

12/06/44

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NO. 147

P002/006



**Department of Energy**  
Washington, DC 20585

APR 16 1991

CC: Hooks ✓  
4/17/91

Mr. David Dashevsky, Director  
Repository Technology and  
Transportation Division  
U.S. Department of Energy  
900 South Cass Avenue  
Building 201  
Argonne, IL 60439

OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT (OCRWM) QUALITY ASSURANCE (QA)  
AUDIT HQ-91-002 OF THE REPOSITORY TECHNOLOGY AND TRANSPORTATION DIVISION  
(RTTD)

Please be advised that a team from OCRWM, Office of Quality Assurance, will conduct a QA audit of the RTTD QA Program and implementation, where possible, during the period April 29 through May 3, 1991. Current plans will be for the audit team to hold a preaudit meeting on Monday, April 29, 1991, beginning at 9:00 a.m., at your facilities in Chicago, Illinois. Please arrange for the appropriate personnel to attend the meeting. The postaudit meeting is tentatively scheduled for 2:00 p.m. on Friday, May 3, 1991. I would like to request that you make the necessary arrangements for the locations where the preaudit and postaudit meetings will be held and notify me within 10 days prior to the date of the preaudit conference. The audit team will also need a meeting/working room during the performance of the audit.

The activities subject to audit will be finalized after all determinations of intent to use products in licensing have been completed.

The audit will focus on the following areas:

QA PROGRAM ELEMENTS

- 1 - Organization
- 2 - Quality Assurance Program
- 3 - Design Control (including software and scientific investigation)
- 4 - Procurement Document Control
- 5 - Instructions, Procedures, and Drawings
- 6 - Document Control
- 7 - Control of Purchased Items and Services
- 16 - Corrective Action
- 17 - Quality Assurance Records
- 18 - Audits

The audit of implementation will be primarily based upon the current revision of your implementing procedures and/or the procedures that were in effect when the activity was performed.

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**TECHNICAL AREAS**

Technical specialists will review and evaluate the technical activities as evidenced by the work products of the Transportation Program Office during the fiscal years 1990 and 1991. In addition, the technical specialists will evaluate these activities to determine adequacy in the following areas:

1. Qualifications of technical personnel
2. Understanding of procedural requirements as they pertain to scientific investigation activities
3. Adequacy of Technical Procedures

If the audit team identifies a need to verify additional programmatic or technical areas during the audit, they will be added to the audit checklist(s) and verified accordingly.

The audit team will consist of:

NAME	ORGANIZATION	TEAM
Robert W. Clark	DOE, Washington, DC	Audit Manager
Norman C. Frank	CER Corp., Arlington, VA	Audit Team Leader
James J. George	CER Corp., Arlington, VA	Auditor
Donald E. Miller	CER Corp., Arlington, VA	Auditor
Craig G. Walenga	CER Corp., Arlington, VA	Auditor
Neil Cox	SAIC, Las Vegas, NV	Technical Lead
Flora Exami	Weston, Washington, DC	Technical Specialist

Observers from the State of Nevada, U.S. Nuclear Regulatory Commission, or other interested parties may also accompany the team. You will be notified of these observers prior to the audit.

If you have any questions, please contact Bob Clark at (202) 586-1238 or FTS 896-1238 or Norman C. Frank at (703) 276-9300.

*R. W. Clark*  
 Donald G. Horton, Acting Director  
 Office of Quality Assurance  
 Office of Civilian Radioactive  
 Waste Management

Enclosure:  
 Audit Plan HQ-91-002

12/26/44 01:53

NO. 147

P025/206

cc w/encl:

H. Bartholomew, MACTEC, Chicago, IL  
J. Roberts, DOE-Chicago  
R. Baker, DOE-Chicago  
J. Adachi, DOE-Chicago  
F. Peters, HQ, (KW-2) FORS  
C. P. Gertz, HQ, (KW-20) Las Vegas, NV  
D. E. Shaler, HQ, (KW-30) FORS  
R. A. Milner, HQ, (KW-40) FORS  
C. Kouts, HQ, (KW-431) FORS  
J. W. Gilray, NRC, Las Vegas, NV  
K. R. Hooks, NRC, Washington, DC  
W. Balke, NRC, Washington, DC  
R. R. Loux, NWFO, Carson City, NV  
Engelbrecht Tiesenhausen, Clark County, Las Vegas, NV  
Stephen Bradhurst, Nye County, NV