

OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT

QUALITY ASSURANCE AUDIT PLAN

FOR AUDIT YM-ARP-96-08

OF THE

YUCCA MOUNTAIN SITE CHARACTERIZATION OFFICE

**LAS VEGAS, NEVADA
MARCH 18 THROUGH 22, 1996**

Prepared by: *Kristi A. Hodges* Date: 2/8/96
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Yucca Mountain Quality Assurance Division

Approved by: *D. G. Horton* Date: 2/14/96
Donald G. Horton
Director
Office of Quality Assurance

Enclosure

1.0 SCOPE

This performance-based audit of the Yucca Mountain Site Characterization Office (YMSCO) will be conducted by a team of auditors from the Yucca Mountain Quality Assurance Division (YMQAD). The audit will evaluate the effectiveness of implementation of Quality Assurance (QA) program requirements for selected activities that are identified in Section 4.0 of this plan.

2.0 AUDIT SCHEDULE

Pre-audit Team/Observer Meeting	8:30 a.m., March 18, 1996 Las Vegas, Nevada
Preaudit Conference	9:15 a.m., March 18, 1996 Las Vegas, Nevada
Audit Activities	10:00 a.m. - 4:00 p.m. March 18, 1996
	8:00 a.m. - 4:00 p.m. March 19 - 21, 1996
	8:00 a.m. to 11:30 a.m. March 22, 1996
Postaudit conference	2:00 p.m., March 22, 1996 Las Vegas, Nevada

There will be a daily YMQAD Audit Team/Observer meeting at 4:00 p.m. to review audit progress. Beginning on Tuesday, March 19, 1996, there will also be a daily Audit Team Leader (ATL)/Observer/YMSCO management meeting at 8:15 a.m. to communicate audit progress, to discuss potential deficiencies, and to establish needed liaison. Both daily meetings will be held at locations provided by YMSCO.

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 from YMSCO's approved and issued QA program procedures, and the performance objectives established and agreed upon with YMSCO management.

The conduct of the audit will be guided by the documents (latest revision) listed below:

- Quality Assurance Procedure QAP 18.2, "Audit Program"
- Administrative Procedure (AP) 16.1Q, "Performance/Deficiency Reporting"
- AP 16.2Q, "Corrective Action and Stop Work"

4.0 ACTIVITIES TO BE AUDITED

The audit team will evaluate implementation of the Office of Civilian Radioactive Waste Management's Quality Assurance Requirements and Description document (QARD) requirements with regards to the processes used by YMSCO for Training (QARD, Element 2.0); Implementing Documents (QARD, Element 5.0); Document Control (QARD, Element 6.0); and QA Records Management (QARD, Element 17.0). These activities will be evaluated as they relate to selected procedures that are implemented by YMSCO. There is no specific Work Breakdown Structure reference associated with the scope of this audit.

Although the processes for these activities involve Civilian Radioactive Waste Management System Management and Operating Contractor staffing, the audit will evaluate implementation of these processes by YMSCO.

A performance-based audit evaluates products and activities to determine the degree to which they meet program requirements and management commitments and expectations. This evaluation of process effectiveness and product acceptability will be based upon:

- 1) Satisfactory completion of the critical process steps
- 2) Acceptable results and quality of the end product
- 3) Documentation that substantiates quality of products
- 4) Performance of trained and qualified personnel
- 5) Implementation of applicable QA program elements

5.0 AUDIT TEAM MEMBERS

Kristi A. Hodges, YMQAD, Las Vegas, Nevada, ATL
James E. Clark, YMQAD, Las Vegas, Nevada, Auditor
Franklin (Pete) B. Smith, YMQAD, Las Vegas, Auditor

6.0 AUDIT CHECKLIST

The following checklists will be used during the audit:

YM-ARP-96-08, Performance Based Checklist