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Department of Energy
Washington, DC 20585

QA: QA

JAN 31 2007

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PLAN FOR AUDIT OQA-OCRWM-07-07 OF THE DESIGN INTERFACE AND CHANGE CONTROL PROCESSES OF THE OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT (OCRWM) AND BECHTEL SAIC COMPANY, LLC (BSC)

A team of auditors representing OCRWM will conduct an audit of the design interface and change control processes implemented by OCRWM and BSC in Las Vegas, Nevada and Washington, DC. The audit will be performed in accordance with the enclosed plan from February 26 to March 6, 2007.

The audit team will examine the activities in relation to the latest revisions of DOE/RW-0333P, *Quality Assurance Requirements and Description*, and DOE/RW-0565, *Augmented Quality Assurance Program*, and applicable implementing procedures.

The U.S. Nuclear Regulatory Commission and other interested parties may choose to observe the audit.

Please identify a point of contact to coordinate appropriate space to conduct meetings, provide cognizant personnel to support the audit, and provide audit team access to appropriate documentation and records.

If you have any questions, please contact me at (702) 821-8448 or William J. Glasser at (702) 821-8425.

Elver D. Robbins III
Acting Team Lead, Quality Assessments
Office of Quality Assurance

OQA:EDR-0550

Enclosure:
Audit Plan OQA-OCRWM-07-07



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JAN 31 2007

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QA: QA

**U.S. DEPARTMENT OF ENERGY
OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT
OFFICE OF QUALITY ASSURANCE**

**PLAN FOR AUDIT OQA-OCRWM-07-07
OF THE DESIGN INTERFACE AND CHANGE CONTROL PROCESSES AT THE
OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT AND
BECHTEL SAIC COMPANY, LLC**

AT

LAS VEGAS, NEVADA AND WASHINGTON, DC

FEBRUARY 26 - MARCH 6, 2007

Prepared by:

William J. Glasser
William J. Glasser
Audit Team Leader
Office of Quality Assurance

Date:

1/26/07

Approved by:

Elver D. Robbins III
Elver D. Robbins III
Acting Team Lead, Quality Assessments
Office of Quality Assurance

Date:

1/26/07

1.0 SCOPE

Representatives of the Office of Civilian Radioactive Waste Management (OCRWM) will conduct an audit of the design interface and change control processes implemented by OCRWM and Bechtel SAIC Company, LLC (BSC) in Las Vegas, Nevada and Washington, DC, from February 26 to March 6, 2007. The audit team will review the adequacy, implementation, and effectiveness (to the extent that implementation has taken place) of the requirements and activities described in Sections 3.0 and 4.0 of this plan. The team will examine the activities in relation to the latest revisions of DOE/RW-0333P, *Quality Assurance Requirements and Description* (QARD), DOE/RW-0565, *Augmented Quality Assurance Program* (AQAP), and applicable implementing procedures.

In addition, the audit team will examine corrective actions for condition reports (CR) relative to the audit areas.

The audit team will conduct the audit in accordance with Line Procedure (LP)-18.3Q-OCRWM, *Quality Assurance Internal Audit Program*, and will issue CRs, if necessary, in accordance with Administrative Procedure (AP)-16.1Q, *Condition Reporting and Resolution*.

2.0 AUDIT SCHEDULE

Las Vegas, Nevada

Audit Team/Observer Meeting	8:00 a.m., February 26, 2007
Pre-Audit Conference	9:00 a.m., February 26, 2007
Audit Activities	9:30 a.m. to 4:00 p.m., February 26, 2007
Audit Activities	8:00 a.m. to 4:00 p.m., February 27 to March 2, 2007
Audit Activities	8:00 a.m. to 4:00 p.m., March 5, 2007
Audit Activities	8:00 a.m. to 10:00 a.m., March 6, 2007
Post-Audit Conference	11:00 a.m., March 6, 2007

Washington, DC

Audit activity discussion	9:30 a.m. February 26, 2007
Audit Activities	10:00 a.m. to 4:00 p.m., February 26, 2007
Audit Activities	8:00 a.m. to 4:00 p.m., February 27, 2007
Audit Activities	8:00 a.m. to 1100 a.m., February 28, 2007
Activity summary	11:00 p.m., February 28. 2007

In addition, the audit team and observers will meet each day in Las Vegas at 4:00 p.m. to review audit progress and results. Beginning on Tuesday, February 27, 2007, the audit team leader will meet daily as needed with observers and OCRWM/BSC management to communicate progress and discuss potential issues, conditions, and changes in schedule. Please provide appropriate space for these meetings.

A management meeting will be held at 8:00 a.m. Tuesday, February 27, 2007, in Washington, DC, if necessary, with observers and OCRWM management to discuss potential issues.

3.0 REQUIREMENTS TO BE AUDITED AND APPLICABLE REFERENCES

The audit team will develop an audit checklist from the following documents:

- QARD
- AQAP
- OCRWM Administrative Procedures
- OCRWM Line Procedures

4.0 ACTIVITIES TO BE AUDITED

The audit team will evaluate the adequacy, implementation, and effectiveness (to the extent that implementation has taken place) of the applicable quality assurance (QA) program sections as they apply to the activities associated with OCRWM both in Las Vegas and Washington. The primary BSC involvement in this audit will be related to the specific OCRWM/BSC interface activities. In addition, the audit team will evaluate the management of DOE/RW-0406, *Civilian Radioactive Waste Management Requirements Document* and YMP/CM-0026, *Mined Geologic Repository System Requirements Document*, as to how they have been interfaced to BSC. The procedures implemented by OCRWM to meet the following specific QARD and comparable AQAP sections will be evaluated:

- 2.0 Quality Assurance Program
- 3.0 Design Control (limited to interface and change control)
- 7.0 Control of Purchased Material, Equipment, and Services (limited to engineering deliverables)
- 17.0 Quality Assurance Records
- Supplement I Software (as it relates to deliverables reviewed)

In addition to the above, the audit team will perform a follow-up on corrective actions documented in these audited areas.

The audit team will evaluate the implementation of the following specific procedures:

- AP-3.9Q, *Interface Management Process*
- LP-7.5Q-OCRWM, *Establishing Deliverable Acceptance Criteria and Reviewing Deliverables*
- LP-PMC-038-OCRWM, *Office of Civilian Radioactive Waste Management Integrated Planning*
- LP-PMC-009-OCRWM, *Program Change Control*
- LP-PMC-010-OCRWM, *OCRWM Level 2 Change Control*
- AP-17.1Q, *Records Management*
- IT-PRO-0011, *Software Management*

5.0 AUDIT TEAM MEMBERS

William J. Glasser	Audit Team Leader
Mario R. Diaz	Audit Team Member
Donald J. Harris	Audit Team Member
Robert A. Toro	Audit Team Member (Washington, DC)

Lisa D. Ray	Observer/Office of Quality Assurance
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The U.S. Nuclear Regulatory Commission and other interested parties may choose to observe the audit.

5.1 AUDIT CHECKLIST

OQA-OCRWM-07-07, Audit Checklist