



Department of Energy

Washington, DC 20585

QA: QA

DEC 13 2002

George A. Cahill, President
and Quality Assurance Manager
Quality Control Services
2340 S. E. 11th Avenue
Portland, OR 97214

NOTIFICATION OF SUPPLIER AUDIT OQA-AS-03-05 OF QUALITY CONTROL SERVICES

A team of auditors representing the Office of Quality Assurance will be conducting an audit of Quality Control Services' facility in Portland, Oregon, on February 4-5, 2003. The scope of the audit will be an evaluation of the *Quality Control Services Quality Assurance Manual* dated October 1, 2001, and any associated implementing procedures. The audit team will consist of Patrick V. Auer, Audit Team Leader, and Daniel A. Klimas, Auditor.

The tentative schedule of the audit is as follows and may be modified to accommodate completion of the audit:

February 4, 2003

1:30 p.m.

Pre-Audit Meeting

4:00 p.m.

Progress Report and Identification of Concerns

February 5, 2003

8:30 a.m.

Clarification Meeting (if required)

4:00 p.m.

Post-Audit Meeting

The audit will be conducted in accordance with Administrative Procedure (AP)-18.2Q, Revision 0, ICN 1, *Supplier Surveys/Audits*, and deficiencies will be reported in accordance with AP-16.1Q, Revision 5, *Management of Conditions Adverse to Quality*, as applicable. A formal checklist will be utilized to document the areas evaluated and the results of effectiveness. Quality Control Services' personnel are encouraged to immediately correct any identified deficiencies during the audit to prevent the need for future follow-up activities.

In addition, observers from the state of Nevada, U.S. Nuclear Regulatory Commission, and other interested parties may accompany the audit team, as applicable.



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

OQA:JB-0407

James Blaylock for
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