




# Department of Energy

Washington, DC 20585

QA: QA

JUL 07 2003

MEMORANDUM FOR: W. John Arthur, III (RW-2W)

FROM: R. Dennis Brown, Director  
Office of Quality Assurance 

SUBJECT: Plan for Audit OQAC-ORD-03-08 of the Office of Repository  
Development (ORD)

A team of auditors representing the Office of Civilian Radioactive Waste Management will conduct an audit of ORD's implementation of the Quality Assurance Program described in DOE/RW-0333P, Revision 13, *Quality Assurance Requirements and Description*, and implementing procedures at Las Vegas, Nevada. The audit will be conducted from August 4 to 8, 2003, in accordance with the enclosed audit plan.

Observers from the state of Nevada, U.S. Nuclear Regulatory Commission, and other interested parties may accompany the audit team.

Please arrange for appropriate space to conduct meetings, provide cognizant personnel to support the audit, and provide audit team access to appropriate ORD documentation and records.

If you have any questions, please contact either Kerry M. Grooms at (702) 794-1367 or James V. Voigt at (702) 794-1487.

OQA:KMG-1466

Enclosure:  
Audit Plan OQAC-ORD-03-08



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JUL 07 2003

cc w/encl:

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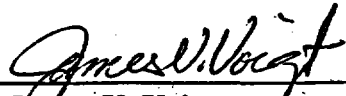
**U.S. DEPARTMENT OF ENERGY  
OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT  
OFFICE OF QUALITY ASSURANCE**

**PLAN FOR AUDIT OQAC-ORD-03-08  
OF OFFICE OF REPOSITORY DEVELOPMENT**

**LAS VEGAS, NEVADA**


**AUGUST 4 - 8, 2003**

Prepared by: \_\_\_\_\_

  
**James V. Voigt  
Audit Team Leader  
Navarro Quality Services**

Date: 7/1/2003

Approved by: \_\_\_\_\_

  
**R. Dennis Brown  
Director  
Office of Quality Assurance**

Date: 2/7/03

## 1.0 SCOPE

A team of auditors representing the Office of Civilian Radioactive Waste Management (OCRWM) will conduct a compliance-based audit from August 4 to 8, 2003, to evaluate the Office of Repository Development (ORD) implementation of the Quality Assurance (QA) Program as defined in DOE/RW-0333P, Revision 13, *Quality Assurance Requirements and Description* (QARD).

The audit team will evaluate the adequacy and effectiveness of QA program implementation at the Office of Repository Development (ORD) in Las Vegas, Nevada.

To determine the effectiveness of completed corrective actions, the scope of this audit will include a review of the status of any applicable, previously identified OCRWM deficiency documents.

Section 4.0 of this audit plan identified the programmatic sections to be audited.

## 2.0 AUDIT SCHEDULE

Pre-Audit Team/Observer Meeting	8:30 a.m., August 4, 2003
Pre-Audit Conference	9:00 a.m., August 4, 2003
Audit Activities	9:30 a.m. to 4:00 p.m., August 4, 2003
	8:00 a.m. to 4:00 p.m., August 5 - 7, 2003
	8:00 a.m. to 10:30 a.m., August 8, 2003
Post-Audit Conference	11:00 a.m., August 8, 2003

There will be a daily OQA Audit Team/Observer meeting at 4:00 p.m. to review audit progress. Beginning Tuesday, August 5, 2003, there will also be a daily Audit Team Leader/Observer/ORD management meeting at 8:15 a.m. to communicate audit progress, discuss potential deficiencies, and establish needed liaisons. All meetings will be held at locations arranged and provided by ORD.

## 3.0 REQUIREMENTS TO BE AUDITED AND APPLICABLE REFERENCES

The requirements to be audited will be contained in the checklist and will be developed from the latest available revision of the following documents:

- OCRWM QARD
- OCRWM QA Program Procedures
- ORD Line Procedures

The conduct of the audit will be guided by the documents (latest revision) listed below:

- Administrative Procedure (AP) 18.3Q, *Internal Audit Program*
- AP-16.1Q, *Management of Conditions Adverse to Quality*

#### **4.0 ACTIVITIES TO BE AUDITED**

The audit team will evaluate the effectiveness of the following QA program sections as each applies to the activities associated with the ORD:

Section 1.0	Organization
Section 2.0	Quality Assurance Program
Section 3.0	Design Control
Section 4.0	Procurement Document Control
Section 5.0	Implementing Documents
Section 6.0	Document Control
Section 7.0	Control of Purchased Items and Services
Section 16.0	Corrective Action
Section 17.0	Quality Assurance Records
Supplement II	Sample Control
Supplement V	Control of the Electronic Management of Data

The remaining QA program sections were considered during planning for the audit but either are not applicable to the work performed by the ORD or are OCRWM OQA activities included in a separate upcoming audit.

If the team identifies a need to verify additional programmatic areas during the audit, these areas will be added to the audit scope and evaluated accordingly.

#### **5.0 AUDIT TEAM MEMBERS**

James V. Voigt, Navarro Quality Services (NQS)/Audit Team Leader, Las Vegas, NV  
Christian M. Palay, NQS/Audit Team Leader (Acting), Las Vegas, NV  
James E. Flaherty, NQS/Auditor, Las Vegas, NV  
Donald J. Harris, NQS/Auditor, Las Vegas, NV

#### **6.0 AUDIT CHECKLIST**

OQAC-ORD-03-08, Compliance-based Checklist.