

OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT

QUALITY ASSURANCE AUDIT PLAN

FOR AUDIT NO. YMP-93-03

OF

SANDIA NATIONAL LABORATORIES

ALBUQUERQUE, NEW MEXICO

NOVEMBER 30 THROUGH DECEMBER 4, 1992

Prepared by: Donald J. Harris Date: 11/1/92

Donald J. Harris  
Audit Team Leader  
Yucca Mountain Quality Assurance Division

Approved by: Donald G. Horton Date: 10/1/92

Donald G. Horton  
Director  
Office of Quality Assurance

## 1.0 SCOPE

This limited scope audit, by a team of auditors from the Yucca Mountain Quality Assurance Division (YMQAD), will evaluate the Sandia National Laboratories (SNL) 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.

In addition to the follow-up on open Corrective Action Requests (CARs), a representative sample of discrepancies identified during previous QA audits and surveillances of SNL will be included in the scope of this audit to determine the effectiveness of SNL's corrective actions.

The programmatic elements to be audited, as well as those programmatic elements not included in this audit, are identified in Section 4.0 of this plan.

## 2.0 AUDIT SCHEDULE

Pre-Audit Team/Observers Meeting	8:30 a.m., November 30, 1992 Albuquerque, New Mexico
Pre-Audit Conference	9:00 a.m., November 30, 1992 Albuquerque, New Mexico
Audit Activities	10:00 a.m. to 4:00 p.m. November 30, 1992 Albuquerque, New Mexico
	8:00 a.m. to 4:00 p.m. December 1-3, 1992 Albuquerque, New Mexico
	8:00 a.m. to 11:00 a.m. December 4, 1992 Albuquerque, New Mexico
Post-Audit Conference	1:00 p.m., December 4, 1992 Albuquerque, New Mexico

There will be daily YMQAD Audit Team/Observer debriefings starting at 4:15 p.m. and also daily Audit Team Leader/Observer/SNL meetings starting at 8:15 a.m. to discuss potential deficiencies and establish needed liaison.

### 3.0 REQUIREMENTS TO BE AUDITED AND APPLICABLE REFERENCES

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

- o SNL Quality Assurance Program Description Document and implementing procedures
- o Applicable Yucca Mountain Site Characterization Project Office Administrative Procedures-Quality
- o Quality Assurance Grading Reports for Sandia National Laboratories, Volumes 1, 2, and 3, Revision 15, YMP/90-79, June 11, 1991

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

- o Quality Assurance Administrative Procedure (QAAP) 18.2, Revision 5, "Audit Program"
- o QAAP 16.1, Revision 4, "Corrective Action"

### 4.0 ACTIVITIES TO BE AUDITED

- 1.0 Organization
- 2.0 Quality Assurance Program
- 5.0 Instructions, Procedures, Plans, and Drawings
- 6.0 Document Control
- 12.0 Control of Measuring and Test Equipment
- 13.0 Handling, Storage and Shipping
- 16.0 Corrective Action
- 17.0 Quality Assurance Records
- 18.0 Audits

The following programmatic elements were considered during development of this audit scope and determined to be not applicable since SNL has no activities for which this element applies:

- 9.0 Control of Processes

If the audit team identifies a need to verify additional programmatic areas during the audit, they will be added to the audit scope and verified accordingly.

Technical Areas

None

5.0 AUDIT TEAM MEMBERS

Donald J. Harris, Audit Team Leader, YMQAD, Las Vegas, Nevada  
A. Edward Cocoros, Auditor, YMQAD, Las Vegas, Nevada  
Kenneth T. McFall, Auditor, YMQAD, Las Vegas, Nevada

6.0 AUDIT CHECKLIST

YMP-92-03-01, Programmatic Checklist, will be used during this audit.