

IMPORTANT NOTICE: The current official version of this document is available via the Sandia National Laboratories OSTI Online Documents website. A printed copy of this document may not be the version currently in effect. This document is NQ and is not subject to auditing.

OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT

DESK INSTRUCTION DI-001

Effective Date: 10/11/2004

Activity: Test Plan Format for non-Q Work Activities
SME: Jose A. Archuleta

Purpose

The purpose of this Desk Instruction (DI) is to prescribe the format for Non-Q Test Plans developed for OSTI S&T Non-Q work activities.

Goal

To provide consistency for the development of OSTI non-Q Test Plans.

Implementation

Cover Page

- Activity Title
- Effective Date
- Author (Principal Investigator)
- Management Approval (signature and date)

Objective

- Description of the scope of the work activity
- Description of the objectives to be achieved

Technical Approach

- Description of the technical approach
- Software to be used
- Health and Safety issues

Note: QA Controls

- The SNL OSTI QA program **does not apply** to OSTI non-Q work, therefore, the work activities are not subject to auditing.
- The SNL OSTI Project Manager has deemed that non-Q work activities will use the requirements of OSTI QA procedures as guidelines to ensure consistency, such as for the development of Test Plans, the use of scientific notebooks, etc.

IMPORTANT NOTICE: The current official version of this document is available via the Sandia National Laboratories OSTI On-line Documents web site. A printed copy of this document may not be the version currently in effect.

SANDIA NATIONAL LABORATORIES
OFFICE of CIVILIAN RADIOACTIVE WASTE MANAGEMENT

TEST PLAN TITLE
For
NON-Q WORK ACTIVITY

Revision XX

Effective Date: _____

Author: _____

Date: _____

Approval: _____
Responsible Manager

Date: _____