

memorandum

DATE: DEC 31 1992

REPLY TO
ATTN OF: RW-3

SUBJECT: OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT (OCRWM) QUALITY ASSURANCE (QA) AUDIT HQ-93-02 OF THE OFFICE OF ENVIRONMENTAL RESTORATION AND WASTE MANAGEMENT (EM) VITRIFICATION PROJECTS DIVISION (EM-343)

TO:

Acting Director, Vitrification Projects Division, EM-343

Please be advised that a team from OCRWM, Office of Quality Assurance (OQA), will conduct a QA audit of the EM-343 QA Program and implementation during the period January 11-15, 1993. Current plans are for the audit team to hold a preaudit meeting on Monday, January 11, 1993, beginning at 9:00 a.m., at your facilities in Germantown, MD. Please arrange for the appropriate personnel to attend the meeting. The postaudit meeting is tentatively scheduled for 2:30 p.m. on Friday, January 15, 1993.

Please make the necessary arrangements for the locations where the preaudit and postaudit meetings will be held and notify me within 10 days prior to the date of the preaudit conference. The audit team will also require a meeting/working room during the performance of the audit.

This performance-based audit will evaluate the adequacy and effectiveness of the EM-343 QA Program as implemented for the following processes:

- a) Technical Review Group (TRG) independent technical reviews;
- b) Verification activities;
- c) Operational Readiness Reviews; and
- d) Program Execution Guidance (PEG) Documents.

In addition, the audit team will verify compliance to EM-343 QA Program requirements.

QA PROGRAM ELEMENTS

Implementation of the following QA Program Elements will be evaluated during the audit:

- 1 - Organization
- 2 - Quality Assurance Program
- 3 - Design Control (including software and scientific investigation)
- 4 - Procurement Document Control
- 5 - Instructions, Procedures, and Drawings
- 6 - Document Control
- 7 - Control of Purchased Items and Services
- 15 - Control of Nonconforming Items
- 16 - Corrective Action
- 17 - Quality Assurance Records
- 18 - Audits

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PDR WASTE PDR
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KAB*

*copies to
Hooks
Balke
Spraul
Holovich
S. Friday*

*ADD: Ken Hooks
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ltr. Encl.*

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

The audit team will consist of:

<u>NAME</u>	<u>ORGANIZATION</u>	<u>TEAM</u>
Thomas Rodgers	CER Corp., Arlington, VA	Audit Team Leader
Fred Bearham	CER Corp., Arlington, VA	Auditor
James George	CER Corp., Arlington, VA	Auditor
Hugh Lentz	CER Corp., Arlington, VA	Auditor
Thomas Swift	CER Corp., Arlington, VA	Auditor
John Marchand	Weston, Washington, D.C.	Auditor
Pete Chomentowski	Weston, Washington, D.C.	Auditor
Arul Mozhi	Weston, Washington, D.C.	Technical Specialist

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

If you have any questions, please contact Bob Clark at 586-1238 or Tom Rodgers of CER Corporation at (703) 276-9300.

R. W. Clark
For Donald G. Horton, Director
Office of Quality Assurance

Attachment

cc:

R. Spence, YMPO
R. Loux, State of Nevada
S. W. Zimmerman, NWPO, Carson City, NV
K. Whipple, Lincoln County, NV
M. Baughman, Lincoln County, NV
J. Bingham, Clark County, NV
D. Bechtel, 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, CA
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. Vaughan, Esmeralda County, NV
K. Hooks, NRC, Washington, D.C. ✓
J. Bartlett, DOE-HQ, RW-1
F. Peters, DOE-HQ, RW-2
J. Roberts, DOE-HQ, RW-30
R. Milner, DOE-HQ, RW-40
T. Johnson, DOE-HQ, RW-3.1
M. Frei, EM-34
J. Conway, EM-343
J. Brackett, TRW
W. Booth, Weston
J. Lytle, EM-30