

2ND AUDITING TRAINING COURSE/2

- 1 -

SEP 26 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 September 11, 1990 memorandum, we are scheduling 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, originally scheduled for October 9-12, 1990 has been rescheduled due to meetings, travel etc. The rescheduled course will be held in Room 6507 at the Maryland National Bank Building in Bethesda, Maryland, November 5-8, 1990, from 8:00 a.m. - 4:00 p.m. Attendance at this course is required and your participation is important. If you are unable to attend this course, please notify Bill Belke as soon as possible. Should you have any questions concerning the course, please contact the course coordinator, Bill Belke on X-20445.

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

Attachment: As stated

DISTRIBUTION

CNWRA	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	DFehring, HLGP
WFord, HLGP	KMcConnell, HLGP	RNeel, HLGP	JPark, HLGP
CIterrante, HLEN	JPearing, HLEN	JPeshel, HLEN	DGupta, HLEN
RJohnson, HLPD	MLee, HLPD	KStablein, HLPD	TVerma, HLPD

OFC :HLPD	:HLPD	:HLPD	:HLWM	:HLWM	:
NAME:BBelke/vw	:KHoops	:JLBelke	:JYoungblood	:RBrowning	:
Date:09/25/90	:09/25/90	:09/25/90	:09/25/90	:09/25/90	:

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me and

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

Attachment: As stated

COURSE SCHEDULE

DAY ONE

- 1. Introduction and Course objectives**
- 2. Instructor Background**
- 3. Tutorial-Regulations, DOE Orders
Industry Standards applicable to HLW
Program**
- 4. Tutorial on NRC Review Standard Review Plan
for Repositories**
- 5. Tutorial on overview techniques**
- 6. Exercises and Workshops**
- 7. Training and qualification requirements**

COURSE SCHEDULE

DAY TWO

- 1. Technical specialist roles and responsibilities**
- 2. Planning and Scheduling Audits**
- 3. Tutorial-Audit and Checklist preparation**
- 4. Workshop--Checklist preparation**
- 5. NRC Roles**
- 6. Audit notification techniques**
- 7. Preparation of audit plans**
- 8. Workshop**

COURSE SCHEDULE DAY THREE

- 1. Protocol and Etiquette**
- 2. Interview Techniques**
- 3. Audit conduct**
- 4. Information gathering**
- 5. Team caucuses**
- 6. Management Briefings**
- 7. Exercises**
- 8. Post-Audit Workshops**
- 9. Workshop**
- 10. Audit follow-up**

COURSE SCHEDULE

DAY FOUR

- 1. NRC Audit Report Format Tutorial**
- 2. Audit follow-up exercises**
- 3. Workshop on Report Writing**
- 4. Summary of course materials**
- 5. Exam**