

OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT

QUALITY ASSURANCE AUDIT PLAN

FOR AUDIT NO. YMP-93-06

OF

REYNOLDS ELECTRICAL AND ENGINEERING COMPANY, INC.

LAS VEGAS, NEVADA

FEBRUARY 8 THROUGH 12, 1993

Prepared by: Robert H. Klemens Date: 12/28/92
Robert H. Klemens
Audit Team Leader
Yucca Mountain Quality Assurance Division

Approved by: D. G. Horton For Date: 12/31/92
Donald G. Horton
Director
Office of Quality Assurance

1.0 SCOPE

This audit, performed by a team of auditors from the Yucca Mountain Quality Assurance Division (YMQAD), will evaluate the Reynolds Electrical and Engineering Company, Inc. (REECo) Quality Assurance (QA) Program to determine whether it meets the requirements and commitments imposed by the Office of Civilian Radioactive Waste Management. This will be done by verifying implementation and effectiveness of the system in place, as well as verifying compliance with requirements.

In addition to a follow-up on any open Corrective Action Requests, a representative sample of discrepancies identified during previous QA audits and surveillances of REECo, will be included in the scope of this audit to determine the effectiveness of REECo corrective actions.

The programmatic and technical elements to be audited, as well as those programmatic elements not included in this audit, are identified in Section 4.0 of this plan.

2.0 AUDIT SCHEDULE

Pre-Audit Team/Observers Meeting	8:30 a.m., February 8, 1993 Las Vegas, Nevada
Pre-Audit Conference	9:30 a.m., February 8, 1993 Las Vegas, Nevada
Audit Activities	10:30 a.m. to 4:00 p.m. February 8, 1993
Audit Activities	8:00 a.m. to 4:00 p.m. February 9-11, 1993
Audit Activities	8:00 a.m. to 10:30 a.m. February 12, 1993
Post-Audit Conference	11:00 a.m., February 12, 1993 Las Vegas, Nevada

There will be a daily YMQAD audit team/observer meeting starting at 4:00 pm, and also a daily Audit Team Leader/observer/REECo meeting starting at 8:30 am to 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 the programmatic checklist. This checklist will be developed from the latest available revision of the following documents:

- REECo Quality Assurance Program Plan (QAPP) 568-DOC-115, Revision 8, QAPPCNs 92-01 through -08, for the Yucca Mountain Project and implementing procedures
- Applicable Yucca Mountain Site Characterization Project Office Administrative Procedures - Quality

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

- Quality Assurance Administrative Procedure (QAAP) 18.2, "Audit Program"
- QAAP 16.1, "Corrective Action"

4.0 ACTIVITIES TO BE AUDITED

Programmatic Elements

- 1.0 Organization
- 2.0 Quality Assurance Program
- 5.0 Instructions, Procedures, and Drawings
- 6.0 Document Control
- 12.0 Control of Measuring and Test Equipment
- 13.0 Handling, Shipping, and Storage
- 16.0 Corrective Action
- 17.0 Quality Assurance Records
- 18.0 Audits

The following programmatic element was considered during development of this audit plan and determined to be not applicable, since REECo currently has no activities for which this element applies:

9.0 Control of Processes

If the audit team identifies a need to verify additional programmatic or technical areas during the audit, they will be added to the audit checklists and verified accordingly.

5.0 AUDIT TEAM MEMBERS

Robert H. Klemens - Audit Team Leader, YMQAD, Las Vegas, Nevada
Cynthia H. Prater - Audit Team Leader-in-Training, YMQAD, Las Vegas, Nevada
Sandra D. Bates - Auditor, YMQAD, Las Vegas, Nevada
John S. Martin - Auditor, YMQAD, Las Vegas, Nevada

6.0 AUDIT CHECKLIST

The following checklist will be used during this audit:

YMP-93-06-01, Programmatic Checklist