



CENTER FOR NUCLEAR WASTE REGULATORY ANALYSES QUALITY ASSURANCE SURVEILLANCE REPORT

PROJECT NO.: 20.06002.01.031

REPORT NO.: 2003-15

PAGE 1 OF 1

SURVEILLANCE SCOPE: Surveillance on simulated Licensing Support Network activities.

REFERENCE DOCUMENTS: QAP-004 Surveillance Control Procedure, AP-019 Records Management

STARTING DATE: August 7, 2003

ENDING DATE: August 7, 2003

QA REPRESENTATIVE: Mark R. Ehnstrom

PERSONS CONDUCTING TEST/EXAM/ACTIVITY: P. Mackin, L Selvey, M. Padilla, A. Galloway, and J. Paddock

SATISFACTORY FINDINGS:

A test run was performed which simulated document handling and other activities associated with the Licensing Support Network (LSN). These activities are described in procedure AP-019, Records Management. This test run was performed to assure that the procedure protocol was accurate and that personnel involved with LSN activities understood the procedural requirements. During the test run, questions were asked and the personnel involved in LSN activities responded. The question/answer period was used to simulate a potential environment which may exist at times when the record's management system will be demonstrated.

UNSATISFACTORY FINDINGS: None

NONCONFORMANCE REPORT NO.: N/A

CORRECTIVE ACTION REQUEST NO.: N/A

ATTACHMENTS: None

RECOMMENDATIONS/ACTIONS: An additional surveillance report will be written when all employees have been personally interviewed to assure that all obsolete procedures have been removed from the workplace and that employees understand where to access current procedures when the need arises.

APPROVED: R. Brient
CENTER DIRECTOR OF QUALITY ASSURANCE

DATE: 1/19/04 (original dated 8/8/03 lost)

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QA Records
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PRINCIPAL INVESTIGATOR: P. Mackin
ELEMENT MANAGER: N/A