

WP 13-QA3021

Revision 0

Facility Restoration Oversight

Management Control Procedure

EFFECTIVE DATE: 11/18/04

E. L. Ater
APPROVED FOR USE

TABLE OF CONTENTS

INTRODUCTION 3

REFERENCES 3

PREREQUISITE ACTIONS 4

PERFORMANCE 5

1.0 DESIGN VERIFICATION 5

2.0 PLANNING AND DOCUMENT REVIEW 6

3.0 QUALITY ASSURANCE VERIFICATION PLANS 7

4.0 FACILITY RESTORATION OVERSIGHT 8

5.0 NONCONFORMANCES 10

INTRODUCTION ¹

This procedure provides guidance and protocol for Washington TRU Solutions LLC (WTS) Quality Assurance (QA) Oversight Programs to participate in and report quality-related functions in support of Facility Restoration (previously Construction Management) projects at the Waste Isolation Pilot Plant (WIPP), in accordance with WP 09-DC.01. This may include the following quality-related activities:

- Involvement in the work planning stage which includes:
 - Design verification
 - Document review
 - Procurement phase
 - Development of the statement of work
 - Supplier evaluations
 - Work instructions
- Oversight of items, activities, or services by monitoring, witnessing, or observing activities performed by WTS personnel and/or the approved supplier.

All steps are performed by an Oversight Programs Quality Engineer (QE), unless otherwise noted.

No records are generated by the implementation/performance of this procedure.

REFERENCES

BASELINE DOCUMENT

- WP 13-1, Washington TRU Solutions LLC Quality Assurance Program Description

REFERENCED DOCUMENTS

- WP 04-IM1000, Issues Management Program Processing of WIPP FORMs
- WP 09-CN3018, Design Verification
- WP 09-DC.01, Construction Management Program
- WP 10-2, Maintenance Operations Instruction Manual
- WP 10-WC3011, Maintenance Process

- WP 13-QA.04, Quality Assurance Department Administrative Program
- WP 13-QA1006, Quality Assurance Plant Inspections
- WP 13-QA3004, Nonconformance Report
- WP 13-QA3005, Graded Approach to Application of QA Controls
- WP 13-QA3012, Supplier Evaluation/Qualification
- WP 13-QA3020, Fabrication Oversight
- WP 15-PC3041, Approval/Variation Request Processing
- EA13QA1006-1-0, Quality Assurance Inspection Report

PREREQUISITE ACTIONS

- Oversight Programs, perform a task analysis to ensure the required training and qualification elements are identified for WTS QEs and QA Inspection Services (QAIS) to ensure only qualified personnel are used.
- Oversight Programs, ensure that WTS QEs and/or inspection personnel are qualified in accordance with WP 13-QA.04.

PERFORMANCE

NOTE

Conditions adverse to quality (CAQs), and nonconforming or quality-indeterminate conditions, shall be documented and controlled in accordance with Section 5.0. If a nonconformance occurs prior to turnover to WTS, the contractor will generate a Nonconformance Report in accordance with Section 5.0.

NOTE

Oversight Programs participates in the design verification phase of Facility Restoration projects (QL1, QL2, and others as requested) to ensure that the applicable quality requirements are properly identified in accordance with WP 09-CN3018.

NOTE

Design verification shall be completed prior to release for procurement or Facility Restoration, and release to other organizations or subcontractors. During the sequence of design verification, changes to the final design may result; consequently, verification should include measures for ensuring that drawings and specification changes are reviewed and approved by the same individuals or organizations who approved the original documents.

1.0 DESIGN VERIFICATION

- 1.1 Verify that the applicable quality requirements for the Facility Restoration project are properly identified in the design. This may include:
- Appropriate codes and standards are used in the design.
 - In the absence of such codes and standards, alternative approaches are identified and documented.
 - Critical parameters are identified and controlled by quality standards.

2.0 PLANNING AND DOCUMENT REVIEW

NOTE

Planning shall be performed in accordance with contract documents and applicable standards. Approved work control instructions will serve as the technical basis for the Facility Restoration methods, and will serve as the basis for oversight activities.

NOTE

QA shall review all documents that address quality-affecting items, activities, and services, in accordance with WP 13-QA3005.

- 2.1 Ensure that the extent of Facility Restoration oversight is a function of the relative importance and complexity of the item, activity, or service, as well as the supplier's/performer's quality of performance.
- 2.2 Review documents that specify or prescribe Facility Restoration work for adequacy, correctness, completeness, and incorporation of QA requirements, in accordance with WP 13-QA.04, prior to approval and issuance.
- 2.2.1 Review procurement documents in accordance with WP 13-QA3005 and WP 13-QA.04.
- [A] Verify the following, as applicable:
- Applicable quality requirements are incorporated in the specifications, description, or statement of work, etc., for the goods and services to be procured, in accordance with WP 13-1 and/or standard quality clauses (ref. [Requisitioner's Toolbox](#)). The quality requirements should be clear to both the supplier and the buyer.
 - Appropriate design basis requirements (e.g., specification, drawings, etc.) have been incorporated in the procurement documentation.
- [B] Perform supplier selection in accordance with WP 13-QA3012.
- 2.2.2 Review work instructions in accordance with WP 10-2, WP 10-WC3011, and WP 13-QA.04.

- 2.3 Assure that Facility Restoration planning elements include (but are not limited to) the following, as applicable:
- Definition of work scope and objectives, and a listing of the primary tasks involved
 - Pre-Facility Restoration planning that identifies all critical attributes and specifies the methodology, including dimensions and tolerances, to be used for acceptance, if required
 - Identification of technical methods used for the Facility Restoration activities and corresponding work
 - Identification of approved methods or procedures for Facility Restoration activities and the identification of applicable technical standards and quality criteria
 - Identification of prerequisites, special process controls, specific environmental conditions, processes, or skills
- 2.4 Verify that the application of quality controls is consistent with the technical design basis (e.g., specification, drawing, etc.).
- 2.5 Perform inspection and test planning in accordance with WP 13-QA1006.
- 2.6 Verify that coordination and sequencing of hold/witness points have been established for Facility Restoration process and site Work Orders.

3.0 QUALITY ASSURANCE VERIFICATION PLANS

NOTE

Quality Assurance Verification Plans (QAVPs) should be developed to support larger/more complex Facility Restoration projects for the purpose of specifying a standard methodology for conducting oversight activities.

- 3.1 Determine need for QAVPs for Quality Level 1 & 2 Facility Restoration activities, based on the complexity, scope, and impact of the activity.

- 3.2 If a QAVP is required, perform the following:
- 3.2.1 Develop the QAVP, in coordination with the Cognizant Engineer (CE) if necessary.
- 3.2.2 Coordinate all relevant QAVP functions that require technical support, in conjunction with Facility Restoration Management. This may include, but is not limited to:
- Contracted inspection service personnel
 - QAIS personnel
 - WTS CEs
 - Procurement representative(s), as required
- 3.2.3 Document oversight criteria (e.g., inspection, witnessing and testing), as applicable, in the QAVP. (Reference WP 13-QA1006 for inspection/test planning.)

NOTE

Changes to the QAVP and/or oversight criteria are not permitted without the specific consent of Oversight Programs.

- 3.2.4 QAVPs should be developed in accordance with WP 13-QA3020.

4.0 FACILITY RESTORATION OVERSIGHT

NOTE

Facility Restoration oversight activities shall take into account the quality-affecting attributes of the Facility Restoration project and shall be accomplished consistent with the contract documents and performed at intervals consistent with the importance and complexity of the item.

- 4.1 QE/QAIS, perform the following, as applicable:
- 4.1.1 Perform inspections, tests, verifications, etc., as required by Facility Restoration-related hold/witness points, work documents, and applicable QAVP attributes.
- 4.1.2 Review submittal documentation prior to turnover.
- 4.1.3 Verify that quality records in the turnover package satisfy the design and Facility Restoration test requirements.
- 4.1.4 Participate in walk-downs for structures, systems, and components (SSCs), of appropriate quality level items that are listed in the QA review listing in accordance with WP 09-DC.01.

- 4.1.5 Participate in other project or modification work, as requested by CEs or work control.
- 4.1.6 Review and approve Acceptance of Completed Facility Restoration Work forms in accordance with WP 09-DC.01.
- 4.1.7 Perform field activities that verify the Facility Restoration status and/or operating status of items and components.

Field activities are designed to verify the following:

- Items are adequately identified to ensure that the correct materials, parts, and components are used and to preclude use of incorrect or defective items.
- Proper documentation is maintained for required inspections and tests.
- Items that have not passed the required inspections and tests are not inadvertently installed, used, or operated.
- Items are controlled to ensure their proper use, and maintained to prevent their damage, loss, or deterioration.
- Nonconforming items are properly identified and controlled.

4.2 Documentation

4.2.1 QE/Inspector, perform the following as applicable:

- [A] Validate the oversight function by signing or initialing the required action (measurement, examination, witness, etc.) as directed in the QAVP and/or work document.
- [B] Document Facility Restoration oversight (e.g., inspection, test, witness, etc.) results in the spaces provided in the QAVP and/or work document and/or Quality Assurance Inspection Report (EA13QA1006-1-0), as required.

This includes the following, as applicable:

- Item inspected/tested or activity witnessed and date of inspection/test/witness
- QE or Inspector's name
- Parameters or characteristics to be evaluated
- Inspection/test method and techniques used

- Inspection/test criteria, sampling plan, or reference documents (including revision designation) used to determine acceptance
- Results or acceptability
- Measuring and Test Equipment used, including identification number and calibration due date
- Reference to any information on actions taken in connection with nonconformances, as applicable

5.0 NONCONFORMANCES

- 5.1 QE, in conjunction with the requisitioner, Facility Restoration Representative, and the CE, handle nonconformances in accordance with the following:

If a subcontractor has been contractually assigned responsibility for a fabrication project under their approved Quality Assurance Program, the following conditions apply:

- Nonconforming material will be controlled under the subcontractor's deficiency reporting system (e.g., nonconformance report [NCR]).
 - Subcontractor nonconforming or quality-indeterminate conditions that require a CE disposition shall be submitted to WTS in accordance with WP 15-PC3041.
 - NCRs will be routed to the requisitioner, CE, and QE for review.

If a subcontractor has not been contractually assigned responsibility for the Facility Restoration project, the following conditions apply:

- Nonconforming or quality-indeterminate conditions detected by WTS personnel during the performance of WTS assigned Facility Restoration oversight duties shall be identified, documented and controlled.

NOTE

An NCR and/or a WIPP FORM may be required under certain nonconforming conditions.

- If a nonconforming or quality-indeterminate condition exists with Facility Restoration hardware (not including normal fit-up or assembly), WP 13-QA3004 will be used.
- If a CAQ exists, WP 04-IM1000 will be used.

- Facility Restoration items, parts or components which are not correctable using Facility Restoration work instructions, or work instruction change notices, including associated Approval Requests/Variation Requests, shall be evaluated by the CE AND QE for resolution.
 - The engineering evaluation of the noted nonconforming condition is performed to determine if a CAQ exists.
 - Except for failure from normal wear, an item or product is considered to be nonconforming if it does not meet any specified requirement related to materials, dimensions, configuration, operation, function, or content.
 - An item or product, including associated documentation, is considered to be nonconforming or quality-indeterminate if the required record of authenticity and specification compliance is incomplete.