



Department of Energy

Washington, DC 20585

QA: QA

DEC 13 2002

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AUDIT PLAN OQAC-EM-03-01 FOR THE WEST VALLEY NUCLEAR SERVICES COMPANY (WVNSCO)

Please be advised that a team of auditors representing the Office of Quality Assurance will conduct an audit of WVNSCO's High-Level Waste Quality Assurance Program. The audit will evaluate compliance to the requirements of DOE/RW-0333P, Revision 12, *Quality Assurance Requirements and Description*, and the adequacy and effectiveness of the WVNSCO procedures that implement these requirements at the West Valley Demonstration Project, West Valley New York. The audit will be conducted on January 28-30, 2003 in accordance with the enclosed audit plan.

Observers from the 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 WVNSCO documentation and records

If you have any questions, please contact either James Blaylock at (702) 794-1420 or Patrick V. Auer at (702) 794-1353.

James Blaylock
R. Dennis Brown, Director
Office of Quality Assurance

OQA:JB-0405

Enclosure:
Audit Plan OQAC-EM-03-01



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WVMS11

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QA: QA

**U.S. DEPARTMENT OF ENERGY
OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT
OFFICE OF QUALITY ASSURANCE
AUDIT PLAN OQAC-EM-03-01
OF THE
WEST VALLEY NUCLEAR SERVICES COMPANY
HIGH-LEVEL WASTE QUALITY ASSURANCE PROGRAM**

**AT THE
WEST VALLEY DEMONSTRATION PROJECT
WEST VALLEY, NEW YORK**

JANUARY 28 -30, 2003

Prepared by: Patrick V. Auer Date: 12/12/2002

**Patrick V. Auer
Audit Team Leader**

Navarro Quality Services

Approved by: James B. Brown Date: 12/13/2002

**R. Dennis Brown
Director
Office of Quality Assurance**

1.0 SCOPE

An audit team from the U.S. Department of Energy (DOE), Office of Quality Assurance (OQA) will conduct a compliance-based audit on January 28-30, 2003, to evaluate the implementation of the West Valley Nuclear Services Company (WVNSCO) Quality Assurance (QA) Program for compliance to the requirements of DOE/RW-0333P, Revision 12, *Quality Assurance Requirements and Description (QARD)*. The audit team will also evaluate the adequacy and effectiveness of the WVNSCO QA Program and Implementing Procedures at the West Valley Demonstration Project.

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	9:00 a.m., January 28, 2003
Pre-Audit Conference	9:30 a.m., January 28, 2003
Audit Activities	10:00 a.m. to 4:00 p.m. January 28, 2003
	9:00 a.m. to 4:00 p.m. January 29, 2003
	9:00 a.m. to 3:30 p.m. January 30, 2003
Post-Audit Conference	4:00 p.m. January 30, 2003

There will be a daily OQA Audit Team/Observer meeting at 4:00 p.m. to review audit progress. Beginning on Wednesday, January 29, 2003, there will also be a daily Audit Team Leader/Observer/WVNSCO management meeting at 8:45 a.m. to communicate audit progress, discuss potential deficiencies, and establish needed liaisons. All meetings will be held at locations provided by WVNSCO.

3.0 REQUIREMENTS TO BE AUDITED AND APPLICABLE REFERENCES

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

- QARD
- WVNSCO QA Program Procedures
- WVNSCO Line Procedures

The OCRWM Program documents (latest revision) listed below will guide the conduct of the audit:

- 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 WVNSCO as follows:

Section 1.0	Organization
Section 2.0	Quality Assurance Program
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 8.0	Identification and Control of Items
Section 12.0	Control of Measuring and Test Equipment
Section 13.0	Handling, Storage, and Shipping
Section 15.0	Nonconformances
Section 16.0	Corrective Action
Section 17.0	Quality Assurance Records
Supplement I	Software
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 WVNSCO:

Section 3.0	Design Control
Section 9.0	Control of Special Processes
Section 10.0	Inspection
Section 11.0	Test Control
Section 14.0	Inspection, Test and Operating Status
Section 18.0	Audits
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

Patrick V. Auer, Navarro Quality Services (NQS)/Audit Team Leader
James E. Flaherty, NQS/Audit Team Leader in Training

6.0 AUDIT CHECKLISTS

OQAC-EM-03-01, Compliance Checklist.