

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 CONTROL OF EQUIPMENT
QUALIFICATION TESTING PROGRAMS

QASD No. 14-1

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1.0 PURPOSE

1.1 The purpose of this document is to establish a system for assuring that qualification testing programs of safety-related equipment are conducted in accordance with contractual specifications and approved written procedures.

1.2 This document implements Section 14 of the Franklin Quality Assurance Manual.

2.0 RESPONSIBILITIES

2.1 The Program Manager is responsible for assuring the implementation of this system.

2.2 The Project Manager/Engineer is responsible for documenting the test program, ensuring the inclusion of contractual specifications, and establishing appropriate procedures (QAPs) for the review, approval, and change of contract deliverable documents.

2.3 The Quality Assurance Manager, or his designated alternate, is responsible for reviewing test program documentation for quality-related aspects, and assuring that the test program is executed in compliance with Quality Assurance requirements.

3.0 DEFINITIONS

3.1 Equipment Qualification Testing is the determination or verification of the capability of an item related to nuclear safety to meet specified requirements by subjecting the item to a set of physical, chemical, environmental, or operating conditions.

3.2 Contract Deliverable Documents are in-house written plans, procedures, commentaries, and reports identified as test documents to be delivered or made available to the client under the contracted scope of work.

3.3 Program Manager is the senior person held responsible for the management of the client's program which may include more than one project or task.

- 3.4 Project Manager/Engineer is the assigned engineer held responsible for the performance of a designated project or Task within the program. The Project Engineer (also referred to as Task Leader) reports to the Program Manager on project/program matters. The Program Manager, Project Engineer, and Task Leader may be the same person.
- 3.5 Monitor means to periodically observe on a formal or informal basis whether a test is being performed according to established quality requirements.

4.0 INSTRUCTIONS

4.1 The Project Manager shall do the following:

- 4.1.1 Develop a test plan for each test program based on specifications, or equipment/generic requirements identified in the contract or purchase order document.
- 4.1.2 Establish a Quality Assurance Procedure (QAP) to govern Test Procedures (TPs) that are written for a specific test program. TPs shall contain detailed instructions which ensure proper execution of the test program; include prerequisites such as the availability of adequate test equipment and calibrated instrumentation; and identify hold/review points, if required.
- 4.1.3 Document appropriate procedures (QAP) for the review and approval of contract deliverable documents (test plan, procedures, report). Review/approval shall be performed by personnel other than the authors of the documents.
- 4.1.4 Establish measures (QAP) to control nonconformances such as deviations from approved Test Procedures that may arise from facility malfunction, personnel error, accident, etc. (See QASD No. 17-1).
- 4.1.5 Document instructions (QAP) that will assure the proper storage, handling, and shipping of test specimens.
- 4.1.6 Assign test personnel for the execution of the test program who have been qualified in accordance with documented procedures.
- 4.1.7 Review test results and conclusions to certify their correctness and assure that the test plan has been satisfied.
- 4.1.8 Prepare the test report for review and approval.

4.2 The Quality Assurance Manager, or his designated alternate, shall do the following:

- 4.2.1 Monitor each test program at least once using the Quality Checklist in Exhibit I to ensure that the test was executed in accordance with established quality requirements.
- 4.2.2 Review and approve test documentation for quality-related aspects.

5.0 CROSS REFERENCES

- 5.1 Quality Assurance Manual - Section 14, Test Control; QASD No. 17-1, Control of Nonconformances

6.0 COUNSEL AND REVIEW CONTACT

- 6.1 Manager of Quality Assurance

7.0 DISTRIBUTION

- 7.1 Program Manager
- 7.2 Project Manager/Engineer
- 7.3 Manager of Quality Assurance

QUALITY CHECKLIST FOR MONITORING TEST PROGRAMS

PROJECT NO.	PROJECT TITLE	CONTRACT/P.O. NO.
SPECIMEN I.D. NO.	EQUIPMENT TYPE	
SERIAL NO.	MANUFACTURER	MODEL NO.
DATE OF TEST	DESCRIPTION OF TEST	

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. APPROVED TEST PROCEDURES Test Procedure No. _____ Revision No. _____ Date _____ Title _____ _____			
2. QUALIFIED TEST PERSONNEL Name _____ Employee No. _____			
3. DOCUMENTED TEST DATA			
4. CALIBRATED INSTRUMENTATION Instrument I.D. No. _____ Calibration Status _____			
5. ADEQUATE ENVIRONMENTAL CONDITIONS			
6. ACTION TAKEN REGARDING NONCONFORMANCE			
TEST MONITORED BY: _____ <div style="text-align: center;">Quality Assurance</div> DATE: _____			



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