

DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 410, Chapter III, Chg. 2, QUALITY ASSURANCE**
2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive Page Change
3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)
- No (all contractors)
- Yes If yes, whom? LMES LMER ORAU SURA
- Other contractors (list by type) Bechtel Jacobs Company
- All other contractors managing/operating ORO non-nuclear facilities

Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impact?
- No Yes If yes, describe: This ORO Chapter is part of the ORO sunset review process. Changes to this Chapter include minor editorial revisions to (1) indicate the correct number of the correlating DOE Order (DOE 5700.6C), (2) modify the assignment of responsibilities in subparagraph 4a to the ORO Technical Support Division, (3) indicate the current organizational title of the ORO Financial Evaluation and Accountability Division in subparagraph 4b, and (4) update the ORO Directives referenced in paragraph 6. Minor changes were also made to the language in paragraph 3 and on the Contractor Requirements Document to revise Federal responsibilities for flow-down of pass-through requirements.
5. **CONTACT POINT:** Mike Smith Technical Support Division, SE-32 576-0973
- | | | |
|------|--------------|-----------|
| Name | Organization | Telephone |
|------|--------------|-----------|

PART B (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**
- | <u>Remove</u> | <u>Dated</u> | <u>Insert</u> | <u>Dated</u> |
|--------------------------------|--------------|---|--------------|
| ORO O 410, Chapter III, Chg. 1 | 03/31/1998 | ORO O Control Form | 11/04/1998 |
| Pages III-1 through III-20 | | ORO O 410, Chapter III, Chg. 2, Pages III-1 through III-3 | 11/04/1998 |

ORO Orders are available on the ORO Directives Management Home Page [http://www.ornl.gov/doe_oro_dmg/orchklst.htm] within 5-10 working days after receipt of this Control Form. The ORO Orders will no longer be mailed in printed copy unless you do not have Internet capabilities.

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original signed by

Jennifer H. Cusick, AD-440 11/04/1998

Signature Management Analyst, AD-440 Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED
Rev. 08/04/1998

U.S. Department of Energy

Oak Ridge Operations

ORO O 410 Chapter III Chg. 2

DATE: 11/04/1998

SUBJECT: QUALITY ASSURANCE

1. PURPOSE. This Chapter relates to DOE 5700.6C, QUALITY ASSURANCE, dated August 21, 1991, and any subsequent revisions, by assigning responsibility and accountability and providing administrative and/or contractual guidance to the Oak Ridge Operations (ORO) and its contractors. Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORO O 410, Chapter III, Chg. 1, QUALITY ASSURANCE, dated March 31, 1998.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff and to contractors responsible for managing and/or operating ORO non-nuclear facilities to the extent set forth in their contract.
4. RESPONSIBILITIES. Many ORO contractors have developed Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (WSS) sets that may not include requirements referenced or included in DOE 5700.6C or this Chapter. Interpretation and performance of Federal responsibilities outlined below must take into account the approved standards set for each particular contract and must not be deemed to add any requirement to the approved set or contract.
 - a. Director, Technical Support Division (TSD).
 - (1) Coordinates the development of the Management, Performance, and Assessment (MPA) Program (see Paragraph 6 below) as a formal ORO quality assurance plan.
 - (2) Develops and provides initial and periodic training to ORO personnel on the MPA Program and quality assurance management training, including continuous improvement teaming and general quality principles and tools.
 - (3) Assists in performing independent assessments of ORO implementation of the MPA Program.
 - (4) Provides guidance to ORO on the readiness review process.
 - (5) Directs a consolidated management and independent assessment program to ensure ORO line organization implementation of the Self-Assessment Program, the MPA Program, and field inspection of Order compliance.
 - b. Director, Financial Evaluation and Accountability Division, coordinates and maintains schedules for contractor appraisals and acts as the official office of record in maintaining copies of management assessments and independent assessments.

c. Principal Staff.

- (1) Implement the MPA Program (see Paragraph 6 below) within each division to comply with the quality assurance criteria identified in DOE 5700.6C, paragraph 9b.
- (2) Develop training plans and schedules to ensure ORO employees are appropriately qualified/certified.
- (3) Provide technical assistance to ORO readiness review teams to determine if the equipment/system/facility is ready to operate.
- (4) As requested by the TSD, provide staff with technical knowledge/expertise to perform independent assessments of ORO organizations.
- (5) Heads of matrix organizations will conduct independent assessments of ORO contractors in accordance with DOE 5700.6C, subparagraph 9b(3)(b), Criterion 10.
- (6) Designate a Quality Assurance Representative for their principal staff unit or division.

d. Contracting Officers' Representatives evaluate contractor quality assurance plans to ensure conformance with the criteria in DOE 5700.6C, paragraph 9b, and forward to the cognizant Secretarial Officer.

5. REQUIREMENTS AND PROCEDURES. None.

6. REFERENCES.

- a. ORO O 110, Chapter I, ORGANIZATION AND FUNCTIONS - OAK RIDGE OPERATIONS, dated September 18, 1996.
- b. ORO O 220, Chapter VIII, ENVIRONMENT, SAFETY, HEALTH, AND QUALITY ASSURANCE APPRAISAL PROGRAM, dated May 31, 1996.
- c. DOE/OR/1084, "Management, Performance, and Assessment Program," dated June 1993.

7. DEFINITIONS. See Appendix 1 of DOE/OR/1084 (see Paragraph 6 above).

8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this Chapter.

9. ATTACHMENTS.

Attachment 1 - Contractor Requirements Document.

CONTRACTOR REQUIREMENTS DOCUMENT

Contractors identified in paragraph 3 of this Chapter will accomplish the following, to the extent set forth in their contract:

1. Develop and implement a quality assurance program that conforms to the requirements of DOE 5700.6C, paragraph 9 and Attachment 1.
2. Submit changes to an existing quality assurance plan, on an annual basis, to the COR for review and approval in accordance with DOE 5700.6C, subparagraph 9a(4).