

APR 11 1990

AUDITING TRAINING

- 1 -

MEMORANDUM FOR: B. Joe Youngblood, Deputy Director
Division of High-Level Waste Management

Ronald L. Ballard, Chief
Geoscience & Systems Performance Branch

John J. Linehan, Director
Repository Licensing and Quality
Assurance Project Directorate

Joseph O. Bunting, Chief
Engineering Branch

FROM: Robert E. Browning, Director
Division of High-Level Waste Management

SUBJECT: AUDITING TRAINING COURSE

An auditing training course has been planned for Division of High-Level Waste Management (HLWM) technical staff who participate in audits and surveillances of the U.S. Department of Energy (DOE) Office of Civilian Radioactive Waste Management (OCRWM). Because of the increased emphasis on the participation of technical staff from outside the Quality Assurance discipline in these activities, it is important to enhance their familiarity with proper auditing approaches and techniques. A contract has been issued to Science Applications International Corporation to develop and teach the training course which will provide HLWM technical personnel with theory, techniques, and practical exercises to improve their understanding of accepted auditing practices for the nuclear industry and high-level waste repository program.

The training course will consist of three days of class instruction and a fourth day of course review and a written examination. The course will involve active participation and role playing in workshops and exercises by all class participants. After completion of the course and exam, participants will receive a certificate confirming attendance and course completion. The course content includes:

Day 1

1. Introduction and objectives of the course
2. Instructor background
3. NRC tutorial on regulations, DOE orders, and industry standards applicable to the high-level waste program
4. Tutorial on various overview techniques
5. Exercises and workshops
6. Training and qualification requirements
7. Technical specialist roles and responsibilities

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Day 2

1. Planning and scheduling audits
2. a) Audit preparation; b) Checklist preparation
3. Workshop
4. NRC roles
5. Audit notification techniques
6. Preparation of audit plans
7. Workshop

Day 3

1. Protocol and etiquette
2. Interview techniques
3. Audit conduct
4. Information gathering
5. Team caucuses
6. Management briefings
7. Post-Audit conferences
8. Audit reporting
9. Workshop
10. Audit follow-up

Day 4

1. Audit follow-up exercises
2. Summary of course materials
3. Exam

The course will be held at the Woodmont building in Bethesda, Maryland, May 8-11, 1990, from 8:00 a.m. - 4:00 p.m. As noted above, an exam will be given. A list of the HLWM technical staff expected to attend this training class is provided in Enclosure 1. You are also encouraged to attend. Should you have any questions concerning the course, please contact the course coordinator, Bill Belke on X20445. Attendance will be mandatory once the attendance list is finalized.

*If you want to make changes, please
clear them with Belke. I plan to eventually
have another session so that all our staff
will be trained. R.E. Browning*

Robert E. Browning, Director 4/11/90
Division of High-Level Waste Management

AUDITING TRAINING

- 2 -

Day 2

1. Planning and scheduling audits
2. a) Audit preparation; b) Checklist preparation
3. Workshop
4. NRC roles
5. Audit notification techniques
6. Preparation of audit plans
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Day 3

1. Protocol and etiquette
2. Interview techniques
3. Audit conduct
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Day 4

1. Audit follow-up exercises
2. Summary of course materials
3. Exam

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/s/

Robert E. Browning, Director
Division of High-Level Waste Management

DISTRIBUTION

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| REBrowning, HLWM | BJYoungblood, HLWM | JBunting, HLEN | JLinehan, HLPD |
| RBallard, HLGP | On-Site Reps | BBelke, HLPD | KHooks, HLPD |
| MDelligatti, HLPD | JHolonich | | |

| | | | | | |
|-----------------|-----------|---------------|-------------|------------|-------------|
| OFC : HLPD | : HLPD | : HLPD | : HLPD | : HLPD | : HLWM |
| NAME: BBelke/11 | : KHooks | : MDelligatti | : JHolonich | : JLinehan | : RBrowning |
| Date: 4/11/90 | : 4/11/90 | : 4/11/90 | : 4/11/90 | : 4/11/90 | : 4/11/90 |

Enclosure (1)

Personnel Schedule To Attend 1st Session.

DIRECTOR'S OFFICE

Youngblood, B. Joe

REPOSITORY LICENSING AND QUALITY ASSURANCE PROJECT DIRECTORATE

Belke, William
Holonich, Joseph
Hooks, Kenneth
Delligatti, Mark
Thomas, Brian
(1) CNWRA Attendee

ENGINEERING BRANCH

Chang, Kien
Gupta, Dinesh
Nataraja, Mysore
Peshel, John
Tanious, Naïem
Weller, Richard

GEOSCIENCES AND SYSTEMS PERFORMANCE BRANCH

Blackford, Michael
Bradbury, John
Cardone, Tom
Ibrahim, Abou-Bakr
Justus, Philip
McConnell, Keith
Pohle, Jeffrey
Trapp, John