U.S. DEPARTMENT OF ENERGY

PRINCETON SITE OFFICE

PROCEDURE 0-2, Revision 0

PRINCETON SITE OFFICE QUALITY ASSURANCE PROGRAM

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PRINCETON SITE OFFICE QUALITY ASSURANCE PROGRAM

TABLE OF CONTENTS

1.0 PURPOSE....1

2.0 SCMS REFERENCE....1

3.0 SCOPE....2

4.0 QUALITY ASSURANCE RESPONSIBILITIES AND AUTHORITIES....2
- 4.1 PSO Site Office Manager....2
- 4.2 PSO Deputy Manager and Team Leaders....3
- 4.3 PSO Technically Competent Individual....3
- 4.4 PSO Staff....4

5.0 PROGRAM ELEMENTS....4
- 5.1 Management....4
- 5.2 Performance....11
- 5.3 Assessment....14

6.0 REFERENCES....16

7.0 DEFINITIONS....17
- 7.1 Administrative Controls....17
- 7.2 Assessment....17
- 7.3 Document....17
- 7.4 Graded Approach....17
- 7.5 Hazard....17
- 7.6 Item....18
- 7.7 Process....18
- 7.8 Project....18
- 7.9 Quality....18
- 7.10 Quality Assurance....18
- 7.11 Quality Assurance Program....18
- 7.12 Record....18
- 7.13 Risk....16
- 7.14 Safety....19
- 7.15 Service....19
- 7.16 Work....19

Figure 1: PSO Organization Chart....5

ATTACHMENT 1: Princeton Site Office Site Specific Procedures

STOP WORK AUTHORITY: When an unsafe or unhealthy condition, or an adverse impact to the environment is observed, all PSO Staff have full authority to stop work. See PSO Procedure 3-11 for implementation.

PRINCETON SITE OFFICE QUALITY ASSURANCE PROGRAM

1.0 PURPOSE

This procedure details the site specific Quality Assurance Program (QAP) of the Princeton Site Office (PSO). This document defines the roles of PSO personnel, the levels of authority within PSO, and the interactions between the PSO Teams and between PSO and the Princeton Plasma Physics Laboratory (PPPL).

The PSO QAP meets the requirements of DOE Order 414.1C, "Quality Assurance". It is based on the Office of Science's (SC's) Quality Assurance Program Description Document (SC QAPD), which serves as the "umbrella" document for site specific QAPs by establishing the broad Quality Policy and expectations for work within SC as part of the SC Management System (MS). Quality is an important element in ensuring that the PSO processes contribute to the success of PSO's and PPPL's mission. Quality is consistent with and a necessary element of the implementation of the DOE Integrated Safety Management Program described in DOE Policy 450.4, "Safety Management System Policy", and the Office of Sciences Management System (SCMS) *Quality Assurance and Oversight Description* including its applicable subject areas and procedures.

PSO's Quality objectives are consistent with those set forth by SC policy and include:

- Achieve a customer-focused, process-based approach to managing its work;
- Implement a factual approach to decision-making;
- Recognize the commonalities and synergy between Integrated Safety Management (ISM), Integrated Safeguards and Security Management (ISSM), Quality Assurance (QA), Assurance Systems, and Environmental Management System (EMS) and to the extent practicable develop programs and develop programs that address common areas in one place to avoid duplication of effort, and;
- Ensure continuous improvement in products and work processes

2.0 SCMS REFERENCE

The contents of this document are consistent with the SCMS for *Quality Assurance and Oversight*.

3.0 SCOPE

This plan applies to all PSO personnel and all PSO activities. All of the criteria in this document are applied to situations based on the "graded approach" concept as defined by the DOE Quality Assurance Directive DOE O 414.1C. The application of quality, safety and security requirements is commensurate with the risk involved.

4.0 QUALITY ASSURANCE RESPONSIBILITIES AND AUTHORITIES

The responsibilities and authorities for PSO Quality Assurance functions are summarized as follows:

4.1 PSO Site Manager

The Site Office Manager is responsible for:

- Implementing the provisions of the SC QAPD and the associated components of SCMS as applicable to PSO.
- Ensuring products and services satisfy customer requirements including quality, safety, cost, schedule, performance, reliability, durability, accuracy, and maintainability.
- Ensuring staff comply with applicable standards, regulations, specifications, and documented procedures.
- Submitting PSO's QAP to the Deputy Director for Field Operations (DDFO) for approval.
- Reviewing and approving PPPL's QAP(s) and performing oversight to evaluate the effectiveness of PPPL' QAP implementation.
- Assigning a Technically Competent Individual to fulfill quality assurance functions as established by the SC MS for Quality Assurance and Oversight
- Determining the need for and scheduling and evaluating PSO's and/or PPPL's QAP/QAPD
- Determining the appropriate graded approach for projects or activities with input from the Team Leaders.
- With input from the PSO Team Leaders, planning and designing the work processes, identifying required goals, and determining appropriate standards, procedures, or instructions commensurate with the complexity and importance of the work.

- With input from the PSO Team Leaders, identifying the hazards associated with the work and appropriate controls to eliminate or reduce the hazards.

- Ensuring that PSO personnel are provided with the necessary training, resources, and administrative controls to allow for the successful completion of work in a manner commensurate with quality objectives.

4.2 PSO Deputy Manager and Team Leaders

The PSO Deputy Manager and Team Leaders are responsible for:

- Implementing PSO's Site Specific QAP within their respective Teams.

- Reviewing work and data related to the tasks for which they are responsible and ensuring that quality objectives are satisfied.

- Examining processes to adequately identify those areas in need of improvement and implement value-added improvements. Personnel performing a process should be included in process improvement activities.

4.3 PSO Technically Competent Individual

PSO's Technically Competent Individual for Quality Assurance is responsible for:

- Evaluating PSO's and PPPL's QAP/QAPD and others as assigned against current requirements

- Documenting QAP/QAPD evaluations

- Communicating with PSO and PPPL regarding resolution of quality assurance related discrepancies

- Making recommendation to the PSO Manager via ES&H Team Leader for approval, approval with direction to change or rejection of PPPL's QAP/QAPD

- Leading and performing an evaluation of PPPL's QAP/QAPD if determined necessary by PSO's Manager or ES&H Team Leader.

4.4 PSO Staff

PSO staff is responsible for:

- Implementing the PSO Site Specific QAP for their work activities.

5.0 PROGRAM ELEMENTS

DOE Order 414.1C lists 10 Quality Assurance Criteria to be implemented by all DOE activities. These criteria cover Management, Performance, and Assessment. Each criterion is reproduced below with a brief description of the PSO implementation methodology. Each of the following subsections is mapped to the criteria from ISO 9001-2000, "Quality Management Systems-Requirements as well as DOE's Integrated Safety Management System by notating the applicable criteria.

5.1 Management

5.1.1 Criterion 1, "Quality Assurance Program"

ISO 9001-2000 Criteria: All Applicable Criteria

ISM: Line Management Responsibility for Safety

DOE Order 414.1, Criterion 1, Program:

1. *A written QAP must be developed, implemented, and maintained.*

2. *The QAP must describe the organizational structure, functional responsibilities, levels of authority, and interfaces for those managing, performing, and assessing the work.*

3. *The QAP must describe management processes, including planning, scheduling, and resource considerations.*

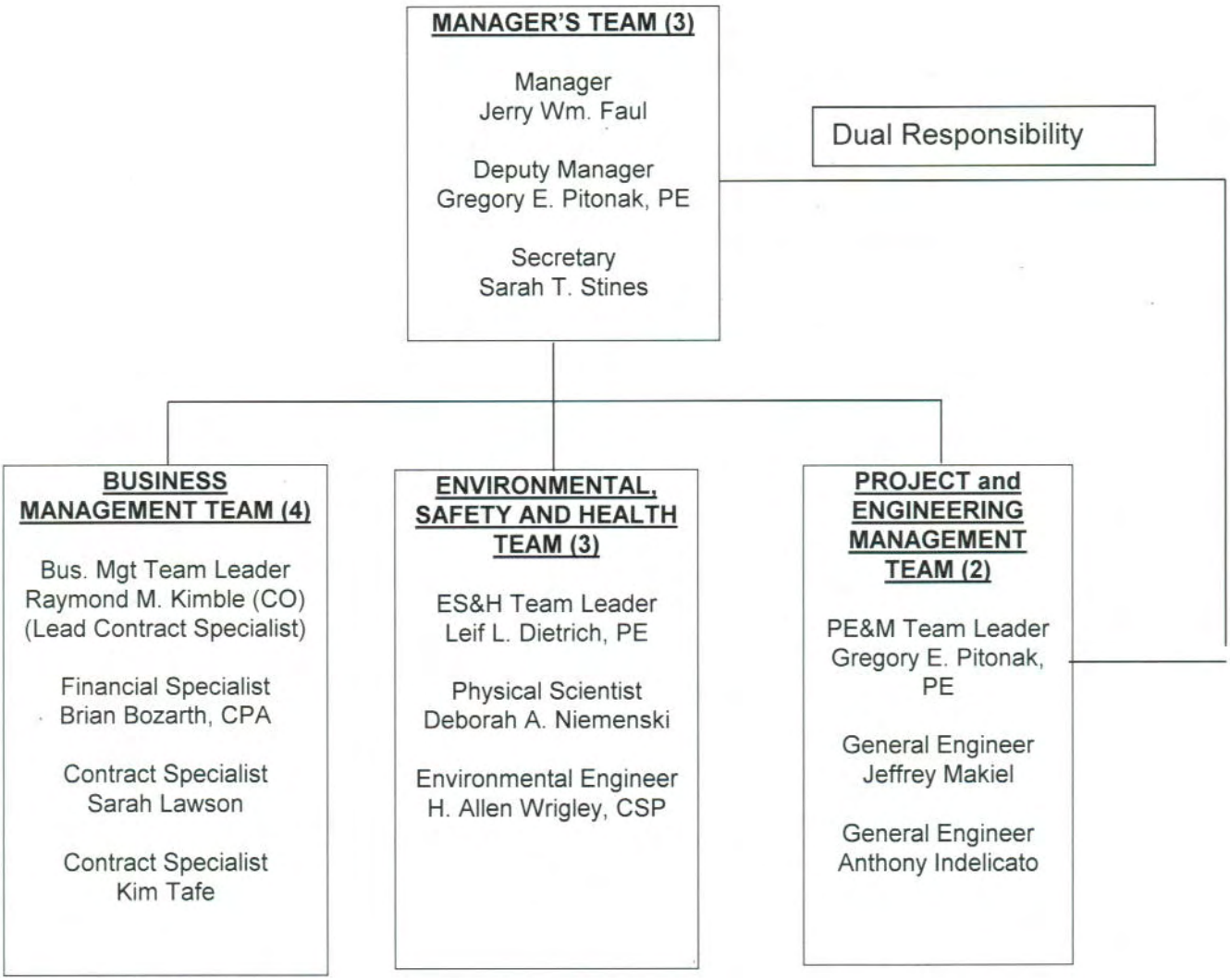
This document serves as PSO's site specific QAP and establishes PSO's organizational structure, functional responsibilities, levels of authority and interfaces for managing, performing and assessing its oversight functions. The SC-wide QAP serves as the "umbrella document" under which the PSO QAP was established.

PSO's Organizational Structure:

The PSO Deputy, who also currently serves as the Project Management Team

Leader, directly reports to the PSO Manager. The ES&H and Business Team Leaders directly report to the Deputy Manager. Staff members for Project Management, Environment Safety and Health and Business report directly to their respective Team Leaders.

The PSO Organizational Chart appears as Figure 1 below:



General Quality Assurance Responsibilities:

In addition to the specific Quality Assurance responsibilities outlined in section 4.0 of this document, the following general responsibilities as they relate to Quality Assurance apply to all PSO personnel:

- Accept responsibility for the quality of his or her work.
- Assure that the standard of acceptable work performance is clearly understood.
- Fully understand the requirements of the assigned task, as well as the capabilities and limitations of the tools and processes.
- Perform work under established controls.
- Provide feedback on the adequacy of controls.

The primary responsibility for the quality of work rests with the individual performing the work and with PSO Management assuming responsibility for achieving quality objectives.

Additionally, all PSO personnel have the authority to stop work until quality, health, environmental, or safety concerns are resolved. When this independent authority to stop work is exercised, the PSO Manager, the cognizant PSO Team Leader, and the responsible PPPL Manager should be advised of the circumstances and requested to take appropriate action. A formal procedure exists for the stop work process and is listed in Attachment 1.

Functional Responsibilities, Authorities and Interfaces:

Common SC-wide functional responsibilities and authorities, and management processes are described in the various SCMS System Descriptions, their Subject Areas and associated procedures.

The procedures containing PSO's functional responsibilities, authorities and interfaces are listed in Attachment 1.

Management Processes:

Common SC wide management processes, such as performing assessments, are described in the various SCMS System Descriptions, their Subject Areas and associated procedures.

PSO's site specific management processes are listed in Attachment 1.

5.1.2 Criterion 2, "Personnel Training and Qualification"

ISO 9001-2000 Criterion: Resource Management - Competence, Awareness, Training

ISM: Competence Commensurate with Responsibilities

DOE Order 414.1, Criterion 2, Personnel Training and Qualification:

1. *Personnel must be trained and qualified to ensure they are capable of performing their assigned work.*

2. *Personnel must be provided continuing training to ensure that job proficiency is maintained.*

PSO uses standard DOE and Office of Personnel Management processes to hire qualified individuals to perform its oversight functions including DOE Directive Order 360.1B for "Federal Employee Training." The objective of training is to assure that personnel are proficient within their respective areas of responsibilities and job functions and to promote professional development. Training also provides the means for personnel to attain and expand their knowledge and competencies in the areas of quality, safety, health, and environment so that the PSO and PPPL missions may be achieved in a safe and environmentally sound manner.

Personnel are assigned to positions based upon an evaluation of their education, experience, previous training, existing job skills, and capabilities. It is the responsibility of the Site Office Manager, with support from the Team Leaders, to assure that personnel assigned to a specific job function have the requisite background and/or receive sufficient training for that function.

All PSO employees have Individual Development Plans (IDP) that describe the training and education needs for their functional area assignments. Each IDP is tailored to the needs of the employee and PSO.

The implementation of training efforts within PSO is a line management responsibility.

PSO specific procedures relating to personnel training are listed in Attachment 1.

5.1.3 Criterion 3, "Quality Improvement"

ISO 9001-200 Criterion: Measurement, Analysis, and Improvement-All Applicable Criteria

ISM: Feedback and Improvement

DOE Order 414.1, Criterion 3, Quality Improvement:

1. *Processes to detect and prevent quality problems must be established and implemented.*

2. *Items, services, and processes that do not meet established requirements must be identified, controlled, and corrected according to the importance of the problem and the work affected.*

3. *Correction must include identifying the causes of problems and working to prevent recurrence.*

4. *Item characteristics, process implementation, and other quality-related information must be reviewed and the data analyzed to identify items, services, and processes needing improvement.*

PSO implements the SC-wide quality improvement processes presented in the SCMS for "Quality Assurance and Oversight". Quality problem detection processes are presented by the procedures of several of the subject areas of this SCMS including: Assessments, Operational Awareness; Approval of Federal and Contractor Assurance Systems and Evaluation of Implementation Effectiveness; Performance Trending: and SC Performance Planning and Evaluation. Quality improvement processes are presented by the procedures of the Issues Management and Operating Experience/Lessons Learned subject areas of this SCMS.

In addition, PSO established and maintains site specific procedures for improving the quality of PSO work consistent with the quality improvement processes delineated in the SCMS including those listed in Attachment 1.

Annually, PSO develops an Annual Performance Plan (APP) that addresses many aspects of PSO performance including the oversight of PPPL. Also, annually, at the completion of the fiscal year, PSO prepares an Annual Assessment Review that documents a management/self-assessment of PSO's performance against the commitments made in the APP.

Feedback

Feedback occurs through PSO's internal efforts to improve PSO work activities. Feedback can also occur through independent assessments performed by other SC elements or organizations external to DOE.

Improvement

The goal of these systems is to effect improvements, both immediate and long-term. The PSO Manager and the Team Leaders encourage the identification and reporting of problems and are responsible for ensuring that corrective actions resulting from self or independent assessments of PSO activities are initiated promptly and in a manner that prevents recurrence.

Corrective actions that result from a Type A accident investigation or findings from the DOE HQ Office of Independent Oversight within the Office of Independent Oversight within the Office of Health, Safety, and Security (HS-OIO) assessments involving PPPL or PSO are managed using the DOE Corrective Action Management Program (CAMP) and are recorded and tracked using the DOE Corrective Action Tracking System (CATS). Corrective actions to be tracked by CATS include:

- Findings identified by HSS-OIO during ES&H, emergency management, security, and cyber security assessments;
- Judgments of Need identified by Type A Accident Investigations;
- Other sources as directed by the Secretary or Deputy Secretary including crosscutting safety issues.

Corrective actions will be tracked by the responsible organization within SC. All other findings against PSO generated by SC assessments will be documented and tracked by PSO, but may also be tracked by the organization performing the assessment. Reports generated are formalized and retained on the PSO office files. The PSO Operating Experience Coordinator assists in developing operating experience information relative to PPPL as appropriate.

5.1.4 Criterion 4, "Documents and Records"

ISO 9001-2000 Criteria: Quality Management System-Control of Documents; Quality Management System -Control of Records

DOE Order 414.1, Criterion 4, Documents and Records:

1. *Documents must be prepared, reviewed, approved, issued, used, and*

revised to prescribe processes, specify requirements, or establish design.

2. *Records must be specified, prepared, reviewed, approved, and maintained.*

Documents describe processes, specify requirements, and/or establish design. The documents that comprise the PSO management systems include the DOE Strategic Plans, DOE directives, PSO QAP, PSO's site specific procedures, and the PSO CAFRAP. The DOE directives are controlled through the DOE Directives System. The PSO Manager controls the PSO's site specific procedures.

PSO's site specific procedures are developed to guide the performance of the PSO work processes. PSO specific procedures are needed if they meet each of the following criteria. (1) The output/product of the work process is critical to the accomplishment of PSO's mission (2) the process is specific to PSO and can not be addressed by the common SC-wide processes documented by the SCMS and (3) the activity needs to be done according to a consistent process each time it is carried out. PSO specific procedures include the scope and applicability of the procedure; reference to the SCMS as applicable; requirements governing the work; the steps of the process; appropriate responsibilities, authorities, and interfaces associated with the process; information/data collection needs related to the process; records generation resulting from the process; and reference documents for the process. The preparation and revision of PSO specific procedures is controlled by a formal PSO specific procedure. The PSO Manager approves all PSO specific procedures and revisions.

Work processes that are relatively simple need not be controlled using a formal procedure. Unique tasks that are not expected to be repeated may be guided using instructions from Management rather than controlled through formal procedures. The determination as to whether an activity or process needs to be governed through a formal procedure is made jointly by the PSO Team Leaders and the PSO Manager.

The organization and hierarch of PSO documents is also described by a PSO specific procedure.

PSO activities generate records that document the results of carrying out the work processes delineated in Section 5.1.1 of this PSO QAP. PSO records are maintained in accordance with the SCMS for *Records Management*.

PSO specific procedures implementing this section are listed in Attachment 1.

5.2 Performance

5.2.1 Criterion 5, "Work Processes"

ISO 9001-2000: Criteria: Customer Communication-All Applicable Process Related Criteria

ISM:

Balanced Priorities;
Identification of Safety Standards and Requirements;
Work Planning;
Operations Authorization;
Implementation of Hazard Controls;
Performing Work within Controls

DOE Order 414.1, Criterion 5, Work Processes:

1. *Work must be performed to established technical standards, administrative controls, and hazard controls adopted to meet regulatory or contract requirements using approved instructions, procedures, or other appropriate means.*

2. *Items must be identified and controlled to ensure their proper use.*

3. *Items must be maintained to prevent their damage, loss, or deterioration.*

4. *Equipment used for process monitoring or data collection must be calibrated and maintained.*

Common SC-wide work processes conducted by PSO are documented by the various SCMSs. Processes specific to PSO are documented by PSO specific procedures.

Work processes performed by PPPL, including planning, follow established procedures and are periodically evaluated by PSO through various oversight activities.

Many of PSO's work processes do not involve hazards beyond those encountered in a normal office environment. However, some PSO members from Project Management and ES&H may perform oversight activities whereby they may be subject to the same hazards as PPPL employees. In such situations, PSO members follow PPPL's hazard identification, analysis and control processes.

PSO follows the DOE Project Management Orders for the design, construction and start-up of facilities and operations including DOE Order 413.3A. Project Management of the acquisition of capital assets is governed by a PSO specific procedure.

PSO does not use equipment for process monitoring or data collection, but oversees PPPL to ensure such equipment is properly calibrated and maintained per established procedure.

PSO specific procedures implementing work processes are listed in Attachment 1.

5.2.2 Criterion 6, "Design"

ISO 9001-2000 Criterion: Customer Communication- All Applicable Design and Development Criteria

ISM:

Define the Scope of Work;
Identification of Safety Standards and Requirements;
Analyze Hazards;
Hazard Controls Tailored to Work Being Performed;
Develop Hazard Controls

DOE Order 414.1, Criterion 6, Design:

1. *Items and processes must be designed using sound engineering/scientific principles and appropriate standards.*

2. *Design work, including changes, must incorporate applicable requirements and design bases.*

3. *Design interfaces must be identified and controlled.*

4. *The adequacy of design products must be verified or validated by individuals or groups other than those who perform the work.*

5. *Verification and validation work must be completed before approval and implementation of the design.*

PSO is involved in the design of facilities through the project management process that includes all aspects of project management. Information regarding design is contained in the SC MS: *Project Management.*

PPPL performs design work by implementing a design control process

established by its QAP. PSO periodically assesses the effectiveness of PPPL's design control process.

5.2.3 Criterion 7, "Procurement"

ISO 9001-2000 Criterion: Customer Communication-Purchasing

ISM: Identification of Safety Standards and Requirements

DOE Order 414.1, Criterion 7, Procurement:

1. *Procured items and services shall meet established requirements and perform as specified.*

2. *Prospective suppliers shall be evaluated and selected on the basis of specified criteria.*

3. *Processes to ensure that approved suppliers continue to provide acceptable items and services shall be established and implemented.*

PSO is responsible for the PPPL contract. The major product resulting from this contract is scientific research. The requirements for the conduct and performance of research are well established and are documented in the SC Web site in multiple locations.

AS part of its research endeavor, the DOE funds and constructs research facilities. The design and procurement of such facilities at PPPL is described by the following SCMSs: *Project Management, Facilities and Infrastructure*, and *Real Property Management*.

PSO periodically evaluates the effectiveness of PPPL's Procurement QA processes to ensure acceptable services and items are provided consistent with the contract terms and conditions. Common SC-wide requirements are contained in the following SCMSs: *Management and Operating Contracting and Non-Management and Operating Contracting*.

PSO procures office supplies and office equipment, personnel safety supplies and equipment, office equipment services, computer software and computer and computer related equipment via use of the government credit card, GSA credit card, ECWeb System, or use of Interagency Agreements.

5.2.4 Criterion 8, "Inspection and Acceptance Testing"

ISO 9001-2000 Criteria:

Customer Communication-Product Identification and Traceability;
Customer Communication-Verification of Purchased Product;
Customer Communication-Control of Monitoring and Measuring Devices;
Measurement, Analysis and Improvement-Control of Nonconforming Product

DOE Order 414.1, Criterion 8: Inspection and Acceptance Testing:

1. *Inspection and testing of specified items, services, and processes shall be conducted using established acceptance and performance criteria.*

2. *Equipment used for inspections and tests shall be calibrated and maintained.*

PPPL, as a SC contractor, is the primary organization that procures goods and services. The receipt, inspection and testing of these goods and services is contained in PPPL's QAP. PSO periodically assesses the effectiveness of PPPL's inspection and testing processes as established by its QAP and applicable ISO-9001-2000 criteria as determined to be necessary.

Specific requirements relating to inspection and testing are contained in the SCMS for *Personal Property Management*.

5.3 Assessment

5.3.1 Criterion 9, "Management Assessment"

ISO 9001-2000 Criteria:

Management Responsibility - Management Review of the Quality Management System;
Measurement, Analysis and Improvement

ISM: Feedback and Improvement

DOE Order 414.1, Criterion 9, Management Assessment:

1. *Managers shall assess their management processes.*

2. *Problems that hinder the organization from achieving its objectives shall be identified and corrected.*

The assessment of PSO's management processes is the overall responsibility of the PSO Site Office Manager. Problems that may hinder PSO from achieving its objectives must be identified and corrected.

Management assessments performed at PSO are covered by components of the SCMS for *Quality Assurance and Oversight.*

5.3.2 Criterion 10, "Independent Assessment"

ISO 9001-2000 Criteria:
Management Responsibility-Management Review of the Quality Management System;
Measurement, Analysis and Improvement

ISM: Feedback and Improvement

DOE Order 414.1, Criterion 10, Independent Assessment:

1. *Independent assessments shall be planned and conducted to measure item and service quality, to measure the adequacy of work performance, and to promote improvement. The group performing independent assessments shall have sufficient authority and freedom from the line to carry out its responsibilities.*

2. *Persons conducting independent assessments shall be technically qualified and knowledgeable in the areas assessed.*

Independent assessments are performed as necessary. The assessments are performed with the goal of using the results to effect improvements in PSO programs. Schedules for the independent assessments are chosen on a graded approach taking into consideration requirements for assessments, hazards, and risks. The independent assessment team must be given sufficient authority and freedom from line management to carry out its responsibilities. Individuals conducting independent assessments of PSO must be technically qualified and knowledgeable in the areas assessed.

Independent assessments are covered by the Program Direction Document and components of the SCMS for *Quality Assurance and Oversight.*

5.3.3 Other Requirements:

Software Quality Assurance

PSO currently does not use safety software for the design of or review of

PPPL facilities, for safety analysis purposes, for supervisory control and data acquisition purposes or for programmable logic controllers (PLC) software. If future need for such software should arise, PSO would apply a graded approach to software quality assurance depending upon the risk and safety applications. Such software applications would first be reviewed by persons competent in the field of software quality assurance to ensure that software quality assurance requirements are met.

Management of Suspect or Counterfeit Items (SCI)

PSO through its oversight program ensures that PPPL has an appropriate SCI program in place and assesses its adequacy.

Application of the Graded Approach Concept

All of the criteria of this document are applied on a "graded approach" basis per the DOE Quality Assurance Directive. The application of quality, safety, or security requirements is commensurate with the level of risk involved.

6.0 REFERENCES

ISO 9001-2000: Quality Management System- Requirements

DOE Orders:

DOE Policy 450.4 "Safety Management System Policy";

DOE Order 414.1C, "Quality Assurance;"

DOE Order 360.1B, "Federal Employee Training;"

SCMSs:

SCMS: Facilities and Infrastructure;

SCMS: Financial Assistance;

SCMS: Non-Management and Operating Contracting;

SCMS: Management and Operating Contracting;

SCMS: Personnel Property Management;

SCMS: Project Management;

SCMS: Real Property Management;

SCMS: Records Management;

SCMS: Quality Assurance and Oversight.

7.0 DEFINITIONS

7.1 Administrative Controls

Provisions relating to organization and management, procedures, records keeping, assessment, and reporting necessary to ensure safe operation of a facility.

7.2 Assessment

The act of reviewing, evaluating, inspecting, testing, checking, performing surveillances, auditing, or otherwise determining and documenting whether items, processes, systems, or services meet specified requirements and are performing effectively.

7.3 Document

Recorded information that describes, specifies, reports, certifies, requires, or provides data or results. A document is not a record until it meets the definition of record.

7.4 Graded Approach

The process by which the level of detail in analyses, documentation, and actions necessary to comply with requirements is commensurate with the relative importance to safety, safeguards, and security; the magnitude of any hazard involved; the life-cycle stage of a facility; the programmatic mission of a facility; the particular characteristics of a facility; and any other relevant factors.

7.5 Hazard

A source of danger (i.e., material, energy source, or operation) with the potential to cause illness, injury, or death to personnel or damage to a facility or to the environment (without regard to likelihood or credibility of accident

scenarios or consequence mitigation).

7.6 Item

An all-inclusive term used in place of any of the following: appurtenance, assembly, component, equipment, material, module, part, structure, subassembly, subsystem, system, unit, or support systems.

7.7 Process

A series of actions that achieves an end or result.

7.8 Project

A general term used to indicate both traditional projects such as NSTX and NCSX as planned undertakings. Examples of the latter are GPP projects or the development of software programs.

7.9 Quality

The condition achieved when an item, service, or process meets or exceeds the user's requirements and expectations.

7.10 Quality Assurance

All those actions that provide confidence that quality is achieved.

7.11 Quality Assurance Program

The overall program (management system) established to assign responsibilities and authorities, define policies and requirements, and provide for the performance and assessment of work.

7.12 Record

A completed document or other media that provides objective evidence of an item, service, or process.

7.13 Risk

Risk is a function of probability of occurrence and consequence of occurrence.

7.14 Safety

An all-inclusive term used synonymously with environment, safety, and health to encompass protection of the public, the workers, and the environment.

7.15 Service

The performance of work, such as design, construction, fabrication, decontamination, environmental remediation, waste management, laboratory sample analysis, inspection, nondestructive examination/testing, environmental qualification, equipment qualification, repair, installation, or the like.

7.16 Work

The process of performing a defined task or activity; for example, research and development, operations, environmental remediation, maintenance and repair, administration, software development and use, inspection, safeguards and security, data collection and analysis.

ATTACHMENT 1

PRINCETON SITE OFFICE
SITE SPECIFIC PROCEDURES

QUALITY ASSURANCE AND OVERSIGHT PROCEDURES

Procedure No.	Title	Latest Rev, Date
0-0	Quality Assurance & Oversight Roadmap	Rev. 0, June 2009
0-1	Development and Control of SC-PSO Procedures	Rev. 0, March 2009
0-2	Quality Assurance Plan	Rev. 0, June 2009
0-3	Functions, Responsibilities, Authorities Manual	Rev. 0, June 2009
0-4	Integrated Safety Management	Rev. 0, March 2009
0-5	Conduct of Operations	Rev. 0, June 2009
0-6	Oversight Program	Rev. 0, June 2009
0-7	Operational Awareness	Rev. 0, June 2009
0-8	Surveillance Program	Rev. 0, June 2009
0-9	Oversight Assessment Program	Rev. 0, June 2009
0-10	Issues Management	Rev. 0, June 2009
0-11	Performance Trending Process	Rev. 0, June 2009
0-12	Performance Measurement	Rev. 0, June 2009
0-13	Operating Experience Program	Rev. 0, June 2009

ATTACHMENT 1

PRINCETON SITE OFFICE
SITE SPECIFIC PROCEDURES

BUSINESS MANAGEMENT PROCEDURES

Procedure No.	Title	Latest Rev, Date
1-1	PSO Organization and Hierarchy of Documents	Rev. 7, DEC., 2008
1-2	RESERVED	
1-3	RESERVED	
1-4	DOE Directives Distribution and Implementation	Rev. 5, DEC., 2008
1-5	Non-Management and Operating (Non-M&O) Contracting	Rev. 0, Dec., 2008
1-6	Guidelines for Processing Contractor Procurement Actions Requiring DOE Approval	Rev. 5, DEC.,2008
1-7	PSO Performance Evaluation Management Process to Appraise Laboratory Operations	Rev. 0, DEC., 2008
1-8	Sending Out Federal Express Packages	Rev. 2, DEC., 2008
1-9	Tracking Freedom of Information Act (FOIA) Requests	Rev. 5, DEC., 2008
1-10	Automated Data Processing (ADP) Support Services	Rev. 7, DEC., 2008
1-11	Contract Funding Control	Rev. 4, DEC., 2008
1-12	Security Responsibilities	Rev. 3, NOV., 2008
1-13	Property Surveillance of the PPPL Property Management System Under U.S. Department of Energy, Contract No. DE-AC02-76CH030373	Rev. 7, DEC., 2008
1-14	Budget Formulation, Validation and Execution	Rev. 2, DEC., 2008
1-15	RESERVED	
1-16	Headquarters/Chicago/Princeton Site Office Weekly Report	Rev. 5, DEC., 2008
1-17	RESERVED	
1-18	RESERVED	
1-19	Customer and Stakeholder Service	Rev. 2, DEC., 2008

	Policy and Planning	
1-20	Audit, Appraisal, Survey Resolution	Rev. 2, DEC., 2008
1-21	RESERVED	
1-22	Sky Paging/Cell Phone/Home Phone Procedure	Rev. 2, DEC., 2008
1-23	Work for Others (WFO) Program	Rev. 2, NOV., 2008
5-1	Contract Oversight – Functions, Responsibilities and Authorities	Rev. 1, DEC, 2008

ATTACHMENT 1

PRINCETON SITE OFFICE
SITE SPECIFIC PROCEDURES

ENVIRONMENT, SAFETY AND HEALTH PROCEDURES

Procedure No.	Title	Latest Rev., Date
2-0	RESERVED	
2-1	RESERVED	
2-2	Occurrence Reporting and Processing Operations Information	Rev. 6, NOV., 2008
2-3	RESERVED	
2-4	RESERVED	
2-5	RESERVED	
2-6	RESERVED	
2-7	RESERVED	
2-8	PSO Emergency Plan	Rev. 8, NOV., 2008
2-9	PSO Implementation of DOE Smoking Regulations	Rev. 3, DEC., 2008
2-10	RESERVED	
2-11	RESERVED	
2-12	Preparation, Review and Approval of National Environmental Policy Act (NEPA) Documentation	Rev. 2, NOV., 2008
2-13	RESERVED	
2-14	RESERVED	
2-15	RESERVED	
2-16	RESERVED	
2-17	Employee Safety Concerns	Rev. 3, NOV., 2008
2-18	PSO Federal Employee Occupation and Health (FEOSH) Program	Rev.1, NOV., 2008
2-19	RESERVED	
2-20	Technical Competency Program	Rev. 0, Sept., 2008
2-21	Differing Professional Opinions For Technical Issues Relating To ES&H	Rev. 0, June, 2009

ATTACHMENT 1

PRINCETON SITE OFFICE
SITE SPECIFIC PROCEDURES

PROJECT AND ENGINEERING MANAGEMENT PROCEDURES

Procedure No.	Title	Latest Rev., Date
3-1	RESERVED	
3-2	PSO Oversight of PPPL Facility Maintenance Activities	Rev. 1, DEC., 2008
3-3	Facility Information Management System (FIMS)	Rev. 1, DEC., 2008
3-4	Processing of Princeton Plasma Physics Laboratory Requests for Davis Bacon Determinations	Rev. 1, DEC., 2008
3-5	Issuance of Construction Directives	Rev. 2., DEC., 2008
3-6	Review & Approval of Technical and/or ES&H Changes to Projects at PPPL	Rev. 1, DEC., 2008
3-7	RESERVED	
3-8	RESERVED	
3-9	RESERVED	
3-10	RESERVED	
3-11	Stop Work Authority	Rev. 1, DEC., 2008
3-12	Project Management Technical Training & Certification	Rev. 1, DEC., 2008