying of QAA information to the OG-OGR and project offices, such as the telephone, telefax, etc. may be utilized.

(b) The responsible QA manager/QA Chief shall ensure that the QAA is promptly submitted to the cognizant Project Manager.

(c) The QA Manager/QA Chief will be responsible for establishing communication interface with their counterparts and other project offices. The Project Manager will maintain communication interface with his/her QA Manager/QA Chief and with counterparts at HQ-OGR and other project offices.

(d) A system of providing a unique tracking/identification number to the QAA is to be established. A QAA tracking log, as per example shown in Attachment B, is to be maintained at each project office.

6.2.3 The QAA shall be issued to all applicable participants within the Repository Program.

7.0 ATTACHMENTS

7.1 Attachment A - Quality Assurance Alert
7.2 Attachment B - Quality Assurance Alert Tracking Log

QUALITY ASSURANCE ALERT
DOE GEOLOGIC REPOSITORY PROGRAM

DATE: _____ NO.: _____

ISSUING OFFICE: _____

DESCRIPTION OF A POTENTIAL/EXISTING SIGNIFICANT QUALITY PROBLEM

RECIPIENT ACTION: _____ Described below (DRAFT) _____ None required

QUALITY ASSURANCE ALERT NUMBERING AND TRACKING LOG

UNIQUE NUMBER	ISSUE DATE	BRIEF DESCRIPTION OF SUBJECT MATTER	GENERAL COMMENTS