

OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT

QUALITY ASSURANCE AUDIT PLAN

FOR AUDIT M&O-ARC-97-09

OF THE

**CIVILIAN RADIOACTIVE WASTE MANAGEMENT SYSTEM
MANAGEMENT AND OPERATING CONTRACTOR**

AT

**LAS VEGAS, NEVADA
JANUARY 27-31, 1997**

AND

**VIENNA, VIRGINIA
FEBRUARY 4-7, 1997**

Prepared by: Charles C. Warren Date: 12-11-96
Charles C. Warren
Audit Team Leader
Office of Quality Assurance

Approved by: Donald G. Horton Date: 12/17/96
Donald G. Horton
Director
Office of Quality Assurance

1.0 SCOPE

This full-scope audit, to be performed by a team of auditors from the U.S. Department of Energy's Office of Quality Assurance (OQA), will be conducted to evaluate the Civilian Radioactive Waste Management System Management and Operating Contractor's (CRWMS M&O) implementation of the 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 done by verifying implementation, adequacy, and effectiveness of the QA Program procedures in place, as well as verifying compliance with requirements.

In addition, a review of the status of open OCRWM deficiency documents identified during previous audits and surveillances of the CRWMS M&O will be included in the scope of this audit to determine the status of corrective actions.

The programmatic elements to be audited, as well as those programmatic elements not currently implemented, are identified in Section 4.0 of this plan.

2.0 AUDIT SCHEDULE

Preaudit Team/Observer Meeting	8:00 a.m., January 27, 1997 Las Vegas, Nevada
Preaudit Conference	9:00 a.m., January 27, 1997 Las Vegas, Nevada
Audit Activities	10:00 a.m. to 4:00 p.m. January 27, 1997
	8:00 a.m. to 4:00 p.m. January 28-30, 1997
	8:00 a.m. to 2:00 p.m. January 31, 1997
Preliminary Postaudit Conference	3:00 p.m., January 31, 1997 Las Vegas, Nevada
Vienna Team/Observer Meeting	8:30 a.m., February 4, 1997 Vienna, Virginia
Vienna Preaudit Conference	9:00 a.m., February 4, 1997 Vienna, Virginia

Audit Activities

10:00 a.m. to 4:00 p.m.
February 4, 1997

8:00 a.m. to 4:00 p.m.
February 5-6, 1997

8:00 a.m. to 11:00 a.m.
February 7, 1997

Final Postaudit Conference

1:00 p.m., February 7, 1997
Vienna, Virginia

There will be a daily Audit Team/Observer meeting at 4:00 p.m. to review audit progress. Beginning Tuesday, January 28, 1997, there will also be a daily Audit Team Leader (ATL)/Observer/CRWMS M&O management meeting at 8:15 a.m. to communicate audit progress, discuss potential deficiencies, and to establish needed liaison. Both daily meetings will be held at locations provided by the CRWMS M&O.

3.0 REQUIREMENTS TO BE AUDITED AND APPLICABLE REFERENCES

The requirements to be audited will be contained in a programmatic checklist. This checklist will be developed from the latest available revision of the following documents:

- OCRWM Quality Assurance Requirements and Description document
DOE/RW-0333P
- CRWMS M&O Quality Administrative and Implementing Line Procedures and
Nevada Work Instructions

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

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

4.0 ACTIVITIES TO BE AUDITED

Programmatic Elements

- 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
Supplement V, Control of the Electronic Management of Data
Appendix B, Storage and Transportation
Appendix C, Mined Geologic Disposal System

The following QA Program elements were also considered during the development of this audit plan and found to be not applicable, since the CRWMS M&O currently has no activities to which these elements apply:

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
Appendix A, High-Level Waste Form Production

If the audit team identifies a need to verify additional programmatic areas during the audit, these areas will be added to the audit scope and evaluated accordingly.

5.0 AUDIT TEAM MEMBERS

Charles C. Warren, OQA, Las Vegas, Nevada, ATL
Richard E. Powe, OQA, Las Vegas, Nevada, Auditor (LV)
James Blaylock, OQA, Las Vegas, Nevada, Auditor (LV)
Stephen D. Harris, OQA, Las Vegas, Nevada, Auditor (LV)
Donald J. Harris, OQA, Las Vegas, Nevada, Auditor (LV)
Lester W. Wagner, OQA, Las Vegas, Nevada, Auditor (LV and Vienna)
James J. George, OQA, Washington, DC, Auditor (Vienna)

6.0 AUDIT CHECKLISTS

The following checklists will be used during the audit:

M&O-ARC-97-09-01, Programmatic Checklist (LV)

M&O-ARC-97-09-02, Programmatic Checklist (Vienna)