

STONE & WEBSTER ENGINEERING CORPORATION

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Office of Inspection and Enforcement
611 Ryan Plaza Drive, Suite 1000
Arlington, Texas 76012

January 29, 1980
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Attention: Mr. Uldis Potapovs, Chief
Vendor Inspection Branch

Gentlemen:

This letter responds to your December 31, 1979 Report (99900509/79-05) of the NRC, LCVIP findings from its inspection conducted at Stone & Webster Engineering Corporation's Boston Headquarters on November 26 through 30, 1979.

Deviation

Stone & Webster Quality Standard QS-17.1, Revision A (September 30, 1977), Quality Assurance Records System, states in part (Paragraph 4.3.4): "The Project Management Department is responsible for ... establishing written procedures for the operation of the RRC (Record Retention Center)."

Contrary to the above, Project Management Department has not established all of the required written procedures needed to operate the RRC. At present, there are no procedures covering the retrieval, withdrawal and return of QA records stored in the RRC facility.

Response

Procedural requirements of the RRC have been reviewed and the procedures necessary for operation have been identified. Procedures necessary to govern current operations affecting QA records within the scope of QS-17.1 are in place, with the exception of the following which will be issued by March 31, 1980:

- RMG 2.5 - Record Storage at Records Retention Centers
- RMG 2.6 - Retrieval of Records from Records Retention Centers

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Procedures necessary to govern future operations shall be issued prior to the initiation of such future operations.

Preventive Action:

The Project Management Department will be reminded of the requirement to establish documented procedures prescribing activities affecting quality prior to initiating such activities. Additionally the Quality Assurance Department will, starting in 1980, on an annual basis audit the activities of the Records Management Division, including the RRC.

Very truly yours,

N. B. Cleveland

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Vice President
Quality Assurance

