


QUALITY ASSURANCE MANUAL

 <p>Franklin Research Center A Division of The Franklin Institute 20th and Race Streets, Phila., Pa. 19103 (215) 448-1000</p> <p>QUALITY ASSURANCE MANUAL</p>	Section 9	Page 1 of 2
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SECTION 9. DOCUMENT CONTROL		

A. PURPOSE

1. To establish a control system for the preparation, issue, and change of documents which prescribe activities affecting quality in order to assure that correct and applicable documents are being employed.

B. SCOPE

1. Control shall be applied to design documents such as drawings, specifications, calculations, analyses; calibration procedures; plans, procedures, and reports for activities such as test and inspection; the Quality Assurance Manual; Quality Assurance Procedures (QAPs); and Nonconformance Reports (NCRs).
2. This section is applicable to those projects which contractually require the implementation of Criterion VI of 10CFR50, Appendix B, and its equivalent ANSI section.

C. RESPONSIBILITY/ACTION

1. The Project Manager is responsible for assuring that:
 - a. All elements of generation, control, and maintenance of documents are implemented in accordance with QAAI No. 1-1 and QASD No. 9-1 of this Manual.
 - b. Correct and applicable documents are available at the location where they are to be used, such as where the quality-related activity is performed.
 - c. Obsolete or superseded documents are removed from working areas and replaced by applicable revisions in a timely manner.
2. The Project/Organizational Unit Manager shall assure the technical adequacy and review of design documents, calibration instructions, test and inspection procedures, technical reports, and the inclusion of appropriate quality requirements.

QA. 9. Document Control

3. The Quality Assurance Manager shall review and approve these documents with regard to QA-related aspects, and shall assure that the technical reviewers of these documents have been qualified in accordance with established procedures.
4. The Quality Assurance Manager shall assure that major changes to documents are reviewed and approved by the same individuals that performed the initial review and approval, or by other qualified personnel delegated by the Project Manager.
5. The Quality Assurance Manager shall control the issuance of documents through the use of updated master lists for Quality Assurance manuals, Quality Assurance Procedures (QAPs), Test Procedures (TPs), and Nonconformance Reports (NCRs).
6. The Quality Assurance Manager shall perform periodic audits to ensure compliance with the requirements of this Section.