

NCSX Document and Records Plan Peer Review

Date: March 19, 2003

Resolution of NCSX Document and Records Plan Peer Review Chits, conducted on March 14, 2003, has been successfully completed and all CHITs closed out.

Review Board Comment/Recommendation and Close Out:

Concur: Judy Malsbury, Peer Review Chair

Cognizant Engineer's Response/Disposition/Closeout:

Robert Simmons

RLM Review:

Concur: Hutch Neilson, NCSX RLM

Revised Table 4-1

Type of Record	NCSX Record Key	DOE Record Retention Schedule (GEN-023)	Retention Requirement (GEN-023)
Initial planning documents	DC1	14	Until construction project completion
NEPA documentation and other records	DC2	E	25 years – need DOE approval to dispose of
Other technical information and/or data prepared for outside (of DOE) agencies	DC3	O	10 years – need DOE approval to dispose of
Design requirements/design and operations documentation records and demonstrating capability for safe design, fabrication, modifications, and operations	DC4	14	Until dismantlement or disposal
Project decommissioning and dismantlement records	DC5	E	75 years after decommissioning and dismantlement
Project management records	DC6	A16	1 year after project removed from service
Miscellaneous records supporting, but not required for project record purposes	DC7	14	Until construction project completion or superceded

CHITs That Address NCSX Data Management Plan Requirements

<p>PPPL DESIGN REVIEW CHIT</p>		WP # _____ (ENG-032) CHIT # <u>DMP-1</u>									
COMPONENT/SUBSYSTEM/SYSTEM <u>NCSX Document & Records Plan</u> COGNIZANT DESIGN ENGINEER <u>R. Simmons</u> DATE OF REVIEW <u>March 14, 2003</u>	<table style="width: 100%; border: none;"> <tr> <td style="width: 5%;"><input checked="" type="checkbox"/></td> <td style="width: 15%;">PEER</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CDR</td> </tr> <tr> <td><input type="checkbox"/></td> <td>PDR</td> </tr> <tr> <td><input type="checkbox"/></td> <td>FDR</td> </tr> </table>		<input checked="" type="checkbox"/>	PEER	<input type="checkbox"/>	CDR	<input type="checkbox"/>	PDR	<input type="checkbox"/>	FDR	
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SUBJECT: (CHECK AS APPLICABLE) <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> REQUIREMENTS</td> <td><input type="checkbox"/> HARDWARE</td> <td><input type="checkbox"/> SAFETY</td> </tr> <tr> <td><input type="checkbox"/> ANALYSIS</td> <td><input type="checkbox"/> CONFIGURATION</td> <td><input type="checkbox"/> COST/SCHEDULE</td> </tr> <tr> <td><input type="checkbox"/> PERFORMANCE</td> <td><input type="checkbox"/> RELIABILITY/MAINTAINABILITY</td> <td><input type="checkbox"/> QUALITY</td> </tr> </table>			<input type="checkbox"/> REQUIREMENTS	<input type="checkbox"/> HARDWARE	<input type="checkbox"/> SAFETY	<input type="checkbox"/> ANALYSIS	<input type="checkbox"/> CONFIGURATION	<input type="checkbox"/> COST/SCHEDULE	<input type="checkbox"/> PERFORMANCE	<input type="checkbox"/> RELIABILITY/MAINTAINABILITY	<input type="checkbox"/> QUALITY
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COMMENT/CONCERN/RECOMMENDATION Suggest that we scan some portion of non-electronic documents (e.g. first page or two) and store as info-only copy on web for reference. <p style="text-align: right;">ORIGINATOR <u>B. Nelson / ORNL</u></p> <p style="text-align: right;">NAME/ORGANIZATION</p>											
REVIEW BOARD COMMENT/RECOMMENDATION (Address technical, cost, and schedule impacts as appropriate. If CHIT is not adopted, provide technical reasons do not simply state "out-of-scope or N/A" without explaining.) Agree, but may be physical constraints that will preclude scanning all vendor documents. <table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> CONCUR</td> <td></td> </tr> <tr> <td><input type="checkbox"/> DISAGREE</td> <td></td> </tr> <tr> <td><input type="checkbox"/> OTHER</td> <td style="text-align: right;">CHAIRPERSON <u>J. Malsbury</u> DATE: <u>March 14, 2003</u></td> </tr> </table>			<input checked="" type="checkbox"/> CONCUR		<input type="checkbox"/> DISAGREE		<input type="checkbox"/> OTHER	CHAIRPERSON <u>J. Malsbury</u> DATE: <u>March 14, 2003</u>			
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COGNIZANT DESIGN ENGINEER'S RESPONSE/DISPOSITION: Section 1.1 of the DMP has been revised to state: "The vast majority of project documents will be created, stored, and be accessible electronically. In instances where the electronic storage of project documents is not practical (e.g., vendor submittals, etc.), hard copies will be provided to the PPPL Operations Center for storage. Where feasible, the cover page, first page, or other sample of the hard copy will be scanned and stored electronically with the appropriate annotation made in the electronic file as to the source repository." <p style="text-align: right;">SIGNATURE <u>R. Simmons</u> DATE: <u>March 14, 2003</u></p>											
RESPONSIBLE RLM REVIEW <table style="width: 100%; border: none;"> <tr> <td style="width: 40%; border-right: 1px solid black;"> <input checked="" type="checkbox"/> APPROVE COG DISPOSITION <input type="checkbox"/> DISAPPROVE COG DISPOSITION </td> <td style="padding-left: 10px;"> SIGNATURE <u>H. Neilson</u> DATE: <u>March 19, 2003</u> </td> </tr> </table>			<input checked="" type="checkbox"/> APPROVE COG DISPOSITION <input type="checkbox"/> DISAPPROVE COG DISPOSITION	SIGNATURE <u>H. Neilson</u> DATE: <u>March 19, 2003</u>							
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COGNIZANT DESIGN ENGINEER CLOSE-OUT Sign when action required by disposition is complete. <p style="text-align: right;">SIGNATURE <u>R. Simmons</u> DATE: <u>March 19, 2003</u></p>											

PPPL DESIGN REVIEW CHIT		WP # _____ (ENG-032) CHIT # <u>DMP-2</u>
COMPONENT/SUBSYSTEM/SYSTEM <u>NCSX Document & Records Plan</u> COGNIZANT DESIGN ENGINEER <u>R. Simmons</u> DATE OF REVIEW <u>March 14, 2003</u>	<input checked="" type="checkbox"/> PEER <input type="checkbox"/> CDR <input type="checkbox"/> PDR <input type="checkbox"/> FDR	
SUBJECT: (CHECK AS APPLICABLE) <input type="checkbox"/> REQUIREMENTS <input type="checkbox"/> HARDWARE <input type="checkbox"/> SAFETY <input type="checkbox"/> ANALYSIS <input type="checkbox"/> CONFIGURATION <input type="checkbox"/> COST/SCHEDULE <input type="checkbox"/> PERFORMANCE <input type="checkbox"/> RELIABILITY/MAINTAINABILITY <input type="checkbox"/> QUALITY		
COMMENT/CONCERN/RECOMMENDATION Suggest a statement in the plan that any changes to critical records software, e.g. Pro-E, Pro-Intralink, Adobe Acrobat, etc. will require conversion of affected records to a format that is compatible with the new software. <div style="text-align: right; margin-right: 100px;"> ORIGINATOR <u>B. Nelson / ORNL</u> NAME/ORGANIZATION </div>		
REVIEW BOARD COMMENT/RECOMMENDATION (Address technical, cost, and schedule impacts as appropriate. If CHIT is not adopted, provide technical reasons do not simply state "out-of-scope or N/A" without explaining.) <input checked="" type="checkbox"/> CONCUR <input type="checkbox"/> DISAGREE <input type="checkbox"/> OTHER <div style="text-align: right; margin-right: 100px;"> CHAIRPERSON <u>J. Malsbury</u> DATE: <u>March 14, 2003</u> </div>		
COGNIZANT DESIGN ENGINEER'S RESPONSE/DISPOSITION: The DMP Section 2.2 has been revised to add a new paragraph that states: "It is conceivable over the lifetime of the NCSX Project that electronic software advances may make the current standards of Microsoft Office and Pro/E and/or AutoCAD obsolete. This may necessitate converting project files to a format compatible with the new standards. This will require development and implementation of a specific conversion plan." <div style="text-align: right; margin-right: 100px;"> SIGNATURE <u>R. Simmons</u> DATE: <u>March 14, 2003</u> </div>		
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