



Department of Energy
Carlsbad Field Office
P. O. Box 3090
Carlsbad, New Mexico 88221

 **ENTERED**

FEB 23 2001

Mr. Steve Zappe, Project Leader
Hazardous & Radioactive Materials Bureau
New Mexico Environment Department
2044 – A Galisteo
Santa Fe, New Mexico 87501



RE: Carlsbad Field Office Lead Auditor Course

Dear Mr. Zappe:

The Carlsbad Field Office (CBFO) is pleased to have two of your personnel attending and participating in the CBFO Auditor/Lead Auditor class starting at 8:00 on February 27, 2001 with a Lead Auditor examination being administered late afternoon on March 1, 2001. Homework will be assigned for Tuesday and Wednesday evenings. This course and the successful completion of the examination (passing is 80% or greater) will satisfy the NQA-1 examination requirements for Lead Auditor Certification. With the examination; participation in five audits in the last three years and ten points (NQA-1, Supplement 2S) personnel may be certified as NQA-1 Lead Auditors.

The course content includes:

- Basic auditing principles – Team Selection – Team Orientation – Scheduling – Workshop
- NQA-1 and CBFO QAPD Programs –QAPD Sections – Auditing to a Standard – Workshop
- Deficiency Classification and Thresholds – Below and Above the Threshold – Workshop
- Audit Plans – Audit Scheduling - Fact-Finding Visits -Audit Scope –Audit Planning
- Interviewing Techniques – Basics – Tips – Interviewing Video – Workshop
- Checklist Preparation and Completion – Do's and Don'ts – Workshop
- Management of Concerns – Concerns Board – The Caucus - Workshop
- Team Management and Management of the Audit – Audit Meetings
- WAP Audit Requirements – B6 Checklists (Basics)
- Audit Wrap-up – Corrective Action - Verification – Audit Reporting –Records - Workshop
- Miscellaneous – Audit Communications - Conflicts – Many Mini Audits – Computers – Tools Goal-Barrier, Qualitative Analysis – The Audit Journal (Vols. 3, 5, 12, 13, 17)

CBFO:ORC:HLP:VW:01-0738:UFC:2300

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Mr. Steve Zappe

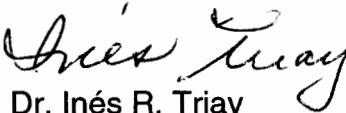
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- Small Audits - Successful Audits - other topics and workshops as time permits.
- Final Summary - Examination

The enclosure identifies the course location and other particulars.

If you have any questions, please call Jody Plum at (505) 234-7462 or Marlin Horseman at (505) 234-7170.

Sincerely,


Dr. Inés R. Triay
Manager

Enclosure

cc:
J. Plum, CBFO
M. Horseman, CTAC

AUDITOR/LEAD AUDITOR/TECHNICAL SPECIALIST TRAINING COURSE

DOE's Carlsbad Field Office (CBFO) and their Technical Support Contractor (CTAC) are presenting Auditor/Lead Auditor/Technical Specialist training. Successful completion of the Lead Auditor course satisfies the NQA-1 Criterion 18 and CAO QAPD requirement for audit training that, along with appropriate education, work experience, and audit participation, qualifies one for certification by their employer as a Certified Lead Auditor.

WHAT: NQA-1 AUDITOR/LEAD AUDITOR TRAINING, AND
TECHNICAL SPECIALIST TRAINING

WHEN: FEBRUARY 27 THROUGH MARCH 2, 2001
8AM TO 4PM EACH DAY
Day 4 may be shortened, as warranted

WHERE: NEW MEXICO STATE UNIVERSITY
CARLSBAD, NEW MEXICO

COST: NO COST FOR DOE-COMPLEX PERSONNEL

INSTRUCTOR: MARLIN HORSEMAN, CTAC

CERTIFICATE: ATTENDEES RECEIVING A SCORE OF 80% OR GREATER ON THE
AUDITOR/LEAD AUDITOR EXAMINATION AT THE CONCLUSION
OF THE COURSE WILL RECEIVE A CERTIFICATE OF
COMPLETION FROM THE CAO QUALITY ASSURANCE
MANAGER.

CONTACT: INTERESTED PARTIES MAY CONTACT
DANETTE HARVILL, CTAC
505-234-3201

Lodging: Comfort Inn 505-887-1994
Holiday Inn 505-885-8500
Best Western Stevens Inn 505-887-2851
Quality Inn 505-887-2861
All motels accept Government rate of \$50/night

Airline: Mesa Airlines (from Albuquerque) 800-637-2247
Big Sky Airlines (from Albuquerque) 800-237-7788

Car Rental: Hertz (at Cavern City Airport) 800-654-3131
Enterprise 800-325-8007