

**AUDIT PLAN**  
**DOE-EM/343 QUALITY ASSURANCE AUDIT**  
**OF DOE/WEST VALLEY PROJECT OFFICE**  
**WEST VALLEY DEMONSTRATION PROJECT**

**AUDIT NUMBER:** 94EA-WV-AU-01

**AUDITING ORGANIZATION:** Department of Energy (DOE) Headquarters  
Environmental Restoration and Waste Management  
Office of Waste Management  
Vitrification Projects Division (EM-343)

**AUDITED ORGANIZATION:** DOE West Valley Project Office (WVPO)  
West Valley Demonstration Project (WVDP)

**AUDIT DATES:** November 1-5, 1993

**AUDIT TEAM:**

Bob Hartstern	(MACTEC)	Audit Team Leader
Jim Conway	(EM-343)	Auditor/Audit Mgr.
Kriss Grisham	(EM-343)	Auditor
Lou Wade	(MACTEC)	Auditor
Dennis Strother	(MACTEC)	Auditor
Sid Crawford	(BDM/SAIC)	Auditor/Tech. Spec.
John Le Ve	(BDM/SAIC)	Auditor
Bob Jakubik	(BDM/SAIC)	Tech. Spec.

**OBSERVERS:** (TBD)

**AUDIT SCOPE:**

The following program elements will be reviewed during this audit:

- |    |              |   |
|----|--------------|---|
| 1. | Criterion 1  | Organization                            |
| 2. | Criterion 3  | Design Control                          |
| 3. | Criterion 4  | Procurement Document Control            |
| 4. | Criterion 6  | Document Control                        |
| 5. | Criterion 7  | Control of Purchased Items and Services |
| 6. | Criterion 15 | Nonconformances                         |
| 7. | Criterion 16 | Corrective Action                       |
| 8. | Criterion 17 | QA Records                              |
| 9. | Criterion 18 | Audits                                  |

**AUDIT OBJECTIVES:**

To evaluate the effectiveness of WVPO implementation of their Quality Assurance Program as it applies to the Criteria identified in the audit scope above. Implementation of corrective actions resulting from Audit No. 93-EA-WV-AU-01 will also be evaluated by the audit team.

**ACTIVITIES TO BE AUDITED:**

QA program elements and waste acceptance activities affecting high-level waste form production at the WVDP.

**APPLICABLE REQUIREMENTS/CRITERIA:**

1. ASME NQA-1-1989, "Quality Assurance Requirements for Nuclear Facilities" (including applicable Supplements and Appendices)
2. DOE/RW-0214, Rev. 4 w/ICN 4.1, "Quality Assurance Requirements Document"
3. DOE/EM/WO/02, Rev 1, EM-343 HLW "Quality Assurance Program Description"
4. WVDP-074, QAPD-2 and 3 "WVDP Quality Assurance Program Description"
5. WVDP Implementing QA Program Procedures  
WVNS Implementing Quality Assurance Procedures

**PRELIMINARY AUDIT SCHEDULE:**

<u>Activity</u>	<u>Date</u>	<u>Time</u>
Pre Audit Meeting	11/01/93	8:00a - 9:00a
Conduct Audit	11/01/93	9:00a - 4:00p
Conduct Audit	11/02-04/93	8:00a - 4:00p
Post Audit Meeting	11/05/93	11:00a - 12:00p

Note: 1. Audit Team caucuses will be held daily at 4:00p to discuss daily results and obtain status of the audit progress.

2. Daily briefings will be held with WVDP/WVNS management personnel at 8:00a to discuss the previous days results, both positive and negative.

**PREPARED:**

R. J. Hankins  
Audit Team Leader

DATE: 9/28/93

APPROVED: T. Conway  
QA Program Manager/Audit Manager

DATE: 9/29/93