

CCP-QP-026

Revision 10

CCP Inspection Control

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PRINTED NAME

APPROVED FOR USE

RECORD OF REVISION

Revision Number	Date Approved	Description of Revision
5	06/06/2002	Section 3.3 and Steps 4.3.5, 4.4.5, 4.5.6, and 4.4.9 were changed.
6	07/30/2003	Changes to implement the new Integrated Financial Management System (IFMS) and changes to reflect the new revision of the QAPD.
7	11/16/2006	Revised to implement the Waste Isolation Pilot Plant Hazardous Waste Facility permit requirements resulting from the Section 311/Remote-Handled (RH) Permit Modification Request (PMR), which eliminated the title of Site Project Quality Assurance Officer (SPQAO). In addition, some editorial changes were made for consistency.
8	12/20/2007	Incorporated inspection sampling requirements. Additionally, enhanced the procedure to more adequately describe actual practice within Central Characterization Project (CCP) Quality Assurance (QA) and the Host site inspection functions by CCP.
9	12/15/2008	Revised Attachment 2, CCP Random Sampling Plan for Receipt Inspection. Also deleted Section 3.1 and deleted reference to dimensional inspections.
10	08/11/2010	Revised Attachment 2, CCP Random Sampling Plan for Receipt Inspection, deleted reference to ANSI/ASQC Z 1.4, and made changes to better describe sequence activities.

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1.0 PURPOSE

This procedure describes the process for quality related inspections and control of items in support of the waste characterization, certification, packaging, and transportation activities for the Central Characterization Project (CCP).

1.1 Scope

This procedure applies to CCP receipt inspection activities and specifies requirements and processes for control of items identified as affecting the quality of CCP waste characterization, certification, packaging, and transportation until the items have been inspected, accepted, and released for use. Receipt inspection activities include but are not limited to: inspection prerequisites, inspection planning, inspection performance, and review and acceptance of required documentation.

2.0 REQUIREMENTS

2.1 References

Baseline Documents

- DOE/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*
- WP 13-QA1003, *Quality Assurance Receipt/Source Inspections*

Referenced Documents

- CCP-QP-001, *CCP Graded Approach*
- CCP-QP-002, *CCP Training and Qualification Plan*
- CCP-QP-005, *CCP TRU Nonconforming Item Reporting and Control*
- CCP-QP-008, *CCP Records Management*
- CCP-QP-015, *CCP Procurement*
- CCP-QP-016, *CCP Control of Measuring and Testing Equipment*

2.2 General

2.2.1 The acceptance of items will be made and documented by CCP Inspection personnel qualified and authorized as Receipt Inspectors in accordance with CCP-QP-002, *CCP Training and Qualification Plan*.

2.2.2 Washington TRU Solutions (WTS) inspection personnel who provide support on behalf of, and at the request of CCP, shall be qualified in accordance with the requirements of the Carlsbad Field Office (CBFO) certified WTS Quality Assurance (QA) Program.

2.2.3 Inspection activities are performed in accordance with this procedure and associated support documentation such as procurement documentation, graded approach, etc., as applicable.

Inspection documents will include the identification of items to be inspected, the parameters or characteristics to be evaluated, the techniques to be used, the use of established acceptance criteria for acceptance, and the organizations responsible for performing inspections.

2.2.4 Measuring and test equipment (M&TE) used for inspections will be calibrated and maintained in accordance with CCP-QP-016, *CCP Control of Measuring and Testing Equipment*. The type and extent of inspections to be performed will be consistent with governing documents.

2.2.5 When an inspection requires implementation by a team or a group, personnel who are not qualified as inspection personnel may be used in data taking assignments, provided they are supervised or overseen by a qualified inspector.

2.3 Receipt Inspections

2.3.1 Items received at the host site that have been procured by CCP will be receipt inspected by a CCP QA Inspector prior to use. Items identified as deficient shall be placed on hold until the deficient conditions have been resolved in accordance with CCP-QP-005, *CCP TRU Nonconforming Item Reporting and Control*.

2.3.2 Inspection(s) will be conducted to verify compliance with applicable procurement documents as identified in Attachment 1, CCP Receipt Inspection Verification Sheet, (RIVS).

2.3.3 The Attachment 1 will be prepared by CCP QA based on the information provided at the time a procurement requisition is submitted for approval.

2.4 Inspection Attributes

2.4.1 Attributes to be inspected will be selected based on procurement documents and will consider such factors as the importance of their functions relative to safety or other risk considerations as well as the requirements specified in the Graded Approach Database in accordance with CCP-QP-001, *CCP Graded Approach*.

2.4.2 When statistical sampling is to be used to verify the acceptability of a group of items, the statistical sampling method will be based in Attachment 2, CCP Random Sampling Plan for Receipt Inspection.

3.0 RESPONSIBILITIES

3.1 CCP QA

3.1.1 Prepares the RIVS that includes inspection attributes and acceptance criteria to be used by CCP QA Inspectors performing receipt inspections.

3.1.2 Requests support when required and coordinates support activities for the performance of inspections by the WTS QA organization.

3.1.3 Reviews and approves completed RIVS and required documentation (RIVS Package) received from the CCP QA Inspectors.

3.1.4 Maintains receipt inspection documentation as QA records until they are transferred to CCP Records in accordance with CCP-QP-008, *CCP Records Management*.

3.2 CCP QA Inspector

3.2.1 Performs inspection in accordance with the RIVS and forwards completed RIVS package to CCP QA for review and approval.

3.2.2 Provides copies of RIVS package to users.

3.3 CCP Cognizant Organization

3.3.1 Establishes and provides inspection requirements in concert with CCP QA.

3.4 WTS Procurement Organization

3.4.1 Provides interface between CCP QA and suppliers for resolving deficient conditions when identified.

3.5 WTS QA

3.5.1 Provides inspection support for CCP QA inspection activities when requested.

4.0 PROCEDURE

4.1 Inspection Planning

CCP Cognizant Organization

4.1.1 Specify inspection requirements and acceptance criteria in governing procurement documents.

CCP QA

4.1.2 Review procurement documents in accordance with CCP-QP-015, *CCP Procurement*, to determine applicable needs for receipt inspections, and to prepare the inspection plan.

4.1.3 Check Q&MIS and the file transfer protocol (FTP) site prior to utilizing the electronic RIVS form to ensure that the current revision of the form is being used.

4.1.4 Verify purchase requisition (PR) is CCP related.

4.1.5 **IF** the PR is **NOT** CCP related,
THEN:

[A] Have the requisitioner forward the PR to WITS QA.

Completing RIVS, Attachment 1

4.1.6 Complete Sections 1 and 2.

4.1.7 Enter the following in Section 1:

[A] Purchase Order (PO) number

[B] Type of inspection

[C] Qualified Supplier List (QSL) vendor (if applicable)

[D] Appropriate Quality Level (QL)

4.1.8 Complete Section 2:

[A] Using the Required Documentation drop-down box, select appropriate category.

- [B] Enter corresponding PO line number to which documentation applies.
- [C] Provide a brief description of the PO line item(s).
- [D] In the section Inspection Attributes box, enter the inspection characteristics to be inspected, including as applicable:
- Proper configuration
 - Identification
 - Verification of physical and other characteristics as needed
 - Freedom from shipping damage
 - Cleanliness
 - Identified documents used (i.e., drawings, specifications, SOW, etc.) in the inspection process.
- [E] **IF** item(s) need a Suspect Counterfeit Item (SCI) inspection performed, **THEN** check SCI box, **AND** enter which line item(s) (L.I.#) needs the SCI inspection.
- [F] Enter name using the drop-down box **OR** print name in the space provided.
- [G] Print the Attachment 1.
- [H] Using the drop-down menu in the Signature box, select "Signature on Original RIVS" in the signature block.
- [I] Sign and enter date on the printed copy.
- [J] Save electronic file of the RIVS in the CCP RIVS folder located on the network (\\Torreon\CCPQA\CCP Open RIVS) by PR number.
- [K] Maintain original signed RIVS in an appropriate records storage cabinet for further processing.

4.2 Receipt Inspections

CCP QA Inspector

4.2.1 When notified to perform a receipt inspection, perform the following:

- [A] GO TO the “CCP Open RIVS” folder located on the network (\\Torreon\CCPQA\CCP Open RIVS), open the corresponding RIVS file, **AND** print the RIVS or save it to an electronic file to be used when entering inspection information.
- [B] Select sample size from Attachment 2 and record it in the space provided in Section 3 of the form. Assure sample size is reflective of quantity received in partial shipments and record each accordingly.
- Enter 100 percent when products require 100 percent inspection, such as gases used in FGA and HSG.
 - Choose “Reduced” sample size; if all selected items are found to be acceptable, proceed with the inspection process. If any selected items are found to be unacceptable, increase sample size to “Normal”.
 - If any selected items are found unacceptable, increase sample size to “Tightened.” If all additional selected items are found acceptable proceed with the inspection process. If any additional selected items are found unacceptable, contact CCP QA at the Project Office for guidance.
- [C] Perform receipt inspection of the item(s) in accordance with the RIVS requirements.

4.2.2 Record results in Attachment 1, Section 3, Results as follows:

- [A] Enter the line item number as listed in the PO.
- [B] Using the sample size selected in 4.2.1[B], inspect the item(s) and check the appropriate box to indicate whether the item is accepted or rejected. If rejections are identified increase the sample size in accordance with 4.2.1[B] and continue the inspection.

[C] **IF** the item is rejected,
THEN check Nonconformance Report (NCR), as applicable,
AND enter the NCR number(s) in the Additional Information
in Sections 3.

4.2.3 Indicate receipt as either partial or complete by checking “Yes” or
“No” for the Line Item # in the PARTIAL/COMPLETE INSPECTION
block.

[A] **IF** the item was **NOT** fully received,
THEN enter the quantity received in the block provided.

[B] Enter initials using the drop-down box **OR** print initials in the
space provided, enter date.

[C] When using M&TE to perform receipt inspections:

- Select M&TE having accuracy and resolutions to
meet accuracy requirements of required
measurement in accordance with CCP-QP-016.
- Document on Attachment 1 the identification number
and calibration due date of M&TE prior to use, in the
Additional Information Block in Section 3.

[D] Ensure traceability of inspection documentation to the work
inspected.

4.2.4 For a partial release(s) with documentation, attach applicable
documentation to RIVS and place it in the RIVS controlled records'
storage file. Continue to process RIVS until all items have been
received.

4.2.5 When items are inspected and released, provide copies of
supporting documentation (e.g., Certifications, of Analysis) to the
user.

[A] Enter the Integrated Financial Management System (IFMS)
Receiver Number in the space provided.

[B] When all items have been received, perform the following:

- Enter QA Inspector's name in Section 4 of the RIVS
using the drop down box, **OR** print in the space
provided.

- Print RIVS, and sign and date.
- Ensure all required documentation specified in the RIVS/PO is attached, **AND** check the block on the RIVS indicating same.

4.3 Close Out and Validation of the RIVS

CCP QA Inspector

4.3.1 Transmit completed RIVS and required documentation to CCP QA using the transmittal form found in CCP-QP-008.

CCP QA

4.3.2 Perform final review of the RIVS package.

4.3.3 Verify all applicable sections of the RIVS are completed, required information is entered, and the CCP QA Inspector has signed and dated the RIVS.

4.3.4 Inspection documentation shall include the completed RIVS and required documentation.

4.3.5 At completion of final review and acceptance, enter name using the:

- Drop-down box **OR** or print name in the space provided, sign, and date the RIVS
- Submit the completed RIVS package to CCP Records

5.0 RECORDS

5.1 Records generated during the performance of this procedure are maintained as QA records in accordance with CCP-QP-008.

5.1.1 QA/Nonpermanent

[A] Attachment 1, Receipt Inspection Verification Sheet (RIVS)
with required documentation

Attachment 1 – CCP Receipt Inspection Verification Sheet

SECTION 1 – GENERAL INFORMATION – COMPLETED BY CCP QA										
P.O. Number:		Type of Inspection: (Check All that Apply) <input type="checkbox"/> Receipt <input type="checkbox"/> Drop Shipment <input type="checkbox"/> Other:				QSL Vendor: <input type="checkbox"/> Yes <input type="checkbox"/> No		Quality Level: <input type="checkbox"/> QL1 <input type="checkbox"/> QL2 <input type="checkbox"/> QL0 Requiring Inspections		
SECTION 2 - QUALITY REQUIREMENTS - COMPLETED BY CCP QA										
REQUIRED DOCUMENTATION		PO LINE#	ITEM DESCRIPTION				INSPECTION ATTRIBUTES			
							<input type="checkbox"/> SCI Required for L.I. #			
							INSPECTION CHARACTERISTICS			
CCP QA: (Printed)		Signature:				Date:				
SECTION 3 – RESULTS – COMPLETED BY THE CCP QA INSPECTOR										
SAMPLE SIZE:										
STATUS				PARTIAL/COMPLETE INSPECTION						
Line #	Ac	Re	NCR	HT	All Of Line Item	Qty	Initials	Date		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No					
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No					
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No					
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No					
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No					
IFMS Receiver Number(s):			Required Documentation Attached <input type="checkbox"/> Yes <input type="checkbox"/> No							
Additional Information:										
SECTION 4 - CLOSURE - COMPLETED BY THE CCP QA INSPECTOR AND CCP QA										
PRINTED NAME					SIGNATURE			DATE		
CCP QA Inspector Release:										
CCP QA Review:										

Attachment 2 – CCP Random Sampling Plan for Receipt Inspection

Lot or Batch Size	Sample Size		
	Reduced	Normal	Tightened
2 to 8	100%		
9 to 15	100%		
16 to 25	3	5	8
26 to 50	5	8	13
51 to 90	5	13	20
91 to 150	8	20	32
151 to 280	13	32	50
281 to 500	20	50	80
501 to 1,200	32	80	125
1,201 to 3,200	50	125	200
3,201 to 10,000	80	200	315
10,001 to 35,000	125	315	500
35,001 to 150,000	200	500	800
150,001 to 500,000	315	800	1,250
500,001 and over	500	1,250	2,000

Exceptions:

Some products are always inspected 100%, such as gases used in FGA and HSG.

Instructions:

Inspect the received items according to Attachment 1 or additional document(s). Use Attachment 2 to determine sample size.