

SEP 11 1990

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

Ronald L. Ballard, Chief
Geoscience and 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: AUDIT TRAINING COURSE

As indicated in my April 11, 1990 memorandum, we are planning to have a second audit training course for the Division of High-Level Waste Management technical staff who participate in audits and surveillances of the U.S. Department of Energy Office of Civilian Radioactive Waste Management. The purpose of this course is to enhance the technical staff's familiarity with proper auditing approaches and techniques.

The training course consists of three days of class instruction and a fourth day of course review and a written examination. The course involves 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 topics are outlined in Attachment 1.

The following technical staff are scheduled to attend this course:

Linehan, John
Altomare, Philip
Brooks, Dave
Coleman, Neil
Fehringer, Dan
Neel, Robert
Pearing, Jerome
Johnson, Robert
Verma, Tilak

Ballard, Ronald
Blackford, Michael
Brooks, Pauline
Coplan, Seth
Ford, William
Park, James
Peshel, John
Lee, Michael

Bunting, Joseph
Bradbury, John
Codell, Richard
Eisenberg, Norman
McConnell, Keith
Interrante, Charles
Gupta, Dinesh
Stablein, King

The course will be held at the Maryland National Bank Building in Bethesda, Maryland, October 9-12, 1990, from 8:00 a.m. - 4:00 p.m. Your participation in this course is important. If you want to make changes, please clear them with Bill Belke. Should you have any questions concerning the course, please contact the course coordinator, Bill Belke on X-20445.

/s/

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

Attachment: As stated

DISTRIBUTION

CNWSA	NMSS R/F	HLPD R/F	LSS
LPDR	ACNW	PDR	Central File
REBrowning, HLWM	BJYoungblood, HLWM	JBunting, HLEN	JLinehan, HLPD
RBallard, HLGP	On-Site Reps	PAltomare, HLPD	MBlackford, HLGP
JBradbury, HLGP	DBrooks, HLGP	PBrooks, HLGP	RCode11, HLGP
NColeman, HLGP	SCoplan, HLGP	NEisenberg, HLGP	DFehringer, HLGP
WFord, HLGP	KMcConnell, HLGP	RNeel, HLGP	JPark, HLGP
CInterrante, HLEN	JPearring, HLEN	JPeshel, HLEN	DGupta, HLEN
RJohnson, HLPD	MLee, HLPD	KStablein, HLPD	TVerma, HLPD

*See previous concurrence

OFC :HLPD*	:HLPD	:HLPD	:HLPD	:HLWM	:
NAME:BBelke/vw	:KHooks	:JLinehan	:JYoungblood	:RBrowning	:
Date:09/06/90	:09/10/90	:09/10/90	:09/10/90	:09/10/90	:

OFFICIAL RECORD COPY

COURSE TOPICS FOR QUALITY ASSURANCE AUDITING COURSE

- 1. Introduction and Objectives of the Course**
- 2. Introduction of Instructors**
- 3. Hierarchy of NRC and DOE documents**
- 4. Tutorial on Regulations, DOE Orders, and Industry Standards
Applicable to the High Level Waste Program:**
 - a. 10CFR Part 60**
 - b. NRC Review Plan, Technical Positions**
 - c. NQA-1, NQA-3**
 - d. DOE Regulations, Orders**
 - e. DOE QA Program Plans**
- 5. Tutorial on various overview techniques**

- 6. Training and Qualification Requirements**
- 7. Technical Specialist Roles and Responsibilities**
- 8. Planning and Scheduling Audits**
- 9. Audit and Audit Checklist Preparation**
- 10. NRC Roles**
- 11. Audit Notification Techniques**
- 12. Preparation of Audit Plans**
- 13. Protocol and Etiquette**
- 14. Interview Techniques**
- 15. Audit Conduct**
- 16. Information Gathering**
- 17. Team Caucuses**
- 18. Management Briefings**
- 19. Post-audit Conferences**
- 20. Exercises and Workshops**
- 21. Audit Reporting**
- 22. Audit Follow-up**
- 23. Audit Follow-up Exercises**
- 24. Summary of Course Materials**
- 25. Course Examination**