



QA: QA

Bradley Charles, QA Manager
Micro Precision Calibration, Inc.
1679 Mabury Road
San Jose, CA 95133

**BECHTEL SAIC COMPANY, LLC (BSC) QUALITY ASSURANCE (QA) SURVEILLANCE
REPORT BSCQA-02-S-23 OF MICRO PRECISION CALIBRATION, INC.**

Enclosed is the Surveillance Report BSCQA-02-S-23, conducted by BSC QA on May 9, 2002 at the Micro Precision Calibration, Inc. (MPC) facilities in San Jose, California.

The scope of the surveillance was to evaluate the MPC Purchasing, Control of Inspection, Measuring and Test Equipment, and Internal Quality Audit processes used to support Office of Civilian Radioactive Waste Management (OCRWM) Yucca Mountain Site Characterization Project (YMP) work.

The surveillance resulted in the issuance of Deficiency Report BSC(V)-02-D-128 identifying a failure by MPC to include technical requirements in purchase orders for calibration services.

This surveillance is considered complete and closed as of the date of this letter. A response to this surveillance report is not required.

If you have any questions, please contact either Robert D. Habbe at (702) 295-1631 or Daniel A. Klimas at (702) 295-2665.


Donald T. Krishna, Manager
Quality Assurance

5-29-02

Date Signed

RDH:bw-0529022806

Enclosure:
Surveillance Report BSCQA-02-S-23

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May 29, 2002

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**OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT
QUALITY ASSURANCE SURVEILLANCE REPORT**

QA: QA

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QA Surveillance Number:
BSCQA-02-S-23

Complete only applicable items.

1. Organization/Location Micro Precision Calibration, Inc. (MPC), San Jose, CA	2. Subject Procurement Document Control, Control of Inspection, Measuring and Test Equipment (M&TE), and Audits	3. Date(s) Performed 05/09/2002
4. Surveillance Scope Evaluation of the MPC Purchasing, Control of Inspection, Measuring and Test Equipment, and Internal Quality Audit processes used to support Office of Civilian (See Continuation Page)		
5. Requirement(s) (Procedure, Specification, Drawing, etc.) MPC Quality Manual, QM 540-94, Revision 1e, dated 10/26/2001 Section 9.0, Purchasing Section 14.0, Control of Inspection, Measuring and Testing Equipment Section 20.0, Internal Quality Audits		6. Originator <u>Robert D. Habbe</u> Team Members <u>Roxanna VanDillen (Subject</u> <u>Matter Expert)</u>

SURVEILLANCE RESULTS

7. Description/Details
This surveillance was performed by review of MPC documents and observation of MPC work practices that support implementation of the MPC Quality Program.

The following requirements of the MPC procurement process were evaluated for purchase orders (POs) with suppliers, PO2489 with Hart, PO2267 with Fluke in Everett, WA, PO2537 with Fluke in San Diego, CA, and PO4853 with Southern California Edison:

1. Verification that technical and quality requirements were included in MPC purchase orders to suppliers of calibration services.
2. Verification that subtier suppliers were evaluated/qualified in accordance with the MPC Quality Program.

The following requirements of the MPC internal audit process were evaluated for the Fiscal Year 2001 and 2002 internal audits:

1. Verification that all QA elements that support OCRWM calibrations were assessed.
2. Verification that auditors were qualified to perform internal audits.
3. Verification that audit deficiencies are followed up and verified.

The following requirements of the MPC Control of Inspection, Measuring and Testing Equipment were evaluated for various pieces of M&TE:

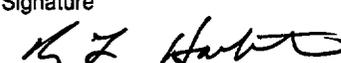
(See Continuation Page)

8. Persons (and their organizations) Contacted Bradley Charles, MPC, Quality Assurance Manager Bob Peck, MPC, Laboratory Manager Observers: Robert Spencer, BSC Stephen Mahler, LLNL	9. CAQ/NCR/TE Issued <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Recommendation Issued <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CAQ/NCR/TE Number(s): <u>DR BSC(V)-02-D-128</u> CIRS Number(s): <u>N/A</u>
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10. Surveillance Conclusions SAT UNSAT

Overall the Surveillance found effective implementation of the MPC Quality Program in the areas of Control of Inspection, Measuring and Test Equipment, and Internal Quality Audits.

Implementation in the area of Procurement Control identified an unsatisfactory condition, as MPC was not including technical requirements in purchase orders for calibration services. The Deficiency Report (DR) BSC(V)-02-D-128 identified that MPC was not including technical data in procurement documents to suppliers of calibration services.

11. Completed By (Originator) (Print Name) Robert D. Habbe	Signature 	Date 5-29-02
12. Reviewed By (Appropriate QA Manager) (Print Name) Daniel A. Klimas	Signature 	Date 5/29/02
13. Approved By (QVM) (Print Name) Robert F. Hartstern	Signature 	Date 5/29/02

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OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT
QUALITY ASSURANCE SURVEILLANCE REPORT

QA: QA

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QA Surveillance Number:
BSCQA-02-S-23

Complete only applicable items.

1. Organization/Location
Micro Precision Calibration, Inc.
(MPC), San Jose, CA

2. Subject
Procurement Document Control, Control of Inspection,
Measuring and Test Equipment (M&TE), and Audits

3. Date(s) Performed
05/09/2002

BLOCK 4 Surveillance Scope (Continued):

Radioactive Waste Management (OCRWM) Yucca Mountain Site Characterization Project (YMP) work.

BLOCK 7 Description/Details (Continued):

1. Traceability of Standards to NIST.
2. M&TE is calibrated at appropriate intervals.
3. Calibration Reports are issued to support the M&TE calibrated.
4. M&TE is identified with suitable indicators to show the calibration status.
5. Out-of-Tolerance conditions are documented and evaluated.
6. A recall system has been established.
7. Verification that software is verified/validated when used in the calibration process.
8. Verification that documented procedures are used to perform the calibration.
9. Verification that appropriate accuracy ratios are maintained.