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Civilian Radioactive Waste Management

DESK INSTRUCTION DI-006

Activity: YMP Implementing Documents
Requirement: AP-5.1Q Procedure Preparation, Review and Approval (Q)
Process Owner: Jose A. Archuleta

Purpose

The purpose of this Desk Instruction (DI) is to describe the internal SNL process for achieving compliance with the requirements of QAIP 5-1 and AP-5.1Q Implementing Documents.

Goal

To ensure that Quality Assurance Implementing Procedures (QAIP) are prepared, reviewed, and approved as per the requirements of QAIP 5-1 and AP-5.1Q.

Implementation

- Determine if a new QAIP needs to be developed, or revised
- Develop the QAIP or revision as per QAIP 5-1
- Ensure completion of a Technical and QA review as per AP-2.14Q
- Ensure Management approval
- Ensure comment resolution; signed and dated RR forms
- Print R40 report and ensure compliance with QARD requirements
- Place the new QAIP, or revision, online on the SNL YMP online documents website to ensure SNL Document Control and ensure compliance with AP-6.1Q
- Submit a records package to the SNL YMP Records Center to include the original document, or revision, 2.14 RR form, comment sheets or marked up copies of the document, copy of marked up R40 report, and an electronic copy.
- Ensure that the SNL YMP Records Center submits a copy of above records package to the RPC.
- Send notice to SNL YMP users of the subject QAIP, that a new or revised QAIP has been completed and placed on line.

Compliance achieved when: The new or revised QAIP has been placed online and notification sent to users.