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Companywide	Program Requirements Document	For Additional Info: http://EDMS	Effective Date: 09/18/13
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Manual: 13 – Quality Assurance Program

Change Number: 339131

*The current revision can be verified on EDMS.

1. PURPOSE

This program requirements document (PRD) identifies the lead responsible managers, functional support managers, and subject matter experts accountable for requirements management with their assigned area in the Idaho Cleanup Project. This PRD also identifies manuals, functional support areas, and directives deemed currently applicable for the CH2M-WG, Idaho, LLC (CWI) contract.

2. APPLICABILITY

This PRD applies to the company organizations that prescribe, perform, or *verify* (see def.) *activities affecting quality* (see def.), including those having responsibility for planning and scheduling.

NOTE: *Detailed organization charts showing the relationships of company organizations are accessible via the intranet on the company's home page.*

The *quality assurance* (QA) (see def.) PRDs apply to all organizations. Activities of organizations are divided into functional areas. Each functional area is assigned a senior manager who has the authority to ensure implementation of standards and requirements that fall within the scope of the assigned area, including the applicable QA requirements contained in the QA PRDs. The company manuals contain implementing documents for each of these functional areas. The QA requirements that are applicable to the functional area are addressed in each of the manuals and implemented in accordance with a *graded approach* (see def.) where its use is appropriate.

Responsibilities of managers who have principal roles in the Quality Assurance Program (QAP) are summarized below. Detailed definition of responsibilities for all managers is found in the various manuals for their functional areas.

3. RESPONSIBILITIES

3.1 CH2M-WG Idaho, LLC, President and Chief Executive Officer

The CWI President and Chief Executive Officer is responsible for:

- A. Ensuring overall policy and management direction for the company QAP is established and documented in appropriate *procedures* (see def.) and other implementing documents
- B. Ensuring resources necessary for effective implementation of the QAP are provided

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- C. Serving as final decision authority for QA *issues* (see def.) that are not resolved at subordinate management levels
- D. Ensuring that assessment of the status and adequacy of the overall QAP is accomplished and the results are provided to the Department of Energy Idaho Operations Office (DOE-ID)
- E. Ensuring the company organizational structure, functional responsibilities, levels of authority, and interfaces are clearly developed and established to achieve program objectives.

3.2 Chief Operating Officer/Executive Vice President

The Chief Operating Officer/Executive Vice President is responsible for:

- A. Providing overall management and coordination of the development, organization, integration, execution, and control of all Idaho Cleanup Project (ICP) activities to result in safe mission accomplishment
- B. Supporting project organizations in their identification of project risks and in their subsequent development of mitigation strategies and plans
- C. Establishing and providing oversight and direction for safety and surety of project operations
- D. Maintaining compliance with contract and legal requirements, and maintaining consistent implementation of company operations, policies, procedures, and guidance in all ICP subprojects
- E. Ensuring these responsibilities are handled in accordance with the applicable QAP requirements.

3.3 Environmental, Safety, Health and Quality Vice President

The Environmental, Safety, Health, and Quality (ESH&Q) Vice President is responsible for:

- A. Managing industrial safety and health, environmental and regulatory services, nuclear safety, radiological controls, performance assurance, Project Evaluation Board, and QA
- B. Defining policy and management direction for the establishment and implementation of the company QAP
- C. Ensuring that such policy and direction is documented and disseminated
- D. Authorizing such resources as are necessary for effective implementation of the QAP within ESH&Q
- E. Mediating and resolving, if possible, QAP issues that have not been resolved at subordinate levels

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- F. Ensuring ESH&Q support of the goals of operational excellence and integrated safety management.

3.4 Quality Assurance Director

The QA Director is responsible for:

- A. Setting company-level QA requirements
- B. Directing the company QAP
- C. Verifying establishment and implementation of the QAP
- D. Providing QAP development and maintenance services and quality engineering and *inspection* (see def.) services
- E. Performing the QA function for company activities and ensuring those activities meet DOE orders on QA, Environmental Management (EM) QAP-001, and Office of Civilian Radioactive Waste Management (OCRWM) requirements
- F. Ensuring that QA interfaces with DOE-ID, company organizations, *suppliers* (see def.), and contractors are established
- G. Serving as the primary company interface with DOE-ID and other outside agencies on QA matters
- H. Identifying quality problems; initiating, recommending, or providing solutions to quality problems; and verifying solutions to quality problems
- I. Interpreting and approving QAP requirements
- J. Ensuring the company's QAP is defined and disseminated in approved procedures and other documentation
- K. Ensuring appropriate and effective interfaces are established between the company and DOE-ID regarding quality issues
- L. Reporting internal and external QAP deficiencies
- M. Resolving QA issues that cannot be resolved at a lower level of management
- N. Assist in stop work action to resolve issues and initiate resumption of work.

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3.5 Idaho National Laboratory Contractor Interface

The Idaho National Laboratory (INL) site contractors include: one for the management and operations of the laboratory and two for the environmental management cleanup services to the ICP. The contractual arrangement of the INL necessitates the use of services. These services include, but are not limited to, calibration, Safeguards and Security, Personnel Security, analytical services, and Emergency Preparedness. These services are defined and established through the Blanket Master Agreement and/or other contractual documents.

3.6 Affiliated Company Partners

CWI has affiliate company partners that will perform work. CWI will be the lead organization in this hierarchy of companies. Work performed will be directed by a formal Inter-Company Work Exchange Agreement (ICWEA). The partners will work to an American Society of Mechanical Engineers Nuclear Quality Assurance-1 (NQA-1) -based QAP approved by CWI applicable to their scope of work. The partners will be audited and placed on the ICP Qualified Suppliers List. CWI QA will perform routine surveillances to ensure the partners' approved QAPs are effectively implemented. Staff augmentation support from affiliate company partners or nonaffiliated companies does not require an approved QA program since the support staff follows CWI processes.

4. REQUIREMENTS

4.1 Company Application

The requirements identified in this subsection meet the requirements in "Quality Assurance Requirements for Nuclear Facility Application," American Society of Mechanical Engineers (ASME) NQA-1-2008 with Addenda through NQA-1a-2009, 10 Code of Federal Regulations (CFR) 830, Subpart A, "Quality Assurance," Department of Energy (DOE) O 414.1D, "Quality Assurance," and DOE Environmental Management (EM) QAP-001, Revision 0, "EM Quality Assurance Program." The requirements apply to the entire company as defined by FWD-7, "Foreword."

4.1.1 Basic

- 4.1.1.1 Responsibilities for the establishment and implementation of the QAP will be defined. The organizational structure, functional responsibilities, levels of authority, and lines of communication for activities affecting quality will be documented.
- 4.1.1.2 The QA organization will be responsible for verifying the proper establishment and execution of the QAP.

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- 4.1.1.3 Where more than one organization is involved in the execution of activities, the responsibilities, interfaces, and authority of each organization will be clearly defined and documented.
- 4.1.1.4 The external interfaces between organizations and internal interfaces between organizational units, and changes thereto, will be documented.
- 4.1.1.5 The senior management position responsible for QAP development, implementation, assessment, and improvement must be assigned and identified.

4.1.2 Structure and Responsibility

- 4.1.2.1 The organizational structure includes the following attributes:
 - A. Senior management establishes overall expectations for effective implementation of the QAP and is responsible for obtaining the desired end results
 - B. Quality will be achieved and maintained by those who have been assigned responsibility for performing work
 - C. Quality achievement will be verified by persons or organizations not directly responsible for performing the work
 - D. Those responsible for ensuring that an appropriate quality assurance program has been established and those verifying activities affecting quality have sufficient authority, direct access to responsible levels of management, organizational freedom, and access to work to perform this function, including sufficient independence from cost and schedule when opposed to safety function considerations. These verification functions include the following:
 - 1. Identifying quality problems
 - 2. Initiating, recommending, or providing solutions to quality problems through designated channels
 - 3. Verifying implementation of solutions

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4. Ensuring that further processing, delivery, installation, or use is controlled until proper disposition of a nonconformance, deficiency, or unsatisfactory condition has occurred.

4.1.3 Delegation of Work

- 4.1.3.1 The individuals or organizations responsible for establishing and executing a QAP may delegate any or all of the work to others, but will retain responsibility thereof. When flowing down requirements to sub-tier contractors, the appropriate sections of ASME NQA-1 or other appropriate standard shall be imposed.

4.1.4 Resolution of Quality Disputes

- 4.1.4.1 Differences of opinion involving QAP requirements will be brought to the attention of the appropriate management and, if not resolved, will be elevated progressively to successively higher levels of management.

4.1.5 Stop work Authority

- 4.1.5.1 All employees have stop work authority in the event they become aware of a potentially unsafe condition and/or a *condition adverse to quality* (see def.).

5. RECORDS

All records generated by this document that are designated in implementing documents as *quality assurance records* (see def.) will be controlled in accordance with PRD-5088, "Quality Assurance Records."

6. DEFINITIONS

Refer to LST-199, "Quality Assurance Program Requirements Document Definitions," for the definitions of the following terms:

activities affecting quality

condition adverse to quality

graded approach

inspection

issues

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procedure

quality assurance

quality assurance records

supplier

verify

7. REFERENCES

10 CFR 830, Subpart A, “Quality Assurance”

ASME NQA-1-2008 with Addenda through NQA-1a-2009, “Quality Assurance Requirements for Nuclear Facility Applications,” American Society of Mechanical Engineers.

DOE O 414.1D, “Quality Assurance”

DOE EM QAP-001, “EM Quality Assurance Program,” Revision 0

FWD-7, “Foreword”

LST-199, “Quality Assurance Program Requirements Document Definitions”

PRD-5088, “Quality Assurance Records”