

GEOSCIENCES AND ENGINEERING DIVISION NONCONFORMANCE REPORT

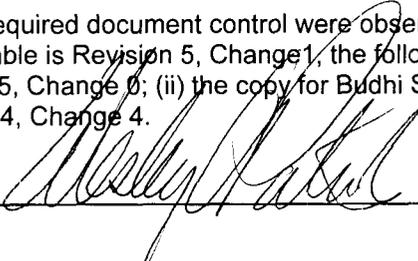
Project No. 20.06002.011

NCR No. 2007-23

PART 1: DESCRIPTION OF NONCONFORMANCE

Contrary to the requirements of the Geosciences and Engineering Division Quality Assurance Manual (QAM) and supporting Quality Assurance Procedure-008 Document Control, distribution of hard copies of the QAM has not been controlled. Specific requirements for document control are addressed in QAM Sections 6.2, 6.3.7, and 6.4, as well as in QAP-008 Section 3.4.

Three instances indicating lack of required document control were observed. Although the most current version of the QAM that is electronically available is Revision 5, Change 1, the following hard copy versions were found in a spot check: (i) my copy is Revision 5, Change 0; (ii) the copy for Budhi Sagar is Revision 5, Change 0; and (iii) the copy for Patrick Mackin is Revision 4, Change 4.

Initiated by: Wesley C. Patrick  Date: July 24, 2007

Action Required by: Robert Brient Response Due Date: July 31, 2007

PART 2: PROPOSED DISPOSITION AND CORRECTIVE ACTION

Discussion: QAM Revision 5, Change 0, section 6.4.3 (1) states that the QAM and operating procedures shall be distributed to individuals working in GED facilities through the GED Intranet, e.g., no paper copy distribution would be made. The change from paper to electronic distribution did not include retrieval of obsolete copies or instructions to discard the obsolete copies.

Disposition: Complete retrieval of paper copies of controlled documents as required by QAM 6.4.3 (1).

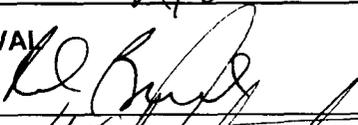
Basis of Disposition: Retrieving the paper copies of affected documents will assure that obsolete copies of documents are not used and that the GED Intranet is used for QAM and operating procedure access for individuals working in GED facilities.

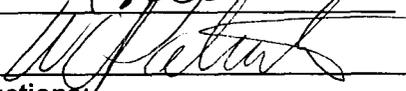
Action to Correct Nonconformance: GED Document Control shall identify all GED holders of paper copies of the QAM and procedures and shall retrieve or verify that obsoleted copies are discarded.

Target date for completion: August 24, 2007

Proposed by: Robert Brient  Date: 7/24/2007

PART 3: APPROVAL

Manager:  Date: 7/27/2007

Director of QA:  Date: 7/24/2007

Comments/Instructions:

PART 4: CLOSE OUT

Comments: *Notice sent to all personnel. QA staff followed up with office visits. Eight QAMs and 2 OP manuals were collected. Sufficient confidence exists.*

Verified by: M. Simpson Date: 8/2/07

Distribution:
Original-QA Records
ORIGINATOR
PRINCIPAL INVESTIGATOR - *NA*
MANAGER - *NA*
ASSISTANT DIRECTOR - *NA*