

U.S. DEPARTMENT OF ENERGY
OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT
OFFICE OF QUALITY ASSURANCE

SUPPLIER AUDIT REPORT OQA-SA-97-029

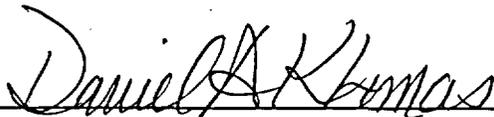
OF

TU ELECTRIC METROLOGY LABORATORY

GLEN ROSE, TEXAS

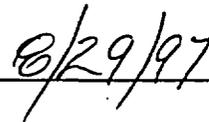
AUGUST 5-6, 1997

Prepared by:



Daniel A. Klimas
Audit Team Leader
Office of Quality Assurance

Date:



Approved by:



Donald G. Horton
Director
Office of Quality Assurance

Date:



1.0 EXECUTIVE SUMMARY

The results of the supplier audit of Texas Utilities (TU) Electric Metrology Laboratory revealed satisfactory implementation of the Quality Assurance (QA) requirements for the Office of Civilian Radioactive Waste Management (OCRWM) activities. TU Electric provides calibration services to Kiewit/Parsons Brinckerhoff (Kiewit/PB).

Implementation of the TU Electric QA program and procedures was determined to be effectively implemented; however, the following three unsatisfactory conditions identified during the audit were discussed with Management representatives from TU Electric, who corrected these conditions prior to the completion of the audit.

- (1) Training records were incomplete;
- (2) A Master Data Sheet for calibration record was not completed as required by procedure; and
- (3) The required frequency for internal audits was on a biannual basis.

Additionally, the purchase order between Kiewit/PB and TU Electric did not require the revision level of the calibration procedure used to be included in the calibration documentation. The unsatisfactory condition identified regarding the Kiewit/PB purchase order requirements is documented on Deficiency Report (DR) YM-97-D-082. Corrective action associated with the DR will be evaluated by the Office of Quality Assurance (OQA) and closed as appropriate.

The unsatisfactory conditions are detailed in Section 6.0.

2.0 SCOPE

The supplier audit was conducted to evaluate the adequacy, implementation and effectiveness of the TU Electric QA program. This was accomplished by determining if the TU Electric QA program implements: the quality and technical requirements specified in the Kiewit/PB Purchase Order Number 19801129; the TU Electric Metrology QA Manual, Revision 1, dated February 24, 1994; and the OCRWM Quality Assurance Requirements and Description (QARD) document for the specific scope of work. The QA program elements determined to be applicable are: Organization; QA Program; Procurement Document Control; Implementing Documents; Document Control; Control of Purchased Items and Services; Control of Measuring and Test Equipment; Nonconformance Control; Corrective Action: QA Records; and Audits.

3.0 AUDIT TEAM AND OBSERVERS

Daniel A. Klimas, Audit Team Leader, OQA

4.0 PERSONNEL CONTACTED DURING FACILITY AUDIT

Chheang Lauv, Lead Technician, TU Electric
John Martin, Supervisor, TU Electric
Warren Gilcrist, Sr. Lead Technician, TU Electric
Regina Stone, Administration, TU Electric

5.0 SUMMARY OF AUDIT RESULTS

The TU Electric Metrology QA Manual, Revision 1, dated February 24, 1994, was found to be implementing the applicable elements of the Kiewit/PB Purchase Order Number 19801129 and the applicable elements of the OCRWM QARD for the intended scope of work. Quality and technical procedures were in place and implementation was determined to be effective; however, three conditions requiring corrective action were identified and corrected during the audit. Additionally, the purchase order from Kiewit/PB to TU Electric does not require the revision level of the procedure used for the calibration to be included in the calibration documentation. Details of the unsatisfactory conditions are described in Section 6.0.

6.0 DEFICIENCIES/DEFICIENCIES CORRECTED DURING THE AUDIT/ RECOMMENDATIONS

The unsatisfactory conditions that were corrected by TU Electric during the audit are detailed below. The unsatisfactory condition regarding the discrepancy with the Kiewit/PB purchase order is documented on DR YM-97-D-082. There were no recommendations provided as a result of the audit.

DEFICIENCY

DR YM-97-D-082

Kiewit/PB Purchase Order Number 19801129 for TU Electric Metrology Laboratory does not require the revision level of the procedure used for the calibration to be included in the calibration documentation, in accordance with QARD Section 12, paragraph 12.1.7 H.

CORRECTED DURING THE AUDIT

1. Training records for calibration technicians in the laboratory were found to be incomplete. TU Electric uses a systematic approach for training that does not always require sign-off for reading of procedures and revisions. This was corrected by obtaining signatures on training documentation for those technicians and the procedures they use within their discipline.
2. A Measuring and Test Equipment Data Sheet is required to be completed in accordance with TU Electric procedure STA-608, Revision 19. This data sheet was not completed for the OMEGA Temperature Recorder that was calibrated for Kiewit/PB. This data sheet was completed during the audit.
3. TU Electric has gone to a bi-annual basis of conducting internal audits. A review of audits performed in 1994, 1995 and 1996 verified audits had been performed on an annual basis. TU Electric management agreed to return to an annual basis and will schedule an audit for 1997.