

**AUDIT PLAN AND SCHEDULE
DOE-HQ QUALITY ASSURANCE AUDIT
OF WEST VALLEY PROJECT OFFICE**

AUDIT NUMBER: 91EA-WV-AU-001

AUDITING ORGANIZATION: Department of Energy (DOE) Headquarters
Office of Waste Operations
Vitrification Projects Branch, EM-343

AUDITED ORGANIZATION: DOE West Valley Project Office

AUDIT DATES: June 17-21, 1991

AUDIT TEAM LEADER: W. J. Kehew, DOE-Chicago, Operations Office

AUDIT TEAM: J. E. Hennessey, EM-343 Assistant Audit Team Leader;
Auditors are I. J. Lefman, SAIC (L); C. J. Payton, PDC
(L); R. E. Stockman, BDM (L); D. E. Ryder, PHL;
S. Crawford, SAIC; V. G. Trice, EM-343 (T); Technical
Specialists are M. Peterson, WMC, J. Flaherty, SAIC, and
M. H. Campbell, WMC

POTENTIAL OBSERVERS: D. G. Horton, RW-3, L. D. Vaughan, EM-20, and
Representatives of U.S. NRC, State of Nevada, and State
of New York

AUDIT SCOPE: This is a full scope Quality Assurance audit that
includes the overall adequacy, implementation, and
effectiveness of the West Valley Project Office (WVPO)
Quality Assurance Program for High-Level Canistered
Waste Form Production.

AUDIT OBJECTIVES:

1. Determine the overall adequacy of WVPO's Quality Assurance Program and its effectiveness as implemented.
2. Gain confidence in the performance and integrity of selected WVDP areas and work activities.

ACTIVITIES TO BE AUDITED:

1. All Quality Assurance Program elements identified in Sections 1.0 through 18.0 of WVPO's QAPD.
2. Selected technical areas and activities of the WVDP for this audit are:
 - a. On-site canister storage
 - b. Control of modifications; as-builts, and design control
 - c. Pre-operational test program for waste form processing
 - d. Canister procurement specification
 - e. Waste form qualification; process control and sampling

APPLICABLE REQUIREMENTS/CRITERIA:

- WVDP Quality Assurance Program Description No. WVDP-074, QAPD-2
- DOE Orders 5700.6B, "Quality Assurance," 5820.2A, "Radioactive Waste Management," and 4700.1, "Project Management System"
- DOE RW/0214, Rev. 2, "Quality Assurance Requirements"
- American Society of Mechanical Engineers, ASME NQA-1, 1989 Edition, with Supplements
- WVPO Quality Assurance Program Implementing Procedures

APPROACH:

The audit will be conducted by an audit team that will be divided into three subteams. Each subteam will include one certified lead auditor (L), one auditor, and one technical specialist. Each subteam will be assigned specific audit areas. However, if the audit subteam needs more information than can be obtained by auditing their specific areas, they may extend their investigative efforts into other areas within the overall scope of the audit.

PRELIMINARY AUDIT SCHEDULE:

<u>Activity</u>	<u>Date</u>	<u>Time</u>
• Pre-Audit Meeting	6/17/91	1:00 pm - 2:30 pm
• WVDP Site Tour	6/17/91	2:30 pm - 4:00 pm
• Conduct of Audit	6/18/91	9:00 am - 4:00 pm
	6/19/91	9:00 am - 4:00 pm
	6/20/91	9:00 am - 4:00 pm
• Daily Status Briefings to WVPO Management	6/18-20/91	8:00 am - 9:00 am
• Daily Audit Team Meeting	6/17-20/91	4:00 pm - 5:00 pm
• Prepare Draft Audit	6/21/91	8:00 am - 1:00 pm
• Post Audit Meeting	6/21/91	1:00 pm - 2:00 pm

APPROVED:

[Signature] Date: 5/10/91
 K. A. Chacey, Chief
 Vitrification Projects Branch