

PDR - 1  
LPDR - 10006  
WM-16 (2)

WM DOCKET CONTROL  
CENTER



BATTELLE Project Management Division  
505 King Avenue  
Columbus, Ohio 43201

March 24, 1987

'87 MAR 30 A10:25

James E. Kennedy  
United States Nuclear Regulatory Commission  
Mailstop 62355  
Washington, D.C. 20555

WM Record File  
106

WM Project 16  
Docket No. 1  
PDR 4  
LPDR 2

Dear Mr. Kennedy:

Distribution:  
Kennedy | JOHNSON  
JJK | STILL  
(Return to WM, 623-SS)

DOE/SRPO LEAD AUDITOR TRAINING COURSE

The DOE/SRPO is pleased to announce another session of their Lead Auditor Training Course. This is a five day course to be held the week of June 7, 1987, in Albuquerque, New Mexico.

The attached information sheet provides a summary of the course location and objectives. Please invite appropriate individuals from your organization.

To register for this course and reserve sleeping accommodations at a reduced rate, please have all proposed attendants contact Georgette Ember at FTS 976-5016 or commercial (614)424-5016 by May 15, 1987.

Sincerely,

*C. Williams, Jr.*

C. Williams, Jr.  
Assistant General Manager  
for Quality

CW/GME:pjb

Attachment

QA-87-127

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PDR WASTE  
WM-16 PDR

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**DEPARTMENT OF ENERGY'S SALT REPOSITORY PROJECT OFFICE**

**LEAD AUDITOR TRAINING COURSE**

**JUNE 8-12, 1987**

**CLARION FOUR SEASONS - ALBUQUERQUE, NEW MEXICO**

**What You Need To Know**

Skilled Lead Auditors are necessary to ensure implementation of effective quality programs in the CRWM project. In this training course you will learn how to develop and implement an effective audit program. By focusing on auditing techniques and concepts you will determine what modifications your auditing organization should implement to meet client requirements.

In this course you will gain a thorough knowledge of auditing CRWM project activities. The curriculum is a comprehensive coverage on the auditing environment; provides alternate, realistic, and in-depth approaches to developing and implementing an audit program.

**Who Should Attend**

Any professional involved with implementing or monitoring a quality program at their facility.

**You'll Benefit by Learning About**

- How to develop an effective audit program for any organization in the CRWM program
- Why it's important to establish the necessary audit contacts early
- How to develop and maintain auditing practices
- Why its important to plan and schedule audits
- What requirements documents are currently guiding the CRWM program

**Training Course Summary Outline**

- Introduction
- Quality Related Guidance and Requirements Documents
- General Evaluation and Assessment Information
- Training, Certification and Qualification Requirements
- Audit Planning and Scheduling
- Audit Philosophy and Etiquette
- Fundamentals of Auditing
  - Audit Preparation
  - Audit Conduct
  - Audit Reporting
  - Audit Follow-up and Closeout
- Exam