

MEMORANDUM FOR: Ron Ballard, Branch Chief
Technical Review Branch

Seth Coplan, Section Leader
Operations Branch

FEB 03 1988

James Kennedy, Section Leader
Operations Branch

John Linehan, Section Leader
Operations Branch

FROM: B. J. Youngblood, Branch Chief
Operations Branch
Division of High-Level Waste Management

SUBJECT: INTERNAL QA OF CDSCP REVIEW

We recently discussed methods for assuring that the internal quality assurance procedures in the CDSCP Review Plan are carried out. My branch committed to providing a description of our plans for carrying out its IQA function. This memo describes that plan.

The APP describes a number of internal QA functions to be performed by section leaders, the project managers, and others delegated these responsibilities by the section leaders. Sections 5.5 (Internal QA of draft point paper), 5.9 (Internal QA of final point paper), 7.0 Internal Quality Assurance Requirements, and 8.0 Records Management describe most of the internal QA functions for this review. The IQA coordinator (Nancy Voltura) is responsible for verifying that the internal QA procedures are implemented and the IQA records prepared throughout the review.

The draft point papers, the first major product of the TRB sections, are due in the next two weeks. The IQA coordinator will be interviewing various section leaders in each of the branches within the next week to assure that they are familiar with the requirements listed above. Where their verification responsibilities have been delegated to others in their section, the IQA coordinator will check to see if the plans for that work are in place. We expect that interviews will last no more than an hour with each section leader. The interviews are an effort to assure that the program will be properly executed. We will discuss our comments with you and your section leaders prior to the issuance of the draft point papers.

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B. J. Youngblood, Branch Chief
Operations Branch
Division of High-Level Waste Management

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Ballard Memo 02/02/88/BJY

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DATE: February 3, 1988

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