
APPENDIX 13

G-FSP-G-00013

REV. 8

**Functional Service Agreement (FSA)
Between
Savannah River Nuclear Solutions, LLC
And
Savannah River Remediation, LLC**

**Quality Assurance, Contractor Assurance and Site-Wide
Procedure Services**

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1.0 INTRODUCTION

This Functional Service Agreement (FSA), Appendix 13 of Memorandum of Agreement (G-MOA-G-00002) describes the service exchange between the Savannah River Site (SRS) Management and Operating (M&O) contractor, Savannah River Nuclear Solutions, LLC (SRNS) and Savannah River Remediation, LLC (SRR).

This appendix describes the Quality Assurance, Contractor Assurance and Site-Wide Procedure Services baseline work to be provided. Included may be programmatic responsibilities for the Site, as well as certain tasks related to monitoring program effectiveness and activities considered to be part of Site Landlord Services performed by the M&O Contractor. Task-related activities that are requested will be documented in this FSA as defined in CO direction to SRNS. Activities not included in this FSA will be requested by the tenant utilizing the Service Level Agreement (SLA) process

The parties agree to review this FSA periodically (not to exceed two years) and revise it if changes are needed as determined by both parties. Unless otherwise noted in this document, the services described do not apply to SWPF/Parsons.

2.0 POLICIES, PROCEDURES, AND MANUALS

The following policies, procedures, and manuals will apply when services are provided under this FSA. This is not intended to be an all-inclusive list of policies, procedures, and manuals to be maintained by SRNS.

Manual	Manual Title	Applicable Sections
1-01	Management Policies	1.1 Quality and Performance Leadership 4.20 Conduct of Operations 4.29 Human Performance Improvement (HPI) 5.37 Differing Professional Opinions (DPO) 6.12 Quality Assurance Policy Committee
1B	Management Requirements and Procedures	3.01 Integrated Procedure Management System (IPMS) 3.26 Management of Site-Level Policies and Procedures 3.27 Management of Program-Specific Administrative Procedures 4.14 Operating Experience Program
8B	Compliance Assurance Manual	All
9B	Site Item Reportability and Issue Management (SIRIM)	All
1Q	Quality Assurance Manual	All
12Q	Assessment Manual	All
22Q	Contractor Assurance System Manual	All

Manual	Manual Title	Applicable Sections
2S	Conduct of Operations Manual	All
PS	Procedural Document System Manual	All
1E6	Construction Management Department Manual	All
Q19	Site QA/QC Services Manual	All
Y23	SRS Procedure Manual For Nondestructive Examination Processes	NDEP 2.1 Qualification and Certification of NDE Personnel

3.0 CODES AND STANDARDS

The following codes and standards drive the implementation of the services provided under this FSA. This is not intended to be an all-inclusive list of codes and standards that govern Quality Assurance, Contractor Assurance and Site-Wide Procedure Services activities.

10 CFR 830, *Nuclear Safety Management*, Subpart A, *Quality Assurance Requirements*

10 CFR 835, *Occupational Radiation Protection*

10 CFR 851, *Worker Safety and Health Program*

DOE O 226.1B, *Implementation of Department of Energy (DOE) Oversight Policy*

DOE O 414.1D, *Quality Assurance*

DOE O 422.1, *Conduct of Operations*

DOE/RW-0333P, *Quality Assurance Requirements and Description for the Civilian Radioactive Waste Management Program*

4.0 SERVICES

4.1 Quality Assurance

4.1.1 Quality Programs

- SRNS will maintain Manual 1-01, *Management Policies* (Policies 1.1, 4.29, 5.37, 6.12), Manual 1Q, *Quality Assurance Manual*, Manual 12Q, *Assessment Manual* (Procedures SA-1, MFO-1, Glossary) and Manual Q19, *Site QA/QC Service Manual*. SRNS will be responsible for ensuring procedural content complies with DOE orders/regulations and applicable national consensus standards. SRR will be responsible for ensuring any procedures, orders, regulations, or other standards pertaining solely to SRR activities are appropriately addressed in site procedures or SRR implementing procedures. SRR will manage QA related documents that are developed specifically for SRR to include ensuring procedures, orders, regulations, are appropriately addressed.
 - If requested, either SRNS or SRR may provide to the other company the Certifying Authority function for Quality Control Inspectors certified in accordance with Manual 1Q, Procedure 2-5, *Training, Qualification and Certification of Inspection Personnel*. The requesting company is responsible for updating and maintaining the training, qualification and certification records for its own personnel, including TRAIN data entry and AQM maintenance.
 - If requested, either SRNS or SRR may provide to the other company the Certifying Authority function for Quality Control Engineers certified in accordance with Manual 1E6, Procedure 10-01.04, *Qualification, Indoctrination, Certification and Training of Independent Inspection and Test Personnel*; and Manual Y23, Procedure NDEP 2.1, *Qualification and Certification of NDE Personnel*. The requesting company is responsible for updating and maintaining the training, qualification and certification records for its own personnel, including TRAIN data entry and AQM maintenance.
 - If requested, either SRNS or SRR may provide to the other company the Certifying Authority function for Auditor and Lead Auditor personnel in accordance with Manual 1Q, Procedure 2-4, *Auditor/Lead Auditor Qualification and Certification*. The requesting company is responsible for updating and maintaining the training, qualification and certification records for its own personnel, including TRAIN data entry and AQM maintenance.
 - SRNS Quality Services will provide support to the SRNS Site Training organization in the development and maintenance of those QA training courses that apply to both SRNS and SRR, in accordance with FSA No. G-FSP-G-00021, *Site Training Services*.
 - SRNS Quality Services will provide support to the SRNS Process Control and Automation Engineering organization in the development and maintenance of software QA documents for software that is used by both SRNS and SRR, in
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accordance with Manual 1Q, Procedure 20-1, *Software Quality Assurance* and FSA No. G-FSP-G-00011, *Engineering Services*.

- SRR and SRNS are responsible for self-verifying the adequacy and effectiveness of their individual QA program implementation (e.g., DOE/RW333P, NQA-1) in accordance with applicable procedures and their respective contracts.
 - Either SRR or SRNS may request from the other company Technical, Quality, and/or SME (e.g. DOE/RW-0333P expertise) suggestions in planning internal verification activities (e.g. Audits, Surveillances, and Assessments, etc.).
 - Either SRR or SRNS may request from the other company Technical, Quality, and/or SME (e.g. DOE/RW-0333P expertise) consultants to support verification activities associated with Audits, Surveillances, or Assessments, etc. (not personnel to directly audit/assess the other company).
 - Nominal assistance requests are within the provisions of this FSA on a funding perspective. Larger scope requests may require Service Level Agreements to address funding aspects.
- SRNS will provide notification to SRR QA of pending changes to *Savannah River Site (SRS) Management and Operations (M&O) Quality Assurance Graded Approach Plan*, G-QP-G-00002.

4.1.2 Supplier Quality Assurance

- SRNS will provide SRR read only access to site-level QA databases, QA records and QA files as necessary.
- SRNS will maintain the Qualified Suppliers List (QSL) and the Approved Commercial Grade Supplier List (ACGSL), including their associated audit reports and commercial grade survey reports, respectively.

4.1.3 Receiving Inspection

- SRNS will perform Receipt Inspection (RI), RI Quality Engineering, and RI Record support for receipt of items procured by SRR processed through site receiving. SRR may perform the RI, RI Quality Engineering, and RI Record support for procured items delivered directly to SRR facilities. If SRR performs the receiving inspection, SRR will be responsible for transmitting all quality records regarding that item to EDWS. SRR will notify SRNS of nonconforming, damaged, or rejected items.
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4.2 Contractor Assurance

4.2.1 Independent Assessments

- SRNS will maintain the following procedures in Manual 12Q, *Assessment Manual*:
 - ACH-1, *Achieving Operation Readiness*;
 - ORR, *Operational Readiness Review (ORR) Process*;
 - ORR-3, *Management Self-Assessment (MSA)*;
 - ORR-4, *Conduct of the Operational Readiness Review (ORR)*;
 - RA-2, *Conduct of the Readiness Assessment*;
 - RLD-1, *Readiness Level Determination (RLD)*;
 - SA-1, *Self-Assessment*;
 - FEB-1, *Facility Evaluation Board*);
 - PA-1, *Performance Levels Indicators and Analysis*; and
 - MFO-1, *Management Field Observation Program*.
- SRNS will maintain the Independent Evaluation Board (IEB) Integrated Safety Management Evaluation (ISME) report database program files, archive documents, and generate reports.
- SRNS will maintain the Independent Evaluation Board web page content on InSite.
- SRNS will coordinate Site-wide periodic program reviews including the triennial radiological program review per 10CFR835. SRR will provide subject matter experts, as appropriate, based on the level of implementation needed to support these Site-wide reviews.
- Act as lead for comment resolution and coordinate implementation strategy for revisions to DOE Orders and Guides governing facility and program independent assessments and startup reviews.

4.2.2 Conduct of Operations

- SRNS will maintain the procedures contained within Manual 2S, *Conduct of Operations Manual*.
- SRNS will provide chairmanship for the Conduct of Operations Procedure Committee (also known as the 2S Committee) supporting reviews and revisions to procedures within the 2S manual. SRR will provide participation in the 2S Committee according to the committee charter.
- SRNS will assist Site Training to maintain the Conduct of Operations web page content on InSite.

4.2.3 Contractor Assurance Processes

Contractor Assurance Processes scope is defined for this FSA as the Price-Anderson Amendment Act (PAAA) and Worker Safety and Health (WSH) reporting, Occurrence Reporting and Processing System (ORPS), Operating Experience Program, Site Tracking,

Analysis, and Reporting (STAR) database, and limited Standards/Requirements Identification Document (S/RID) functions.

- SRNS Contractor Assurance organization will maintain manuals, procedures, InSite web pages, program files, and archived documents for the following programs:
 - Price Anderson/Worker Safety and Health Reporting in accordance with Manual 9B, Procedure 2-0, *Identifying, Reporting and Tracking Noncompliances under the DOE Nuclear Safety and Worker Safety and Health Regulations*.
 - Occurrence Reporting and Processing System (ORPS) in accordance with Manual 9B, Procedure 1-0, *Occurrence Reporting*.
 - Operating Experience Program in accordance with Manual 1B, Procedure 4.14, *Operating Experience Program*.
 - Site Tracking, Analysis, and Reporting (STAR) database – Corrective Action Tracking, Self-Assessment, Behavior Based Safety, eNCR, Surveillance, Request for Engineering Assistance, Visitor, Vendor, Subcontract Focused Observations.
- SRNS Contractor Assurance organization will provide, if requested by SRR, technical support related to management of data contained within the STAR database.
- SRNS Contractor Assurance organization will provide, if requested by SRR, webpage support for the Standards/Requirements Identification Document (S/RID). Note: Primary S/RID support is provided by the SRNS Contract Administration organization, see Section 4.2.4 below.
- SRNS Contractor Assurance organization will act as lead for comment resolution and coordinate implementation strategy for revisions to DOE Orders and Guides governing Contractor Assurance Processes scope described above.
- SRNS Contractor Assurance organization will act as lead for comment resolution and coordinate implementation strategy for DOE complex lessons learned and other applicable events and information

4.2.4 Contract Administration

Contract Administration scope is defined for this FSA as the Standards/Requirement Identification Document (S/RID) functions described in Manual 8B, *Compliance Assurance Manual*, Procedures 1, 2, 4, 5, 6, 8, 9, 10, and 12.

- SRNS Contract Administration organization will maintain manuals, procedures, program files, and archived documents created by SRNS for contractually authorized Directives Compliance programs.
 - SRNS Contract Administration organization will act as lead for comment resolution and coordinate implementation strategy for revisions to DOE Orders and manuals governing Contract Administration scope (contained in List B, Appendix E of the SRNS Contract) provided via the Contract Administrator Notice (CAN) process.
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- SRNS Contract Administration organization will provide lead for periodic update of shared S/RID implementation procedures. SRNS Contract Administration organization will inform SRR when SRNS updates are complete.
- SRNS Contract Administration organization will provide, if requested by SRR, technical support related to management of data contained within the site requirements database (S/RID).

4.3 Site-Wide Procedures

The following describes Site-Wide Procedure services that SRNS will provide to SRR for Site, Tenant Shared, and Lower Tier Shared Procedural Documents and Forms:

- Site and Tenant Shared procedural documents include policies, procedures and source compliance documents (SCDs) that are shared between the Management & Operating (M&O) organization and the Liquid Waste (LW) organization. Many of these documents have forms (which include tags and labels) associated with their use. M&O Site-Wide Procedures is responsible for the preparation, review, approval, revision, cancellation, posting on the SRS intranet, maintenance and control of all site and tenant shared procedural documents and forms. M&O Site-Wide Procedures is also responsible for the administration of several lower-tier procedural documents shared with LW, specifically in the Environmental, Safety, Health and Quality Assurance (ESH&QA) and Safeguards, Security and Emergency Services (SS&ES) areas. The site, tenant shared and lower-tier documents are accessible on InSite. LW will provide a list of those procedural documents they propose to share with the M&O.
 - It is the intention of the Department of Energy that tenants (e.g., LW, MOX, etc.) at Savannah River Site share as many procedural documents as possible. The cognizant M&O Procedural Document Owners are responsible for management of the technical content of shared procedural documents and forms used by LW. The M&O Procedural Document Owners are also responsible for ensuring the LW Functional Area Managers (FAMs) are requested to review and comment on all procedural documents and forms that are shared. LW will have membership on the SPPC with voting privileges, for revisions of all site and tenant shared procedural documents. If, however, a need is identified by LW to deviate from the M&O approved version of the procedural document, an addendum may be created. The addendum will be identified using the procedural document number followed by an "A" and by using the operational area acronym (e.g. Liquid Waste) in the title of the procedural document. These key steps toward approving any tenant shared procedural documents will ensure configuration control of these documents for the M&O and LW.
 - Maintenance and control, including posting, of LW company level procedural documents that become addendums to shared documents (e.g. Manual 1B, Procedures 1.02A and 1.23A) are provided by M&O Site-Wide Procedures as needed. However, content revisions to these documents are the responsibility of LW. In addition, LW
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has approximately 300 company specific forms that are administered by M&O Site-Wide Procedures. For the operations portion of these forms, LW creates and revises the form while the M&O provides services to post the forms within 3 business days after receiving an approved revision from LW, update the forms index, and send suspended/obsoleted forms to EDWS. The M&O provides additional creation and revision services for the remainder of the LW forms.

5.0 INTERFACE CONTROL INFORMATION

Open communication between the SRNS and SRR Functional Service Managers and the SRNS and SRR Points of Contact in Section 7.0 is conducted as needed.

6.0 SERVICE UNIT INFORMATION

See MOA No. G-MOA-G-00002; Section 6 and Attachment 1.

7.0 POINTS OF CONTACT (POCs)

Both parties shall assign single POCs who will be responsible for coordinating and administering all matters related to this agreement. All requests for services shall flow through these POCs (or their functional designees). The POCs for this agreement are:

FSA Section	SRNS POC	SRR POC
4.1 Quality Assurance	T. R. Cowlam, Quality Services Manager	R. L. Salizzoni, CA and QA Manager
4.1.1 Quality Programs	J. E. Fulghum, Supplier & Program QA Manager	S. C. O'Connor, Supply Chain and QA Programs Manager
4.1.2 Supplier Quality Assurance	J. E. Fulghum, Supplier & Program QA Manager	S. C. O'Connor, Supply Chain and QA Programs Manager
4.1.3 Receiving Inspection	R. Elmgreen, Receiving Inspection Manager	S. C. O'Connor, Supply Chain and QA Programs Manager
4.2 Contractor Assurance	(See below)	(See below)
4.2.1 Independent Assessments	T. O. Boykin, Independent Evaluation Board Manager	Paul Shedd, CA Manager
4.2.2. Conduct of Operations	T. O. Boykin, Independent Evaluation Board Manager	J. D. Harris, Operations and Facility Mangement
4.2.3 Contractor Assurance Processes	T. J. Worrell, Contractor Assurance Manager	Paul Shedd, CA Manager
4.2.4 Contract Administration	J. C. Poniatowski, Senior Director, Contracts	Paul Shedd, CA Manager
4.3 Site-Wide Procedures	B. S. Williams, Site-Wide Procedures Manager	B. J. Trawinski, Training & Procedure Manager

8.0 APPROVALS

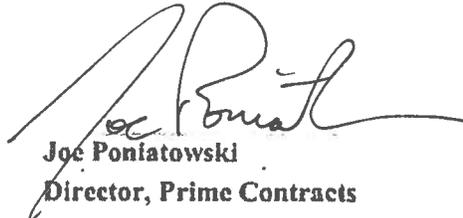
SRNS:


D. G. Murdoch

Director, Quality Assurance and Operational Excellence

2/26/18
Date

SRNS:


Joe Poniatowski
Director, Prime Contracts

2/27/18
Date

SRR:


P. M. Allen

Director, ESH/QA & CA

2/22/18
Date