Approval: M. D. Gardner _____ Date: 10/12/2004
Manager, National Spent Nuclear Fuel Program

I. PURPOSE AND SCOPE

This procedure establishes the process and responsibilities of the National Spent Nuclear Fuel Program (NSNFP) for identifying and issuing stop work orders (SWOs) identified in the NSNFP or NSNFP suppliers.

II. SUMMARY

This procedure describes personnel responsibility, the process, and criteria for evaluating significant conditions adverse to quality for a SWO, documentation of the SWO, protocols for communicating a SWO with interfacing organizations, and closure.

III. PROCEDURE

A. Evaluating Significant Conditions Adverse to Quality for a Stop Work Order and Notification

All NSNFP Personnel

1. All NSNFP personnel have the authority and responsibility to stop a specific work activity that presents an imminent danger condition at facilities within the U.S. Department of Energy (DOE) Idaho Operations Office span of control.

LA/Auditor

2. For NSNFP activities and NSNFP suppliers, immediately notify the responsible supervisor or manager of an imminent danger situation.

QASM/LA

3. Evaluate significant conditions adverse to quality, as determined from NSNFP Procedure 16.02, "Corrective Action," against the criteria in Attachment A.

4. If the significant condition adverse to quality does not meet the stop work criteria, annotate the Corrective Action Request (CAR) as "Stop Work: No." If the significant condition adverse to quality meets the criteria for a SWO, indicate "Yes" on the CAR and implement the following actions:

   a. Notify the Quality Assurance Staff Manager (QASM) of the significant condition adverse to quality and the stop work criteria that apply to the condition.

   b. Obtain QASM concurrence that a SWO condition exists.

QASM

5. Notify the Manager, NSNFP and discuss the pending SWO.

6. Immediately notify the responsible organization and lead auditor (LA) by e-mail to stop work as follows.

QASM

a. For NSNFP activities, verbally notify the Manager, NSNFP of the SWO. Generate a followup e-mail notification.

b. For NSNFP suppliers, notify the responsible Program Support Organization (PSO) Technical Staff Personnel and Manager, NSNFP of the SWO.

LA

7. Initiate Form 16.04-1, "Stop Work Order," according to the form instructions. Print name, sign, and date the SWO, recording the name of the person notified and date of notification.

a. Attach a copy of the e-mail used for notification and the SWO to the corresponding CAR, and transmit the documents to the NSNFP QASM.

QASM

8. Approve the SWO according to form instructions. Assign a NSNFP Lead Auditor to facilitate SWO process.

9. Transmit the SWO to the responsible organization in conjunction with the corresponding CAR and instructions on how to respond to the CAR. When the SWO involves a vendor, all correspondence and/or notifications are to be sent through the responsible PSO Technical Staff Personnel.

B. Responding to a Stop Work Order

LA

1. Request the responsible organization to e-mail the NSNFP QASM and confirm that the designated work has been stopped. This confirmation should be sent by the close of business on the day following the SWO notification.

2. Ensure the responsible organization is advised of the following:

- Upon notification of a stop work condition, ensure the specific work activity affected by the stop work action is stopped.
- Work the CAR and associated SWO in conjunction with each other to satisfactorily attain resolution and closure.
- Implement the instructions provided in accordance with NSNFP Procedure 16.02 to resolve the CAR in support of SWO closure.
- When necessary, request a partial restart of a specific activity by submitting a memo to the NSNFP QASM that identifies the specific activity for partial restart, reasons necessary for restart, and corrective action performed to allow the partial restart.

C. Requesting Partial Restart for a Specific Activity of the Stop Work Order

LA

1. Upon receipt, review the request for partial restart and verify that any remedial action or action to prevent recurrence mitigates the significant adverse condition such that the activity for partial restart will not meet the criteria for a SWO.

   a. If the request is unacceptable, return the request to the responsible organization for clarification, additional information, or acceptable corrective action according to NSNFP Procedure 16.02.

   b. Attach the partial restart request memo to the SWO.

2. If the response is acceptable, verify remedial action and action to prevent recurrence associated with the partial restart by surveillance or document review according to NSNFP Procedure 16.02.

3. Record acceptance of the partial restart on the SWO form and submit all documentation associated with the partial restart to the NSNFP QASM for approval.

QASM

4. Verbally notify the responsible organizations that the request for partial restart for the specific activity is acceptable, and followup by e-mail, specifying the scope of work/activity authorized for restart.

D. Total Restart Corrective Action Verification for Lifting Stop Work Order

LA

1. Perform verification of remedial action and action to prevent recurrence by surveillance or document review as described in NSNFP Procedure 16.02.

   a. If verification finds satisfactory completion of remedial action and action to prevent recurrence, process closure of the SWO concurrent with the CAR.

   b. If verification finds unsatisfactory completion of remedial action and action to prevent recurrence, notify the QASM and responsible organization. Identify the unsatisfactory conditions and document them on Part III of the CAR form. Transmit a copy of Part III of the CAR to the responsible organization.

LA

2. Notify the NSNFP QASM of the acceptance of the corrective/remedial action for the CAR and SWO and recommend lifting the SWO.

   a. Submit the CAR and SWO to the NSNFP QASM for signature and date to approve closure.

QASM

3. For the NSNFP, contact the Manager, NSNFP to discuss the acceptable remedial action/action taken to prevent recurrence and provide verbal notification that the SWO can be lifted.

QASM a. Print name, sign, and date the SWO and CAR to approve closure.

4. For NSNFP suppliers, notify the Manager, NSNFP and the PSO Technical Staff that remedial action and action to prevent recurrence have been completed and accepted as satisfactory. Forward the CAR and SWO to the NSNFP responsible LA.

LA 5. Update CATTS database to reflect closure of the CAR and SWO.

E. Preparation of Quality Assurance Records

LA 1. When a SWO is closed, compile the individual SWO and associated CAR with supporting documentation into a stand-alone quality record package.

2. Process each SWO with the associated CAR quality record package into the quality records system (as part of the implementation of NSNFP Procedure 16.02).

IV. REFERENCES

None.

V. DEFINITIONS

Terms appearing in italics followed by the notation "see glossary" are defined in the NSNFP Documents Manual Introduction and Glossary.

VI. ATTACHMENTS

Attachment A, Review Criteria for a Stop Work Order

VII. QUALITY RECORDS

The following quality records generated as a result of this procedure require retention in accordance with the identified classification and NSNFP Procedure 17.01.

Lifetime

A. Closed SWOs and supporting documentation

B. Memo requesting partial restart

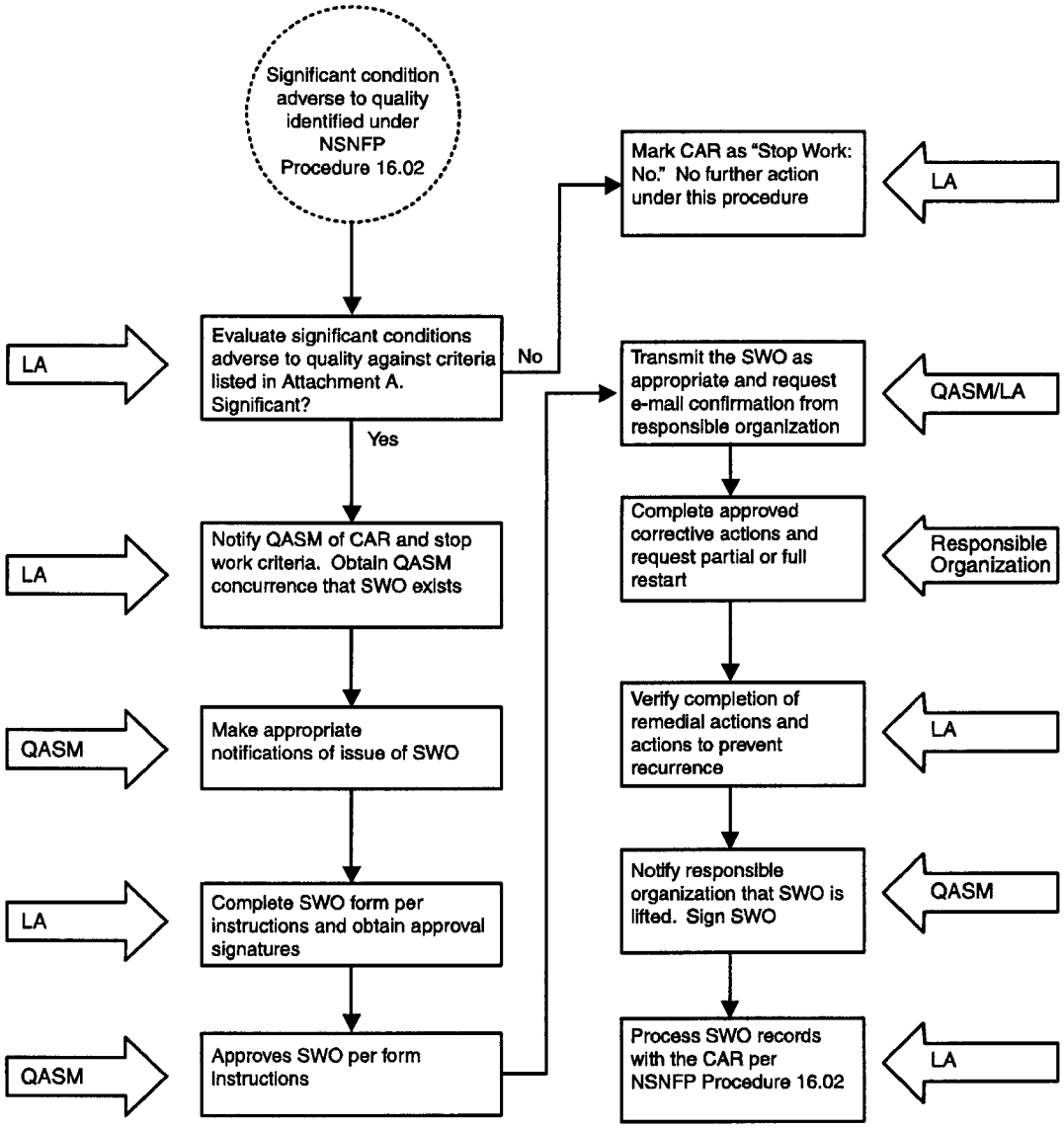
C. Memo lifting stop work

D. All e-mail requests, notifications, and approvals.

Nonpermanent

None.

VIII. PROCEDURE FLOW DIAGRAM



Attachment A

Review Criteria for a Stop Work Order

For activities within NSNFP, evaluate the significant condition adverse to quality against the following criteria to determine if a stop work order (SWO) is required.

- A condition or practice exists that would put an individual in an imminent danger situation
- A significant condition hazardous to the safety and health of workers or the public
- A significant condition adverse to quality identified during a work activity (processing, installation, or modification), where if work is not stopped, the product will be rendered unusable
- The quality of scientific investigation results would be irreparably compromised
- A significant breakdown or failure in the implementation of Quality Assurance Requirements and Description (QARD) requirements that would compromise the quality of items or activities important to safety or waste isolation
- A condition that would compromise acceptance of spent nuclear fuel (SNF) by the Office of Civilian Radioactive Waste Management.

For NSNF Program suppliers, evaluate significant conditions adverse to quality against the following criterion to determine if a SWO is required:

- A violation of the procurement contract, technical requirements, design drawings, or approved procedures, which would render the items or services unacceptable for use.