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EVALUATION RESEARCH CORPORATION

COMANCHE PEAK RESPONSE TEAM

PROJECT PROCEDURE FOR QA/QC CATEGORY I
PROGRAMMATIC ISSUE-SPECIFIC ACTION PLANS

PROCEDURE NO: CPP-023

REVISION: 0

ISSUE DATE: 01/30/86

CATEGORY I PROGRAMMATIC ISAP INSTRUCTIONS/CHECKLISTS

Prepared by: _____ Date: 1/30/86

Approved by: _____ Date: 1-30-86
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Approved by: _____ Date: 1/30/'86
            QA/QC Review Team Leader

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1.0 <u>PURPOSE</u>

The purpose of this procedure is to ensure that Category I Programmatic Issue-Specific Action Plan (ISAP) Project Working Files contain approved data necessary to support the applicable Results Report.

2.0 <u>APPLICABILITY</u>

This procedure is applicable to Category I Programmatic ISAP Project Working Files.

3.0 <u>REFERENCE</u>

3.1 CPP-004, "Project Working Files."

4.0 <u>GENERAL</u>

Reviews, reinspections, monitoring activities, etc., required by Category I Programmatic ISAPs are conducted in accordance with written instructions/checklists.

Furthermore, instructions/checklists are reviewed by the Category I Programmatic ISAP Supervisor, then retained in the Project Working File for disposition in accordance with Reference 3.1.

4.1 <u>Responsibilities</u>

4.1.1 <u>Category I Programmatic ISAP Coordinators</u>

The Category I Programmatic ISAP Coordinators are responsible for the preparation and completion of instructions and/or checklists which serve as objective evidence relative to the items or activities reviewed, reinspected, monitored, etc., and the basis for any conclusions.

4.1.2 <u>Category I Programmatic ISAP Supervisor</u>

The Category I Programmatic ISAP Supervisor reviews and approves instructions and/or checklists prior to the performance of reviews, reinspections, monitoring activities, etc.

4.2 <u>Policy</u>

Activities performed under this procedure shall conform to the policies contained in the latest Comanche Peak Response Team Program Plan, ERC Management Program Plan, and Category I Programmatic ISAPs.

4.3 <u>Conflicts</u>

In the case of a conflict between this procedure and the documents referenced in Section 4.2, the latter shall govern.

4.4 <u>Definitions</u>

None.

5.0 <u>PROCEDURE</u>

5.1 <u>Preparation of Instructions and Checklists</u>

Established instructions/checklists ensure the collection of data that is consistent, pertinent, suitable for further analysis, and the basis for any conclusions stated in the applicable Results Report.

Accordingly, responsible Category I Programmatic ISAP Coordinators prepare instructions/checklist, as required, for use during the review, reinspection, monitoring activity, etc., of items or activities required by Category I ISAPs. Instructions/checklists include:

- An introduction, i.e., the scope and purpose of the review/reinspection/monitoring activity, etc.

- The quantitative and/or qualitative acceptance criteria for the required attributes.

Furthermore, instructions/checklists include provisions for:

- The signature approval of the Category I ISAP Supervisor.

- The identification of the reviewer/inspector.

- The identification of the specific item/activity and its (un)suitability.

Prior to their use, the responsible Coordinator forwards instructions/checklists to the Category I Programmatic ISAP Supervisor for review and approval in accordance with Section 5.2.

5.2 <u>Review and Approval of Instructions and Checklists</u>

The Category I Programmatic ISAP Supervisor reviews instructions/checklists to ensure that they exhibit the characteristics described in Section 5.1. Upon the completion of a satisfactory review, the Supervisor signs and dates the document, then returns it to the responsible Coordinator for completion in accordance with Section 5.3.

5.3 <u>Completion of Instructions and Checklists</u>

Personnel perform and document reviews, resinspections, surveillances, etc. in accordance with approved instructions/ checklists, then sign and date them as the reviewer/preparer.

Complete instructions/checklists are forwarded to the responsible Coordinator for input to the applicable Results Report.

> NOTE: The signature of the responsible Coordinator and the Category I Programmatic ISAP Supervisor on the applicable Results Report serves to indicate their concurrence in the results documented in the instruction/checklists.

5.4 <u>Retention of Instructions and Checklists</u>

The responsible Coordinator retains complete instructions/ checklists in the Project Working File for reference during the preparation of the Results Report.

Subsequently, the records are maintained and the file transferred to the Project Central File in accordance with Reference 3.1.

6.0 <u>ATTACHMENTS</u>

None.