

OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT

QUALITY ASSURANCE AUDIT PLAN

FOR

AUDIT NUMBER 91-02

OF

REYNOLDS ELECTRICAL AND ENGINEERING COMPANY, INC.

FEBRUARY 25 THROUGH 28, 1991

Prepared by: Robert H. Klemens  
Robert H. Klemens  
Audit Team Leader

Date: 1/25/91

Approved by: James B. Layton Jr.  
Donald G. Horton, Acting Director  
Office of Quality Assurance

Date: 1/28/91

## 1.0 SCOPE

The scope of this audit is to verify the implementation and effectiveness of the Reynolds Electrical and Engineering Company, Inc. (REECo) Quality Assurance (QA) program. Detailed checklists will be used to aid in effectively reviewing the program elements.

Discrepancies identified during previous OCRWM audits and surveillances of REECo that have not been closed will be added to the scope of this audit to determine whether REECo has taken effective action in those program areas.

The programmatic elements to be audited, as well as the elements that have not been included, are identified in Section 5.0 of this audit plan.

## 2.0 ORGANIZATION TO BE AUDITED

Reynolds Electrical and Engineering Company, Inc., Las Vegas, Nevada

## 3.0 AUDIT SCHEDULE

Final Pre-Audit Team Meeting	9:00 a.m. February 22, 1991 Las Vegas, Nevada
Pre-Audit Team/Observer Meeting	9:00 a.m., February 25, 1991 Las Vegas, Nevada
Pre-Audit Conference	10:00 a.m. February 25, 1991 Las Vegas, Nevada
Audit Activities	12:30 p.m. - 4:00 p.m. February 25, 1991 Las Vegas, Nevada
	8:30 a.m. - 4:00 p.m. February 26-27, 1991 Las Vegas and Mercury, Nevada
Post-Audit Conference	2:00 p.m., February 28, 1991 Las Vegas, Nevada
	8:30 a.m.- 2:00 p.m. February 28, 1991 Las Vegas, Nevada

#### 4.0 REQUIREMENTS TO BE AUDITED AND APPLICABLE REFERENCES

The requirements to be evaluated through the audit process are contained in the programmatic checklists. These checklists were developed from the following documents:

- o REEC Co Yucca Mountain Project Office Administrative Procedures--Quality (AP-Qs)
- o REEC Co Quality Systems MQA-IP-Series Procedures
- o REEC Co Quality Assurance Program Plan (QAPP), 568-DOC-115, Revision 8, and applicable implementing procedures.

The conduct of the audit will be guided by the documents listed below:

- o Quality Assurance Administrative Procedure QAAP 16.1, Revision 3, "Corrective Action Requests"
- o QAAP 18.2, Revision 3, "Audit Program"
- o Audit Observer Inquiry.
- o Policy for Participation of State, Tribal, and U.S. Nuclear Regulatory Commission Representative Observers on U.S. Department of Energy (DOE) Audits dated July 14, 1987.
- o High Level Waste Division Procedures for Conducting Observation Audits of U.S. Department of Energy High Level Waste Repository Program Quality Assurance Audits.

#### 5.0 ACTIVITIES TO BE AUDITED

The audit will include a thorough review of REEC Co activities in the following areas:

##### QA Programmatic Elements

- 1.0 Organization
- 2.0 Quality Organization
- 4.0 Procurement Document Control
- 5.0 Instructions, Procedures and Drawings
- 6.0 Document Control
- 7.0 Control of Purchased Materials, Equipment and Services
- 9.0 Control of Special Processes
- 12.0 Control of Measuring and Test Equipment
- 16.0 Corrective Action
- 17.0 Quality Assurance Records
- 18.0 Audits

The following programmatic elements will be audited to verify the lack of activity and/or the non-applicability to the REEC Co scope of work.

- 3.0 Design Control
- 8.0 Identification and Control of Materials, Parts and Components
- 10.0 Inspection
- 11.0 Test Control
- 13.0 Handling, Shipping, and Storage
- 14.0 Inspection, Test, and Operating Status
- 15.0 Nonconforming Materials, Parts of Components

#### 6.0 AUDIT TEAM MEMBERS

The audit team will consist of:

Robert H. Klemens--Audit Team Leader, Science Applications International Corporation/YMQAD, Las Vegas, Nevada  
A. Edward Cocoros--Auditor, MAC Technical Services Company/YMQAD, Las Vegas, Nevada  
Mario R. Diaz--Auditor, U.S. Department of Energy (DOE)/YMQAD, Las Vegas, Nevada  
Frank J. Kratzinger--Auditor, SAIC/YMQAD, Las Vegas, Nevada  
John S. Martin--Auditor, SAIC/YMQAD, Las Vegas, Nevada  
Albert C. Williams--Auditor, DOE/YMQAD, Las Vegas, Nevada

#### 7.0 AUDIT CHECKLISTS

91-02 Programmatic Audit Checklist