

AUDIT PLAN
AUDIT NUMBER: HQ-93-02
AUDIT OF OFFICE OF ENVIRONMENTAL
RESTORATION AND WASTE MANAGEMENT (EM)
VITRIFICATION PROJECTS DIVISION (EM-343)

An audit of the Vitrification Projects Division, EM-343, will be conducted the week of January 11-15, 1993, in their offices in Germantown, MD.

The audit will be conducted by:

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
Peter Chomentowski	Weston, Washington, D.C.	Auditor
Arul Mozhi	Weston, Washington, D.C.	Technical Specialist

Observers from the State of Nevada, the NRC, the Edison Electric Institute, and other interested parties will be invited to participate.

AUDIT SCOPE

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) activities associated with the Defense Waste Processing Facility (DWPF) Waste Form Compliance Plan (WCP) and Volumes 6, 8, and 9 of the DWPF Waste Form Qualification Report (WQR).
- b) EM-343 verification activities at the applicable Field Offices related to waste acceptance process activities for high-level waste form production.
- c) EM-343 Operational Readiness Review (ORR) of the DWPF to verify that prerequisites for the performance of cold chemical runs have been satisfied.
- d) Vitrification Projects Division Program Execution Guidance (PEG) provided to the Field Offices for fiscal years 1992 and 1993.

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

Checklists developed from the DOE/EM/WO/02, Vitrification Projects Division High-Level Waste Quality Assurance Program Description Document (QAPD) and implementing Standard Practice Procedures (SPPs) will be used to conduct the audit. If the audit team identifies a need to verify additional areas during the audit, they will be added to the audit checklist and verified accordingly.

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
- 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

PRELIMINARY AUDIT SCHEDULE

Audit Team Briefing	January 11th	8:30 am
Preaudit Meeting	January 11th	9:00 am
Conduct of Audit	January 11th	9:30 am - 4:00 pm
	January 12-14	8:30 am - 4:00 pm
Postaudit Meeting	January 15th	8:30 am - 12:00 pm
	January 15th	2:30 pm - 3:30 pm
Daily Audit Team Debriefing		4:00 pm
Daily Summary to EM-343		8:30 am

The audit may be extended as necessary to ensure adequate coverage of each QA Program Element.

Prepared by: Thomas E. Rodgers
Thomas E. Rodgers, CER Corporation
Audit Team Leader

Date: 12/11/92

Approved by: R. W. Horton
for Donald G. Horton, Director
Office of Quality Assurance

Date: 12/31/92