

# CENTER FOR NUCLEAR WASTE REGULATORY ANALYSES NONCONFORMANCE REPORT

Project No. (Audit 2005-1) 06002.01.031

NCR No. 2005-23

**PART 1: DESCRIPTION OF NONCONFORMANCE**

Contrary to the requirements of QAP-001, Rev. 6, Chg. 2, several electronically maintained scientific notebooks were noted as having incomplete header/footer information. (Para. 3.4.2)

Initiated by: R. Weber Date: May 18, 2005

Action Required by: B. Brient Response Due Date: June 1, 2005

**PART 2: PROPOSED DISPOSITION AND CORRECTIVE ACTION**

**Discussion:** The requirement of QAP-001, 3.2.4, to include initials and entry dates in electronic notebook headers or footers is unnecessary and in excess of the requirements for hard copy notebooks. To provide control equivalent to hard copy notebooks, (i) each page in electronic notebooks must include the notebook number and the sequential page number and (ii) each entry must be signed/initialed and dated. For all but one of the scientific notebooks audited, the notebook pages and entries had the information required for hardcopy notebooks.

In the exception (several chapters of closed notebook E185), each entry was dated, but only the first page of the notebook chapter identified the individual making the entry.

**Disposition:** Correct the notebook E185 to include initials for each entry. Accept as is other electronic notebooks

**Basis of Disposition:**

For notebook E185, the individual making the entries is identified at the beginning of the chapter and that identification unambiguously applies to all entries within the chapter. For the other notebooks, the existing information is equivalent to that required for hardcopy notebooks.

**Action to Correct Nonconformance:**

1. Add initials to scientific notebook number E185.
2. Revise QAP-001, 3.4.2 to delete the requirement for dates and initials in headers or footers.

Target date for completion: 7/30/2005

Proposed by: R. Brient *R. Brient* Date: May 26, 2005

**PART 3: APPROVAL**

Manager: *R. Brient* Date: 5/27/2005

Director of QA: *M. R. Ehrstrom* Date: 5/27/2005

Comments/Instructions:

**PART 4: CLOSE OUT**

Comments: *Initials have been added to the appropriate areas of Scientific Notebook E185. QAP-001 has been revised and no longer requires dates and initials in the headers or footers for electronically maintained notebooks.*

Verified by: *Mark R. Ehrstrom* Date: 8/9/05

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