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T. B. Veneziano	X3-71	X			
J. T. Vistica	X3-80	X			
M. J. Wiemers	X3-85	X			
J. L. Wise	X3-85	X			
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Page 1 of 2

1. EDT 160171

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1	1	J. L. Denning	<i>J.L. Denning</i>	6/16/95	R3-11						

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1		Cog.Eng. J.C. Womack	<i>J.C. Womack</i>	3/21/95	R3-86	T.B. Veneziano	<i>T.B. Veneziano</i>	3/21/95	X3-71	1	
1		Cog. Mgr. E.W. Gerber	<i>E.W. Gerber</i>	3/21/95	R3-86	M.J. Wiemers	<i>M.J. Wiemers</i>	3/21/95	R3-86	1	2
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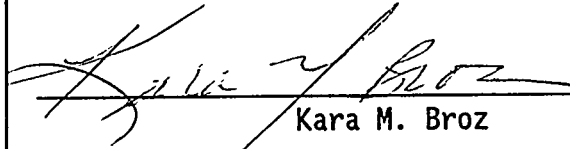
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Release Date: 6/9/95

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Kara M. Broz

June 9, 1995

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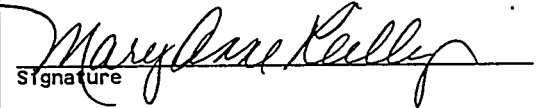
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Name: **M. A. Reilly**Signature Organization/Charge Code **2C300/LB103**

7. Abstract

This document is a rewrite of the draft "C" that was agreed to "in principle" by SNF Project level 2 managers on EDT 609835, dated March 1995 (not released). The implementation process philosophy was changed in keeping with the ongoing reengineering of the WHC Controlled Manuals to achieve configuration management within the SNF Project.

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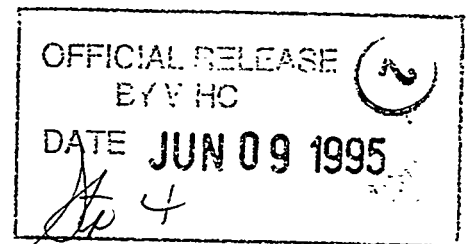


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SPENT NUCLEAR FUEL PROJECT
CONFIGURATION MANAGEMENT PLAN

1.0 INTRODUCTION

This plan is aligned with the guidance criteria established in the DOE-STD-1073-93, Guide for Operational Configuration Management Program, Figure 2.

NOTE: The Westinghouse Hanford Company (WHC) Site Configuration Management (CM) System has not been approved and released at this time. The SNF Project will review this Configuration Management Plan (CMP) for compliance with the site plan within 6 months of the site plans release.

1.1 PURPOSE

As a sub-tier document of WHC-SP-1148, Hanford Site Spent Nuclear Fuel Project Management Plan, the purpose of this document is to provide direction to the SNF Project, SNF Project sub-elements (sub-projects), and sub-contractors to establish and maintain technical consistency among design requirements, physical configuration and documentation, Figure 1.

This SNF Project CMP assists in identifying and managing structures, systems, and components (SSC), and controlling and statusing changes to that baseline to ensure that the SSC meet design, performance, and operational requirements.

1.2 SCOPE

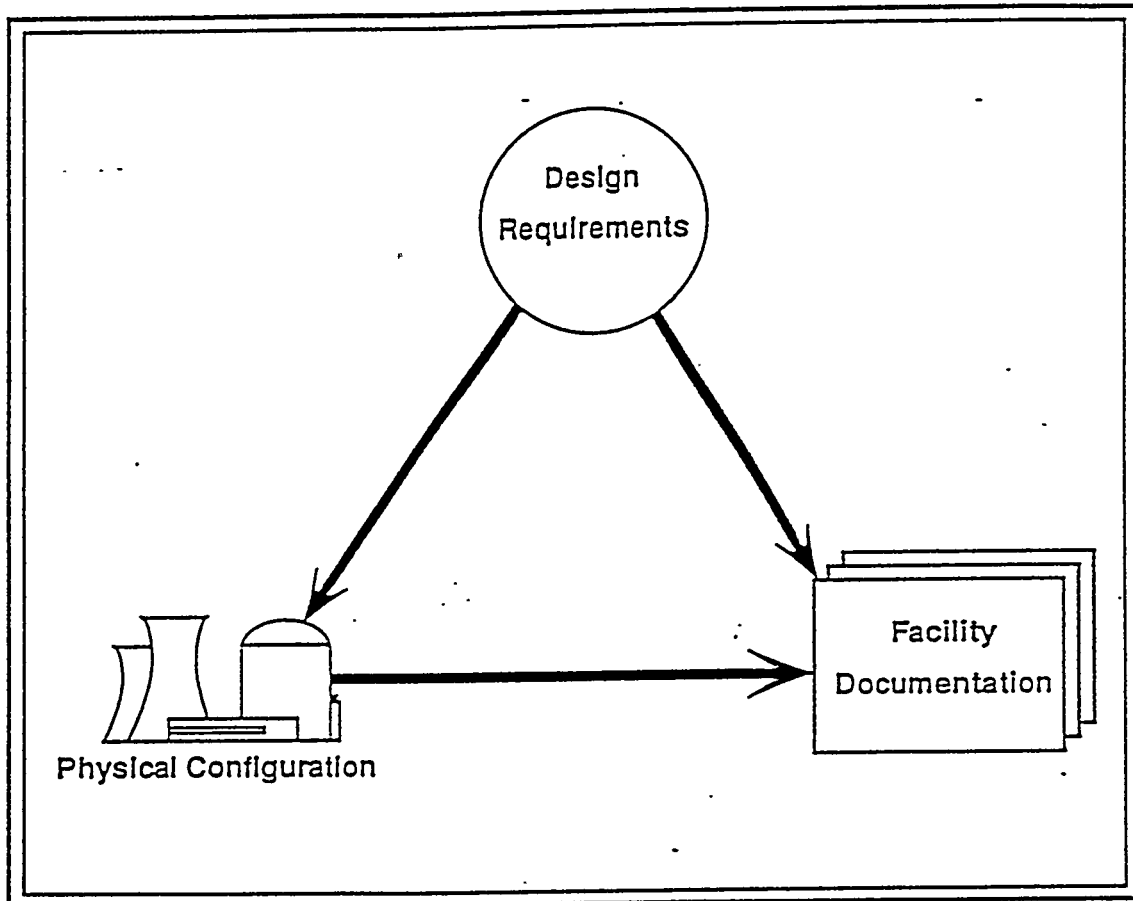
The SNF Project and sub-projects shall adopt this plan for implementation or shall develop a facility specific CM plan that meets this plan's requirements. In the case where a CMP exists for a specific facility, the SNF Project organizations, including sub-contractors and vendors shall comply with the facility specific CMP for SSC intended for turnover to the facility.

It shall be the responsibility of the SNF Project Design Authority to ensure the CM requirements are contractually identified to each sub-contractor, or vendor.

Configuration shall be controlled throughout design, acquisition, construction, and operations.

FIGURE 1

SNF Project Configuration Management: Basic Relationships

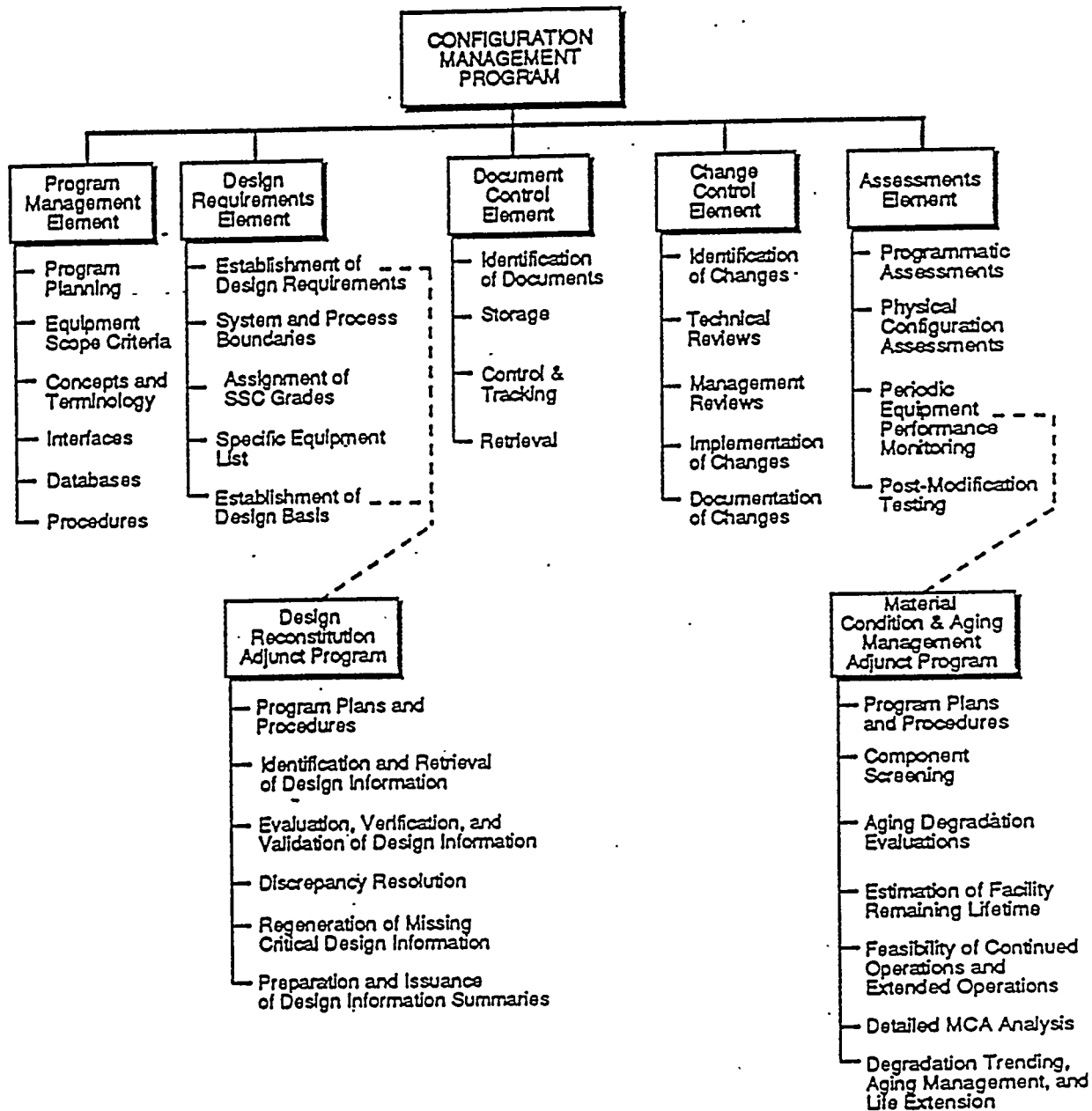


Note: Arrows denote primary relationships and information flows.

This figure has been extracted from DOE-STD-1073-93, Guide for Operational Configuration Management Program for use in the SNF Project.

FIGURE 2

SNF Project Configuration Management Outline



This figure has been extracted from DOE-STD-1073-93, Guide for Operational Configuration Management Program for use in the SNF Project.

1.3 ACRONYMS and DEFINITIONS.

CM	configuration management
CMP	Configuration Management Plan
DSI	Don't Say It - Internal Communication
ECN	Engineering Change Notice
EDT	Engineering Data Transmittal
MCA	material condition & aging
OMM	Operations & Maintenance Manual
SAR	Safety Analysis Report
SARP	Safety Analysis Report for Packaging
SEL	safety equipment list
SNF	spent nuclear fuel
SSC	structures, systems, and components
WHC	Westinghouse Hanford Company

Shall in this document denotes a requirement.

Should in this document denotes a guideline, a suggested practice that is not mandatory.

Will in this document denotes a statement of fact.

Database Custodian An individual or organization assigned responsibility for establishing and maintaining configuration control of a database.

SNF Project Design Authority [definition under development] The SNF Project organization (SNF Engineering) responsible for establishing the design requirements and ensuring the design output documents appropriately and accurately reflect the design basis. The design authority is responsible for design control and ultimate adequacy of the engineering design process.

2.0 CONFIGURATION MANAGEMENT IMPLEMENTATION

2.1 CONFIGURATION MANAGEMENT PLANNING

Design requirements and decisions related to physical configuration shall be documented and retrievable.

CM shall be achieved primarily through WHC established processes using controlled manuals (key manuals are identified within the text, and Section 7.0, References). Requirements identified by the SNF Project that deviate from the WHC controlled manuals shall be included in this plan. Requests for deviations, exceptions, exemptions, and variances to policies, procedures, and requirements from applicable WHC Level II Controlled Manuals shall be

developed and processed per WHC-CM-1-3, Management Requirements and Procedures, MRP 2.21.

The mission and final disposition of each SSC shall dictate the level of CM implemented. As noted in DOE-STD-1073-93, "Facilities with a desired/remaining lifetime of less than 2 years should undertake only those CM activities that are important to the remaining operation or to the next phase of the facility life-cycle. The SSCs included might be limited to those related to safety."

2.2 EQUIPMENT SCOPE CRITERIA

The criteria and methodology provided in WHC-CM-4-46, Nonreactor Facility Safety Analysis Manual, including Section 9.0, "Safety Classification of Systems, Components, and Structures", shall be used for the SNF Project to determine the identification and safety classification of each SSC, the development of a Safety Analysis Report (SAR), and Safety Analysis Report for Packaging (SARP).

Computer software used in quality affecting activities (i.e., analyses, engineering design, environmental applications, hardware and facility operations and management information) within the scope of the SNF Project shall meet the requirements of WHC-CM-4-2, Quality Assurance Manual, QR 19.0, Software Quality Assurance Requirements, as implemented through WHC-CM-3-10, Software Practices.

2.3 CONCEPTS AND TERMINOLOGY

The standard CM concepts and terminology are established and maintained in WHC-CM-6-1, Standard Engineering Practices, WHC-CM-4-2, WHC-CM-4-46.

The SNF Project CM planning and implementation is based on the premise that the three parts of CM (physical configuration, design requirements, and facility documentation) are mutually dependent (Figure 1). Success of this CMP is contingent on the understanding that if one of the three is deficient or modified, companion portions of the other two parts may be affected.

2.4 INTERFACES

Project to external, sub-project to sub-project, and sub-project to external, physical interfaces shall be developed and maintained in accordance with WHC-SD-SNF-CM-003, "SNF Project Interface Control Plan". The SNF Project organization lead on interface control is Systems Engineering and Integration.

Physical interfaces internal to sub-projects shall be developed and maintained in an informational format capable of turnover to operations.

2.5 DATABASES

WHC record storage databases (i.e., central files, engineering release system database, records holding database) are maintained in accordance with WHC-CM-2-6, Data Administration Standards.

All WHC drawings shall be developed in accordance with the WHC-CM-6-3, Drafting Standards Manual. All released drawings produced through computer aided design/drafting shall be archived in accordance with WHC-SD-GN-UM-30002, "CAD Dataset Archival". All drawing files shall be backed up in accordance with WHC-SD-GN-UM-30003, "Computer Backup Procedure". All non-released datasets are to be managed in accordance with WHC-SD-GN-UM-30004, "Non-released Datasets."

The SNF Project Systems Engineering/Integration shall maintain a current listing of databases developed and maintained for SNF Project Safety Equipment List (SEL).

Informational databases created within SNF sub-projects shall be developed and maintained within the sub-project implementing best management practices (i.e., one official database copy, identification of the database custodian, and full file backup on a routine basis).

2.6 PROCEDURES

Procedures written for the SNF Project shall be developed, issued, and maintained as supporting documents per WHC-CM-3-6, Uniform Publications System, and WHC-CM-6-1, Section EP-1.12, or as internal procedures per WHC-CM-1-3, Section 2.16, and WHC-CM-3-6, Section 2.7. Signature approval shall be in accordance with WHC-CM-3-5, Document Control and Records Management Manual, Section 12.7

A SNF Project File, consistent with WHC-CM-6-2, Project Management, shall be developed and maintained to capture project related incoming/outgoing correspondence, delegation of authorities, internal memos, cc:mail, DSI's, Engineering Data Transmittals, Engineering Change Notices, conference notes, supporting documents, design drawings, meeting minutes, activity reports, telecons, trip reports, etc.

A familiarization session on the concepts of this CMP will be presented by the SNF Engineering organization to the appropriate SNF Project personnel, including vendors and sub-contractors. Records of attendance and session materials shall be maintained by submittal to the SNF Project File.

3.0 DESIGN REQUIREMENTS

3.1 ESTABLISHMENT OF DESIGN REQUIREMENTS

The SNF Project Technical Baseline Document, WHC-SD-SNF-SD-003 (multiple volumes), documents the project design requirements, using a system engineering approach per the SNF-RD-PM-001, Spent Nuclear Fuel Program Requirements Document. The SNF Project organization "Systems Engineering and Integration" shall formally develop and maintain the technical baseline functions and requirements, to a level of detailed appropriate to the sub-project scope, as determined by the sub-project team.

The basis for design requirements shall be established for each of the SSC identified for coverage by above Section 2.2, Equipment Scope Criteria. The SSC equipment list should include reference to design requirements documentation.

3.2 SYSTEM AND PROCESS BOUNDARIES

Each system or process shall be established to contain the components necessary to satisfy the design requirements for that system or process. The boundaries for each system or process shall be defined and documented by controlled supporting documents, drawings, or specifications.

3.3 ASSIGNMENT OF SSC GRADES

The WHC-CM-4-46, Section 9, shall be used to evaluate design requirements and identify the safety class to be assigned SSCs. The safety class shall be used as the basis for the degree of control imposed on the SSC.

3.4 SAFETY EQUIPMENT LIST

Based upon the safety classification assigned to each SSC, a Safety Equipment List (SEL) shall be developed in accordance to WHC-CM-4-46, Section 9. If the sub-project has or will develop an equipment list, the SEL may be part of the larger list.

3.5 ESTABLISHMENT OF DESIGN BASIS

The body of technical information (e.g., requirements and design basis, reflected in drawings, specifications, process flow diagrams, vendor information, supporting documents, engineering studies, analyses) associated with a system under development, operation, modification or deactivation shall be developed, verified and managed in accordance with WHC-CM-3-5, WHC-CM-4-2, WHC-CM-4-46, WHC-CM-6-1, and WHC-CM-6-2. Applicable sections of WHC-IP-1026, Engineering Practices Guidelines as determined by the sub-project cognizant engineer, and management should be implemented throughout the design process.

WHC-SD-SNF-CM-001, Rev. 0

Design verification (both final design and subsequent changes/revisions) shall be in accordance with WHC-CM-6-1, Section EP-4.1.

Field verification shall be in accordance with WHC-CM-6-1, Section EP-1.3.

3.6 DESIGN RECONSTITUTION

A graded approach design reconstitution shall be implemented when a SSC is determined to have missing or inadequate design information. The SSC mission and life cycle shall dictate the need and level of design reconstitution implemented, as noted in DOE-STD-1073-93.

The SNF Project ongoing K Basin reconstitution effort is in accordance with facility specific CMPs as listed:

- WHC-SD-SNF-CM-002, Configuration Management Plan for K Basins
- WHC-SD-SNF-FVP-001, Field Verification Program for K Basins
- WHC-SD-SNF-DRP-001, Design Reconstitution Program Plan and Procedures for K Basins
- WHC-SD-SNF-CMD-001, Configuration Management Compliance Matrix for K Basins.

4.0 DOCUMENT CONTROL

All SNF Project related documents (i.e., functions & requirements, analysis, design calculations, drawings, specifications, procedures, etc.) containing design related information shall be developed, reviewed, and released into the WHC document control system by use of an Engineering Data Transmittal, and processed by an authorized Configuration Documentation Work Station (release station), in accordance to and WHC-CM-3-5, and WHC-CM-6-1. Authorized signature levels shall be determined in accordance with WHC-3-5, Section 12.7.

A SNF Project file shall be established to capture programmatic, project, sub-element, and sub-contractor information and maintained through guidance from the SNF Project Administration and Engineering organizations.

Control and management of other project documents shall be in accordance with WHC-CM-6-2, PM-12.

5.0 CHANGE CONTROL

5.1 IDENTIFICATION OF CHANGES

5.1.1 PHYSICAL CHANGES

Changes to physical configuration, design information, and documentation shall be managed through the Engineering Change Notice (ECN) process as stated in WHC-CM-6-1, EP-2.2.

The location of supporting information (i.e., identification of released supporting documents containing analysis, design calculations) shall be included on the ECN justification block.

Determined cost and schedule impacts shall be noted in Block 16, and 17, Cost and Schedule Impact of the ECN form.

5.1.2 COST AND SCHEDULE CHANGES

Project baseline management and change control shall be managed by the Change Request process by the SNF Project Baseline Control organization in accordance with WHC-CM-2-5, Management Control System, and for line item projects within the SNF Project, WHC-CM-6-2, PM-14, shall be administered for Project Baseline Management and Change Control.

The SNF Project use of the WHC Management Control System ensures changes to the project baselines are reviewed and approved by the appropriate level of management.

5.2 TECHNICAL REVIEWS

Proposed changes affecting SSC and facility documentation shall have technical reviews, and signature approvals consistent with WHC-CM-3-5, Section 12.7.

Technical reviews shall verify that design basis and design requirements remain consistent and not compromised; that all safety and mission impact requirements have been identified; that acceptance testing, operational, and maintenance specifications have been developed or modified; and that affected/interfacing SSC and documentation be modified or reconciled.

Technical reviews should be given the same organizational considerations as the document received at initial release.

5.3 MANAGEMENT REVIEWS

ECN approvals should be given the same organizational considerations as the document received at initial release, WHC-CM-3-5, Section 12.7. Signature

shall indicate that the change is necessary, of beneficial use, and conforms to this CMP.

5.4 IMPLEMENTATION

All field changes and modifications shall be implemented in conformance with the approved and released ECN.

Changes shall not occur prior to ECN approval and release, except as noted in WHC-CM-6-1, EP-2.2.

5.5 DOCUMENTATION

The SEL and/or applicable equipment lists shall be updated to reflect the completed change documentation of affected SSC.

5.6 POST MODIFICATION TESTING

Released ECNs shall be incorporated at the completion of required testing, maintenance and operations checkout, in accordance with WHC-CM-6-1, EP-4.2 and EP-2.2, Section 2.12, to determine if the equipment meets design requirements. As-building required for SSC should be considered at the same time as ECN incorporation.

6.0 ASSESSMENTS

6.1 PROJECT ASSESSMENTS

To ensure facility specific physical configuration an initial assessment shall be conducted to ensure the establishment and maintenance of technical consistency among design requirements, physical configuration and documentation. Facility specific plans may choose to implement the assessment process by use of WHC-CM-1-5, Standard Operating Practices.

6.2 PHYSICAL CONFIGURATION ASSESSMENTS

Facility specific scheduled periodic assessments, and walkdowns shall be conducted. The physical configuration shall be compared with related documentation. Evaluation of the walkdown results shall be conducted to determine the need for immediate and long term corrective actions. Identified discrepancies shall be scheduled for corrective action in a timely manner.

Facility specific plans may choose to implement the assessment process by use of WHC-CM-1-5.

6.3 PERIODIC EQUIPMENT PERFORMANCE MONITORING

WHC-SD-SNF-CM-001, Rev. 0

The performance of SSC identified in the SEL shall be assessed by the WHC-CM-1-8, Work Management Manual, and shall be analyzed by the cognizant engineer to determine any required recommendations relative to repair and/or replacement.

6.4 MATERIAL CONDITION AND AGING MANAGEMENT

Material condition and aging (MCA) shall be identification for SSCs on the SEL. MCA information shall be available for inclusion in operations and maintenance manuals (OMM). MCA information for SSCs on the Master Equipment List(s) should be considered for inclusion to routine maintenance manuals, and OMMs.

7.0 REFERENCES

DOE-STD-1073-93, Guide for Operational Configuration Management Program
SNF-RD-PM-001, Spent Nuclear Fuel Program Requirements Document
WHC-CM-1-3, Management Requirements and Procedures
WHC-CM-1-5, Standard Operating Practices
WHC-CM-1-8, Work Management Manual
WHC-CM-2-5, Management Control System
WHC-CM-2-6, Data Administration Standards
WHC-CM-3-5, Document Control and Records Management Manual
WHC-CM-3-6, Uniform Publications System
WHC-CM-3-10, Software Practices
WHC-CM-4-2, Quality Assurance Manual
WHC-CM-4-46, Nonreactor Facility Safety Analysis Manual
WHC-CM-6-1, Standard Engineering Practices
WHC-CM-6-2, Project Management
WHC-CM-6-3, Drafting Standards Manual
WHC-IP-1026, Engineering Practices Guidelines

WHC-SD-SNF-CM-001, Rev. 0

WHC-SD-GN-UM-30002, CAD Dataset Archival

WHC-SD-GN-UM-30003, Computer Backup Procedure

WHC-SD-GN-UM-30004, Non-released Datasets

WHC-SD-SNF-CM-002, Configuration Management Plan for K Basins

WHC-SD-SNF-CM-003, SNF Project Interface Control Plan

WHC-SD-SNF-CMD-001, Configuration Management Compliance Matrix for K Basins

WHC-SD-SNF-DRP-001, Design Reconstitution Program Plan and Procedures for K Basins

WHC-SD-SNF-FVP-001, Field Verification Program for K Basins

WHC-SD-SNF-SD-003, SNF Project Technical Baseline Document,
Volume 1, 2, and 3

WHC-SP-1148, Hanford Site Spent Nuclear Fuel Project Management Plan

NOTE: WHC Controlled Manuals may be accessed through HLAN Computer Connection to Soft Reporting, or by contacting the SNF Project IC Administrator. The referenced supporting documents may be obtained through Document Control - Central Files, 376-5421. Care should be given to obtain the most recent revision and all outstanding Engineering Change Notices.

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