

**Statement of Work
for
Quality Assurance Support
Technical Staff Augmentation**

Revision 0

November 6, 2017

SECTION 1: INTRODUCTION

This Master Task Order (MTO) Statement of Work (SOW) is part of a Master Task Order with separate task orders to be issued for off-site or on-site Quality Assurance Oversight Technical Support. The services are in support of the Nuclear Waste Partnership LLC (NWP) Quality Assurance (QA) organization in the performance of off-site subcontractor quality oversight activities or on-site staff augmentation support.

Universal Requirements

The following will only be stated once but applies to all task orders issued under the MTO:

The provisions in the MTO related to Government-Furnished Equipment (GFE), Work Performance, Environment, Safety and Health, Subcontract Technical Representative, Process Improvements, Quality Requirements, and NWP Work Schedule apply but are governed under the MTO. Where applicable, specific requirements or changes that affect these universal requirements are noted within the individual Task Order.

SECTION 2: SCOPE OF WORK

Subcontractor quality assurance personnel shall perform reviews of technical proposals and quality-related oversight activities on NWP subcontracts, applying fundamental NQA-1-based technical quality assurance knowledge. Personnel will review technical proposals and statements of work as well as oversee work related to site infrastructure projects such as the WIPP Fire Loop activities and capital asset projects such as the permanent ventilation system. Personnel may also be requested to augment NWP personnel at the WIPP Site in Carlsbad, New Mexico.

For off-site services, the Subcontractor shall assume responsibility for detailed quality assurance oversight activities which could include fabrication oversight and field assessments at numerous vendor facilities as directed by the NWP QA Subcontract Technical Representative (STR). The Subcontractor shall prepare basic reports and other technical documents such as oversight reports.

Work activities will be performed under the direction of the NWP QA organization, using WIPP procedures and the NWP QA Program Description (QAPD).

The Subcontractor shall provide trained and qualified personnel to complete assigned Task Orders. Disciplines and/or services requested may include, but are not limited to, the following:

- Vendor Surveillance
- Field Surveillance/Oversight – Mechanical, Electrical and Civil
- Certified Welding Inspectors are preferred
- Construction-related Quality Oversight:

- Shop Surveillance
- Mechanical
- Electrical
- Civil
- Documentation Package Review such as, contract submittals and vendor travelers
- Quality Assurance Certified Lead Auditors (ANSI N45.2.23 or NQA-1)
- Off-site Oversight - source inspection at vendor/fabrication facilities

The Subcontractor shall provide resumes and documentation supporting qualifications/certifications and the conduct of quality activities. All personnel shall have demonstrated experience and work history in the conduct of quality assurance activities. The Subcontractor shall submit all personnel resumes, qualifications and/or certifications to the STR for approval prior to assigning an individual to an NWP Task Order. The Subcontractor shall maintain a list of all NWP approved personnel.

Subcontractor personnel shall obtain and maintain site specific training prior to commencement of any quality assurance oversight activities.

SECTION 3: APPLICABLE DOCUMENTS

1. WIPP Procedure (WP) 13-1, *Nuclear Waste Partnership LLC Quality Assurance Program Description*;
2. Associated implementing procedures applicable to individual task orders.
3. ASME NQA-1-1989, QA Requirements for Nuclear Facility Applications
4. Title 10 CFR 830, Quality Assurance Requirements
5. WP 12-EC.12, Site Users and Tenants Guide
6. WP 12-IS01-6, ISP – Visitor, Vendor, User, Tenant, and Subcontractor Safety Controls
7. WP 15-PC3041, Approval/Variation Request Processing
8. EA09-DC01-1-0, Request for Information Form
9. EA15-PC3041-2-0, Approval/Variation Request Form

Implementing Procedures will be identified by NWP in the individual task orders. The Subcontractor shall request clarification from the STR when an implementing procedure is not identified in a Task Order or there is a conflict between implementing procedures incorporated in a Task Order.

SECTION 4: TECHNICAL TASKS

Specific technical tasks shall be assigned at the Task Order level and may include, but are not limited to, the following contemplated tasks:

1. Perform on-site and off-site quality assurance oversight activities.
2. Participate in project-specific team meetings as requested by the STR.
3. Submit quality assurance reports to the STR as required at the Task Order level (typically within 3 business days).

SECTION 5: QUALIFICATIONS

Senior Quality Assurance Specialist – Conduct various quality assurance activities to assess full compliance with appropriate internal and external requirements. Independently resolve internal and external quality assurance/assessment problems or questions. Assume responsibility within assigned quality assurance areas for investigations and related activities applying specific knowledge of regulatory agency and site applied codes, standards, and other requirements. Analyze and recommend incorporation of technological advancements in techniques, principles, and theories of Quality Assurance Programs. This position requires 10 years of experience or a combination of education and relevant experience deemed acceptable by NWP.

Quality Engineer – Conduct quality assurance activities related to design reviews, licensing, procurement, in-process and final equipment acceptance, design specifications, vendor selection, procedure / specification acceptance, drawing review, quality planning and non-conforming condition resolution. Review codes, standards, and regulations for impact on existing internal procedures and specifications. Initiate actions to issue or revise procedures to achieve conformance. Identify, develop, and implement inspection/examination techniques and related acceptance criteria for process and final inspection. Develop and implement quality assurance procedures, plans, and specifications in compliance with internal requirements. Provide interface and coordinate quality assurance activities such as audits, position plans, and licensing and safety. This position requires a Technical Bachelor's degree in a related engineering discipline (e.g., mechanical, electrical) with 10 years of experience with the activities above or a combination of education and relevant experience deemed acceptable by NWP.

Quality Engineer II – Conduct quality assurance activities related to design reviews, licensing, procurement, in-process and final equipment acceptance, design specifications, vendor selection, procedure/specification acceptance, drawing review, quality planning, and non-conforming condition resolution. Review codes, standards, and regulations for impact on existing internal procedures to achieve conformance. Identify, develop, and implement inspection/examination techniques and related acceptance criteria for process and final inspection. Provide interface and coordinate quality assurance activities such as audits, position plans, and licensing and safety. Possess the ability to develop and implement quality assurance procedures, plans and specifications in compliance with internal requirements. This position requires a Technical Bachelor's degree plus 15 years of experience in a related engineering discipline (e.g., mechanical, electrical) with the activities above or a combination of education and relevant experience deemed acceptable by NWP.

SECTION 6: QUALITY ASSURANCE REQUIREMENTS

Subcontractor personnel will adhere to WIPP Procedure (WP) 13-1, *Nuclear Waste Partnership LLC Quality Assurance Program Description*, and the associated implementing procedures applicable to individual task orders.

Implementing Procedures such as commodity specific inspection plans will be identified by NWP in the individual task orders. Subcontractor shall request clarification from the STR when an implementing procedures is not identified in a Task Order or there is a conflict between implementing procedures incorporated in a Task Order.

SECTION 7: REPORTS, DATA, AND DELIVERABLES

The Subcontractor shall be required to submit quality assurance oversight reports as specified at the Task Order level.

SECTION 8: OTHER CONDITIONS

The Subcontractor shall furnish all personnel and equipment required to perform the off-site services.

When work is performed at the WIPP Site, NWP will provide a workspace (desk, phone, and computer) as well all required equipment.

Site specific training (e.g., safety briefings, General Employee Training) may be required to access a supplier's facility or the WIPP Site. The STR will communicate and coordinate the training requirements to the Subcontractor at the Task Order level.