



**GEOSCIENCES AND ENGINEERING DIVISION  
QUALITY ASSURANCE  
SURVEILLANCE REPORT**

PROJECT NO.: All GED  
technical tasks

REPORT No.: 2007-01

Page 1 of 2

**SURVEILLANCE SCOPE:** Division-wide scientific notebook (SN) control (as a programmatic element surveillance)

**REFERENCE DOCUMENTS:** QAP-001, Scientific Notebook Control

**START DATE:**  
1/8/07

**END DATE:**  
1/25/07

**QA REPRESENTATIVE:**  
M. Simpson

**PERSONS CONDUCTING ACTIVITY:** All (or most) technical staff in GED; both CNWRA and DEMPS. Persons contacted included: Adams, G., Biswas, Chiang, Colton, Dasgupta, Ferrante, Ghosh, Howard, Hsiung, Ibarra, Kazban, Myers, Nes, Ofoegbu, Osidele, Povekto, Shukla, Simpkins, Watson, Wilt

**SATISFACTORY FINDINGS:**

The surveillance was conducted as a division-wide programmatic element investigation. Twenty staff members were contacted and 60 notebooks assigned to those people were reviewed. An additional 10-15 notebook copies from the last "disaster recovery" exercise were also reviewed. Staff chosen for interview were generally, but not exclusively, those who's notebooks had not been recently reviewed.

The overall conclusion reached from this surveillance is that the scientific notebook process is being effectively implemented. Generally, notebooks are being properly logged, utilized, maintained, protected, and closed-out. While many quality improvement suggestions were made during the course of the surveillance and several procedural discussions took place (mainly with relatively less experienced personnel) no concerns appeared to be systemic problems and none were seen as negatively impacting the quality of the work (Note: one issue did reach a level of significance requiring initiation of an NCR; see Unsat. Findings below).

**UNSATISFACTORY FINDINGS:**

As stated above, the SN process is being effectively implemented. However, the preponderance of individually minor oversights and the broadly based nature of the quality improvement suggestions given leads to a conclusion that the entire staff could benefit from refresher training on this subject (see Recommendations below).

One Nonconformance Report (NCR) was initiated during this surveillance. NCR 2007-01 concerns notebook entries not being made in a timely fashion, that is, not at the time the work is performed.

NCR NO.:2007-01

CAR NO.: None

**ATTACHMENTS:** None

**RECOMMENDATIONS/ACTIONS:**

Undertake refresher training by assigning re-reading of QAP-001, including required acknowledgment of understanding.

Director of QA to lead discussion on SN process as part of next GED Quarterly Meeting.

APPROVED:

*Alford*

DATE:

*1/26/2007*

DISTRIBUTION:

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