

CCP-QP-027

Revision 5

CCP Test Control

EFFECTIVE DATE: 11/03/2010

Larry Porter

PRINTED NAME

APPROVED FOR USE

RECORD OF REVISION

Revision Number	Date Approved	Description of Revision
3	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). Changed SPQAO to CCP QA and made some editorial corrections. Addressed Carlsbad Field Office (CBFO) Document Review Record (DRR) comment.
4	03/13/2008	Revised in response to U.S. Department of Energy (DOE) Carlsbad Field Office (CBFO) Corrective Action Report (CAR) CAR-08-011 which noted that test plans were not being controlled in accordance with CCP-QP-010, <i>CCP Document Preparation, Approval and Control</i> .
5	11/03/2010	Revised to clarify how CCP-QP-010, <i>CCP Document Preparation, Approval, and Control</i> , is applicable only to the control, not the development, of a test plan.

TABLE OF CONTENTS

1.0 PURPOSE 4
1.1 Scope..... 4

2.0 REQUIREMENTS..... 5
2.1 References 5

3.0 RESPONSIBILITIES..... 6
3.1 CCP Team Leader, Manager, or Lead Operator (LO) 6
3.2 CCP Personnel 6
3.4 CCP Quality Assurance 6
3.5 Test Performer 6

4.0 PROCEDURE..... 7

5.0 RECORDS..... 10

LIST OF ATTACHMENTS

Attachment 1 – Test Plan Format (Example) 11

1.0 PURPOSE

This procedure describes the method for test control of items that are considered to impact the quality of characterization, certification, packaging, or transportation of waste for the Central Characterization Project (CCP). The procedure addresses requirements and responsibilities for testing activities performed to ensure items related to CCP activities meet established design, performance, and quality requirements.

1.1 Scope

This procedure applies to waste characterization and certification testing activities that are used to determine the capability of an item to meet applicable requirements by subjecting the item to a set of physical, chemical, environmental, or operating conditions. Examples of such tests include prototype qualification tests, production tests, proof tests prior to installation, and pre-operational tests.

2.0 REQUIREMENTS

2.1 References

Baseline Documents

- DOE/CBFO-94-1012, *U.S. Department of Energy Carlsbad Field Office Quality Assurance Program Document (QAPD)*
- CCP-PO-001, *CCP Transuranic Waste Characterization Quality Assurance Project Plan*
- CCP-PO-002, *CCP Transuranic Waste Certification Plan*
- CCP-PO-003, *CCP Transuranic Authorized Methods for Payload Control (CCP CH-TRAMPAC)*

Referenced Documents

- CCP-QP-005, *CCP TRU Nonconforming Item Reporting and Control*
- CCP-QP-008, *CCP Records Management*
- CCP-QP-010, *CCP Document Preparation, Approval, and Control*

3.0 RESPONSIBILITIES

3.1 CCP Team Leader, Manager, or Lead Operator (LO)

3.1.1 Reviews and approves test plans and procedures.

3.2 CCP Personnel

3.2.1 Identifies the need for testing and a test plan.

3.3 Configuration Management

3.3.1 Identifies the test requirements.

3.3.2 Identifies the procedures to control and perform the test, and prepares the test plan, if applicable.

3.3.3 Evaluates the test data to ensure that the test requirements have been satisfied.

3.3.4 Provides final test documentation to CCP Records upon acceptance or rejection.

3.4 CCP Quality Assurance

3.4.1 Designates and/or recommends and/or concurs with test hold points and witness points.

3.4.2 Reviews and concurs with test results.

3.5 Test Performer

3.5.1 Conducts the required test in accordance with the applicable test procedure/test plan.

3.5.2 Personnel performing testing shall have requisite qualifications for the testing to be performed as defined in the test plan.

4.0 PROCEDURE

CCP Personnel

- 4.1 Determine the test process.
- 4.2 The documents will be identified with a unique number from the CCP-CM-XXX series, reviewed, approved, and controlled in accordance with CCP-QP-010, *CCP Document Preparation, Approval, and Control*, and will include the following, as appropriate:
 - 4.2.1 Identification of implementing procedures to control/perform test.
 - 4.2.2 Identification of item to be tested.
 - 4.2.3 Identification of applicable measuring and testing equipment (M&TE).
 - 4.2.4 Method of test.
 - 4.2.5 Test prerequisites (equipment, instrumentation, software, training, conditions).
 - 4.2.6 Identification of provisions for ensuring test prerequisites has been met.
 - 4.2.7 Tester qualifications, if applicable.
 - 4.2.8 Test requirements and acceptance limits, including required levels of precision and accuracy.
 - 4.2.9 Mandatory hold points.
 - 4.2.10 A section for the test results to be entered.

CCP Team Leader, Manager, or LO

- 4.3 Provide the approved test plan and other applicable test documentation to the test performer.

Test Performer

- 4.4 Conduct the required test.

4.5 Provide test results to CCP Quality Assurance (QA) for review. The test results shall identify, as appropriate:

4.5.1 Applicable test requirements, plans, and procedures (including revisions).

4.5.2 Item or work product tested.

4.5.3 Date and time of test.

4.5.4 Name of tester and data recorders (ensure that the tester applies signature, initials, or controlled stamp as identification).

4.5.5 Type of observation and method of testing.

4.5.6 Identification of test criteria.

4.5.7 The results and acceptability of the test.

4.5.8 Actions connected to noted nonconformances.

4.5.9 Name of person evaluating the test result.

4.5.10 Identification of M&TE used in the test (including ID number and calibration due date).

CCP QA

4.5.11 Review test results or other designated documentation.

4.5.12 **IF** review is satisfactory,
THEN GO TO step 4.5.14.

4.5.13 **IF** the review is **NOT** satisfactory,
THEN initiate a nonconformance report (NCR) in accordance with CCP-QP-005, *CCP TRU Nonconforming Item Reporting and Control*.

4.5.14 Document acceptance of the test by printing name, signing, and dating the test results.

4.5.15 Provide test results to Configuration Management.

Configuration Management

4.5.16 Evaluate the test data.

4.5.17 Review the test results and the acceptance criteria to ensure all test requirements have been satisfied.

4.5.18 **IF** the review is satisfactory,
THEN GO TO step 4.5.20.

4.5.19 **IF** the review is **NOT** satisfactory,
THEN initiate an NCR in accordance with CCP-QP-005.

4.5.20 Document acceptance of the test by printing name, signing, and dating the test results.

4.5.21 Submit completed test documentation to CCP Records with a copy to personnel requesting the test, if applicable.

5.0 RECORDS

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

5.1.1 QA/Nonpermanent

[A] Test Plan/Procedure

[B] Test Results and Acceptance or Rejection Documentation

Attachment 1 – Test Plan Format (Example)

Item to be tested

Test equipment including M&TE

Method or description of test in step by step actions and attributes

Test prerequisites (equipment, instrumentation, software, training, conditions)

Tester qualifications, if applicable

Test requirements and acceptance limits, including required levels of precision and accuracy

Mandatory hold points

Test results for each test attribute

Provisions for signatures for test performers, reviewers, and approvers