
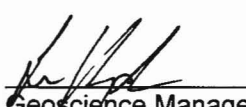
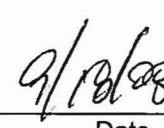
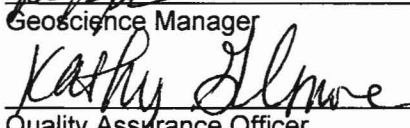




NYE COUNTY NUCLEAR WASTE
REPOSITORY PROJECT OFFICE

QUALITY ADMINISTRATIVE PROCEDURE

| | | |
|--|---|--|
| TITLE: Issue and Control of Quality Assurance Documents | | REVISION: 2 DATE: 9-17-08 PAGE: 1 of 7 |
| PROCEDURE NUMBER: QAP-6.1 | SUPERSEDES: Revision 1, 3-31-04 | |
| APPROVAL  _____ Director | CONCURRENCE  _____ Geoscience Manager | |
|  _____ Date |  _____ Quality Assurance Officer | 9/17/08 Date 9/17/08 Date |

1.0 PURPOSE

This quality administrative procedure (QAP) describes Nye County Nuclear Waste Repository Project Office (NWRPO) requirements and responsibilities for the issue and control of quality assurance (QA) program documents governing NWRPO technical investigations. QA program documents include the QA Program and Technical Program Manuals (QAPM and TPM), quality administrative procedures (QAPs), work plans (WPs), test plans (TPNs), and technical procedures (TPs).

2.0 APPLICABILITY

This QAP applies to the issue and control of all QA program documents prepared and used by the NWRPO.

3.0 **DEFINITIONS**

- 3.1** *Index*—the tables of contents for the QA Program and Technical Program Manuals (QAPM and TPM), listing document number, title, revision number, date issued, and number and date of most recent Change Notice.
- 3.2** *Quality administrative procedure*—a controlled procedure developed to implement the QA requirements described in the Quality Assurance Program Plan (QAPP).
- 3.3** *Quality Assurance Program Manual*—the controlled document consisting of the NWRPO QAPP and QAPs.
- 3.4** *Quality Assurance Program Plan*—the controlled plan that outlines NWRPO QA requirements, which are based principally on the applicable portions of the requirements set forth by the U.S. Nuclear Regulatory Commission and the American National Standards Institute for nuclear power plants, as adapted for a nuclear waste repository.
- 3.5** *Technical procedure*—generic step-by-step instructions that apply to a particular NWRPO technical activity. When appropriate, external TPs prepared by an outside organization for similar work may be used for NWRPO technical activities, but such TPs shall undergo the review and approval process described in QAP-3.1, *Independent Technical Review* and QAP-5.2, *Preparation of Work Plans, Test Plans, and Technical Procedures* before being issued.
- 3.6** *Technical Program Manual*—the controlled document containing NWRPO WPs, TPNs, and TPs.
- 3.7** *Test plan*— A detailed description of a specific test or activity conducted in support of a corresponding NWRPO WP, or a one-of-a-kind technical activity that does not warrant a WP. The TPN specifies test parameters and instructions, including step-by-step instructions for field measurements, sample collection, and/or laboratory analyses.
- 3.8** *Work plan*—A detailed description of the planned work for a specific NWRPO technical investigation, including the purpose of the work, background information, scope, and how the work shall be managed (e.g., personnel responsibilities and training requirements). WPs shall be supported by the appropriate QAP, TPN, TP, or other document that specifies relevant requirements, criteria, or procedures.

4.0 **RESPONSIBILITIES**

4.1 **Director**

The Director or designee is responsible for approving this QAP.

4.2 Quality Assurance Officer

The QA Officer (QAO), with the assistance of the QA Records Specialist (QARS), is responsible for issuing, tracking, distributing, controlling, storing, and archiving all NWRPO QA program documents.

4.3 Geoscience Manager

The Geoscience Manager (GSM) is responsible for reviewing and concurring on this QAP.

4.4 NWRPO Personnel

All NWRPO personnel, including contractors, who are issued controlled QA documents are responsible for the following:

- Ensuring that controlled documents are properly maintained by replacing superseded material with newly issued material
- Disposing of all superseded QA material as instructed on the Document Receipt Form (Attachment 1), and signing and returning the form to the QA records center (QARC)
- Checking all applicable QA documents to verify that they are up-to-date, as indicated by the Document Verification Form (Attachment 2), and signing and returning the form to the QAO
- Returning all controlled documents to the QAO upon termination of employment and/or reassignment of the documents to another individual

5.0 PROCESS

5.1 Issue/Tracking of Quality Assurance Program Manuals

The distribution of QAPMs and TPMs shall be conducted by the QARS as follows:

- Documents shall be printed on buff-colored, 24-pound paper.
- Manuals shall be assigned a unique, controlled document number.
- A document number and the assigned individual's name shall appear on the title page (Attachment 3).
- Manuals shall be issued as deemed appropriate by the QAO, in consultation with the GSM, to the appropriate NWRPO Principal Investigator and other key technical personnel. Photocopies of the most current version of the manuals, or pertinent portions thereof, may be made for field, office, or laboratory use.
- When distributed, each manual shall be accompanied by a Document Receipt Form, which shall be signed and returned promptly to the QARC.
- A list specifying QAPM and TPM document numbers and the individual to whom they were issued shall be maintained in the QARC.

5.2 Issue/Tracking of New or Revised Quality Assurance Program Documents

New or superseded QA program documents shall be accompanied by a dated Document Receipt Form, which shall specify the document holder by name and include the document number of the manual into which the document shall be inserted, the location where the document shall be placed in the manual, and appropriate instructions (e.g., disposal of all superseded pages). The Document Receipt Form shall be signed and returned promptly to the QARC.

5.3 Verification

Approximately once yearly, the QAO shall verify that QA documentation is up to date by issuing a Document Verification Form and copies of the QAPM and TPM Indexes listing the most current versions of all QA documents. Document holders shall verify that the manuals assigned to them contain the documents listed on the Index and sign and return the form to the QAO. A document holder who discovers a document that is not the most current version will list it on the Document Verification Form and return the form to the QAO, who shall subsequently issue the correct version of the document.

In addition, the QAO shall verify compliance to the requirements of this QAP through surveillances and audits.

6.0 RECORDS

Documents generated by this QAP are QA records and shall be submitted to the QARC by the responsible individual. Prior to submittal, the sender shall ensure that each document is complete, legible, and adequately identifiable. Control of these records shall be in accordance with QAP-17.1, *Records Management*.

The QA records generated by this QAP include

- QAPM or TPM Indexes, listing the most current versions of all QA documents
- Signed and returned Document Receipt Forms
- Signed and returned Document Verification Forms

7.0 REFERENCES

QAP-17.1, *Records Management*. Quality Administrative Procedure. Nye County Nuclear Waste Repository Project Office (NWRPO). Pahrump, Nevada.

QAPP, *Nye County Nuclear Waste Repository Project Office Quality Assurance Program Plan*. Quality Assurance Program Plan. NWRPO. Pahrump, Nevada.

8.0 ATTACHMENTS

| | |
|--------------|-------------------------------------|
| Attachment 1 | Document Receipt Form |
| Attachment 2 | Document Verification Form |
| Attachment 3 | Quality Assurance Manual Title Page |

**Attachment 1
Document Receipt Form**

Form QAP-6.1-1 Rev 1
9-17-08

**NYE COUNTY NUCLEAR WASTE
REPOSITORY PROJECT OFFICE**

QUALITY ASSURANCE PROGRAM DOCUMENT RECEIPT

DATE:

TO:

Controlled Document :
QA Manual #

FROM: Quality Assurance Officer

Attached Documents:

Instructions:

Please sign in the space provided below.

I hereby acknowledge receipt of the documents transmitted to me by this form. I have incorporated the documents into the appropriate manual and destroyed all superseded material. I have **read and understand** all of the attached documents.

SIGNATURE _____ DATE _____

Return this form to:

**Quality Assurance Records Center
1210 E. Basin Road Suite #6
Pahrump, NV 89060**

Attachment 2

Document Verification Form

Form QAP-6.1-2 Rev 0
9-17-08

**NYE COUNTY NUCLEAR WASTE
REPOSITORY PROJECT OFFICE**

QUALITY ASSURANCE PROGRAM DOCUMENT VERIFICATION

DATE: _____

TO: _____

FROM: Quality Assurance Officer

SUBJECT: Verification of Current Quality Assurance Documents for Controlled Document Number _____.

Attached is a list of all current versions of the quality assurance documents that should be contained in your Quality Assurance (QA) Manuals (Controlled Document No. ____). Please verify and indicate below whether your QA Manual are complete and up-to-date. If they are not up to date, please list documents that are not current versions in the space below. Return this memo to the Quality Assurance Officer by _____.

_____ All documents are current versions.

_____ Documents listed are not current versions:

SIGNED: _____ DATE: _____

**Attachment 3
Quality Assurance Manual Title Page**

Form QAP-6.1-3 Rev 0
3-31-04

**QUALITY ASSURANCE PROGRAM
MANUAL**

**NYE COUNTY NUCLEAR WASTE
REPOSITORY PROJECT OFFICE**

Example

Controlled Document No.

Issued To

Organization

This is a CONTROLLED DOCUMENT. It is subject to audit and recall and therefore should be carefully maintained and kept readily available. The person listed above is responsible for maintaining this document in an up-to-date condition by incorporating subsequent revisions of new sections as they become available. This document is the property of the Nye County Nuclear Waste Repository Project Office and must be returned to the NWRPO Record Center upon request, upon reassignment that ends the need for the document, or termination of employment or contractual relationship with the NWRPO.