

memorandum

DATE: SEP 20 1993

REPLY TO
ATTN OF: EM-343

SUBJECT: Quality Assurance Audit of West Valley Project Office - West Valley
Demonstration Project's Quality Assurance Program

TO: T. J. Rowland, Director
West Valley Project Office

Representatives of the Office of Environmental Restoration and Waste Management, Office of Waste Management Projects, Vitrification Projects Division, will conduct Audit No. 94EA-WV-AU-01 of your quality assurance (QA) program activities related to the West Valley Demonstration Project (WVDP), during the period of November 1-5, 1993. This audit is scheduled and will be performed in accordance with line organization responsibilities described in DOE N 1100.32A and implemented by DOE/RW-0214, "QA Requirements Document."

The audit will examine the adequacy and effectiveness of implementation of the WVDP QA Program Description (QAPD) (WVDP-074, QAPD-2, and QAPD-3) as applicable to the waste acceptance activities associated with the high-level waste form production at the WVDP. The attached Audit Plan describes the scope and objectives of the audit, the activities to be audited, the audit team members, applicable requirements, and the proposed audit schedule.

Please make available to the audit team the documents and records necessary to evaluate the selected elements shown on the attached Audit Plan as "Audit Scope" and "Applicable Requirements/Criteria." Also, please notify appropriate management personnel of the proposed audit schedule so they may participate in the audit as necessary and attend the pre and post audit meetings.

In addition, the audit team will need facilities to conduct the pre and post audit meetings, to review the documentation, and to meet with audit participants. Please provide work space for audit team members, and make provisions for access to personnel and facilities during the scheduled audit date.

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Add: Ken Harker to Encl
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If you have any questions, please contact J. Conway, EM-343 (QA Program Manager) at (301) 903-7450 or R. Hartstern (Audit Team Leader) at (301) 353-9444.



Ralph E. Erickson, Director
Vitrification Projects Division
Office of Waste Management Projects
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Attachment

cc:

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