

United States Government

Department of Energy

Memorandum

QA: QA

DATE: MAY 02 2002

REPLY TO

ATTN OF: RW-3 (James Blaylock/4-1420)

SUBJECT: U.S. DEPARTMENT OF ENERGY (DOE) OFFICE OF CIVILIAN RADIOACTIVE
WASTE MANAGEMENT (OCRWM) OFFICE OF QUALITY ASSURANCE (OQA)
SUPPLIER SURVEY OQA-SFE-02-04 OF GUIDELINE CALIBRATION SERVICES
(GCS)

TO: YMSCO/OPE (E. T. Smistad)

Enclosed is the Supplier Survey Report OQA-SFE-02-04 conducted by a team of auditors representing OCRWM OQA at the GCS facility in Lake Mary, Florida on April 23-24, 2002.

The supplier survey was conducted to evaluate GCS' ability to implement the specific quality and technical requirements, required for the calibration of electrical AC/DC resistance, voltage, and current measuring equipment.

The results of the audit concluded that GCS is effectively implementing their Quality Assurance Program and is meeting the required quality and technical requirements.

The survey team recommends GCS be placed on the OCRWM Qualified Suppliers List and be maintained on a triennial audit schedule as required for use.

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

OQA:JB-1122

James Blaylock for
Ram Murthy, Acting Director
Office of Quality Assurance

Enclosure:
Supplier Survey OQA-SFE-02-04

MAY 02 2002

cc w/encl:

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QA: QA

**U.S. DEPARTMENT OF ENERGY
OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT
OFFICE OF QUALITY ASSURANCE**

**SUPPLIER SURVEY REPORT
OF
GUILDLINE CALIBRATION SERVICES
LAKE MARY, FLORIDA**

REPORT NUMBER OQA-SFE-02-04

APRIL 23-24, 2002

Prepared by: M. Kavchak Date: 5/01/02
Marilyn A. Kavchak
Survey Team Leader
Navarro Quality Services

Approved by: James Blaylock for Date: 5/1/02
Ram Murthy
Acting Director
Office of Quality Assurance

ENCLOSURE

1.0 EXECUTIVE SUMMARY

Supplier Survey OQA-SFE-02-04 of Guildline Calibration Services (GCS) was conducted April 23-24, 2002, in Lake Mary, Florida. The survey determined the effective implementation of GCS' *Quality Assurance Manual*, Revision 3.1, and implementing procedures to provide electrical calibration services for AC/DC resistance, voltage and current measuring equipment.

The results of the survey revealed that GCS is satisfactorily implementing their Quality Assurance (QA) Program and is meeting the applicable quality and technical requirements required by the DOE/RW-0333P, Revision 11, *Quality Assurance Description and Requirements* (QARD) for procurement of Calibration Services. No conditions adverse to quality were identified. As a result of this survey, it is recommended that GCS be added to the Office of Civilian Radioactive Waste Management Qualified Suppliers List and be maintained on a triennial audit schedule as required for use.

2.0 SCOPE

The supplier survey was conducted to evaluate GCS' ability to implement the specific quality and technical requirements, as required by their QA Program to provide AC/DC resistance, voltage and current calibrations. The QARD Sections determined to be applicable were: Organization; Quality Assurance Program; Implementing Documents; Document Control; Control of Measuring and Test Equipment; Corrective Action; Quality Assurance Records; Audits; and Software.

3.0 SURVEY TEAM AND OBSERVERS

Marilyn A. Kavchak	Survey Team Leader/Navarro Quality Services (NQS), Las Vegas, NV
Patrick V. Auer	Survey Team Member, NQS, Las Vegas, NV

4.0 PERSONNEL CONTACTED DURING FACILITY SURVEY

Anthony Anderson, Chief Executive Officer and President, GCS, Lake Mary, Florida
Robert Gangawer, QA Manager, GCS, Lake Mary, Florida
William Bullock, Senior Laboratory Technician, GCS, Lake Mary, Florida
Bo Gobeli, Laboratory Technician, GCS, Lake Mary, Florida
Mike Frisz, Product Support Specialist, GCS, Lake Mary, Florida

5.0 SUMMARY OF SURVEY RESULTS

Implementation of the GCS QA Program and compliance with the technical and quality requirements required for calibration of electrical calibrations for AC/DC resistance voltage and current was determined to be effectively implemented to meet the intended scope of work. No conditions adverse to quality were identified during this survey. The details of the survey, including the supporting objective evidence, are documented on the survey checklist that is retained in the supplier evaluation files.

6.0 DEFICIENCIES

There were no deficiencies issued as a result of this supplier survey.