

QUALITY ASSURANCE PROCEDURES

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MEMORANDUM FOR: Richard E. Cunningham, Director
Division of Fuel Cycle and Material
and Safety

Robert F. Burnett, Director
Division of Safeguards

Robert E. Browning, Director
Division of Waste Management

FROM: R. S. Brown, Jr., Director
Planning and Program Analysis Staff
Office of Nuclear Material Safety
and Safeguards

Distribution:
NMSS PPB 3.1.1
NMSS r/f
RWilde, FC
DMattson, WMPC
NStill, WMPC
HBlack, SGLP
PBaker, SGLP ✓
JDEvans
DLoosley
CSeelig
LJ-Baynard
EDavis

SUBJECT: QUALITY ASSURANCE PROCEDURES FOR CONTRACTED WORK

NMSS Policy and Procedures Letter 1-22, Revision 1, dated August 1, 1983, established a Quality Assurance (QA) Program for contracted work efforts to ensure that all work products meet a consistent and acceptable level of quality. A review was recently conducted of all NMSS contract files to determine whether all ongoing technical assistance projects contain QA provisions in their statements of work (SOWs). The survey revealed that some SOWs do not currently contain QA requirements.

Please ensure that suitable QA clauses are incorporated into your FY86 SOWs for both DOE and non-DOE projects prior to forwarding them to PPAS for action. If a project does not require QA procedures due to the nature of the contracted work, please provide a brief explanation as to why the project should be considered exempt. Those ongoing projects which do not require a new SOW for FY86 should be amended to include the QA requirements when the FY86 funding is provided to the DOE laboratory or certified to the Division of Contracts. The list of FIN numbers which do not currently contain the appropriate QA clauses is available from PPAS (Eleni Davis, x74072).

The enclosed paragraph(s), as appropriate, should be included in a section of each SOW entitled "Quality Assurance". These QA clauses supersede those in paragraph C.2. of NMSS Policy and Procedures Letter 1-22, and will be incorporated into its next revision.

Original Signed by
R. S. Brown, Jr.

R. S. Brown, Jr., Director
Planning and Program Analysis Staff
Office of Nuclear Material Safety
and Safeguards

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Enclosure: As stated

FC	: NMSS: PPAS	: NMSS: PPAS	: NMSS: PPAS	: NMSS: PPAS	:	:	:
AME	: EDavis: aw	: DLoosley	: JDEvans	: RSBrown, Jr.	:	:	:
ATE	: 5/8/85	: 5/11/85	: 5/11/85	: 5/11/85	:	:	:

Quality Assurance

1. All SOWs should contain the following (mandatory):

"All reports, including those which do not contain numerical analyses, must be reviewed by the performing organization's* management and approved with two signatures, one of which is for the performing organization's* management at a level above the program manager.

When revisions of those reports are issued, a section must be included in the revised report to document dates, reasons, and scope of all changes made since the issuance of the original performing organization's* approved report.

NRC has the option of appointing a Peer Group to review the draft report and make changes to the final report. The performing organization* may recommend candidates for the Peer Group for approval by the NMSS PM*. In the occasion of dissent in the content of the final report, the dissenting party will have the option of stating its viewpoints and findings in a section of the report."

2. SOWs for projects involving computations, mathematical equations, derivations, and models should add the following:

"For all draft and final reports delivered under this agreement*, the performing organization* shall ensure that an independent review and verification of all numerical computations and mathematical equations, derivations, and models are performed by qualified contractor personnel other than the original author(s) of the reports. If the performing organization* proposes to verify/check less than 100 percent of all computations and mathematical equations, derivations, and models in the report(s), (such as might be the case when there are a large number of routine, repetitive calculations), the performing organization* must first obtain written approval from the NMSS PM*. Computer-generated calculations will not require verifications when the computer program has already been verified."

*Note: Use terms "contract", "contractor" and "NRC Project Officer" when work is thru private contractor. Use terms "agreement", "performing organization", and "NMSS Project Manager (or NMSS PM)" for work thru DOE. Please ensure correct terminology is used throughout the SOW.

3. SOWs for projects involving tests and/or experiments also should contain the following:

"The performing organization^a shall prepare and submit to the NMSS PM^a a detailed Quality Assurance Plan which addresses the test set-up, test specimens, test data, conclusions, and limits of application of results to larger scale events."

*Note: Use terms "contract", "contractor" and "NRC Project Officer" when work is thru private contractor. Use terms "agreement", "performing organization", and "NMSS Project Manager (or NMSS PM)" for work thru DOE. Please ensure correct terminology is used throughout the SOW.