



Department of Energy

Washington, DC 20585

QA: QA

MAR 14 2002

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U.S. DEPARTMENT OF ENERGY OFFICE OF CIVILIAN RADIOACTIVE WASTE
MANAGEMENT (OCRWM) OFFICE OF QUALITY ASSURANCE (OQA) NOTIFICATION
OF SUPPLIER SURVEY OQA-SFE-02-01 OF GUILDLINE CALIBRATION SERVICES
(GCS)

Representatives of OCRWM OQA will be conducting a survey of GCS' facility in Lake Mary, Florida, on April 23-24, 2002, to evaluate compliance with their Quality Assurance Program.

The scope of the survey will be an evaluation of the implementation of GCS' quality program as specified in their *Quality Assurance Manual*, Revision 3.1, dated November 2, 2001, and any associated implementing documents.

The survey will be conducted by Marilyn A. Kavchak, Survey Team Leader, and Patrick V. Auer, Survey Team Member.

The tentative schedule of the survey is as follows and may be modified to accommodate completion of the survey:

Tuesday, April 23, 2002

8:00 a.m. Pre-Survey Meeting
4:00 p.m. Progress Report and Identification of Concerns

Wednesday, April 24, 2002

8:00 a.m. Clarification Meeting (if required)
3:00 p.m. Post-Survey Meeting

The survey will be conducted in accordance with the latest revision of OCRWM's Administrative Procedure 18.2Q, *Supplier Surveys/Audits*. Deficiencies identified during the survey that require corrective action will be discussed with the GCS management and included in the survey report. GCS' personnel are encouraged to immediately correct any identified deficiencies during the survey to prevent the need for future follow-up activities.



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In addition, observers from the state of Nevada, U.S. Nuclear Regulatory Commission, and other interested parties may accompany the survey team, as applicable.

If you have any questions, please contact either James Blaylock at (702) 794-1420 or Marilyn A. Kavchak at (702) 794-5423.



Ram Murthy, Acting Director
Office of Quality Assurance

OQA:JB-0793

cc:

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