



**CENTER FOR NUCLEAR WASTE REGULATORY ANALYSES
QUALITY ASSURANCE
SURVEILLANCE REPORT**

PROJECT NO.: 20.06002.01.031

REPORT NO.: 2003-06

PAGE 1 **OF** 2

SURVEILLANCE SCOPE: Surveillance on CNWRA Procurement Documentation

REFERENCE DOCUMENTS:

QAP-004 Surveillance Control Procedure; QAP-016 Procurement

STARTING DATE: March 18, 2003

ENDING DATE: March 19, 2003

QA REPRESENTATIVE: Mark R. Ehnstrom

PERSONS CONDUCTING TEST/EXAM/ACTIVITY: Jennifer Donato

SATISFACTORY FINDINGS:

A review was performed on a sampling of CNWRA procurement documents to determine if quality documentation requirements are being followed. The procurement documents reviewed were those generated from the start of fiscal year 2003 and included SwRI periods 1-6. A total of eight purchase requisitions during this time period were initiated for "Quality Affecting Purchases." The review of quality affecting purchase requisitions found that improvement is being made in the identification of the type of receiving inspection to be performed. Attachment A contains more detailed information. This surveillance shows an improvement but not full compliance.

UNSATISFACTORY FINDINGS:

The review did find that Q-20, the "right of access" is not being referenced on all requisitions. The review also found that the term, "Quality Affecting Purchase," is not always placed on the requisition and is replaced approximately 50% of the time with a "Quality and Technical Requirements" statement. This would appear to serve the same purpose, showing a heightened awareness for quality requirements that this particular purchase has special quality and technical issues which need to be addressed.

NONCONFORMANCE REPORT NO.: No Nonconformance Report was generated because the nonconformances observed did not have an affect on the satisfactory delivery of the product or service.

Corrective Action Request No.: N/A

ATTACHMENTS: Attachment A identifying purchase requisitions reviewed along with additional information.

RECOMMENDATIONS/ACTIONS:

The Director of CNWRA QA shall send an e-mail to CNWRA staff which emphasizes requirements contained in procedure QAP-016, Procurement. At a minimum he should remind the staff to include the information for the receiving inspection, the requirement to identify the document as a quality affecting purchase, and that the right of access needs to be addressed on the document as Q paragraph, Q20.

APPROVED:

CENTER DIRECTOR OF QUALITY ASSURANCE

DATE:

3/20/2003

DISTRIBUTION:

ORIGINAL - CNWRA QA DIRECTOR, QA Records

ORIGINATOR: Ehnstrom

PRINCIPAL ENGINEER: N/A

ALL ELEMENT MANAGERS

P.Mackin, B. Sagar, P. Maldonado, S. Garcia, J. Donato

Attachment A

Surveillance 2003-06

- 1) Receiving Inspection Instructions complete.
- 2) Procurement identified as a "Quality Affecting Purchase".
- 3) Identified Q-Paragraphs including Q-20, Right of Access.

Periods 1-3, FY-03

	1)	2)	3)
Requisition No.			
624942	X	X	X
600596	Q-Codes only	X	Q7/Q51
624935	X	**	Q4/Q11

Periods 4-6, FY-03

624880	X	X	Q7/Q51
637644	X	**	X
637639	X	**	Q11
637663	X	X	X
624882	X	X,** (Both)	Q11

** Procurement document contained the statement "Quality and Technical Requirements" imposed on the purchase, but did not specifically state, "Quality Affecting Purchase."