

**Standards Committee on
Nuclear Quality Assurance**

**Supplement to Procedures for ASME Codes and
Standards Development Committees**

Revision 4

NQA Standards Committee Approved: 10/10/18

BNCS Approved: 11/20/18

Standards Committee on Nuclear Quality Assurance (NQA) Procedures

This Supplement includes supplemental procedures specific to the Nuclear Quality Assurance (NQA) Standard Committee based upon “Procedures for ASME Codes and Standards Development Committees”, latest Revision as posted on C&S Connect, as provided for in Paragraph A.3 of the Procedures.

1.0 Charter (Ref. 1.1)

To develop and maintain quality assurance and quality assurance related codes and standards applicable to siting, design, construction, operation and decommissioning of nuclear facilities. Nuclear facilities are facilities for power generation, spent fuel storage, waste management, fuel reprocessing, nuclear material processing, fuel fabrication, and other related facilities. This scope includes the following specific functions and responsibilities:

- (a) Develop, interpret and maintain a quality assurance standard(s) applicable to nuclear activities and facilities.
- (b) Develop and maintain a glossary of terms used to define and describe quality assurance functions and coordinate their usage in other codes and standards.
- (c) Manage or coordinate, as appropriate, the development of supplementary quality assurance standards necessary to implement the general program requirements by established standards writing bodies or through Subcommittees of this Committee.
- (d) Coordinate with other ASME codes or standards committees, American National Standards committees, international organizations (e.g. International Standards Organization(ISO) and International Atomic Energy Agency(IAEA)) and committees of other organizations that are preparing and maintaining quality assurance (QA) related codes and standards for nuclear facilities by bringing individuals and groups together to discuss and evaluate common interests, objectives and understandings, and to provide an environment conducive to reaching mutual and consistent agreement on the QA standards effort.
- (e) Coordinate the application and interpretations of QA program requirements contained in the standards related to nuclear facilities.
- (f) Provide an interface for QA program standards and criteria with other nuclear activities falling within the scope of the Board on Nuclear Codes and Standards (BNCS).
- (g) On a selected basis and as situations are identified, coordinate the efforts of standards writing groups outside of the nuclear industry that may be applied to nuclear activities and/or facilities.

2.0 Number of Members (Ref. 3.1)

The membership shall consist of no more than 35 members. The membership may expand to up to 40 members with BNCS approval. Each member shall be approved for a term of 5 years.

Members who are appointed to the NQA Committee by virtue of their Subcommittee chairmanship are appointed for a term of 3 years (corresponding to their chairmanship term).

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They shall have full voting status and are counted as part of the NQA Committee quorum, allowable membership limit and balance of interest.

Note:

An existing NQA member-at-large who is subsequently elected as a Subcommittee Chair will have a term of 3 years, dated from their election as a Subcommittee Chair.

The Secretary shall keep track of all membership terms/term changes and report the status to the NQA Chair prior to each NQA Committee meeting,

Contributing Membership

See paragraph 3.4 in “Procedures for ASME Codes and Standards Development Committees”

Honorary Membership

See Paragraph 7.1 in “Guide to Procedures for ASME Codes and Standards Development Committees”

3.0 Member Interest Categories (Ref. 3.2)

The member interest categories are as follows:

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| a. Manufacturer (AK) | An organization producing, components, parts or appurtenances. |
| b. Material Manufacturer (AM) | An organization producing or supplying materials. |
| c. Owner (AO) | An organization owning or operating a facility where items are installed or used. |
| d. Constructor (AA) | An organization performing facility erection or installation of items. |
| e. Designer (AB) | An organization performing design and design related services. |
| f. Regulatory (AT) | An agency or organization that regulates or enforces activities associated with design, manufacture, installation and examination of items or operation of facilities. |
| g. Inspection (AH) | An insurance organization empowered by an enforcement authority to provide independent inspection personnel and services related to manufacture, installation, inservice inspection, and testing of items. |
| h. Laboratory (AI) | An organization whose primary function is to perform research and development, or an organization furnishing testing and examination services. |

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| i. Consultant (AU) | An individual who has expert knowledge or experience in the Committee's scope of work, and provides expert advice professionally. |
| j. General Interest (AF) | Educators, individuals from a technical society or other society, and public interest persons not specifically covered by other categories defined above. |

Each member of the Standards Committee shall be assigned an interest category defined in (a) through (i) above. It is not required that all interest categories be represented on the Standards Committee.

4.0 Standard Committee Officers (Ref. 4.0)

The officers of the Standards Committee shall be as follows:

- Chair
- Two Vice Chairs
- Secretary

All officer positions (Standards and Subcommittee) shall be elected to a term of 3 three years.

5.0 Determining Subordinate Group and Membership (Ref. 5.1.2, 6.3.2)

When subordinate groups are required, they shall be established by a majority vote of the NQA Committee. The NQA Committee approval of subordinate group shall also include the scope of work/charter, members and officers. A subordinate group's scope of work/charter may include the development of proposals for NQA Committee approval. However, the Standards Committee retains the authority to directly perform work delegated to a subordinate group.

Established subordinate groups that prepare proposals for the Standards Committee approval are as follows:

- Subcommittee on Applications
- Subcommittee on Assessment & Verification
- Subcommittee on Engineering & Procurement Processes
- Subcommittee on Interface & Administration
- Subcommittee on Program Management Processes
- Subcommittee on Software Quality Assurance
- Subcommittee on Waste Management
- Subcommittee on International Activities
- General Working and Special Working Groups as established by the NQA Chair or by majority vote of the Standards Committee.

The Standards Committee has also established an executive committee as a subordinate group to make recommendations and advise the Standards Committee on administrative activities and operational issues. No standards actions are taken by the Executive Committee. The

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Executive Committee is composed of the committee officers, subcommittee chairs and selected members-at-large from the Standards Committee.

6.0 Determining Project Team and Membership (Ref. 5.2)

The Standards Committee may also establish project teams (i.e. task groups) with a designated chair to prepare proposals for the Standards Committee approval. Project teams function outside of the subcommittees, but may include subcommittee, Standards Committee or other industry representatives as members. Selection process for project team members and reporting interface shall be approved by the Standards Committee. The chair of the project team shall be the project manager, unless otherwise designated.

7.0 Interpretations (Ref. 6.1.6, 10.2)

The Standards Committee will provide interpretations for all Standards entitled Quality Assurance Requirements for Nuclear Facility Applications and previous Standards that were the direct or assigned responsibility of the Standards Committee. Responses to technical inquiries shall be developed by a subordinate group (i.e.: subcommittee) and approved by a 2/3 vote of the Standards Committee.

8.0 Code Cases

The NQA Committee does not issue Code Cases.

9.0 Honors and Awards

The Standards Committee may recognize the contributions of its members through the recommendation for honors and awards.