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Salt Repository Project Office
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October 21, 1986

Mr. John J. Linehan
Section Leader, Salt Section
Repository Projects Branch
Division of Waste Management, MS 623-SS
U.S. Nuclear Regulatory Commission
Washington, DC 20555

Dear Mr. Linehan:

SUBJECT: SRPO LEAD AUDITOR TRAINING COURSE IN CINCINNATI, OHIO

The DOE/Salt Repository Project is pleased to offer a training course for audit personnel on October 27 through 31, 1986, in Cincinnati, Ohio. This course was specifically designed for individuals in the Civilian Radioactive Waste Management Program who are involved in quality assurance audits. The course provides a broad overview, as well as specific techniques required in the performance of audits. Complete details, including the course schedule and accommodations, are enclosed. This course will be given at various times in the future, depending upon requirements.

Please contact Ms. Georgette M. Ember at (614) 424-5016 with the name and title of one individual in your organization whom you recommend to attend the course. An acknowledgement will be returned to you when the attendance list is finalized.

Sincerely,

J.O. Neff
J.O. Neff
Project Manager
Salt Repository Project Office

SRPO:TJR:max:1467LP

WM Record File 106 WM Project 16
Docket No. _____
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Distribution:
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Mr. John J. Linehan

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October 21, 1986

Enclosure:
As Stated

cc: J. Neff, SRPO
T. Reese, SRPO
A. Avel, SRPO
F. Hood, BPMD
C. Williams, Jr., BPMD
I. Lefman, BPMD
G. Ember, BPMD
J. Kennedy, DOE-CH

QA# 010-87

LUNCH WILL BE PROVIDED FOR COURSE ATTENDANTS MONDAY THROUGH THURSDAY.

The schedule for the course will be as follows:

SCHEDULE

LEAD AUDITOR TRAINING FOR CEWM PERSONNEL

4-DAY COURSE

<u>TIME</u>	<u>DAY 1</u>
8:30 to 9:30	Introduction
9:30 to 10:30	Quality Related Guidance & Requirements Documents
10:30 to 10:45	Break
10:45 to 12:00	General Evaluation & Assessment Information
12:00 to 1:00	Lunch
1:00 to 2:00	Training, Qualification & Certification Requirements
2:00 to 2:30	Exercise
2:30 to 2:45	Break
2:45 to 3:30	Audit Philosophy & Etiquette (Lecture)
3:30 to 3:45	Break
3:45 to 4:30	Audit Planning & Scheduling (Lecture)
	<u>DAY 2</u>
8:30 to 9:30	Introduction to Workshops
9:30 to 10:45	Fundamentals of Auditing - Audit Preparation (Lecture)
10:45 to 11:00	Break
11:00 to 11:30	Audit Preparation - Workshop
11:30 to 12:30	Lunch
12:30 to 4:30	Audit Preparation - Workshop

<u>TIME</u>	<u>DAY 3</u>
8:30 to 10:30	Fundamentals of Auditing - Audit Conduct (Lecture)
10:30 to 10:45	Break
10:45 to 12:00	Audit Conduct - Workshop
12:00 to 1:00	Lunch
1:00 to 4:30	Audit Conduct - Workshop (cont'd)
	<u>DAY 4</u>
8:30 to 9:30	Fundamentals of Auditing Preparation of Audit report (Lecture)
9:30 to 9:45	Break
9:45 to 12:00	Audit Reporting - Workshop
12:00 to 1:00	Lunch
1:00 to 2:00	Fundamentals of Auditing - Response Evaluation, Follow-up & Closeout (Lecture)
2:00 to 2:15	Break
2:15 to 4:30	Response Evaluation, Follow-up & Closeout Workshop
	<u>DAY 5</u>
8:30 to 9:30	Question & Answer Period Feedback on Workshops
9:30 to 9:45	Break
9:45 to 11:30	Administration of Lead Auditor Exam
11:30 to 12:00	Closeout

HOTEL INFORMATION:

OMNI Netherland Plaza
35 West Fifth Street
Cincinnati, Ohio 45202

(513)421-9100

Rooms have been reserved for course participants. The room rate is \$45.00 per night, government rate. Please contact Ms. Georgette M. Ember at (614)424-5016 to secure a room.

Directions to the Hotel from Columbus, Ohio:

Take I-71 South to Cincinnati; use the Third and Elm Street Exit; (this will bring you straight onto Elm Street) go North on Elm Street; at Fifth Street make a right onto Race Street. The Hotel is on the corner of Race and Fifth Street.

Directions to the Hotel from the Greater Cincinnati Airport:

Take 275 East to 75 North; take 75 North to Vine Street Exit; make a left from Vine Street onto Fourth Street; make a right from Fourth Street onto Elm Street. At Fifth Street make a right; then at Race Street make another right. The Hotel is on the corner of Race and Fifth Street.

Parking:

The hotel has valet parking or you may use one of the surroundings parking facilities.