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2ND AUDITING TRAINING COURSE/2

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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 Pearring, Jerome Johnson, Robert Verma, Tilak

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PDC

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

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2ND AUDITING TRAINING COURSE/2

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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

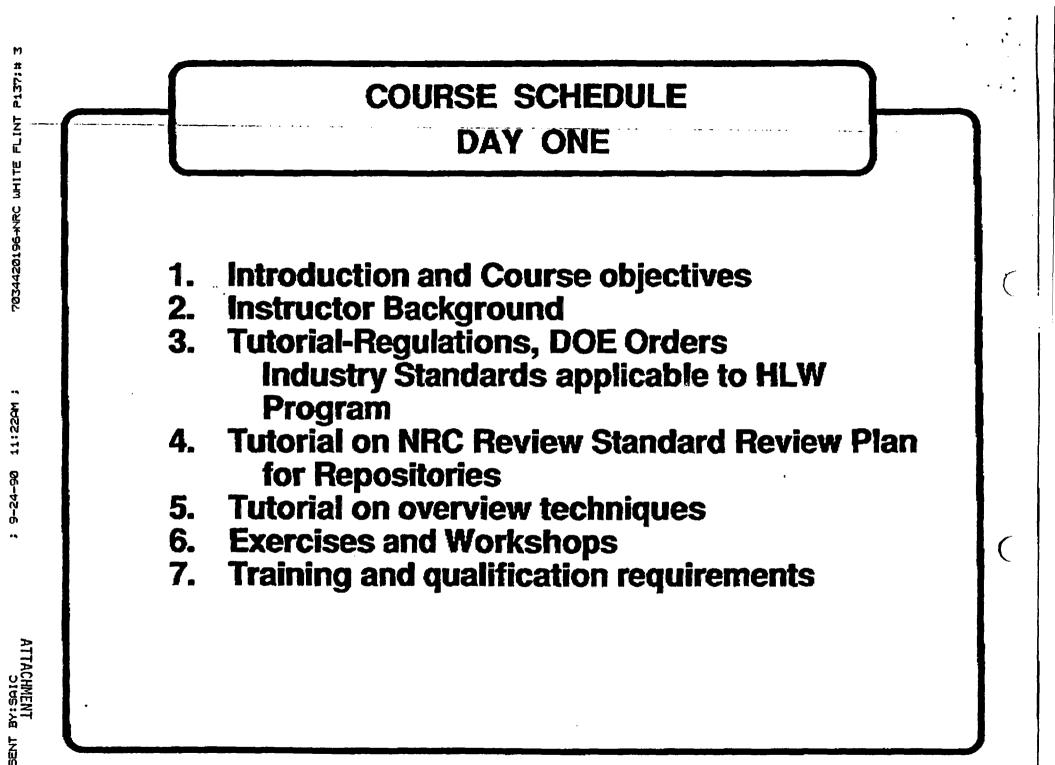
CNWRA NMSS R/F HLPD R/F LSS LPDR ACNW PDR Central File JBunting, HLEN REBrowning, HLWM BJYoungblood, HLWM JLinehan, HLPD RBallard, HLGP **On-Site Reps** PAltomare, HLPD MBlackford, HLGP JBradbury, HLGP DBrooks, HLGP PBrooks, HLGP RCode11, HLGP NColeman, HLGP SCoplan, HLGP NEisenberg, HLGP DFehringer, HLGP WFord, HLGP KMcConnell, HLGP RNee1, HLGP JPark, HLGP CInterrante, HLEN JPearring, HLEN JPeshel, HLEN DGupta, HLEN MLee, HLPD TVerma, HLPD RJohnson, HLPD KStablein, HLPD :HLPD :HLWM OFC :HLPC :HLF : NAME:BBe :KHc ablood:RB :09/1/190 :0925/90 Date:09/1/ :09/ (190 :09 90 : OFFICIAL RECORD COPY

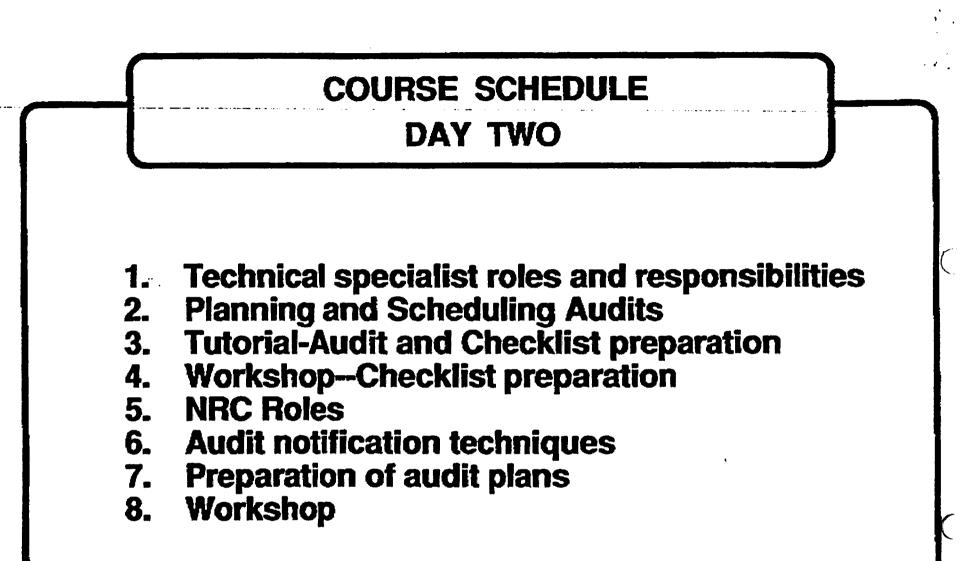
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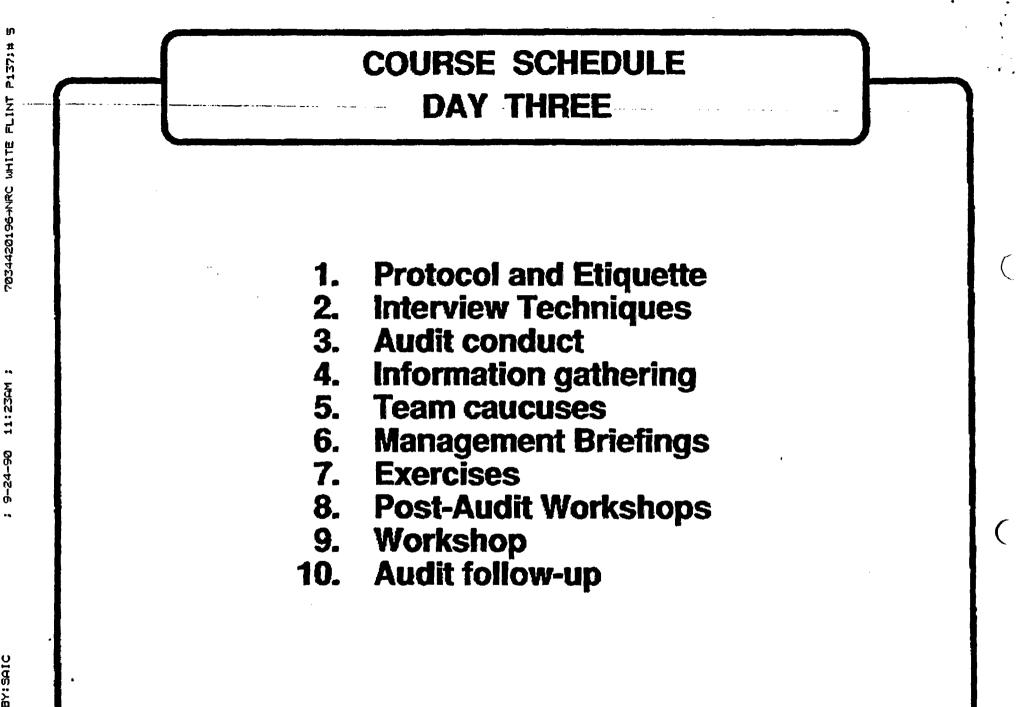
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Robert E. Browning, Director Division of High-Level Waste Management

Attachment: As stated







SENT BY: SAIC

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