

FEB 26 1990

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MEMORANDUM FOR: Frank P. Gillespie, Director
Program Management, Policy Development
and Analysis Staff, NRR

THROUGH: Jesse L. Funches, Director
Program Management, Policy Development
and Analysis Staff, NMSS

FROM: John J. Linehan, Director
Repository Licensing and Quality
Assurance Project Directorate
Division of High-Level Waste Management, NMSS

SUBJECT: QUALITY ASSURANCE AUDIT TRAINING FOR HIGH-LEVEL WASTE
REPOSITORY TECHNICAL PERSONNEL

The purpose of this memorandum is to request that the necessary actions be taken to obtain the services of Science Applications International Corporation (SAIC) for assistance in acquainting and orienting NMSS technical personnel in the techniques of conducting effective quality assurance audits. The specific services provided by SAIC would be a one time one week course at NRC facilities for about 20-30 high-level waste personnel. The course would include course instructional material, lectures, case histories, checklist development, auditing theory, and role playing in audit entrance and exit interviews. The attached Statement of Work provides the specifics for this training task.

It is our understanding that NRR has an existing contract with SAIC and consequently, obtaining the services of SAIC should be reasonably straightforward with minimal administrative burden on the NRC staff.

If we can be of further assistance in processing this request or if you have any questions, please contact Bill Belke of my staff on 492-0445. I appreciate your assistance in this matter.

/s/
John J. Linehan, Director
Repository Licensing and Quality
Assurance Project Directorate
Division of High-Level Waste Management, NMSS

Enclosure: As stated

cc: S.S. Bajwa, NRR
H.E. Polk, NRR

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FILE T74D1311.SOW
Contract NRC-Q3-87-029
SAIC

Enclosure

Task Order 74

STATEMENT OF WORK

TITLE: HLWM AUDITS

FIN: D-1311

Priority: 2

B&R NUMBER: 020-19-15-02-0

TAC No.:

NRC PROJECT MANAGER: Harold Polk, NRR/TAMS (301 492-1213)

NRC LEAD ENGINEER: William Belke, NMSS/HLPD (301 492-0445)

PERFORMANCE MONITOR: John Linehan, NMSS/HLPD (301 492-3887)

A: BACKGROUND

The NRC needs to participate in audits of the DOE and DOE contractor quality assurance program for the High-Level Waste repository and verify implementation of these quality assurance programs from a programmatic and technical aspect. There is a need to assure the quality assurance programs meet the requirements of 10CFR60. A method of verifying the quality assurance programs is to conduct audits of the high-level waste repository project.

B: OBJECTIVE

The objective of this task order is to obtain technical assistance to acquaint and orient technical personnel in the techniques of conducting effectual quality assurance audits for the Division of High Level Waste Management of the Office of Nuclear Material Safety and Safeguards (NMSS).

C: WORK REQUIREMENTS

The work specified in this statement of work (SOW) applies to Section C.1.7.0 "RADIOLOGICAL ENGINEERING" of the basic contract's SOW

The contractor shall provide the necessary qualified personnel, materials, and services to acquaint and instruct 20-30 High Level Waste Management (HLWM) personnel in the principles and techniques of auditing. The instructions provided will focus on auditing from the technical and programmatic perspective.

FULL TEXT ASCII SCAN

Task 1. . The contractor will develop a series of lectures to be given to the HLWM personnel. The contractor will include discussions on the auditing theory and techniques. The lectures will contain case examples that would demonstrate the principles used in an audit. The lectures will be held at NRC Headquarters in Rockville, MD.

Task 2. Develop audit checklists in concert with HLWM personnel that are suitable for use in the field.

To fully satisfy the task order objectives, the contractor shall support the NRC staff following delivery of the final deliverables specified under Section D, "Reporting Requirements", below. This support shall consist of, for example, answering staff questions on the final deliverables and attending meetings with NRC management and others to discuss the results of the work specified in this statement of work. The contractor shall be available to provide such support throughout the task order period of performance. All such support shall be coordinated through the NRC Project Manager.

D. REPORTING REQUIREMENTS

1. Monthly progress reports in accordance with Section F.1.1 of the basic contract.
2. A draft and a final report that contains the lecture notes, slides, and handouts in accordance with Section F.1.2 of the basic contract.

E. MEETINGS AND TRAVEL

The following meetings and travel are anticipated:

1. Five, one-person, one day trips to NRC Headquarters, Rockville, MD to attend technical meetings.

Only local travel is anticipated for this task order. If other travel is required the contractor will include the necessary travel in the proposal. With the exception of local travel (SAIC McLean, VA offices to NRC Headquarters), the contractor shall obtain prior verbal or written approval of the NRC Project Manager for any travel to be taken under this task order.

F. ESTIMATED LEVEL OF EFFORT

The estimated level of effort is 80 professional staff hours.

G. PERIOD OF PERFORMANCE

The period of performance shall begin on March 1, 1990 and shall continue through June 30, 1990.

H. APPLICABLE SPECIAL PROVISIONS

The work specified in this SOW is not fee recoverable.

It is the responsibility of the contractor to assign technical staff, employees, subcontractors, or consultants who have the required educational background, experience, or combination thereof to meet both the technical and regulatory objectives of the work specified in this SOW. The NRC will rely on representations made by the contractor concerning the qualifications of the personnel assigned to this task order including assurance that all information contained in the technical and cost proposals, including resumes, is accurate and truthful.

I. NRC FURNISHED MATERIALS

Information required by the contractor will be provided by the Lead Engineer in accordance with Section F.1.2 of the basic contract.