



Department of Energy

Washington, DC 20585

QA: QA

JUL 30 2003

MEMORANDUM FOR: Jessie H. Roberson (EM-1)

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

SUBJECT: Plan for Audit OQAC-EM-03-11 of the U.S. Department of Energy (DOE) Office Environmental Management National Spent Nuclear Fuel Program (NSNFP)

A team of auditors representing the Office of Civilian Radioactive Waste Management (OCRWM) will conduct a compliance-based audit of the NSNFP in Idaho Falls, Idaho, from August 25 to 29, 2003. The scope of the audit is to evaluate activities pertinent to spent nuclear fuel characterization and conditioning in support of the OCRWM License Application for acceptance into the Monitored Geologic Repository. The audit scope will evaluate the adequacy and effectiveness of the NSNFP OCRWM Quality Assurance Program implementation for compliance to the requirements of DOE/RW-0333P, Revision 13, *Quality Assurance Requirements and Description*. The audit will be conducted 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 NSNFP documentation and records.

If you have any questions, please contact either Kerry M. Grooms at (702) 794-1367 or Robert A. Toro at (702) 794-1498.

OQA:KMG-1580

Enclosure:
Audit Plan OQAC-EM-03-11

*NMS507
WM 11*



JUL 30 2003

cc w/encl:

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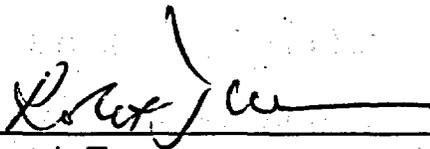
QA: QA

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

**PLAN FOR THE AUDIT OQAC-EM-03-11
OF THE OFFICE OF ENVIRONMENTAL MANAGEMENT
NATIONAL SPENT NUCLEAR FUEL PROGRAM
AT IDAHO FALLS, IDAHO**

AUGUST 25 - 29, 2003

Prepared by:



Date:

7/23/03

**Robert A. Toro
Audit Team Leader
Navarro Quality Services**

Approved by:



Date:

7/30/03

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

ENCLOSURE

1.0 SCOPE

A team of auditors from the Office of Civilian Radioactive Waste Management (OCRWM) will conduct a compliance-based audit of the Office of Environmental Management (EM) National Spent Nuclear Fuel Program (NSNFP) in Idaho Falls, Idaho, from August 25 to 29, 2003. The scope of the audit is to evaluate activities pertinent to spent nuclear fuel characterization and conditioning in support of the OCRWM License Application for acceptance into the Monitored Geologic Repository. The audit team will determine the adequacy and effectiveness of the NSNFP Quality Assurance (QA) Program implementation for compliance to the requirements of DOE/RW-0333P, Revision 13, *Quality Assurance Requirements and Description (QARD)*.

A review of the status of applicable, previously-identified OCRWM deficiency documents will also be included in the scope of this audit to determine the effectiveness of completed corrective actions.

The NSNFP activities and programmatic sections to be evaluated are identified in Section 4.0 of this audit plan.

2.0 AUDIT SCHEDULE

| | |
|---------------------------------|--|
| Pre-Audit Team/Observer Meeting | 1:30 p.m., August 25, 2003 |
| Pre-Audit Conference | 2:00 p.m., August 25, 2003 |
| Audit Activities | 2:30 p.m. to 4:00 p.m. August 25, 2003 |
| | 8:00 a.m. to 4:00 p.m. August 26-28, 2003 |
| | 8:00 a.m. to 10:00 a.m. August 29, 2003 |
| Post-Audit Conference | 11:00 a.m. August 29, 2003 |

There will be a daily OCRWM Audit Team/Observer meeting at 4:00 p.m. to review audit progress. Beginning on Tuesday, August 26, 2003, there will also be a daily Audit Team Leader/Observer/NSNFP 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 the NSNFP.

3.0 REQUIREMENTS TO BE EVALUATED AND APPLICABLE REFERENCES

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

- OCRWM QARD
- NSNFP Program Management Plan (DOE/SNF/PP-033, Revision 1)
- NSNFP Documents Manual

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

Activities to be audited are described in the NSNFP Detailed Work Plan for Fiscal Year 2003 as follows:

Repository Analysis
Materials and Technology
Transportation and Packaging
Program Execution and Information Management
NSNFP QA

The audit team will evaluate the effectiveness of QA Program Sections as they apply to the aforementioned NSNFP activities as follows:

| | |
|----------------|--|
| 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 11.0 | Test Control |
| Section 16.0 | Corrective Action |
| Section 17.0 | Quality Assurance Records |
| Section 18.0 | Audits |
| Supplement I | Software |
| Supplement III | Scientific Investigation |
| Supplement V | Control of the Electronic Management of Data |

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

Robert A. Toro, Navarro Quality Services (NQS)/Audit Team Leader, Las Vegas, NV
Sam E. Archuleta, NQS/Audit Team Leader (Acting), Las Vegas, NV
Patrick V. Auer, NQS/Auditor, Las Vegas, NV
James E. Flaherty, NQS/Auditor, Las Vegas, NV
James V. Voigt, NQS/Auditor, Las Vegas, NV

6.0 AUDIT CHECKLIST

OQAC-EM-03-11, Compliance-based checklist.