

CCP-QP-017

Revision 3

CCP Identification and Control of Items

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RECORD OF REVISION

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TABLE OF CONTENTS

1.0	PURPOSE.....	4
1.1	Scope.....	4
2.0	REQUIREMENTS.....	4
2.1	References	4
2.2	General	5
2.3	Application and Removal of Status Indicators.....	6
2.4	Status of Items.....	6
3.0	RESPONSIBILITIES.....	7
3.1	CCP Quality Assurance (QA).....	7
3.2	Operator.....	7
4.0	PROCEDURE.....	8
4.1	Nonconformance Discovery.....	8
4.2	Application of Status Indicators.....	8
5.0	RECORDS.....	9

1.0 PURPOSE

This procedure describes the responsibilities, interfaces, and requirements for the identification and control of quality-affecting items or systems related to the Central Characterization Project (CCP) waste characterization and certification activities.

1.1 Scope

This procedure applies to identification and control of items or systems requiring status indicators that are related to the CCP activities associated with waste characterization, certification, packaging, and transportation. Status indicators are used for identification and control of items and systems.

2.0 REQUIREMENTS

2.1 References

Baseline Documents

- CBFO-94-1012, *U.S. Department Of Energy Carlsbad Field Office Quality Assurance Program Document*
- CCP-PO-001, *CCP Transuranic Waste Characterization Quality Assurance Project Plan*
- CCP-PO-002, *CCP Transuranic Waste Certification Plan*

Referenced Documents

- CCP-QP-005, *CCP TRU Nonconforming Item Reporting and Control*
- CCP-QP-026, *CCP Inspection Control*
- CCP-QP-027, *CCP Test Control*

2.2 General

2.2.1 Traceability requirements will be specified in design documents or implementing procedures. Processes will be established and implemented to control consumables and items with limited operating or shelf life and to prevent the use of incorrect or defective items. If codes, standards, or specifications include specific identification or traceability requirements (such as identification or traceability of the item to applicable specification or grade of material; heat, batch, lot, part or serial number; or specified inspection, test, or other records), identification and traceability methods will be implemented to ensure meeting the special requirements.

2.2.2 Status indicators identify the inspection, test, and operating status of items or systems procured or fabricated in support of CCP activities. Status indicators ensure that:

- [A] Items are identified, controlled, and maintained in a manner that ensures traceability from time of receipt through installation or end use.
- [B] Records are maintained to ensure that the item can be traced at all times from its source through installation or end use.
- [C] Required inspections and tests are performed, acceptability of the item is known, and items that have not passed the required inspections and tests are not inadvertently installed, used, or operated.

2.2.3 The status indicator will:

- [A] Be applied using materials and methods that provide a clear, permanent, and legible identification. These materials and methods may include physical markings, physical separation, or labels and tags.
- [B] Not be detrimental to the function or service life of the item.
- [C] Be transferred to each part of an identified item when the item is subdivided.
- [D] Not be obliterated or hidden by surface treatments, coatings, or installation unless other means of identification are substituted.

- [E] Requirements for inspections of items supporting CCP activities are addressed in CCP-QP-026, *CCP Inspection Control*.
- [F] Requirements for testing of CCP-related items are addressed in CCP-QP-027, *CCP Test Control*.
- [G] Status indicators for nonconforming items will be controlled in accordance with CCP-QP-005, *CCP TRU Nonconforming Item Reporting and Control*.

2.3 Application and Removal of Status Indicators

- 2.3.1 Status indicator tags will be initiated, applied, and removed by personnel performing the verification of status.

2.4 Status of Items

- 2.4.1 Item identification methods include physical markings.

2.4.2 When physical markings are impractical or insufficient, status shall be maintained through indicators such as physical location, tags, markings, shop travelers, stamps, inspection records, operator aids, equipment labeling, or other suitable means. Status indicators will be used to:

- [A] Provide identification and control of items
- [B] Provide status of systems and components (e.g., tagging valves and switches) to prevent inadvertent operation

2.4.3 When the status of the item changes, the original status indicator will be removed by authorized personnel.

2.4.4 Status indicator tags will be legible, with all sections completed. Non-applicable sections will have "NA" entered.

2.4.5 Status indicators for nonconforming items will be controlled in accordance with CCP-QP-005.

3.0 RESPONSIBILITIES

| 3.1 CCP Quality Assurance (QA)

3.1.1 Controls the process and ensures that the procedure is followed.

3.2 Operator

| 3.2.1 Applies a status indicator tag to the item or system when another status indicator process is not used.

4.0 PROCEDURE

4.1 Nonconformance Discovery

4.1.1 When a nonconforming condition is discovered, initiate or ensure initiation of a nonconformance report (NCR) in accordance with CCP-QP-005.

4.1.2 Apply a CCP HOLD TAG to the item.

4.2 Application of Status Indicators

NOTE

Item identification and control system records will provide the operating status of items. The identification methods will preclude the inadvertent installation, use, or operation of items that have not passed required inspections and tests.

Operator

4.2.1 Identify condition or action that would change the status of an item or system.

4.2.2 When a nonconforming condition is discovered, initiate or ensure initiation of an NCR in accordance with CCP-QP-005.

NOTE

CCP HOLD TAGS will be used to identify nonconforming items. The CCP HOLD TAG will remain attached to the nonconforming item until disposition has been completed. The NCR will describe extent of the hold (e.g., a description of action(s) required prior to release of hold) and the NCR number will be included on the tag.

4.2.3 When another status indicator process is not used (e.g., logbooks) or as an additional safety measure, apply a status indicator tag to item or system.

5.0 RECORDS

| 5.1 There are no records generated during the performance of this procedure.