

MAY 25 1988

JDON 5/25 M1 QA SECTION

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MEMORANDUM FOR: QA Section DHLWM/OB

FROM: James Kennedy, Section Leader
DHLWM/OB

SUBJECT: DHLWM PROCEDURE FOR CONDUCTING OBSERVATION AUDITS

Enclosed is the Division's procedure for conducting observation audits of the Department of Energy (DOE) or their contractors. This procedure will create a common baseline by which different NRC staff members can observe and evaluate DOE's audit program. The procedure was initially transmitted to DOE in December of 1987; however, several changes and improvements have been incorporated into this revision as a result of its repeated use by the staff. Future revisions are expected to be made as additional experience is gained with its use.

Training on the use of this procedure will be conducted by J. Donnelly and N. Voltura for staff (QA and technical) prior to participating in future observation audits.

As each of you use this procedure please provide me input on any improvements you feel may be necessary.

James Kennedy, Section Leader
DHLWM/OB

Enclosure:
As stated

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