

memorandum

DATE: March 16, 1994

REPLY TO
ATTN OF: RW-3

SUBJECT: OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT (OCRWM) QUALITY ASSURANCE (QA) AUDIT HQ-94-02 OF THE OFFICE OF ENVIRONMENTAL RESTORATION AND WASTE MANAGEMENT (EM) VITRIFICATION PROJECTS DIVISION (EM-343)

TO: 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 April 4-8, 1994. Current plans are for the audit team to hold a preaudit meeting on Monday, April 4, 1994, 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, April 8, 1994.

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

If you have any questions, please contact Bob Clark at 586-1238 or Marlin Horseman of QATSS (CER) at (703) 841-0043.



Donald G. Horton, Director
Office of Quality Assurance

Attachment: Audit Plan HQ-94-02

cc:

T. Johnson, RW-3.1
R. Spence, RW-3.2
D. Shelor, RW-30
R. Loux, State of Nevada
S. W. Zimmerman, NWPO, Carson City, NV
J. Pitts, Lincoln County, NV
M. Baughman, Lincoln County, NV
D. Bechtel, Clark County, NV
Englebrecht von Tiesenhasuen, Clark County, Las Vegas, NV
L. Bradshaw, Nye County, NV
W. Offutt, Nye Co., NV
P. Niedzielski-Eichner, Nye County, NV
B. Mettam, Inyo County, CA
R. Michener, Inyo County, CA
G. Derby, Lander County, NV
L. Forenzi, Eureka, NV

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PDR WASTE PDR
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C. Schank, Churchill County, NV
V. Poe, Mineral County, NV
F. Sperry, White Pine County, NV
J. Hoffman, Esmeralda County, NV
K. Hooks, NRC, Washington, D.C.
J. Conway, EM-343
M. Horseman, QATSS-HQ

AUDIT PLAN
AUDIT NUMBER: HQ-94-02
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 April 4-8, 1994 in their offices in Germantown, MD. This audit represents the DOE/RW/0333P baseline review of EM-343 implementation and initiates the triennial EM-343 compliance audit cycle.

The audit will be conducted by:

Fred Bearham	QATSS (CER), Arlington, VA	Audit Team Leader
Tom Swift	QATSS (CER), Arlington, VA	Auditor
Conrad Coulombe	QATSS (CER), Arlington, VA	Auditor
Hugh Lentz	QATSS (CER), Arlington, VA	Auditor
Mike Donovan	QATSS (CER), Arlington, VA	Auditor
Tom Rodgers	QATSS (CER), Las Vegas, NV	Auditor
Jim George	QATSS (CER), Arlington, VA	Auditor

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

AUDIT SCOPE

This audit will evaluate the adequacy and implementation of the EM-343 QA Program:

- a) Adequacy - Requirements of DOE/RW/0333P (QARD) to EM-343 Standard Practice Procedures (SPPs);
- b) Implementation of SPPs.

Checklists developed from the DOE/RW-0333P 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
- 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

PRELIMINARY AUDIT SCHEDULE

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

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

Prepared by: F. Bearham Date: 3/14/94
Fred Bearham (QATSS-HQ)
Audit Team Leader

Approved by: R. W. Clark Date: 3/16/94
Robert W. Clark, Director
Headquarters Quality Assurance Division