

INSTRUCTIONS, PROCEDURES, AND DRAWINGS	Identifier: PRD-5076
	Revision*: 16
	Page: 1 of 5

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

Manual: 13—Quality Assurance Program

Change Number: 339137

*The current revision can be verified on EDMS.

1. PURPOSE

This program requirements document (PRD) identifies requirements and responsibilities for controlling written management direction in the form of instructions, *procedures* (see def.), and drawings that include or reference appropriate quantitative or qualitative *acceptance criteria* (see def.) for determining that the prescribed results have been satisfactorily attained.

2. APPLICABILITY

This PRD applies to company organizations responsible for the development, review, *approval* (see def.), maintenance, use, and cancellation of new and revised instructions, procedures, and drawings for *activities affecting quality* (see def.).

3. RESPONSIBILITIES

3.1 Managers and Supervisors

Managers and supervisors are responsible for:

- A. Ensuring activities within their area of responsibility that affect quality are prescribed by and performed in accordance with appropriately documented instructions, procedures, and drawings
- B. Ensuring personnel are trained in the use of instructions, procedures, and drawings to achieve and maintain proficiency in their assigned tasks.

3.2 Cognizant Quality Engineer

The *cognizant quality engineer* (see def.) is responsible for:

- A. Reviewing administrative and technical procedures that implement requirements of the quality assurance (QA) PRDs
- B. Reviewing procedures that incorporate independent *inspection* (see def.)
- C. Reviewing procedures that incorporate preauthorized *rework* (see def.) on nonconforming *items* (see def.).

INSTRUCTIONS, PROCEDURES, AND DRAWINGS

Identifier: PRD-5076

Revision*: 16

Page: 2 of 5

3.3 Company Personnel

Company personnel are responsible for:

- A. Following prescribed instructions, procedures, and drawings in the *performance* (see def.) of their assigned tasks for activities that affect quality
- B. Reporting errors or deficiencies in instructions, procedures, and drawings to their immediate management
- C. Identifying conditions or activities for which instructions, procedures, and drawings are needed.

4. REQUIREMENTS**4.1 Companywide Applications**

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, Department of Energy Order (DOE) O 414.1D, “Quality Assurance,” and the other standards listed in FWD-7, “Foreword.” These requirements apply to the entire company as defined in FWD-7.

4.1.1 Basic

- 4.1.1.1 Activities affecting quality will be prescribed by and performed in accordance with documented instructions, procedures, or drawings that include appropriate quantitative or qualitative acceptance criteria for determining that prescribed results have been satisfactorily attained.
- 4.1.1.2 Activities affecting quality will be described to a level of detail commensurate with the complexity of the activity and the need to ensure consistent and acceptable results.
- 4.1.1.3 The need for and the level of detail in written procedures or instructions will be determined based on the complexity of the task, the significance of the item or activity, work environment, and worker proficiency and capability (i.e., education, *training* [see def.], and experience).

INSTRUCTIONS, PROCEDURES, AND DRAWINGS

Identifier: PRD-5076

Revision*: 16

Page: 3 of 5

4.1.2 Compliance with Implementing Documents

4.1.2.1 Individuals will comply with the implementing documents. However, when work cannot be accomplished as described in the implementing document, or accomplishment of such work would result in an unsafe condition or undesirable situation, the work will be stopped as soon as it is safe to do so. Work will not be resumed until the implementing document is changed in accordance with the appropriate procedures to reflect safe and correct work practices.

4.1.3 Review and Approval of Implementing Documents

4.1.3.1 Implementing documents will be reviewed, approved, and controlled in accordance with PRD-5077, “Document Control.”

4.2 Specific Requirements for DOE/RW-0333P, Quality Assurance Requirements and Descriptions

This subsection contains additional requirements from the Quality Assurance Requirements and Descriptions (Department of Energy/Office of Civilian Radioactive Waste [DOE/RW] -0333P), which are specific to the spent nuclear fuel and high level waste activities as defined in FWD-7, “Foreword.”

4.2.1 Types of Implementing Documents

4.2.1.1 The type of documents to be used shall be appropriate to the nature and circumstances of the work being performed. Design drawings, including as-built drawings, are developed and controlled in accordance with the requirements of PRD-5074, “Design Control.”

4.2.2 Contents of Implementing Documents

4.2.2.1 Implementing documents include the following information as appropriate to the work to be performed:

- A. Responsibilities and organizational interfaces of the organizations affected by the document.
- B. Technical and regulatory requirements.

INSTRUCTIONS, PROCEDURES, AND DRAWINGS

Identifier: PRD-5076

Revision*: 16

Page: 4 of 5

- C. A sequential description of the work to be performed including controls for altering the sequence of required inspections, tests, and other operations. The organization responsible for preparing the document shall determine the appropriate level of detail.
- D. Quantitative and/or qualitative acceptance criteria for determining that prescribed activities have been satisfactorily accomplished and that prescribed results have been satisfactorily attained.
- E. Identification of QA records generated by the implementing document.
- F. Quality *verification* (see def.) points and hold points.
- G. Methods for demonstrating that the work was performed as required (such as provisions for recording inspection and test results, checkoff lists, or signoff blocks).
- H. Identification of the lifetime and nonpermanent quality assurance records generated by the implementing document.
- I. Identification of associated items and objectives.

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:

acceptance criteria

activities affecting quality

approval

cognizant quality engineer

inspection

item

INSTRUCTIONS, PROCEDURES, AND DRAWINGS

Identifier: PRD-5076

Revision*: 16

Page: 5 of 5

*performance**procedure**quality assurance record**rework**training**verification***7. REFERENCES**

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/RW-0333P, *Quality Assurance Requirements and Description*, Rev. 20, Office of Civilian Radioactive Waste Management.

FWD-7, “Foreword”

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

PRD-5074, “Design Control”

PRD-5077, “Document Control”

PRD-5088, “Quality Assurance Records”