

STAGING/STORAGE OF COMPONENTS

1.0 Objective

The objective of this surveillance is to ensure that before components or consumables are used in maintenance and repair of equipment and systems, or before new components and systems are installed, they are stored in ways that prevent deterioration. The surveillance also examines the laboratory's practices in staging materials, and the use of effective quality control to ensure materials and components are stored and staged properly. Finally, the surveillance provides an opportunity for the Facility Representative or Environmental, Safety, and Health Support Specialists to verify that the laboratory is complying with performance objectives established by the Department of Energy.

2.0 References

- 2.1 DOE 5700.6C, *Quality Assurance*
- 2.2 10 CFR Part 50, Appendix B, *Quality Assurance Criteria for Nuclear Power Plants and Fuel Reprocessing Plants*
- 2.3 10 CFR 830.120, *Quality Assurance Requirements for DOE Nuclear Facilities*
- 2.4 NQA-1-1989, *Quality Assurance Program Requirements for Nuclear Facilities*

3.0 Surveillance Activities

The Facility Representative or Environmental, Safety, and Health Support Specialist conducts the following activities:

1. Examine storage conditions for one or more spare or new components that may be used in safety-related or important-to-safety applications.
2. Examine staging of components or consumables to verify effective control over materials.
3. Examine storage of components to evaluate segregation of components that may be used in safety-related or important-to-safety applications from components that will be used in non-safety-related applications.

Surveillance Guideline
STAGING/STORAGE OF COMPONENTS

Surveillance No.: _____

Facility: _____

Date Completed: _____

YES NO N/A

Activity One - Examine Storage Conditions

- | | | | | |
|----|--|-------|-------|-------|
| 1. | Are components marked or labelled to provide adequate traceability to specific procurements, vendors, etc.? | _____ | _____ | _____ |
| 2. | Did the vendor provide recommendations on conditions for storage of the components including recommendations for controls on temperature, humidity, or prevention of contact with dust, corrosive chemicals or contaminants? | _____ | _____ | _____ |
| 3. | Is storage in accordance with the manufacturer's recommendations? | _____ | _____ | _____ |
| 4. | Has the laboratory provided for periodic inspections to ensure that storage conditions are maintained in accordance with manufacturer recommendations? | _____ | _____ | _____ |
| 5. | Did the vendor provide recommendations for any routine preventive maintenance to be performed during storage? | _____ | _____ | _____ |
| 6. | Has the laboratory performed the required preventive maintenance activities? | _____ | _____ | _____ |
| 7. | Is adequate documentation available to demonstrate that required maintenance has been performed? | _____ | _____ | _____ |

Activity Two - Examine Staging of Components or Consumables

- | | | | | |
|----|---|-------|-------|-------|
| 8. | Are components and consumables marked or labelled to ensure their traceability? | _____ | _____ | _____ |
| 9. | Are consumables or components with limited shelf life marked to identify their expiration date? | _____ | _____ | _____ |

Surveillance Guideline
STAGING/STORAGE OF COMPONENTS (cont.)

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
10. Are consumables or components with limited shelf life staged within their expiration dates?	_____	_____	_____
11. Are components that have been staged adequately protected from adverse environments, contaminants, or conditions that could lead to corrosion or other degradation?	_____	_____	_____
12. For components or equipment to be installed, has the manufacturer provided recommendations for cleaning or treatment before installation?	_____	_____	_____
13. Have the manufacturer's recommendations been implemented?	_____	_____	_____
Activity Three - Examine Storage Areas			
14. Are storage areas, bins, lockers, compartments, etc. clearly marked to distinguish between components that may be used in safety-related or important-to-safety applications and components that are for use in non-safety-related applications?	_____	_____	_____
15. Are defective or deficient materials segregated from materials and components that may be useable?	_____	_____	_____
16. Are defective or deficient materials or components clearly labelled to prevent their inadvertent use?	_____	_____	_____
OTHER:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTES/COMMENTS:

PERSONNEL CONTACTED: _____

**IF MORE SPACE IS NEEDED FOR FINDINGS, OBSERVATIONS, AND FOLLOWUP
ITEMS - USE ADDITIONAL SHEETS**

FINDINGS:

Finding No.: _____

Description: _____

Finding No.: _____

Description: _____

Finding No.: _____

Description: _____

OBSERVATIONS:

Observation No.: _____

Description: _____

Surveillance Guideline
STAGING/STORAGE OF COMPONENTS (cont.)

Observation No.: _____

Description: _____

Observation No.: _____

Description: _____

FOLLOWUP ITEMS:

Followup Item No.: _____

Description: _____

Surveillance Guideline
STAGING/STORAGE OF COMPONENTS (cont.)

Followup Item No.: _____

Description: _____

Followup Item No.: _____

Description: _____

LABORATORY MANAGEMENT DEBRIEFED AND RESULTS: _____

Signature: _____ Date: _____

Facility Representative or
Environmental, Safety, and Health Support Specialist