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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

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*The current revision can be verified on EDMS.

1. PURPOSE

This program requirements document (PRD) identifies requirements and responsibilities for establishing and performing *assessments* (see def.) of the integrated Quality Assurance (QA) Program.

2. APPLICABILITY

This PRD applies to company personnel involved in assessments of the integrated QA Program. Assessments include, but are not limited to: *management assessments* (see def.), *independent assessments* (see def.), and *management reviews* (see def.).

3. RESPONSIBILITIES

3.1 Senior Management

Senior management is responsible for the following:

- A. Implementing the assessment program
- B. Periodically reviewing and evaluating *data* (see def.) from various internal and external sources, including their own personal knowledge, to identify problems that hinder the organization's ability to achieve its mission and *performance* (see def.) objectives.

3.2 Management

Managers at all levels are responsible for performing assessments of their management processes.

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 (DOE) Order 414.1D, "Quality Assurance," and other standards listed in FWD-7, "Foreword." These requirements apply to the entire company as defined by FWD-7.

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4.1.1 Basic

4.1.1.1 Management Assessments

4.1.1.1.1 Managers shall assess their management processes, and identify and correct problems that hinder the organization from achieving its objectives.

4.1.1.2 Independent Assessments

4.1.1.2.1 Independent assessments shall be planned and conducted to measure item and service quality, to measure the adequacy of work performed, and to promote improvement.

4.1.1.2.2 Sufficient authority and freedom from line management shall be established for independent assessment team.

4.1.1.2.3 Persons conducting independent assessments shall be technically qualified and knowledgeable in the areas to be assessed.

4.1.1.3 Management Reviews

4.1.1.3.1 Management shall regularly review the scope, status, adequacy, and compliance of the QA program they are executing and its compliance to ensure its effective implementation. These reviews shall include frequent review of QA program status through reports, meetings, audits, surveillances, and observations. Appropriate management shall receive, as a minimum, audit reports, surveillance reports, trend reports, and management assessments.

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." [*Summary of records requirements from NQA-1 and company-imposed requirements*]

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6. DEFINITIONS

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

assessment

data

independent assessment

management assessment

management review

performance

quality assurance records

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 Order 414.1D, “Quality Assurance”

FWD-7, “Foreword”

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

PRD-5088, “Quality Assurance Records”