

# CENTER FOR NUCLEAR WASTE REGULATORY ANALYSES NONCONFORMANCE REPORT

Project No. 06002.01.031

NCR No. 2004-09

**PART 1: DESCRIPTION OF NONCONFORMANCE** Contrary to QAP-005, Quality Indoctrination and Training, section 3.1.1, SwRI Media Publications staff performing CNWRA activities affecting quality had not received QA program indoctrination.

**Initiated by:** D. Dunavant

**Date:** June 11, 2004

**Action Required by:** R. Brient

**Response Due Date:** June 25, 2004

## PART 2: PROPOSED DISPOSITION AND CORRECTIVE ACTION

**Disposition:** Accept as is the services and associated products previously provided by the SwRI Media Publications staff.

**Basis of Disposition:** The quality affecting activities performed by the Media Publications staff are fully prescribed by AP-019, Records Management, and the CNWRA Editorial Style Guide. These individuals were provided copies of these documents and instruction in their use. Media Publications staff were not assigned tasks that required additional awareness or insight into the CNWRA QA program. The lack of indoctrination into the broader requirements of the CNWRA QA program for these individuals did not adversely affect their ability to adequately perform their assignments. Most of their activities are subsequently verified by CNWRA staff; the associated products were verified by CNWRA staff and by the NRC contractor before being entered into ADAMS.

### Action to Correct Nonconformance:

1. While the lack of QA indoctrination did not adversely affect their ability to properly perform their assigned tasks, QA indoctrination shall be provided to Media Publications staff performing CNWRA activities affecting quality in order to provide them with the broad perspective of the QA program and understanding of their roles and responsibilities as well as those of CNWRA management. (Scheduled for July 8, 2004.)
2. Because of the limited scope of QA responsibilities of Media Publications staff and of others performing similarly limited activities for the CNWRA, CNWRA management clarified the position that persons performing activities prescribed by CNWRA QAPs, TOPs, or APs are performing activities affecting quality and require QA indoctrination.
3. Develop and implement a checklist and log of the QA indoctrination and training required for new staff, consultants, and subcontractors to assure that required indoctrination and training activities are completed on time.

**Target date for completion:** July 9, 2004

**Proposed by:**

R. D. Brient *RD*

**Date:** June 15, 2004

## PART 3: APPROVAL

**Element Manager:** *[Signature]*

**Date:** 6/15/2004

**Director of QA:** *[Signature]*

**Date:** 6/15/2004

**Comments/Instructions:**

**PART 4: CLOSE OUT**

Comments: *Media Publications staff have been given general indoctrination to the CNWRA QA program requirements. A tracking log was also developed to assure that required training activities are completed on time for personnel performing work for the CNWRA. \**  
Verified by: *Mash R. Ehnstrom* Date: *7/8/04*

**Distribution:**

**Original-CENTER QA Records  
ORIGINATOR  
PRINCIPAL INVESTIGATOR  
ELEMENT MANAGER  
TECHNICAL DIRECTOR  
ADMINISTRATIVE DIRECTOR**

*\* No further action is required. See attachments for additional information.*  
*(MRE)*