GEOSCIENCES AND ENGINEERING DIVISION
QUALITY ASSURANCE
SURVEILLANCE REPORT

PROJECT NO.: All	REPORT No.:2007-06	Page 1 of 2

SURVEILLANCE SCOPE: Control of Measuring and Test Equipment in GED and associated (Div. 18) facilities.

REFERENCE DOCUMENTS: QAP-019, TOP-022

START DATE:	END DATE:	QA REPRESENTATIVE:
3/1/07	3/5/07	M. Simpson

PERSONS CONDUCTING ACTIVITY (persons contacted):
D. Bannon, X. He, B. Derby (Div. 18), W. Hill (Cal. Lab.)

SATISFACTORY FINDINGS:

1) GED's control of its measuring and test equipment (M&TE) appears to be generally effective and efficient. Procedures are being properly followed, equipment is appropriately handled and maintained, and accurate and timely record keeping is routinely occurring. Note: some GED work is performed using Division 18 equipment that is not directly under GED control but is equivalently calibrated in the SwRI Calibration Laboratory (see Recommendation 2).

2) All M&TE reviewed (>30 pieces) in GED labs have appropriate labeling and are within established and labeled calibration intervals. The interface between the SwRI Calibration Laboratory and GED equipment users and technicians appears to be functioning very well. Interviewed staff are aware of their responsibilities and are timely and accurate in fulfilling their duties. All appear to recognize the value of the M&TE control processes.

3) The GED equipment custodian maintains an independent database of GED M&TE requiring calibration. While this system is not required and duplicates some functions of the SwRI Al Lab database, it provides a valuable extra layer of confidence and demonstration that M&TE is appropriately controlled. The single custodian position is a relatively new addition to GED's laboratory operation and the incumbent's presence and competence seems to have significantly improved the consistency and timeliness of M&TE control, including the initiation of nonconformance reports (NCRs) for out-of-calibration instruments.

4) The interviewed B.57 technician from Division 18 performing work for CSPE appears to be keenly aware of the status and situation of every piece of M&TE in his assigned areas. He fulfils his duties in a timely and accurate manner.

5) Personnel qualification, training, and conflict of interest (COI) evaluations are current for contacted GED and Div. 18 staff. Note: Cal. Lab services are obtained per QAP-016, 3.1.3.

UNSATISFACTORY FINDING:

1) An obsolete version of procedure TOP-022 was attached to scientific notebook 718. The procedure had been added to the notebook when it (the procedure) was current (and prior to initiation of the ELF database) but it had no indication of its present status. The interviewed PI is aware of the requirement to consult ELF for current requirements and took immediate steps to appropriately label the obsolete procedure as "Superceded." The reviewer is satisfied that this is an isolated situation and that the revision of the procedure in question was not being implemented.

NCR NO.: None	CAR NO.: None
ATTACHMENTS: None	

RECOMMENDATIONS/ACTIONS:

1) GED should consider maintaining a database of all GED M&TE. The SwRI Cal. Lab and the GED equipment custodian maintain databases of M&TE requiring regular calibration. However, equipment that requires "Performance Verification" in accordance with TOP-002, and that designated as "Calibrate Before Use" are not maintained on either list. A database of all GED M&TE would provide a valuable resource to demonstrate "control" and serve as backup to the SwRI Cal. Lab system. An easy method to accomplish this would be to include the additional equipment on the GED equipment custodian's database.

2) Somewhat related to the above suggestion; the location of GED equipment that is utilized in a non-GED location (e.g., a Div. 18 lab) should be documented. The database described above could include the location of all GED M&TE.

3) QAP-019 should be revised to address calibration intervals that are exceeded because of on-going experiments. Calibration procedures usually include such provisions so long as M&TE are recalibrated after test completion.

4) QAP-019 should be revised to address "Performance verification" as described in TOP-022. Performance verification is essentially a periodic calibration but varies from the process for periodic calibration described in QAP-019 in several areas.

APPROVED: DATE: 3/8/2007	DISTRIBUTION: ORIGINAL—QA RECORDS DIRECTOR, QA ASSISTANT DIRECTORS: S. Mohanty, G. Wittmeyer MANAGERS: All PRINCIPAL INVESTIGATORS: All