



Department of Energy

Washington, DC 20585

OCTOBER 21, 1994

QA:L

Mr. R.L. Robertson
General Manager
CRWMS, M&O
TRW Environmental Safety System, Inc.
2650 Park Tower Drive, Suite 800
Vienna, VA 22180

Subject: Office of Civilian Radioactive Waste Management (OCRWM) Quality Assurance (QA) Audit HQ-95P-02 of CRWMS M&O Activities

Dear Mr. Robertson:

Please be advised that a team from OCRWM, Office of Quality Assurance (OQA), will conduct a QA audit during the period of November 14-17, 1994 to assess the effectiveness of the CRWMS M&O QA Program relative to the M&O Corrective Action Process. Current plans are for the audit team to hold a preaudit meeting on Monday, November 14, 1994, beginning at 8:30 am in the Vienna, VA offices. Please arrange for the appropriate personnel to attend the meeting. The postaudit meeting is tentatively scheduled for 9:00 am on Thursday, November 17, 1994.

The audit is described in the enclosed Audit Plan.

If you have any questions, please contact Bob Clark at (202) 586-1238 or Marlin Horseman of QATSS at (202) 488-5436.

R. W. Clark

for Donald G. Horton, Director
Office of Quality Assurance

Enclosure

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OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT (OCRWM)

OFFICE OF QUALITY ASSURANCE (OQA)

AUDIT PLAN FOR AUDIT HQ-95P-02

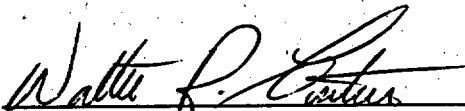
OF THE

CRWMS M&O (TRW)

VIENNA, VIRGINIA

NOVEMBER 14-17, 1994

Prepared by:



Date:

10/17/94


Walter R. Coutier
Audit Team Leader
Headquarters Quality Assurance Division,
Quality Assurance Technical Support Services

Approved by:



Date:

10/21/94

 Donald G. Horton
Director
Office of Quality Assurance

1.0 SCOPE:

The scope of the audit will include the evaluation of processes and activities of the CRWMS M&O corrective action process as implemented at Vienna, Va. The focus of the audit will be a performance-based evaluation of the processes and products to determine the effectiveness of the M&O quality assurance (QA) program with regard to the corrective action process in improving the QA Program. In addition, the audit will evaluate the process effectiveness for the issuance, response, and closure of Corrective Action Requests (CARs) for deficiencies identified since July 30, 1993.

Follow up of any open Corrective Action Requests (CARs) and a sample of discrepancies identified during previous QA audits and surveillances may be included in the scope of this audit to determine the effectiveness of M&O corrective actions.

2.0 AUDIT SCHEDULE

Pre-audit Team/Observer Meeting	8:00 a.m., November 14, 1994 Vienna, VA
Pre-audit Conference	8:30 a.m., November 14, 1994 Vienna, VA
Audit Activities	9:30 a.m. to 4:00 p.m. November 14, 1994 Vienna, VA
	8:00 a.m. to 4:00 p.m. November 15 through 16, 1994
Post-audit Conference	9:00 a.m., November 17, 1994 Vienna, VA

There will be a daily Audit Team/Observer Meeting at 4:00 p.m. and also a daily Management Briefing starting at 8:30 a.m. to discuss potential deficiencies and establish any needed liaison.

3.0 REQUIREMENTS TO BE AUDITED AND APPLICABLE REFERENCES

The requirements to be audited will be contained in process checklists. These checklists will be developed based on the critical steps of the corrective action process as identified by the OCRWM OQA audit team and M&O representatives.

4.0 ACTIVITIES TO BE AUDITED

M&O processes and products associated with the corrective action process will be audited. The processes and products are the result of a joint OCRWM and M&O evaluation of M&O activities to identify critical steps in the corrective action process. The following is a list of the identified critical steps:

- 1 Identification
- 2 Evaluation
- 3 Corrective Action
- 4 Verification

5.0 AUDIT TEAM MEMBERS:

The audit team will consist of:

Walter Coutier	QATSS, Washington, D. C.	Audit Team Leader
Norm Frank	QATSS, Washington, D. C.	Auditor
Emily Reiter	QATSS, Washington, D. C.	Auditor
Gary Wood	QATSS, Washington, D. C.	Auditor

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

6.0 ORGANIZATIONS TO BE NOTIFIED:

CRWMS M&O

7.0 AUDIT CHECKLISTS:

The following audit checklists will be used in the performance of this audit.

HQ-95P-02 Performance based checklist: Checklist based on critical steps in the overall process involving control of corrective action.

cc:

D. Dreyfus, RW-1
T. Johnson, RW-3.1
R. Spence, RW-3.2
T. Wood, RW-14
R. Milner, RW-30
S. Rousso, RW-40
R. Loux, NWPO, Carson City, NV
S. Zimmerman, NWPO, Carson City, NV
J. Pitts, Lincoln County, NV
M. Baughman, Lincoln County, NV
J. Bingham, Clark County, NV
D. Betchel, Clark County, NV
E. von Teisenhausen, Clark County, NV
W. Offutt, Nye County, NV
P. Niedzielski-Eichner, Nye County, NV
B. Mettam, Inyo County, NV
G. Derby, Lander County, NV
L. Fiorenzi, Eureka County, NV
C. Schank, Churchill County, NV
V. Poe, Mineral County, NV
F. Mariani, White Pine County, NV
J. Hayes, Esmeralda County, NV
J. Spraul, NRC, Washington, D.C.
R. Morgan, M&O, Vienna, VA
R. Ruth, M&O, Las Vegas, NV
L. Foust, M&O, Las Vegas, NV