



Department of Energy

Washington, DC 20585

NOV 07 2002

QA: QA

MEMORANDUM FOR: J. Russell Dyer (RW-2W)

FROM: R. Dennis Brown, Director
Office of Quality Assurance

James Blaylock

SUBJECT: Audit Plan YMSCO-ARC-02-12 for the Office of Repository
Development (ORD)

Please be advised that a team of auditors representing the Office of Quality Assurance will conduct an audit of ORD's implementation of the Office of Civilian Radioactive Waste Management Quality Assurance Program, as described in DOE/RW-0333P, Revision 12, *Quality Assurance Requirements and Description*, and implementing procedures at Las Vegas, Nevada, December 2-6, 2002. The audit, previously scheduled for September 2002, 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 ORD 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-0249

Enclosure:
Audit Plan YMSCO-ARC-02-12



Printed with soy ink on recycled paper

*NMSS07
WM 11*

cc w/encl:

Margaret Chu, DOE/HQ (RW-1), FORS
Stephan Brocoum, DOE/OSPD (RW-2E), Las Vegas, NV
N. K. Stablein, NRC, Rockville, MD
Robert Latta, NRC, Las Vegas, NV
R. R. Loux, State of Nevada, Carson City, NV
S. W. Lynch, State of Nevada, Carson City, 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
Josie Larson, White Pine County, Ely, NV
Mifflin and Associates, 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 (original)
B. V. Hamilton-Ray, DOE/ORD (RW-31W), Las Vegas, NV
S. P. Mellington, DOE/ORD (RW-50W), Las Vegas, NV
M. E. Van Der Puy, DOE/ORD (RW-30W), Las Vegas, NV
V. W. Trebules, DOE/ORD (RW-20W), Las Vegas, NV
J. D. Ziegler, DOE/ORD (RW-40W), Las Vegas, NV

QA: QA

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

AUDIT PLAN YMSCO-ARC-02-12

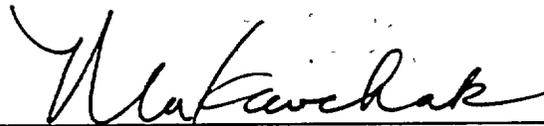
OF THE

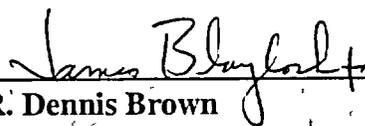
OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT
OFFICE OF REPOSITORY DEVELOPMENT

AT

LAS VEGAS, NEVADA

DECEMBER 2-6, 2002

Prepared by:  Date: 11-6-02
Marilyn A. Kavchak
Audit Team Leader
Navarro Quality Services

Approved by:  Date: 11/7/02
R. Dennis Brown
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 December 2-6, 2002, to evaluate the Office of Civilian Radioactive Waste Management (OCRWM) implementation of the Quality Assurance (QA) Program as defined in the DOE/RW-0333P, Revision 12, *Quality Assurance Requirements and Description (QARD)*. The audit team will evaluate the adequacy and effectiveness of QA Program implementation at the Office of Repository Development (ORD).

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., December 2, 2002 |
| Pre-Audit Conference | 9:00 a.m., December 2, 2002 |
| Audit Activities | 9:30 a.m. to 4:00 p.m. December 2, 2002 |
| | 8:00 a.m. to 4:00 p.m. December 3-5, 2002 |
| | 8:00 a.m. to 10:30 a.m. December 6, 2002 |
| Post-Audit Conference | 11:00 a.m. December 6, 2002 |

There will be a daily OQA Audit Team/Observer meeting at 4:00 p.m. to review audit progress. Beginning on Tuesday, December 3, 2002, there will also be a daily Audit Team Leader/Observer/ORD 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 ORD.

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
- ORD 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 Sections as they apply to the activities associated with the ORD 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 16.0 | Corrective Action |
| Section 17.0 | Quality Assurance Records |
| 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 ORD or identified as OCRWM OQA activities and 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 II | Sample Control |
| Supplement III | Scientific Investigation |
| 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
John R. Doyle, NQS/Auditor, Las Vegas, NV
Donald J. Harris, NQS/Auditor, Las Vegas, NV
Robert Toro, NQS/Auditor, Las Vegas, NV

6.0 AUDIT CHECKLISTS

YMSCO-ARC-02-12, Compliance Checklist.