**OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT (OCRWM)**

**OFFICE OF QUALITY ASSURANCE (OQA)**

**AUDIT PLAN FOR AUDIT HQ-ARP-95-03**

**OF THE**

**CRWMS M&O (TRW)**

**VIENNA, VIRGINIA**

**DECEMBER 5-9, 1994**

Prepared by: F. H. Lentz Date: 11/3/94

F. Hugh Lentz
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Headquarters Quality Assurance Division,
Quality Assurance Technical Support Services

Approved by: R. W. Craig Date: 11/15/94

cc 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 for purpose of controlling development/revision of technical requirements documents. 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 development/revision of the technical requirements documents. In addition, the control of inputs to the technical requirements documents will be evaluated.

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

2.0 AUDIT SCHEDULE

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| Pre-audit Team/Observer Meeting | 8:00 a.m., December 5, 1994<br>Vienna, VA |
| Pre-audit Conference | 8:30 a.m., December 5, 1994<br>Vienna, VA |
| Audit Activities | 9:30 a.m. to 4:00 p.m.<br>December 5, 1994<br>Vienna, VA |
| | 8:00 a.m. to 4:00 p.m.<br>December 6 through 9, 1994 |
| | 8:00 a.m. to 11:30 a.m.<br>December 9, 1994 |
| Post-audit Conference | 2:00 p.m., December 9, 1994<br>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 and technical checklists. These checklists will be developed based on the critical steps of the process for development/revision of the technical requirements documents 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 control of the development/revision of the technical requirements documents 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 control of development/revision of technical requirements documents. The following is a list of the identified critical steps:

1. Identify Need/Scope
2. Define/Plan Development Process
3. Develop Technical Requirements Document
4. Perform Review/ Comment Resolution
5. Approve, Release, Issue Document
6. Implement Technical Requirements (Flowdown)
7. Perform Change Control

## 5.0 AUDIT TEAM MEMBERS:

The audit team will consist of:

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|---|---|---|
| F. Hugh Lentz | QATSS, Washington, D. C. | Audit Team Leader |
| Fred Bearham | QATSS, Washington, D. C. | Auditor |
| Jim George | QATSS, Washington, D. C. | Auditor |
| Charles Betts | QATSS, Washington, D. C. | Auditor |
| Bob Holliday | QATSS, Washington, D. C. | Auditor |
| Gary Wood | QATSS, Washington, D. C. | Auditor |
| Dennis Threatt | 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-ARP-95-03 Performance based checklist: Checklist based on critical steps in the overall process involving control of development/revision of technical requirements documents.