OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT (OCRWM)

OFFICE OF QUALITY ASSURANCE (OQA)

AUDIT PLAN FOR AUDIT HQ-ARC-95-11

OF THE

SANDIA NATIONAL LABORATORIES (SNL)

ALBUQUERQUE, NEW MEXICO

MAY 15-18, 1995

Prepared by: Walter R Coutier **Date:** 4/12/95

Walter R. Coutier
Audit Team Leader
Headquarters Quality Assurance Division,
Quality Assurance Technical Support Services

Approved by: R.W. Cl **Date:** 4/17/95

for Donald G. Horton
Director
Office of Quality Assurance

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AUDIT PLAN
AUDIT NUMBER: HQ-ARC-95-11
AUDIT OF SANDIA NATIONAL LABORATORIES (SNL)
BURNUP CREDIT ACTIVITIES

An audit of the SNL Burnup Credit activities will be conducted during the week of May 15-18, 1995 at the Albuquerque, NM Offices.

The audit will be conducted by:

NAME	ORGANIZATION	TEAM
Walter R. Coutier	QATSS, Washington, D.C.	Audit Team Leader
Charles Betts	QATSS, Washington, D.C.	Auditor
Vance Cannaday	QATSS, Washington, D.C.	Auditor
Hugh Lentz	QATSS, Washington, D.C.	Auditor

Observers from the State of Nevada, U.S. Nuclear Regulatory Commission, and other interested parties will be invited to participate.

AUDIT SCOPE

This limited scope audit will evaluate the SNL QA Program adequacy and implementation as described in the Quality Assurance Requirements and Description (QARD, DOE/RW-0333P) and the related implementing procedures used to perform Burnup Credit activities. The limited scope of the audit is based on the SNL QA Program being evaluated as adequate and satisfactorily implemented during OCRWM audit YMP-94-09 conducted August 29-September 2, 1994; with the exception of Burnup Credit activities which were transferred under the present QA Program in October, 1994.

QA PROGRAM ELEMENTS

The implementation of the following elements will be evaluated during the audit:

1	Organization
2	Quality Assurance Program
4	Procurement Document Control
5	Implementing Documents
6	Document Control
7	Control of Purchased Items and Services
16	Corrective Action
17	Quality Assurance Records
18	Audits (SNL Surveillance activities)
Supp. I	Software
Supp. III	Scientific Investigation

The audit will be based on requirements drawn from the QARD and applicable SNL Quality Assurance Implementing Procedures (QAIPs).

Checklists developed from the above documents will be used in conducting the audit. If the audit team identifies a need to verify additional programmatic areas during the audit, they will be added to the audit checklists and verified accordingly.

PRELIMINARY AUDIT SCHEDULE

Audit Team & Observer Briefing	May 15	2:30pm-3:00pm
Preaudit Meeting	May 15	3:00pm
Conduct Audit	May 16 & 17	8:00am-4:00pm
	May 18	8:00am-12:00pm
Post Audit Meeting	May 18	2:00pm
Daily Audit Team Debriefing		4:00pm
SNL Management Meeting	May 17 & 18	8:30am

The audit may be extended as necessary to ensure adequate coverage of each criterion to be audited.