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

I. PURPOSE AND SCOPE

This procedure establishes the process used by the National Spent Nuclear Fuel Program (NSNFP) for conducting internal reviews of documents developed and approved externally.

II. SUMMARY

The NSNFP Program Support Organization (PSO) provides the infrastructure necessary to support the review of documents received from an external source by the NSNFP Management Organization, the NSNFP PSO, or the NSNFP Quality Assurance Staff (QAS) Organization.

This procedure describes the process for releasing an *external document* (see glossary) for internal review, stipulates reviews by personnel competent in the subject area undergoing the review, and describes the process for comment resolution. The procedure addresses interfaces with external sources for communication and resolution of comments.

III. PROCEDURE

A. Initiating Conditions for Releasing an External Document for Review

NSNFP Document Requester/ Preparer

1. Initiate a review when an external document requiring NSNFP review is received from a *government sector supplier* (see glossary) or other supplier listed on the NSNFP Qualified Supplier List.

2. Initiate a review if requested by NSNFP management when external documents are received from organizations such as Office of Civilian Radioactive Waste Management (OCRWM) or U.S. Department of Energy (DOE) Office of Environmental Management (EM).

3. Serve as a single point of contact in NSNFP for the document review by:

   a. Coordinating review activities within the NSNFP organization

   b. Resolving any conflicting comments received from reviewers within the NSNFP organization

   c. Consolidating comments received from reviewers within the NSNFP organization into a single set of comments for submittal to the external organization's review coordinator by the review due date

   d. Coordinating to obtain the resolution of comments

B. Coordination and Documentation of Reviews, Comments, and Resolutions

NSNFP Document Requester/ Preparer

1. Obtain a Document Action Request (DAR), NSNFP Form 6.01-6 , number from the NSNFP Document Control Coordinator (DCC).

2. Prepare the DAR in accordance with the form instructions that include the following concepts.

   a. Using Attachment A of this procedure, select mandatory reviewers who are technically competent in the subject area undergoing review and have not participated in the document preparation. Add other non-mandatory reviewers at the discretion of the document requester/preparer.

   b. Using the left hand column of Attachment A, indicate the NSNFP procedure that contains the specific review criteria for the document type undergoing review.

   c. For document types not listed by Attachment A, provided the following review criteria, as a minimum: Review for applicability, correctness, technical adequacy, completeness, accuracy, and compliance with established requirements.

      (1) Select, as a minimum, reviewers from PSO and NSNFP QAS who are technically competent in the subject area undergoing review and have not participated in the document preparation.

3. Obtain approval of the DAR based on one of the following conditions:

   a. For an external document received from the NSNFP government sector supplier , the DAR approval authority is the PSO Technical Staff assigned to interface with the supplier.

   b. For an external document from sources outside the NSNFP such as OCRWM and DOE-EM, the DAR approval authority is the Manager, NSNFP.

4. Prepare a Document Review Transmittal (DRT) NSNFP Form No. 6.01-7

   a. Consistent with Attachment A and the approved DAR, select technically competent mandatory reviewers other than the document preparer. Add additional non-mandatory reviewers at the discretion of the requester/preparer.

5. Prepare a Review Comment Record (RCR) NSNFP Form No. 6.01-1.

6. Provide the approved DAR, prepared DRT, and the RCR and the external document to the NSNFP DCC.

NSNFP DCC

7. Distribute the DRT, the RCR, and the draft document to the reviewers listed on the DRT in electronic or hard copy form.

NSNFP Document Requester/ Preparer

8. Coordinate with reviewers to provide pertinent background information, data, or documents referenced by the document undergoing review.

   a. Schedule and coordinate review meetings as deemed necessary.

NSNFP Mandatory Reviewers

9. Conduct a review considering all aspects of the document and the review criteria established by the document review instructions contained in the approved DRT.

10. Complete the RCR form comments section if mandatory comments are generated.

11. Provide nonmandatory comments to the document requester/preparer as informal correspondence/communication or marked-up copies of the draft document.

12. Complete the applicable DRT form blocks according to the form instructions.

13. Forward the completed DRT and RCR forms (if applicable) to the document requester/preparer.

    a. Attend review meetings as scheduled.

NSNFP Document Requester/ Preparer

14. Coordinate with the document originator to establish comment resolutions for comments documented by the mandatory reviewers.

15. Obtain concurrence on the RCR form from the mandatory reviewers for the proposed comment resolutions.

16. Communicate the accepted comment resolutions to the document originator.

C. Acceptance of Supplier-Generated Documents

NSNFP Document Requester/ Preparer

1. When comments have been incorporated, document acceptance of supplier-generated documents in accordance with NSNFP Procedure 7.03.

D. Post-Acceptance Actions for Supplier Documents

NSNFP Document Requester/ Preparer

1. Initiate the process for records storage of the document review records according to NSNFP Procedure 17.01.

2. Complete the applicable portions of the DAR according to the form instructions and forward to the DCC.

NSNFP DCC	3.	Upon receipt of document review records, sign the DAR as complete and add the DAR to the document review record for processing by the Requester/Preparer.

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 Matrix for External Documents

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. External documents reviewed in accordance with this procedure.

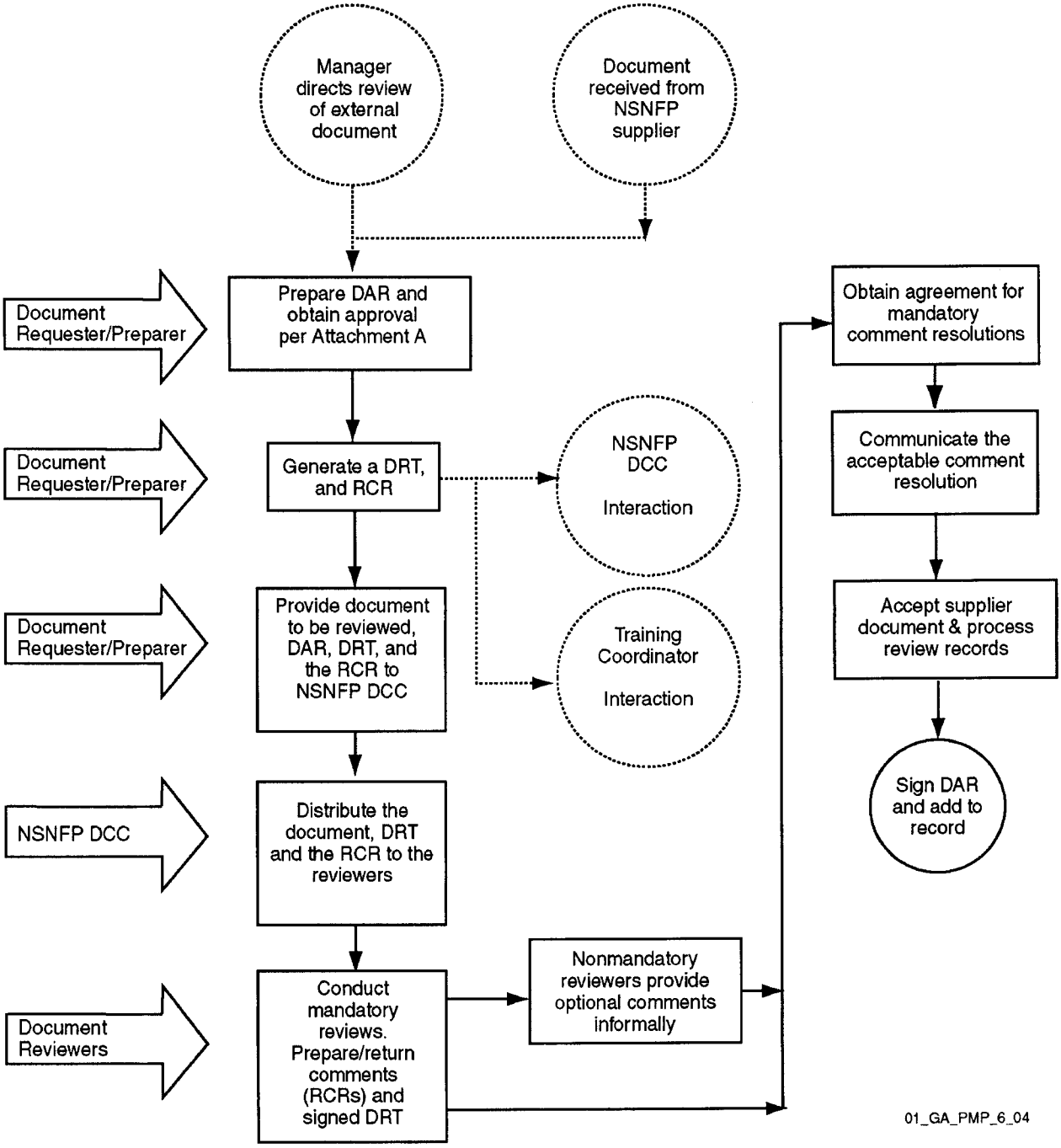
Nonpermanent

A. Completed Document Action Requests

B. Completed Document Review Transmittals

C. Completed Review Comment Records.

VIII. PROCEDURE FLOW DIAGRAM



Attachment A

Review Matrix for External Documents

Document Type (Related Procedure)	Mandatory Reviewer Unless Otherwise Noted	Document Acceptance	DAR Approval Authority
External Documents—OCRWM, EM, other non supplier related documents			
External Documents OCRWM, EM, other non supplier related documents	PSO Technical Staff QAS	Not Applicable	Manager, NSNFP
External Documents—Government Sector Supplier Generated Products/Documents			
Supplier Generated Products—Test Plans (NSNFP Procedure 7.03) (NSNFP Procedure 11.01)	Designated Technical Reviewer PSO QE	PSO Technical Staff assigned to interface with the supplier (Acceptance documented by memorandum to the supplier)	PSO Technical Staff assigned to interface with the supplier
Supplier Generated Products—Engineering documents and technical reports (NSNFP Procedure 3.04) (NSNFP Procedure 11.01)	Designated Technical Reviewer PSO QE	PSO Technical Staff assigned to interface with the supplier (Acceptance documented by memorandum to the supplier)	PSO Technical Staff assigned to interface with the supplier
Supplier Generated Products—Software Control Plans and reports (NSNFP Procedure 7.03) (NSNFP Procedure 19.01)	Designated Software Reviewer PSO QE	PSO Technical Staff assigned to interface with the supplier (Acceptance documented by memorandum to the supplier)	PSO Technical Staff assigned to interface with the supplier
Supplier Generated Products—QA Program Implementing Documents (NSNFP Procedure 7.03) (NSNFP Procedure 4.02)	Designated Technical Reviewer PSO QE	PSO Technical Staff assigned to interface with the supplier (Acceptance documented by memorandum to the supplier)	PSO Technical Staff assigned to interface with the supplier
Supplier Generated Products—Dispositioned nonconformance reports (NSNFP Procedure 7.03)	PSO Technical Staff assigned to interface with the supplier PSO QE	PSO Technical Staff assigned to interface with the supplier (Acceptance documented by memorandum to the supplier)	PSO Technical Staff assigned to interface with the supplier

Attachment A

Document Type (Related Procedure)	Mandatory Reviewer Unless Otherwise Noted	Document Acceptance	DAR Approval Authority
Supplier Generated Products—Certificates of Conformance (NSNFP Procedure 7.03)	PSO Technical Staff assigned to interface with the supplier PSO QE	PSO Technical Staff assigned to interface with the supplier (Acceptance documented by memorandum to the supplier)	PSO Technical Staff assigned to interface with the supplier
Supplier Generated Products—other as stipulated by Task Management Agreements (NSNFP Procedure 7.03)	PSO Technical Staff assigned to interface with the supplier PSO QE	PSO Technical Staff assigned to interface with the supplier (Acceptance documented by Memorandum to the supplier)	PSO Technical Staff assigned to interface with the supplier