

United States Government

Department of Energy

Memorandum

QA: QA

DATE: AUG 08 2002

REPLY TO

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

SUBJECT: U.S. DEPARTMENT OF ENERGY OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT (OCRWM) OFFICE OF QUALITY ASSURANCE (OQA) AUDIT PLAN YMSCO-ARC-02-12 OF YUCCA MOUNTAIN SITE CHARACTERIZATION OFFICE (YMSCO)

TO: YMSCO/PM (J. R. Dyer)

Please be advised that a team of auditors representing the OQA will conduct an audit of YMSCO's implementation of the OCRWM Quality Assurance Program, as described in DOE/RW-0333P, Revision 11, *Quality Assurance Requirements and Description* document and implementing procedures, at Las Vegas, Nevada, September 9-13, 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 accompany the audit team.

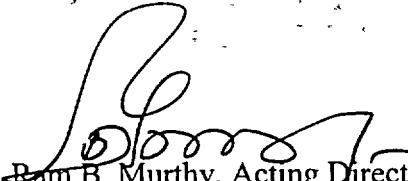
You are hereby requested to arrange for appropriate space to conduct meetings, provide cognizant personnel to support the audit, and provide audit team access to appropriate YMSCO documentation and records.

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

OQA:JB-1598

Enclosure:

Audit Plan YMSCO-ARC-02-12


Ram B. Murthy, Acting Director
Office of Quality Assurance

UMSSD 7
wm-11

AUG 08 2002

cc w/encl:

Margaret Chu, DOE/HQ (RW-1), FORS
B. V. Hamilton-Ray, DOE/CMD (RW-55), Las Vegas, NV
N. K. Stablein, NRC, Rockville, MD
Robert Latta, NRC, Las Vegas, NV
Alan Kalt, Churchill County, Fallon, NV
Irene Navis, Clark County, Las Vegas, NV
George McCorkell, Esmeralda County, Goldfield, NV
Leonard Fiorenzi, Eureka County, Eureka, NV
Andrew Remus, County of Inyo, Independence, CA
Mickey Yarbrow, Lander County, Battle Mountain, NV
Lola Stark, Lincoln County, Caliente, NV
Arlo Funk, Mineral County, Hawthorne, NV
L. W. Bradshaw, Nye County, Pahrump, NV
R. R. Loux, State of Nevada, Carson City, NV
S. W. Lynch, State of Nevada, Carson City, NV
Josie Larson, White Pine County, Ely, NV
Mifflin and Associates, Las Vegas, NV
D. T. Krisha, BSC, Las Vegas, NV
R. P. Hasson, NQS, Las Vegas, NV
M. A. Kavchak, NQS, Las Vegas, NV
L. W. Wagner, NQS, Las Vegas, NV
File, NQS, Las Vegas, NV
Stephan Brocoun, DOE/YMSCO, Las Vegas, NV
S. P. Mellington, DOE/YMSCO, Las Vegas, NV
M. E. Van Der Puy, DOE/YMSCO, Las Vegas, NV
V. W. Trebules, DOE/YMSCO, Las Vegas, NV
J. D. Ziegler, DOE/YMSCO, Las Vegas, NV

NM5507
wm11

QA: QA

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

AUDIT PLAN YMSCO-ARC-02-12

OF THE

OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT
YUCCA MOUNTAIN SITE CHARACTERIZATION OFFICE

AT

LAS VEGAS, NEVADA

SEPTEMBER 9-13, 2002

Prepared by: Marilyn A. Kavchak Date: 8-1-02
Marilyn A. Kavchak
Audit Team Leader
Navarro Quality Services

Approved by: Ram B. Murthy Date: 8/7/02
Ram B. Murthy
Acting Director
Office of Quality Assurance

ENCLOSURE

1.0 SCOPE

A team of auditors from the U.S. Department of Energy (DOE), Office of Quality Assurance (OQA) will conduct a compliance-based audit on September 9-13, 2002, to evaluate the Office of Civilian Radioactive Waste Management's (OCRWM) implementation of the Quality Assurance (QA) Program as defined in the DOE/RW-0333P, Revision 11, *Quality Assurance Requirements and Description* (QARD) document and applicable implementing procedures. The audit team will evaluate the implementation, adequacy, and effectiveness of the activities at the Yucca Mountain Site Characterization Project Office (YMSCO).

OCRWM OQA responsibilities and activities will be audited at a later date. A review of the status of any applicable, previously identified OCRWM deficiency documents will be included in the scope of this audit to determine the effectiveness of completed corrective actions.

The programmatic sections to be audited are identified in Section 4.0 of this audit plan.

2.0 AUDIT SCHEDULE

Pre-Audit Team/Observer Meeting	8:30 a.m., September 9, 2002
Pre-Audit Conference	9:00 a.m., September 9, 2002
Audit Activities	9:30 a.m. to 4:00 p.m. September 9, 2002
	8:00 a.m. to 4:00 p.m. September 10-12, 2002
	8:00 a.m. to 10:30 a.m. September 13, 2002
Post-Audit Conference	11:00 a.m. September 13, 2002

There will be a daily OQA Audit Team/Observer meeting at 4:00 p.m. to review audit progress. Beginning on Tuesday, September 10, 2002, there will also be a daily Audit Team Leader/Observer/YMSCO management meeting at 8:15 a.m. to communicate audit progress, discuss potential deficiencies, and establish needed liaisons. All meetings will be held at locations arranged and provided by YMSCO.

3.0 REQUIREMENTS TO BE AUDITED AND APPLICABLE REFERENCES

The requirements to be audited will be contained in the checklists. Checklists will be developed from the latest available revision of the following documents:

- OCRWM QARD
- OCRWM QA Program Procedures
- YMSCO Line Procedures

The conduct of the audit will be guided by the documents (latest revision) listed below:

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

4.0 ACTIVITIES TO BE AUDITED

The audit team will evaluate the effectiveness of applicable QA Program elements as they apply to the activities associated with the YMSCO as follows:

Section 1.0	Organization
Section 2.0	Quality Assurance Program
Section 3.0	Design Control
Section 4.0	Procurement Document Control
Section 5.0	Implementing Documents
Section 6.0	Document Control
Section 7.0	Control of Purchased Items and Services
Section 17.0	Quality Assurance Records
Supplement II	Sample Control
Supplement III	Scientific Investigation
Supplement V	Control of the Electronic Management of Data

The following QA Program sections were considered during planning for the audit but determined to be not applicable to the work performed by YMSCO or identified as OCRWM OQA activities, which are indicated with an asterisk and will be included in a separate upcoming audit:

Section 8.0	Identification and Control of Items
Section 9.0	Control of Special Processes
Section 10.0	Inspection
Section 11.0	Test Control
Section 12.0	Control of Measuring and Test Equipment
Section 13.0	Handling, Storage, and Shipping
Section 14.0	Inspection, Test and Operating Status
Section 15.0	Nonconformances

Section 18.0*	Audits
Supplement I	Software
Supplement IV	Field Surveying
Appendix A	High-Level Waste Form Production
Appendix B	Storage and Transportation
Appendix C	Monitored Geologic Repository

If the 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

Marilyn A. Kavchak, Navarro Quality Services (NQS)/Audit Team Leader, Las Vegas, NV
Donald J. Harris, NQS/Auditor, Las Vegas, NV
Robert Toro, NQS/Auditor, Las Vegas, NV
James V. Voigt, NQS/Auditor, Las Vegas, NV

6.0 AUDIT CHECKLISTS

YMSCO-ARC-02-12, Compliance Checklists.