

OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT

QUALITY ASSURANCE AUDIT PLAN

FOR AUDIT YMP-94-04

OF

REYNOLDS ELECTRICAL AND ENGINEERING COMPANY, INC.

LAS VEGAS, NEVADA, AND THE NEVADA TEST SITE

MAY 2 THROUGH 6, 1994

Prepared by:  Date: 3/14/94
Frank J. Kratzinger
Audit Team Leader
Yucca Mountain Quality Assurance Division

Approved by:  For Date: 3/17/94
Donald G. Horton
Director
Office of Quality Assurance

1.0 SCOPE

This audit, to be performed by a team of auditors from the Yucca Mountain Quality Assurance Division (YMQAD), will evaluate the Reynolds Electrical and Engineering Company, Inc. (REECo) Quality Assurance (QA) Program to determine whether it meets the requirements and commitments imposed by the Office of Civilian Radioactive Waste Management (OCRWM). This will be accomplished by verifying implementation and effectiveness of the system in place, as well as verifying compliance with requirements.

In addition to the follow-up of any open Corrective Action Requests (CARs), a representative sample of deficiencies identified during previous QA audits and surveillances of REECo will be included in the scope of this audit to determine the effectiveness of REECo 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 audit plan.

2.0 AUDIT SCHEDULE

Pre-audit Team/Observer Meeting	8:30 a.m., May 2, 1994 Las Vegas, Nevada
Pre-audit Conference	9:30 a.m., May 2, 1994 Las Vegas, Nevada
Audit Activities	10:30 a.m. to 4:00 p.m.* May 2, 1994 Las Vegas, Nevada
	8:00 a.m. to 4:00 p.m.* May 3 - 5, 1994 Las Vegas, Nevada, and the Nevada Test Site
	8:00 a.m. to 11:30 a.m. May 6, 1994 Las Vegas, Nevada
Post-audit Conference	1:00 p.m., May 6, 1994 Las Vegas, Nevada

* There will be a daily YMQAD Audit Team/Observer meeting starting at 4:00 p.m. and also a daily Audit Team Leader/Observer/REECo meeting starting at 8:00 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 checklist. This checklist will be developed from the latest available revision of the following documents:

- REECo Quality Assurance Program implementing procedures addressing the OCRWM Quality Assurance Requirements and Description Document (QARD), DOE/RW-0333P, as indicated in the Requirements Traceability Network (RTN) matrix
- Applicable Yucca Mountain Site Characterization Project Office Administrative Procedures - Quality (APQs)

The conduct of the audit will be in accordance with the documents (latest revision) listed below:

- Quality Assurance Procedure (QAP) 18.2, "Audit Program"
- QAP 16.1, "Corrective Action"

4.0 ACTIVITIES TO BE AUDITED

Programmatic Elements

REECo activities associated with the following QA Program Elements will be audited:

- 1.0 Organization
- 2.0 Quality Assurance Program
- 4.0 Procurement Document Control
- 5.0 Implementing Documents
- 6.0 Document Control
- 7.0 Control of Purchased Items and Services
- 8.0 Identification and Control of Items
- 9.0 Control of Special Processes
- 10.0 Inspection
- 12.0 Control of Measuring and Test Equipment
- 13.0 Handling, Storage, and Shipping
- 14.0 Inspection, Test and Operating Status
- 15.0 Nonconformances
- 16.0 Corrective Action
- 17.0 Quality Assurance Records
- 18.0 Audits

The following programmatic elements were considered during development of this audit plan and determined to be not applicable, since REECo currently has no activities for which these elements apply:

3.0	Design Control
11.0	Test Control
Supplement I	Software
Supplement II	Sample Control
Supplement III	Scientific Investigation
Supplement IV	Field Surveying

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 Elements

None

5.0 AUDIT TEAM MEMBERS

Frank J. Kratzinger, Audit Team Leader, YMQAD, Las Vegas, Nevada
Amelia I. Arceo, Auditor, YMQAD, Las Vegas, Nevada
Donald J. Harris, Auditor, YMQAD, Las Vegas, Nevada
Raul A. Hinojosa, Auditor, YMQAD, Las Vegas, Nevada
Robert H. Klemens, Auditor, YMQAD, Las Vegas, Nevada
Kenneth T. McFall, Auditor, YMQAD, Las Vegas, Nevada
Steve P. Nolan, Auditor, YMQAD, Las Vegas, Nevada
John F. Pelletier, Auditor, YMQAD, Las Vegas, Nevada
Richard L. Weeks, Auditor, YMQAD, Las Vegas, Nevada

6.0 AUDIT CHECKLIST

The following checklist will be used to perform the audit:

YMP-94-04-01, Programmatic Checklist