

OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT

QUALITY ASSURANCE AUDIT PLAN


AUDIT YM-ARP-95-13


OF

YUCCA MOUNTAIN SITE CHARACTERIZATION OFFICE

LAS VEGAS, NEVADA

JUNE 19 THROUGH 23, 1994

Prepared by:  Date: 5/10/95
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Approved by:  Date: 5/10/95
Donald G. Horton
Director
Office of Quality Assurance

ENCLOSURE

1.0 SCOPE

This performance based audit of the Yucca Mountain Site Characterization Office (YMSCO) is a limited scope audit to be performed by a team of auditors from Yucca Mountain Quality Assurance Division (YMQAD) and Headquarters Quality Assurance Division (HQQAD). The audit team will evaluate the effectiveness of selected processes, and the quality of the resultant end products identified in Section 4.0 of this plan associated with YMSCO activities performed under Quality Assurance (QA) program elements: 2.0 QA Program (Training), 4.0 Procurement Document Control, 5.0 Implementing Documents, 7.0 Control of Purchased Items and Services, and 17.0 QA Records.

2.0 AUDIT SCHEDULE

Pre-audit Team/Observer Meeting	8:00 a.m., June 19, 1995 Las Vegas, Nevada
Pre-audit Conference	9:00 a.m., June 19, 1995 Las Vegas, Nevada
Audit Activities	10:00 a.m. to 4:00p.m. June 19, 1995
	8:00 a.m. to 4:00 p.m. June 20 through 22, 1995
	8:00 a.m. to 11:30 a.m. June 23, 1995
Post-audit Conference	2:00 p.m., June 23, 1995 Las Vegas, Nevada

An Audit Team/Observer meeting at 4:00 p.m. and an Audit Team Leader (ATL)/Observer/YMSCO management meeting at 8:15 a.m. will be held daily to communicate audit progress, 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 a performance based checklist. This checklist will be developed based on the critical steps of the procurement control process as identified by the audit team and YMSCO representatives.

4.0 ACTIVITIES TO BE AUDITED

YMSCO processes and products associated with procurement of items and services will be audited. The processes and products are the result of a joint OQA and YMSCO evaluation of YMSCO's activities to identify critical steps in the procurement of items and services. The following is a list of the identified critical steps:

1. Work Definition and Work Classification
2. Procurement Document Preparation and Planning
3. Supplier Evaluation and Selection/ Contract Award
4. Post Award Activities
5. Evaluation and Acceptance

5.0 AUDIT TEAM MEMBERS

Frank J. Kratzinger, YMQAD, Las Vegas, NV, ATL
Walter Coutier, HQQAD, Washington, D.C., Auditor
Steve Maslar, YMQAD, Las Vegas, NV, Auditor

6.0 AUDIT CHECKLIST

The following checklist will be used during the audit:

YM-ARP-95-13, Performance Based Checklist