

memorandum

DATE: NOV 03 1994

REPLY TO
ATTN OF: EM-33

SUBJECT: Quality Assurance Audit of Savannah River Operations Office-High Level Waste Programs Division Quality Assurance Program

TO: W. Pearson, SR

Representatives of the Office of Program Integration, Office of Waste Management, will conduct Audit No. 95VP-SR-AU-01 of your Quality Assurance (QA) Program activities related to the Defense Waste Processing Facility (DWPF), during the period of November 28 through December 2, 1994. This audit is scheduled and will be performed in accordance with line organization responsibilities described in DOE N 1100.32A and implemented by DOE/RW-0333P, "QA Requirements and Description Document."

The audit will examine the adequacy and effectiveness of implementation of the DWPF QA Program as described in the Savannah River Operations Office, SRM 5700.6.X.X.2, Rev. 0 "Quality Assurance Reference Manual" and Westinghouse Savannah River Company QAPD No. SW 4-1.8, Revision 6, Implementation Matrices, and implementing procedures as applied to the waste acceptance activities associated with high-level waste form production at the DWPF. The attached Audit Plan and Schedule describes the scope and objectives of the audit, activities to be audited, audit team members, applicable requirements, and proposed audit schedule.

Please make available to the audit team the documents and records necessary to evaluate the selected elements shown on the attached Audit Plan as "Audit Scope" and "Applicable Requirements/Criteria." Also, please notify appropriate management personnel of the proposed audit schedule so they may participate in the audit as necessary and attend the pre- and post-audit meetings.


In addition, the audit team will need facilities to conduct the pre- and post-audit meetings, to review the documentation, and to meet with audit participants. Please provide work space for audit team members, and make provisions for access to personnel and facilities during the scheduled audit date.

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If you have any questions, please contact me on (301) 903-7450 or L. Wade
(Audit Team Leader) on (301) 353-9444.


James T. Conway
RLW Quality Assurance Program Manager
Office of Program Integration
Office of Waste Management
Environmental Management

Attachment

cc:
R. Blaney, EM-33
H. Himpler, EM-331
R. Erickson, EM-323
K. Grisham, EM-323
K. Picha, EM-323
L. Vaughan, EM-20
D. Barnes, EM 20.1
D. Horton, RW-3
R. Clark, RW-3.1
P. Chimah, DP-625
R. Hampton, DOE/SR
T. Gunter, DOE/SR
J. Desormeau, DOE/WV
R. Farchman, WYNS
L. Wade, MACTEC
D. Strother, MACTEC
N. Moreau, MACTEC
J. Flaherty, BDM/SAIC
J. Le Vea, BDM/SAIC
R. Jakubik, BDM/SAIC

**AUDIT PLAN AND SCHEDULE
DOE-HLW QUALITY ASSURANCE AUDIT
OF DOE/SAVANNAH RIVER OPERATIONS OFFICE
DEFENSE WASTE PROCESSING FACILITY**

AUDIT NUMBER: 95VP-SR-AU-01

AUDITING ORGANIZATION: Department of Energy (DOE) Headquarters

Office of Program Integration
Office of Waste Management
Environmental Management

AUDITED ORGANIZATION: Savannah River Operations Office
Defense Waste Processing Facility (DWPF)

AUDIT DATES: November 28 through December 2, 1994

AUDIT TEAM:	Lou Wade	(MACTEC)	Audit Team Leader
	Jim Conway	(DOE/HQ)	Auditor/Audit Manager
	Kriss Grisham	(DOE/HQ)	Auditor
	Ron Hampton	(DOE/SR)	Auditor
	Norm Moreau	(MACTEC)	Auditor
	Dennis Strother	(MACTEC)	Auditor
	John La Vea	(BDM/SAIC)	Auditor
	Ron Farchman	(WVNS)	Auditor
	Joe Desormeau	(DOE/WV)	Technical Specialist
	Tim Gunter	(DOE/SR)	Technical Specialist
	Bob Jakubik	(BDM/SAIC)	Technical Specialist
	Jim Flaherty	(BDM/SAIC)	Technical Specialist

OBSERVERS: (TBD)

AUDIT SCOPE:

The following program elements will be evaluated during this audit:

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| 1. | Criterion 1 | Organization |
| 2. | Criterion 2 | Quality Assurance Program |
| 3. | Criterion 3 | Design Control |
| 4. | Criterion 4 | Procurement |
| 5. | Criterion 5 | Instructions, Procedures, and Drawings |
| 6. | Criterion 6 | Document Control |
| 7. | Criterion 7 | Control of Purchased Items and Activities |
| 8. | Criterion 8 | Identification and Control of Items |
| 9. | Criterion 9 | Control of Processes |
| 10. | Criterion 10 | Inspections |
| 11. | Criterion 11 | Test Control |
| 12. | Criterion 12 | Control of Measuring and Testing Equipment |
| 13. | Criterion 13 | Shipping, Handling and Storage |
| 14. | Criterion 14 | Inspection, Test, and Operating Status |
| 15. | Criterion 15 | Nonconformances |

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| 16. | Criterion 16 | Corrective Action |
| 17. | Criterion 17 | Quality Assurance Records |
| 18. | Criterion 18 | Audits |
| 19. | Criterion 19 | Software Quality Assurance |

AUDIT OBJECTIVES:

To evaluate the adequacy and effectiveness of DOE/SR AMHLW and WSRC QA Programs to comply with DOE/RW-0333P.

ACTIVITIES TO BE AUDITED:

QA program elements and activities related to high level radioactive waste form production at DWPF. Additionally, a followup of identified concerns from previous EM-HQ audits will be conducted to verify accepted corrective action has been implemented.

APPLICABLE REQUIREMENTS/CRITERIA:

1. ASME NQA-1-1989, "Quality Assurance Requirements for Nuclear Facilities" (including applicable Supplements and Appendices)
2. DOE/RW-0333P, Rev. 1, OCRWM "Quality Assurance Requirements and Description Document"
3. DOE/EM Program Execution Document "Quality Assurance Requirements for FY95"
4. DOE-SRM, 5700.6.X.X.2, Rev. 1, SROO "Quality Assurance Reference Manual"
5. SW 4-1.8, Rev. 6, WSRC "Quality Assurance Program Description"
6. WSRC and DOE/AMHLW Implementation Matrices for transition to DOE/RW-0333P
7. DOE/AMHLW and WSRC Implementing Procedures as applicable

PRELIMINARY AUDIT SCHEDULE:

<u>Activity</u>	<u>Date</u>	<u>Time</u>
Pre-Audit Meeting/Conduct Audit	11/28/94	9:00a - 4:00p
Conduct Audit	11/29-12/01/94	8:00a - 4:00p
Post-Audit Conference	12/02/94	10:00a - 11:00a

Note: 1. Audit Team caucuses will be held daily at 4:00p to discuss daily results and obtain status of the audit progress.

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2. Management briefings will be held with DOE/AMHLW and WSRC management personnel daily at 8:00a to discuss the previous day's results.

PREPARED: _____ DATE: _____
Audit Team Leader

CONCURRENCE: _____ DATE: _____
Program Manager

APPROVED: James T. Conway DATE: 11/4/94
RLW QA Program Manager/Audit Manager