

United States Government

Department of Energy

memorandum

 Carlsbad Field Office
 Carlsbad, New Mexico 88221

DATE: June 11, 2002

**REPLY TO
ATTN OF:** CBFO:QA:MLC:GS:02-1093:UFC 2300.00

SUBJECT: Audit (A-02-25) of the Westinghouse TRU Solutions, Waste Isolation Pilot Plant Quality Assurance Program Activities in Accordance with ASME/NQA-1, 1989, Criterion 4, 5, 7, 8 and 13

to: John L. Lee, General Manager, WTS

Please be advised that a team of auditors from the Carlsbad Field Office will conduct the subject audit in Carlsbad, NM on July 9-12, 2002. The audit will be conducted in accordance with the attached audit plan. Observers from EEG and other interested parties may also accompany the audit team. The checklists for the audit will be transmitted to your representative prior to the audit.

You are requested to provide the resources necessary to coordinate with the audit team, provide cognizant personnel to support the audit, arrange for appropriate space to conduct meetings, and provide the audit team with access to appropriate documentation and records.

If you have any questions concerning the audit, please contact me at (505) 234-7442 or Amy I. Arceo at (505) 234-7175.

M. Lea Chism //signature on file//
 M. Lea Chism
 Quality Assurance Specialist

Attachment

cc w/attachment:

M. Eagle, EPA	*ED
B. Walker, EEG	*ED
D. Winter, DNFSB	*ED
S. Zappe, NMED	*ED
K. Hernandez, WTS	*ED
J. Hoff, WTS	*ED
L. Will, WTS	*ED
M. Lipscomb, WTS	*ED
A. Arceo, CTAC	*ED
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CBFO QA File	
CBFO M&RC	



*ED denotes electronic distribution

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**CARLSBAD FIELD OFFICE
AUDIT PLAN**

Audit Number: CBFO A-02-25

Organization: Westinghouse TRU Solutions (WTS)

Date and Location of Audit: July 9 – 12, 2002
Waste Isolation Pilot Plant, Carlsbad, NM

Audit Team:

Amelia I. Arceo	Audit Team Leader, CTAC
Lea Chism	Auditor, CBFO
Tommy Putnam	Auditor, CTAC
Charles Riggs	Auditor, CTAC

Audit Scope:

Audit A-02-25 will verify the adequacy of WTS quality assurance requirements defined in the Carlsbad Field Office (CBFO) and WTS Quality Assurance Program Documents (QAPDs) and applicable implementing procedures, in accordance with American Society of Mechanical Engineers/Nuclear Quality Assurance-1 (ASME/NQA-1), 1989, Criteria 4, 5, 7, 8 and 13. The audit will also evaluate and verify the implementation and effectiveness of WTS implementing procedures for the selected NQA-1 quality assurance criteria.

Activities to be Audited:

Implementation of the following quality elements and supporting plans, procedures, and instructions will be audited:

- Procurement Document Control
- Instructions, Procedures, and Drawings
- Control of Purchased Items and Services
- Identification and Control of Items
- Control of Processes
- Handling, Storage, and Shipping

Governing Documents/Requirements:

The overall program adequacy of WTS-specific documents will be assessed based on the following documents:

ASME/NQA-1, 1989, Criteria 4, 5, 7, 8, 9, and 13 and supplements
CBFO QAPD, CAO-94-1012, current revision

Checklists will be developed from the following criteria and supplements from ASME/NQA-1, 1989:

- Procurement Document Control
- Instructions, Procedures, and Drawings
- Control of Purchased Items and Services
- Identification and Control of Items
- Control of Processes
- Handling, Storage, and Shipping

Schedule of Audit Activities:

A pre-audit meeting is scheduled for Tuesday, July 9, at 8:30 a.m., at the designated location at the WIPP site.

Management briefings will be held Wednesday and Thursday, July 10 – July 11, at 8:30 a.m., at the designated location at the WIPP site.

Daily audit team caucus meetings will be held Tuesday through Thursday, July 9 – July 11, at 4:00 p.m., to evaluate audit progress, concerns, and logistics, at the designated location at the WIPP site.

A post-audit meeting will be held Friday, July 12, at 2:00 p.m., at the designated location at the WIPP site.

Prepared by: Amelia I. Arceo //s//
Amelia I. Arceo, CTAC
Audit Team Leader

Date: 6/5/02

Concurrence: Ava L. Holland //s//
Ava L. Holland
Quality Assurance Manager

Date: 6/11/02