

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

**OFFICE OF QUALITY ASSURANCE (OQA)**

**AUDIT PLAN FOR AUDIT HQ-ARC-96-01**

**OF THE**

**CRWMS M&O (TRW)**

**VIENNA, VIRGINIA    FEBRUARY 5-9, 1996**

**LAS VEGAS, NEVADA    FEBRUARY 12-16, 1996**

Prepared by:

*F. H. Lentz*

Date:

*1/11/96*

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Headquarters Quality Assurance Division,  
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Approved by:

*R. W. Horton*

Date:

*1/16/96*

for Donald G. Horton  
Director  
Office of Quality Assurance

1.0 SCOPE:

The scope of the audit will include work done by the Civilian Radioactive Waste Management System (CRWMS) Management & Operating (M&O) contractor from March 1, 1995 to the present. The audit will address the compliance in implementing the quality assurance program, as documented.

Follow up of any open deficiency documents and a sample of discrepancies identified during previous QA audits and surveillances may be included in the scope of this audit to determine the effectiveness of M&O corrective actions.

2.0 AUDIT SCHEDULE

Pre-audit Team/Observer Meeting	8:00 a.m.	Feb. 05, 1996 Feb. 12, 1996	Vienna, VA Las Vegas, NV
Pre-audit Conference	9:00 a.m.	Feb. 05, 1996 Feb. 12, 1996	Vienna, VA Las Vegas, NV
Audit Activities	10:00 a.m. to 4:00 p.m.	Feb. 05, 1996 Feb. 12, 1996	Vienna, VA Las Vegas, NV
	8:00 a.m. to 4:00 p.m.	Feb. 06-08, 1996 Feb. 13-15, 1996	Vienna, VA Las Vegas, NV
	8:00 a.m. to 11:30 a.m.	Feb. 09, 1996 Feb. 16, 1996	Vienna, VA Las Vegas, NV
Post-audit Conference	2:00 p.m.	Feb. 09, 1996 Feb. 16, 1996	Vienna, VA Las Vegas, NV

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 programmatic checklists. These checklists will be developed from the latest available revision of the following documents:

The audit will be based on requirements drawn from the QARD and applicable M&O Quality Assurance Procedures (QAPs), Implementing Line Procedures (ILPs), and other M&O supporting procedures.

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

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

### 4.0 ACTIVITIES TO BE AUDITED

M&O QA Program documentation and activities at the Vienna, VA and Las Vegas, NV offices including activities at the site associated with the following QA Program elements will be audited:

- 1.0 Organization
- 2.0 Quality Assurance Program
- 3.0 Design Control
- 4.0 Procurement Document Control
- 5.0 Implementing Documents
- 6.0 Document Control
- 7.0 Control of Purchased Items and Services
- 10.0 Inspection
- 12.0 Control of Measuring and Test Equipment
- 15.0 Nonconformances
- 16.0 Corrective Action
- 17.0 Quality Assurance Records
- Supplement I Software
- Supplement II Sample Control
- Supplement III Scientific Investigation
- Appendix B Storage and Transportation
- Appendix C Mined Geologic Disposal System

The following QA Program elements were determined to be not applicable to M&O because there are no activities for which these elements apply (However, this non-applicability will be verified during the audit.):

- 8.0 Identification and Control of Items
- 9.0 Control of Special Processes
- 11.0 Test Control
- 13.0 Handling, Storage, and Shipping
- 14.0 Inspection, Test and Operating Status
- 18.0 Audits
- Supplement IV Field Surveying

5.0 AUDIT TEAM MEMBERS:

The audit team will consist of:

Vienna, VA

F. Hugh Lentz	QATSS, Washington, D. C.	Audit Team Leader
Ken Gilkerson	QATSS, Las Vegas, NV	Subteam Leader
Charles Betts	QATSS, Washington, D. C.	Auditor
Jack Walsh	QATSS, Washington, D. C.	Auditor
Jim George	QATSS, Washington, D. C.	Auditor

Las Vegas, NV (Above auditors plus the following:)

Jim Schmit	QATSS, Las Vegas, NV	Auditor
Jim Clark	QATSS, Las Vegas, NV	Auditor
Charlie Warren	QATSS, Las Vegas, NV	Auditor
Pat Auer	QATSS, Las Vegas, NV	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-ARC-96-01 Programmatic checklists will be developed from implementing procedures.