



NYE COUNTY WATER DISTRICT

QUALITY ADMINISTRATIVE PROCEDURE

TITLE: Preparation of Quality Administrative Procedures	REVISION: 0 DATE: 11-24-14 PAGE: 1 of 7
PROCEDURE NUMBER: NCWD QAP-5.1	SUPERSEDES: None
APPROVAL _____ General Manager 1/20/15 Date	CONCURRENCE _____ 2-10-15 Technical Manager Date _____ 1/20/15 Quality Assurance Officer Date

1.0 PURPOSE

This quality administrative procedure (QAP) describes Nye County Water District (NCWD) requirements and responsibilities for the preparation of QAPs.

2.0 APPLICABILITY

This QAP applies to the preparation of all QAPs used by personnel who conduct NCWD technical programs.

3.0 DEFINITIONS

- 3.1 *Change Notice (CN)***—a change to a Quality Assurance (QA) document that is minimal and requires only the replacement of selected pages.
- 3.2 *Quality administrative procedure***—a procedure developed to implement the QA requirements of the NCWD QA program.
- 3.3 *Quality Assurance Program Manual (QAPM)***—the controlled document consisting of the NCWD QAPs.

3.4 *Quality Assurance Program Manual Index*—the table of contents of the QAPM listing current QAPs and CNs; QAP number, title, revision number, and date issued; and CN number and date.

4.0 **RESPONSIBILITIES**

4.1 **General Manager**

The General Manager or designee is responsible for reviewing new or revised QAPs and approving QAPs and CNs.

4.2 **Quality Assurance Officer**

The QA Officer (QAO) is responsible for the following:

- Interpreting QA requirements for inclusion in a QAP
- Concurring with the General Manager and Technical Manager (TM) on approval of new or revised QAPs or CNs
- Determining whether a new or revised QAP is required and if so, preparing it in a timely manner
- Ensuring that an independent technical review of a new or revised QAP is completed in a timely manner
- Revising the QAPM and Index, as appropriate
- Issuing QAPs and CNs

4.3 **Technical Manager**

The TM is responsible for reviewing new and revised QAPs and CNs and concurring with the QAO on the need for and approval of QAPs and CNs.

4.4 **Quality Assurance Records Specialist**

The Quality Assurance Records Specialist (QARS) is responsible for reviewing new and revised QAPs and CNs and assisting the QAO with the preparation of QAPs.

4.5 **NWRPO Personnel**

NWRPO personnel who perform quality-affecting activities are responsible for identifying the need for a new or revised QAP, submitting a written request to the QAO for the revision of an existing QAP or creation of a new one, and performing quality-affecting activities according to the requirements of applicable QAPs.

5.0 **PROCESS**

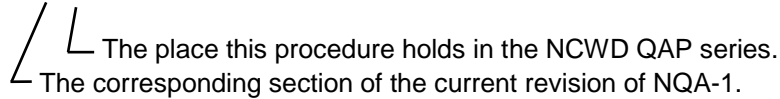
New QAPs, or revisions to existing QAPs, shall be initiated by the QAO or any NCWD individual when 1) quality-affecting activities are identified that are not covered by existing QAPs or 2) problems are encountered when implementing an existing QAP.

5.1 Title Block

QAP title blocks shall include the following information (Attachment 1):

- A descriptive and informative title
- A unique number with the following format:

QAP-5.1



- The revision number. Revisions shall be issued after the third CN or when a single change is significant enough to require a revised QAP. The original issue shall be designated as Revision 0.
- The issue date (i.e., the effective date of the QAP)
- The number of the previous version, if any, that the present QAP supersedes and the issue date of the previous version
- Signature blocks for concurrence and approval

5.2 Format

QAPs shall be written in accordance with the format of this QAP and include the following headings:

- 1.0 Purpose
- 2.0 Applicability
- 3.0 Definitions
- 4.0 Responsibilities
- 5.0 Process
- 6.0 Records
- 7.0 References
- 8.0 Attachments

If any of the format headings do not apply to a particular QAP, that section shall contain the words “not applicable.”

5.3 Review

QAPs shall be reviewed by the General Manager, TM and QARS, and all comments and edits resolved by the QAO. The review package including the final document and review draft including comments and edits shall be submitted to the QARC by the QAO.

5.4 Approval

The final version of each QAP shall be signed by the TM and QAO for concurrence. The signed document shall be submitted to the General Manager or designee for approval.

The new or revised document shall be issued by the QAO as specified in NCWD QAP-6.1, *Issue and Control of Quality Assurance Documents*.

5.5 Change Notice

Changes to a QAP that are not extensive enough to warrant a full revision shall be prepared and issued with an accompanying CN form (Attachment 2). Reasons for CNs shall include, but are not limited to, organizational restructuring, nonconformances, audit findings, required corrective actions, and/or the need for immediate correction of a procedural deficiency until a QAP can be revised.

CNs shall be made by replacing relevant pages. Replacement pages, accompanied by the CN form, shall be issued by the QARS to each QAPM holder, with instructions for insertion and an updated QAPM Index noting the CN number and date.

The QAO and TM shall concur on CNs and the General Manager or designee shall approve them. The approved CNs shall be maintained in the QAPM. Formal internal reviews are not required for CNs.

Changes that are more extensive than one or two paragraphs require a revision of the QAP. The maximum number of CNs that may be issued for a specific revision is three; if a fourth CN is required, the QAP shall be revised, as specified in this QAP, incorporating the changes issued as CNs.

CNs shall be controlled according to requirements in NCWD QAP-6.1.

5.6 Quality Assurance Program Manual Index

An updated QAPM Index shall be issued each time a new or revised QAP or CN is transmitted.

6.0 RECORDS

Documents generated by this QAP are QA records and shall be submitted to the QA Records Center by the responsible individual. Prior to submittal, the sender shall ensure each document is complete, legible, and adequately identifiable. Control of these records shall be in accordance with NCWD QAP-17.1, *Records Management*.

The records generated by this QAP include the following:

- Draft and final versions of QAPs
- Documentation package containing QAP review comments, responses, and resolutions
- CNs
- Updated QAPM Indexes

7.0 **REFERENCES**

NCWD QAP-6.1, *Issue and Control of Quality Assurance Documents*. Quality Administrative Procedure. Nye County Nuclear Water District (NCWD). Pahrump, Nevada.

NCWD QAP-17.1, *Records Management*.

NQA-1, American National Standards Institute/American Society of Mechanical Engineers (ANSI/ASME), "Quality Assurance Program Requirements for Nuclear Facilities," NQA-1, New York.

8.0 **ATTACHMENTS**

Attachment 1 Title Block

Attachment 2 Change Notice

Attachment 1
Title Block



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TITLE:		REVISION:
		DATE:
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APPROVAL	CONCURRENCE	
_____	_____	
General Manager	Technical Manager	Date
Date	_____	
	Quality Assurance Officer	Date

Attachment 2
Change Notice

Form QAP-5.1-1 Rev 0
11-24-14



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TITLE:		REVISION:
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CHANGE NOTICE NO.

EFFECTIVE DATE:

PURPOSE:

APPROVAL:

General Manager Date

CONCURRENCE:

Technical Manager Date

Quality Assurance Officer Date