

United States Government

Department of Energy

# memorandum

DATE: SEP 11 1992

REPLY TORW-3  
ATTN OF:

SUBJECT: Office of Civilian Radioactive Waste Management (OCRWM Quality Assurance (QA)  
Audit HQ-92-04 of Energy Information Administration (EIA) Support Activities

TO: Chief, Renewable and Financial Data Systems  
and Outreach Branch (EI-523)

Please be advised that a team from OCRWM, Office of Quality Assurance (OQA), will conduct a QA audit of QA Program implementation during the period September 14-18, 1992. Current plans are for the audit team to hold a preaudit meeting on Monday, September 14, 1992, at the Forrestal Building, 1000 Independence Avenue, S.W., Washington D.C., in conference room, 2E-081, beginning at 9:00 a.m. Please arrange for the appropriate personnel to attend the meeting. The postaudit meeting is tentatively scheduled for 9:00 a.m. on Friday, September 18, 1992.

The audit will focus on the following areas:

## QA PROGRAM AREAS

- 1 - Organization
- 2 - Quality Assurance Program
- 4 - Procurement Document Control
- 5 - Instructions, Procedures, and Drawings
- 6 - Document Control
- 7 - Control of Purchased Items and Services
- 16 - Corrective Action
- 17 - Quality Assurance Records
- 18 - Audits
- 19 - Computer Software

The audit of implementation and effectiveness will be primarily based upon the current revisions of your implementing procedures and/or the procedures that were in effect when the reviewed activities were performed.

## TECHNICAL AREAS

The following technical areas will be reviewed:

Data Collection System - RW-859 Nuclear Fuel Data Survey

Automated Data Model - International Nuclear Model (INM)

160016

9209170139 920911  
PDR WASTE  
WM-11 PDR

*Mr. Earl*  
*Add: K. Hooks*  
*WM-11*  
*JH03.11*  
*102.7*

AUDIT TEAM

The audit team will consist of:

<u>NAME</u>	<u>ORGANIZATION</u>	<u>TEAM</u>
Robert W. Clark	DOE/OCRWM, Washington, D.C.	Audit Manager
R. Dennis Brown	CER Corp., Arlington, VA	Audit Team Leader
Donald C. Hendrix	CER Corp., Arlington, VA	Lead Auditor-In-Training
F. Hugh Lentz	CER Corp., Arlington, VA	Auditor
Robert L. Howard	Weston, Washington, DC	Auditor
Michael D. Collins	TRW, Vienna VA	Technical Specialist

Observers representing the State of Nevada, U.S. Nuclear Regulatory Commission, and other interested parties may also be accompanying the team. You will be notified of these observers prior to the audit.

If you have any questions, please contact Bob Clark of my staff at 586-5969 or Dennis Brown of CER Corporation at (703) 276-9300.



Donald G. Horton, Director  
Office of Quality Assurance  
Office of Civilian Radioactive  
Waste Management

Attachment

cc:

R. Spence, YMPO  
M. Payton, DOE-HQ  
R. Loux, State of Nevada  
S. W. Zimmerman, NWPO, Carson City, NV  
K. Whipple, Lincoln County, NV  
M. Gaughman, Lincoln County, NV  
J. Bingham, Clark County, NV  
D. Betchel, Clark County, NV  
Englebrecht von Tiesenhasuen, Clark County, Las Vegas, NV  
S. Bradhurst, Nye County, NV  
P. Niedzielski-Eichner, Nye County, NV  
R. Campbell, Inyo County, CA  
R. Michener, Inyo County, NV  
G. Derby, Lander County, NV  
P. Goicoechea, Eureka, NV  
C. Schank, Churchill County, NV  
C. Jackson, Mineral County, NV  
F. Sperry, White Pine County, NV  
L. Vaughn, Esmeralda County, NV  
K. Hooks, NRC, Washington, D.C. ✓  
F. Peters, HQ, (RW-2) FORS  
T. Isaacs, HQ (RW-4) FORS  
J. Saltzman, HQ (RW-5) FORS  
S. Rousso, HQ (RW-10) FORS  
S. J. Brocoun, HQ, (RW-22) FORS  
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