



**Department of Energy**

Washington, DC 20585

QA: QA

**AUG 20 2002**

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National Spent Nuclear Fuel Program  
U.S. Department of Energy  
Idaho Operations Office  
850 Energy Drive, M/S 1154  
Idaho Falls, ID 83401

U.S. DEPARTMENT OF ENERGY OFFICE OF CIVILIAN RADIOACTIVE WASTE  
MANAGEMENT (OCRWM) OFFICE OF QUALITY ASSURANCE (OQA) QUALITY  
ASSURANCE (QA) AUDIT EM-ARC-02-10 OF THE NATIONAL SPENT NUCLEAR FUEL  
(NSNF) PROGRAM

Please be advised that a team of auditors representing OQA will conduct an audit of the implementation of the OCRWM QA program at Idaho Falls, Idaho, September 23-27, 2002. The audit will be conducted in accordance with the enclosed audit plan.

Observers from the state of Nevada, U.S. Nuclear Regulatory Commission, and other interested parties may also accompany the audit team.

You are hereby requested to arrange for appropriate space to conduct meetings, provide cognizant personnel to support the audit, and provide audit team access to appropriate NSNF documentation and records.

If you have any questions, please contact either James Blaylock at (702) 794-1420 or John R. Doyle at (702) 794-5021.

Ram B. Murthy, Acting Director  
Office of Quality Assurance

OQA:JB-1637

Enclosure:  
Audit Plan EM-ARC-02-10



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NM5507  
WMI

AUG 20 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

AUDIT PLAN EM-ARC-02-10

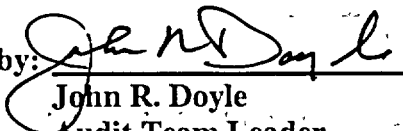
OF THE  
NATIONAL SPENT NUCLEAR FUEL PROGRAM

AT

IDAHO FALLS, IDAHO

SEPTEMBER 23 - 27, 2002

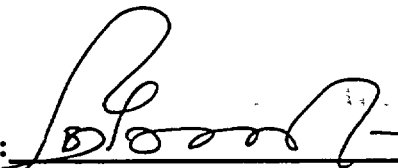
Prepared by:

  
John R. Doyle  
Audit Team Leader  
Navarro Quality Services

Date:

08/09/02

Approved by:

  
Ram B. Murthy  
Acting Director  
Office of Quality Assurance

Date:

8/19/02

ENCLOSURE

## 1.0 SCOPE

This compliance-based audit, to be performed by a team of auditors representing the U.S. Department of Energy (DOE) Office of Quality Assurance (OQA), will be conducted to evaluate the National Spent Nuclear Fuel (NSNF) Program implementation of the Quality Assurance (QA) Program to determine whether it meets the requirements and commitments imposed by the Office of Civilian Radioactive Waste Management (OCRWM). This will be done by verifying implementation, adequacy, and effectiveness of the QA program procedures in place, as well as verifying compliance with the requirements. In addition, the audit will verify the completion and effectiveness of corrective actions for previously documented conditions adverse to quality.

## 2.0 AUDIT SCHEDULE

Pre-Audit Team/Observer meeting	1:30 p.m. September 23, 2002 Idaho Falls, Idaho
Pre-Audit Conference	2:00 p.m. September 23, 2002 Idaho Falls, Idaho
Audit Activities	2:30 p.m. to 4:00 p.m. September 23, 2001 Idaho Falls, Idaho
	8:00 a.m. to 4:00 p.m. September 24-26, 2002
Post-Audit Conference	9:00 a.m. September 27, 2002 Idaho Falls, Idaho

There will be a daily Audit Team/Observer meeting at 4:00 p.m. to review audit progress. Beginning on Tuesday, September 24, 2002, there will also be a daily Audit Team Leader/Observer/NSNF Management Meeting at 8:15 a.m. to communicate audit progress, discuss potential deficiencies, and to establish needed liaisons. Both daily meetings, as well as the pre-audit and post-audit conferences, will be held at locations provided by the NSNF program personnel.

## 3.0 REQUIREMENTS TO BE AUDITED AND APPLICABLE REFERENCES

The requirements to be audited will be contained in a programmatic checklist. This checklist will be developed from the latest available revision of the following documents:

- OCRWM DOE/RW-0333P, *Quality Assurance Requirements and Description*
- National Spent Nuclear Fuel Program Documents Manual

The conduct of the audit will be guided by the documents listed below:

- Administrative Procedure (AP)-16.1Q, *Management of Conditions Adverse to Quality*
- AP-18.3Q, *Internal Audit Program*

#### 4.0 ACTIVITIES TO BE AUDITED

##### Programmatic Sections

1.0	Organization
2.0	Quality Assurance Program
3.0	Design Control
4.0	Procurement Document Control
5.0	Implementing Documents
6.0	Document Control
7.0	Control of Purchased Items and Services
11.0	Test Control
16.0	Corrective Action
17.0	Quality Assurance Records
18.0	Audits
Supplement I	Software
Supplement III	Scientific Investigation
Supplement V	Control of The Electronic Management of Data

The following QA Program sections were considered during the development of this audit plan and found to be not applicable, since the NSNF currently has no activities to which these sections apply:

8.0	Identification and Control of Items
9.0	Control of Special Processes
10.0	Inspection
12.0	Control of Measuring and Test Equipment
13.0	Handling, Storage, and Shipping
14.0	Inspection, Test and Operating Status
15.0	Nonconformances
Supp II	Sample Control
Supp IV	Field Surveying
Appendix A	High-Level Waste Form Production
Appendix B	Storage and Transportation
Appendix C	Monitored Geologic Repository

If the audit team identifies a need to verify additional programmatic areas during the audit, these areas will be added to the audit scope and evaluated accordingly.

## **5.0 AUDIT TEAM MEMBERS**

John R. Doyle, Navarro Quality Services (NQS)/Audit Team Leader, Las Vegas, Nevada  
Patrick V. Auer, NQS/Auditor, Las Vegas, Nevada  
Samuel E. Archuleta, NQS/Auditor, Las Vegas, Nevada  
Christian M. Palay, NQS/Auditor, Las Vegas, Nevada

## **6.0 AUDIT CHECKLIST**

The following compliance audit checklist will be used during the audit:

- EM-ARC-02-10 Programmatic Checklist.