OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT

QUALITY ASSURANCE AUDIT PLAN

FOR

AUDIT NUMBER YM-92-04

OF

REYNOLDS ELECTRICAL AND ENGINEERING COMPANY, INC.

NOVEMBER 18 THROUGH 20, 1991

Prepared by: Robert H. Klemens Date: 10/10/91
Robert H. Klemens
Audit Team Leader
Yucca Mountain Quality Assurance Division

Approved by: R. F. Spence, For Date: 10/15/91
Donald G. Horton
Director
Office of Quality Assurance

9110250176 911016
PDR WASTE
WM-11 PDR

ENCLOSURE

1.0 SCOPE

The purpose of this audit is to evaluate the Reynolds Electrical and Engineering Co., Inc. (REECo) 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 accomplished by verifying implementation and effectiveness of the program in place, as well as verifying compliance with requirements.

Discrepancies identified during previous Office Of Quality Assurance (OQA) audits and surveillances of REECo will be included in the scope of this audit to determine the effectiveness of REECo's corrective actions. The status of corrective action implementation concerning open Corrective Action Requests (CARs) will also be reviewed.

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

2.0 ORGANIZATION TO BE AUDITED

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

3.0 AUDIT SCHEDULE

Final Pre-Audit Team Meeting	9:00 a.m. November 15, 1991 Las Vegas, Nevada
Pre-Audit Team/Observer Meeting	9:00 a.m. November 18, 1991 Las Vegas, Nevada
Pre-Audit Conference	10:00 a.m. November 18, 1991 Las Vegas, Nevada
Audit Activities	12:30 p.m.- 4:00 p.m.* November 18, 1991, Las Vegas, Nevada
	8:30 a.m.- 4:00 p.m.* November 19, 1991, Las Vegas and Mercury, Nevada
Post-Audit Conference	10:00 a.m., November 20, 1991 Las Vegas, Nevada

* There will be daily audit team/observer meetings starting at 4:15 p.m., and daily audit team/observer/REECo 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 evaluated through the audit process will be contained in the pre-approved programmatic checklists. These checklists will be developed from the latest available revision of the following documents:

- REECO Quality Assurance Program Plan, 568-DOC-115, Revision 8, and applicable implementing procedures
- REECO Quality Systems MQA-IP-Series Procedures
- Yucca Mountain Site Characterization Project Office Administrative Procedures-Quality

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

- Quality Assurance Administrative Procedure QAAP 18.2, Revision 3, "Audit Program"
- QAAP 16.1, Revision 3, "Corrective Action Requests"
- Yucca Mountain Site Characterization Project Audit Observer Inquiry
- 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
- 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 REECo activities in the following Programmatic Element:

17.0 Quality Assurance Records

The following programmatic elements were eliminated from the audit since REECo Audit Finding Reports have been written as the result of REECo internal audits of these elements which required extensive rewriting of procedures as their corrective action:

5.0 Instructions, Plans, Procedures and Drawings
6.0 Document Control

The following programmatic elements were considered during the development of this audit scope, and have been determined to be not applicable, since REECo has no activities pertaining to these elements:

3.0 Design Control
19.0 Computer Software
20.0 Scientific Investigations

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

6.0 AUDIT TEAM MEMBERS

Robert H. Klemens--Audit Team Leader, Science Applications International Corporation (SAIC)/Yucca Mountain Quality Assurance Division (YMQAD), Las Vegas, Nevada
Amelia I. Arceo--Audit Team Leader-in-Training, SAIC/YMQAD, Las Vegas, Nevada
Frank J. Kratzinger--Auditor, SAIC/YMQAD, Las Vegas, Nevada

7.0 AUDIT CHECKLISTS

YMP-92-04 Programmatic Audit Checklist