

ES&H RESPONSIBILITIES

DATE: 11/14/2008

SUBJECT: QUALITY ASSURANCE

1. PURPOSE. This document addresses responsibility and accountability and provides administrative guidance to the Oak Ridge Office (ORO).
2. APPLICABILITY. The provisions of the document apply to ORO Principal Staff.
3. RESPONSIBILITIES.
 - a. Manager, ORO (or designee).
 - (1) Ensures that the ORO QAP is developed, implemented, and maintained.
 - (2) Ensures that approval of the ORO QAP is obtained from DOE Headquarters (HQ) and is issued to ORO organizations.
 - (3) Approves or rejects contractor QAPs submitted in accordance with Title 10 Code of Federal Regulations (CFR) Part 830, Subpart A, QUALITY ASSURANCE REQUIREMENTS, and DOE O 414.1C, if delegated by DOE HQ.
 - b. Assistant Managers.
 - (1) Implement the ORO QAP within each organization.
 - c. Contracting Officer's Representatives.
 - (1) Obtains approval through appropriate line management for contractor QAPs submitted under DOE O 414.1C and/or 10 CFR 830 Subpart A.
 - (2) Ensure that contractor QAPs are reviewed and approved or rejected within 90 calendar days of receipt.
 - d. Assistant Manager for Environment, Safety, and Health.
 - (1) Assists in performing independent assessments of ORO implementation of the QAP.
 - (2) Performs formal contractor QAP reviews, as requested, and recommends approval or rejection.
 - (3) Provides an ORO point of contact who serves as a member of the DOE HQ Corrective Action Management Team that supports and coordinates line management efforts to implement the HQ Corrective Action Management Program.
 - (4) Provides an ORO point of contact who serves as a liaison with the HQ Safety Software Quality Assurance (SQA) Program that supports and coordinates line management efforts to implement SQA requirements.

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4. REFERENCES.

- a. 10 CFR 830, Subpart A, QUALITY ASSURANCE REQUIREMENTS, dated January 10, 2001.
- b. DOE G 414.1-1B, MANAGEMENT AND INDEPENDENT ASSESSMENTS GUIDE FOR USE WITH 10 CFR PART 830, SUBPART A, AND DOE O 414.1C, QUALITY ASSURANCE; DOE M 450.4-1, INTEGRATED SAFETY MANAGEMENT SYSTEM MANUAL/ AND DOE O 226.1A, IMPLEMENTATION OF DEPARTMENT OF ENERGY OVERSIGHT POLICY, dated September 27, 2007.
- c. DOE G 414.1-2A, QUALITY ASSURANCE MANAGEMENT SYSTEM GUIDE FOR USE WITH 10 CFR 830 SUBPART A, QUALITY ASSURANCE REQUIREMENTS, AND DOE O 414.1C, QUALITY ASSURANCE, dated June 17, 2005.
- d. DOE G 414.1-3, SUSPECT/COUNTERFEIT ITEMS GUIDE FOR USE WITH 10 CFR 830 SUBPART A, QUALITY ASSURANCE REQUIREMENTS AND DOE O 414.1B, QUALITY ASSURANCE, dated November 3, 2004.
- e. DOE G 414.1-4, SAFETY SOFTWARE GUIDE FOR USE WITH 10 CFR 830, SUBPART A, QUALITY ASSURANCE REQUIREMENTS, AND DOE O 414.1C, QUALITY ASSURANCE, dated June 17, 2005.
- f. ISO 9001, "*Quality Management System.*"
- g. Office of Science Management System (SCMS) on Quality Assurance and Oversight.
- h. Office of Science Quality Assurance Program.