



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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NMSS07
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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.