

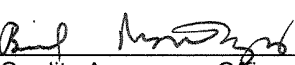




**NYE COUNTY NUCLEAR WASTE  
REPOSITORY PROJECT OFFICE**

**QUALITY ADMINISTRATIVE PROCEDURE**

TITLE: <b>Issue and Control of Quality Assurance Documents</b>		REVISION: 1 DATE: 3-31-04 PAGE: 1 of 7
PROCEDURE NUMBER: <b>QAP-6.1</b>	SUPERSEDES: <b>Revision 0, 09-30-95</b>	
APPROVAL   Project Manager	CONCURRENCE  On-Site Geotechnical Representative	
4-5-04 Date	 Quality Assurance Officer	3/31/04 Date  3/28/07 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 QAPP.
- 3.3** *Quality Assurance Program Manual (QAPM)*—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 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 this QAP before being issued.
- 3.6** *Technical Program Manual (TPM)*—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** **Project Manager**

The Project Manager (PM) or designee is responsible for approving this QAP.

#### **4.2** **Quality Assurance Officer**

The QA Officer (QAO) is responsible for issuing, tracking, distributing, controlling, storing, and archiving all NWRPO QA program documents.

### **4.3 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 QAO as follows:

- Documents shall be printed on buff-colored, 70-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 On-Site Geotechnical Representative, 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 Documentation 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*.

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

### **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 0  
3-31-04

NYE COUNTY NUCLEAR WASTE  
REPOSITORY PROJECT OFFICE

### QUALITY ASSURANCE PROGRAM DOCUMENT RECEIPT

DATE: <date>

TO: <recipient>

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.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Return this form to:

Quality Assurance Records Center

## Attachment 2 Document Verification Form

Form QAP-6.1-2 Rev 0  
3-31-04

**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) Manual (Controlled Document No. \_\_\_\_). Please verify and indicate below whether your QA Manual is complete and up-to-date. If it is 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.