


QUALITY ASSURANCE ADMINISTRATIVE INSTRUCTION

 Franklin Research Center A Division of The Franklin Institute The Benjamin Franklin Parkway, Phila. Pa. 19103 (215) 446-1000 QUALITY ASSURANCE	QAAI NO. 1-1	Page 1 of 8
	Date Issued 9/1/83	Effective Date
	Revision Number 1	Review Date
	<input checked="" type="checkbox"/> Prepared <i>A. J. Saggiomo</i>	
	<input checked="" type="checkbox"/> Approved <i>A. J. Saggiomo</i> QA Manager	
TITLE DOCUMENT CONTROL SYSTEM FOR QASD AND QAP PROCEDURES	Concurred By <i>[Signature]</i> Dr. T.S. Hermann, President	

1.0 PURPOSE

- 1.1 This top level Quality Assurance Administrative Instruction (QAAI) describes the Quality Assurance documents used by Franklin to support the various work elements described in the Quality Assurance Manual. This Instruction is designed to define the generation, control and maintenance of second and third level-type Quality Assurance documents.

2.0 GENERAL REQUIREMENTS

- 2.1 Projects which contractually call for the implementation of the FRC Quality Assurance Manual shall adhere to the requirements of this Instruction. Regulatory requirements and business needs dictate that activities affecting quality be prescribed by documented systems and procedures of a type appropriate to the circumstances, and which are distributed to and used at the location where the prescribed activity is performed.

3.0 RESPONSIBILITIES

- 3.1 The Manager of Quality Assurance is responsible for ensuring full implementation of this document control system. He is responsible for review and approval of all QASD and QAP documents.

4.0 DEFINITIONS

- 4.1 Quality Assurance Systems Document (QASD) is a second level QA document. In general, this document addresses those quality-related work elements that require interdepartmental standardization and coordination.
- 4.2 Quality Assurance Procedure (QAP) is a third level type QA document. In general, this document is used where a single organizational unit is involved.

5.0 INSTRUCTIONS

The following instructions shall apply for both QASD and QAP documents:

5.1 Generation

- 5.1.1 Use document format as illustrated in Exhibits I and II for a QASD and QAP, respectively.

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5.1.2 Use document format as illustrated in Exhibits III and IV for additional pages to a QASD or QAP, respectively.

5.1.3 For a QASD or QAP use the following sequence of sections:

1.0 PURPOSE

2.0 RESPONSIBILITIES

3.0 DEFINITIONS

4.0 INSTRUCTIONS

5.0 CROSS REFERENCES

6.0 COUNSEL AND REVIEW CONTACT

7.0 DISTRIBUTION

5.1.4 The requisite procedures shall be determined by the responsible Program Manager or Project Engineer in accordance with the needs of the program. Procedures shall be prepared by any competent individual possessing an adequate familiarity with the subject matter.

5.1.5 In general, the instruction portion of the document should contain such things as:

- o Procedural steps in proper sequence
- o Safety cautions, if appropriate
- o Inspection hold points, if appropriate
- o Reference to appended forms or data sheets
- o Identification of supporting facilities, tools and instruments necessary to implement the procedure.

5.2 Control

5.2.1 A unique document control number shall be assigned by the Manager of Quality Assurance.

5.2.1.1 The unique number for a QASD that applies to nuclear quality requirements shall reference the Section of the Manual which it supports, followed by a hyphen, and then for each document a consecutive number beginning with 1. For example, QASD No. 6-1 shall represent the first systems document established to support Section 6 of the QA Manual.

The unique number for a Quality Assurance Procedure shall similarly be designated using the notation QAP No. _____. QAPs are the documented instructions used to implement sections of the QA Manual; and to control Calibration Procedures (CPs) and Test Procedures (TPs) that are written for specific FRC/FIRL projects and/or tasks. The QAPs which control CPs and TPs shall contain in the Appendix a Master List of the appropriate procedures.

- 5.2.1.2 The unique number for a QASD that applies to non-nuclear quality requirements shall reference the section of the Quality Assurance Project Plan which it supports, followed by a hyphen, and then for each document a consecutive number beginning with 1. As an option, the responsible Program Manager may assign the basic four digit Franklin project number, followed by a hyphen, and then for each document a consecutive number beginning with 1.

The unique number for a QAP shall be designated the same way as described in para. 5.2.1.2.

- 5.2.2 The Manager of Quality Assurance or his designated alternate shall review and approve all documents for Quality-related aspects. The Manager of the affected organizational unit (usually the Project Manager) shall review and approve the technical adequacy of all documents which apply in any way to the operation of his unit.
- 5.2.3 Concurrence by the President of FRC is required for all QASD documents. This concurrence is optional for QAP documents.

5.3 MAINTENANCE

- 5.3.1 The Manager of Quality Assurance shall maintain adequate records to assure proper assignment of document control numbers.
- 5.3.2 The Manager of Quality Assurance shall maintain adequate records to assure control of revisions to all documents. This shall include the requirement that all changes must be approved by the same organization that performed the original review and approval.
- 5.3.3 At the time of initial issuance of the document, the review date (not to exceed 2 years) shall be assigned. A new review date is assigned each time the document undergoes revision. If no revision occurs before the review date, the document will be reviewed by the original organization to assure that it remains fully applicable relative to the most current codes and standards.

6.0 CROSS REFERENCE

6.1 FRC Quality Assurance Manual

6.2 Quality Assurance Project Plans (EPA oriented)

6.3 Specific Franklin Projects

7.0 COUNSEL AND REVIEW CONTACT

7.1 Manager - Quality Assurance

8.0 DISTRIBUTION

8.1 Manager - Quality Assurance

8.2 Manager(s) - Affected organizational units

8.3 FRC President

8.4 Project Managers

QUALITY ASSURANCE SYSTEMS DOCUMENT



Franklin Research Center

A Division of The Franklin Institute

20th and Race Streets, Phila., Pa. 19103 (215) 448-1000

QUALITY ASSURANCE SYSTEMS

TITLE

QASD No.

Page 1 of

Date
Issued

Effective
Date

Revision
Number

Review
Date

☐ Prepared

☐ Approved

QA Manager

Concurred
By

Dr. T.S. Hermann, President

EXHIBIT I

QAAI NO. 1-1

REV. 1

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QUALITY ASSURANCE PROCEDURE



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A Division of The Franklin Institute

20th and Race Streets, Phila., Pa. 19103 (215) 448-1000

QUALITY ASSURANCE PROCEDURE

TITLE

QAP No.

Page 1 of

Date
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By

EXHIBIT II

QAAI NO. 1-1

REV. 1

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TITLE:

QASD NO.
REVISION

PAGE
OF

EXHIBIT III
QAAI NO. 1-1
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TITLE:

QAP NO.
REVISION

PAGE
OF

EXHIBIT IV
QAAI NO. 1-1
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