

OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT

QUALITY ASSURANCE AUDIT PLAN

FOR AUDIT NO. YMP-92-01

OF

LOS ALAMOS NATIONAL LABORATORY

LOS ALAMOS, NEW MEXICO

OCTOBER 1 THROUGH OCTOBER 4, 1991

Prepared by:

Richard E. Powe
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Audit Team Leader
Yucca Mountain Quality Assurance Division

Date: 8/27/91

Approved by:

James Blaylock for
Donald G. Horton
Director
Office of Quality Assurance

Date: 8/28/91

1.0 SCOPE

This audit will evaluate the Los Alamos National Laboratory (Los Alamos) Quality Assurance (QA) Program to determine whether it meets the requirements and commitments imposed by the Office of Civilian Radioactive Waste Management. This will be done by verifying implementation and effectiveness of the system in place, as well as verifying compliance with requirements.

A representative sample of discrepancies identified during previous audits and surveillances of Los Alamos will be included in the scope of this audit to determine the effectiveness of Los Alamos corrective actions. The status of corrective action implementation concerning open Corrective Action Requests will also be reviewed.

The programmatic elements and technical areas to be audited, as well as those programmatic elements not included in this audit, are identified in Section 5.0 of this plan.

2.0 ORGANIZATION TO BE AUDITED

Los Alamos National Laboratory, Los Alamos, New Mexico

3.0 AUDIT SCHEDULE

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|----------------------------------|---|
| Team/Observers Badging | 7:30 a.m., October 1, 1991, Los Alamos, New Mexico * |
| Pre-Audit Team/Observers Meeting | 8:00 a.m., October 1, 1991, Los Alamos, New Mexico |
| Pre-Audit Conference | 8:30 a.m., October 1, 1991, Los Alamos, New Mexico |
| Audit Activities | 9:00 a.m. to 4:00 p.m., October 1, 1991 ** |
| Audit Activities | 8:00 a.m. to 4:00 p.m., October 2 and 3, 1991 ** |
| Audit Activities | 8:00 a.m. to 10:00 a.m. October 4, 1991 ** |
| Post-Audit Conference | 11:00 a.m., October 4, 1991 Los Alamos, New Mexico |

* Initial badging and pre-audit meeting will be at the facilities of Los Alamos Technical Associates (LATA), 1257 40th Street, Los Alamos, New Mexico

- ** There will be daily audit team/observer meetings starting at 4:15 p.m. and daily audit team/observer/Los Alamos management meetings starting at 8:00 a.m. to discuss potential deficiencies and establish needed liaison.

4.0 REQUIREMENTS TO BE AUDITED AND APPLICABLE REFERENCES

The requirements to be audited will be contained in the pre-approved programmatic and technical checklists. These checklists will be developed from the latest available revision of the following documents:

- o Los Alamos QA Program Plan and implementing procedures
- o Yucca Mountain Site Characterization Project Office Administrative Procedures-Quality

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

- o Quality Assurance Administrative Procedure QAAP 18.2, Revision 3, "Audit Program"
- o QAAP 16.1, Revision 3, "Corrective Action Requests"
- o Yucca Mountain Site Characterization Project Audit Observer Inquiry
- o Policy for Participation of State, Tribal and U.S. Nuclear Regulatory Commission Representatives as Observers on U.S. Department of Energy Audits, dated July 14, 1987

5.0 ACTIVITIES TO BE AUDITED

Programmatic Elements:

- 4.0 Procurement Document Control
- 7.0 Control of Purchased Items and Services
- 8.0 Identification and Control of Items (Samples and Data)
- 12.0 Control of Measuring and Test Equipment
- 13.0 Handling, Storage and Shipping

The following programmatic elements were considered during development of this audit scope and determined to be not applicable since Los Alamos has no activities for which these elements apply:

- 9.0 Control of Processes
- 10.0 Inspection
- 14.0 Inspection, Test and Operating Status

Other programmatic elements will be covered in subsequent audits during the Fiscal Year 1992.

Technical Areas

NONE

If the audit team identifies a need to verify additional programmatic or technical areas during the audit, they will be added to the audit checklist(s) and verified accordingly.

6.0 AUDIT TEAM MEMBERS

Richard E. Powe--Audit Team Leader, Science Applications International Corporation (SAIC)/Yucca Mountain Quality Assurance Division (YMQAD), Las Vegas, Nevada

John S. Martin--Auditor, SAIC/YMQAD, Las Vegas, Nevada

Kenneth T. McFall--Auditor, SAIC/YMQAD, Las Vegas, Nevada