

Memorandum

DATE: APR 19 1993

REPLY TO
ATTN OF: RW-3

SUBJECT: OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT (OCRWM) QUALITY ASSURANCE (QA) AUDIT HQ-93-05 OF OCRWM HEADQUARTERS ACTIVITIES

TO:

Director, Office of Civilian Radioactive Waste Management, RW-1

Please be advised that a team from OCRWM, Office of Quality Assurance (OQA), will conduct a QA audit of the OCRWM QA Program and implementation during the period May 10 through 13, 1993. The Audit Plan is attached. Current plans are for the audit team to hold a preaudit meeting on Monday, May 10, 1993, beginning at 9:00 a.m., in Room 2E-001, at the Forrestal Building. Please arrange for the appropriate personnel to attend the meeting. The postaudit meeting is tentatively scheduled for 2:30 p.m. on Thursday, May 13, 1993.

If you have any questions, please contact Bob Clark at (202) 586-1238 or Tom Rodgers of CER Corporation at (703) 276-9300.


Donald G. Horton, Director
Office of Quality Assurance

Attachment *on the shelf*

cc:

- F. Peters, RW-2
- T. Isaacs, RW-4
- J. Saltzman, RW-5
- S. Rousso, RW-10
- S. Brocoum, RW-22
- D. Shelor, RW-30
- R. Milner, RW-40
- R. Minning, RW-53
- T. Johnson, RW-3.1
- R. Spence, YMPO
- C. Gertz, YMPO
- W. Booth, Weston
- R. Loux, NWPO, Carson City, NV
- S. Zimmerman, NWPO, Carson City, NV
- J. Pitts, Lincoln County, NV
- D. Betchel, Clark County, NV
- E. von Tiesenhasuen, Clark County, NV
- W. Offutt, Nye County, NV
- P. Niedzielski-Eichner, Nye County, NV
- B. Mettam, Inyo County, CA

Add: Ken Hooks Lt. Engr 11

*NH03
WM-11
102-7*

930427034 XA 130092
4P 7/19/93

G. Derby, Lander County, NV
L. Florenzi, Eureka, NVC.
C. Schank, Churchill County, NV
W. Poe, Mineral County, NV
F. Mariani, White Pine County, NV
J. Hayes, Esmeralda County, NV
K. Hooks, NRC, Washington, D.C.

**AUDIT PLAN
AUDIT NUMBER: HQ-93-05
AUDIT OF OFFICE OF CIVILIAN
RADIOACTIVE WASTE MANAGEMENT (OCRWM)**

An audit of OCRWM Headquarters activities will be conducted May 10 through 13, 1993, at their offices in the Forrestal Building.

The audit will be conducted by:

Thomas Rodgers	CER Corp., Arlington, VA	Audit Team Leader
Fred Bearham	CER Corp., Arlington, VA	Auditor
Hugh Lentz	CER Corp., Arlington, VA	Auditor
Robert Howard	Weston, Washington, DC	Auditor
Richard Maudlin	MACTEC, Las Vegas, NV	Auditor
Trieu Truong	DOE/RW-321	Technical Specialist

Observers from the State of Nevada, the NRC, the Edison Electric Institute, and other interested parties will be invited to participate.

AUDIT SCOPE

This performance-based audit will evaluate the adequacy and effectiveness of the OCRWM Headquarters QA Program as implemented for the following processes:

- a) Preparation, review, approval, and issuance of the Waste Acceptance Systems Requirements Document (WA-SRD), Rev. 0;
- b) FY 1993 Programmatic Funding and Guidance Letters (PGLs) applicable to the Oak Ridge National Laboratory (Characteristics Data Base Maintenance Support; Verification & Validation of ORIGEN2 Software) and General Atomics/B&W Fuel Company (Initiative I From-Reactor Cask Contractors); and
- c) Work Authorization Directives (WADs), as selected for various tasks delegated to the Management and Operating Contractor (M&O).

QA PROGRAM ELEMENTS

Implementation of the following QA Program Elements will be evaluated during the audit:

- 3 - Design Control
- 4 - Procurement Document Control
- 7 - Control of Purchased Items and Services

The following QA Program Element was considered during the scoping of this audit and determined to be not applicable, since OCRWM Headquarters currently has no activity to which this element applies:

19 - Computer Software

Checklists developed from the DOE/RW-0215, Quality Assurance Program Description (QAPD) and implementing Quality Assurance Administrative Procedures (QAAPs), Quality Assurance Procedures (QAPs), and the Technical Document Preparation Plan (TDPP) will be used to conduct the audit. If the audit team identifies a need to verify additional areas during the audit, they will be added to the audit checklist and verified accordingly.

PRELIMINARY AUDIT SCHEDULE

Audit Team Briefing	May 10th	8:30am
Preaudit Meeting	May 10th	9:00am
Conduct of Audit	May 10th	9:30am - 4:00pm
	May 11-12th	8:30am - 4:00pm
Postaudit Meeting	May 13th	8:30am - 2:30pm
	May 13th	2:30pm - 3:00pm
Daily Audit Team Debriefing		4:00pm
Daily Summary to OCRWM Management		8:30am

The audit may be extended as necessary to ensure adequate coverage of each QA Program Element.

Prepared by: Thomas E. Rodgers
Thomas E. Rodgers, CER Corporation
Audit Team Leader

Date: 4/17/93

Approved by: Donald G. Horton
Donald G. Horton, Director
Office of Quality Assurance

Date: 4/19/93