



United States Government

Department of Energy

memorandum

Carlsbad Field Office
Carlsbad, New Mexico 88221

DATE: December 23, 2002

REPLY TO
ATTN OF: CBFO:QA:MLC:GS:02-1991:UFC 2300.00

SUBJECT: Audit (A-03-10) of the Westinghouse TRU Solutions, Waste Isolation Pilot Plant Quality Assurance Program Activities in accordance with ASME/NQA-1, 1989, Criterion 6, 15, 16, 17, 18, Software QA and TRUPACT II Operations

TO: Dave Reber, Acting 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 January 13-16, 2003. The audit will be conducted in accordance with the attached audit plan. Observers from the Environmental Evaluation Group 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 Arceo at (505) 234-7175.

M. Lea Chism
M. Lea Chism
Quality Assurance Specialist



Attachment

cc: w/attachment
A. Holland, CBFO *ED
M. Eagle, EPA *ED
B. Walker, EEG *ED
D. Winter, DNFSB *ED
S. Zappe, NMED *ED
T. Bowden, CTAC *ED
A. Arceo, CTAC *ED
M. Mullins, WTS *ED
M. Lipscomb, WTS *ED
L. Will, WTS *ED
P. Roush, WTS
CBFO QA File
CBFO M&RC

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**CARLSBAD FIELD OFFICE
AUDIT PLAN**

Audit Number: CBFO A-03-10

Organization: Westinghouse TRU Solutions (WTS)

Date and Location of Audit: January 13-16, 2003
Waste Isolation Pilot Plant, Carlsbad, NM

Audit Team:

Amelia I. Arceo	Audit Team Leader, CTAC
Lea Chism	Management Representative, CBFO
Steve Davis	Auditor, CTAC
Jim Schuetz	Auditor, CTAC
Chet Wright	Auditor, CTAC
Dee Scott	Auditor, CTAC
Joe Willis	Technical Specialist/WTS
Todd Selmer	Technical Specialist/WTS

Audit Scope:

Audit A-03-10 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 6, 15, 16, 17, and 18, and CBFO QAPD Section 6 – Software Requirements and TRUPACT-II Authorized Methods for Payload Control (TRAMPAC). The audit will also evaluate and verify the implementation and effectiveness of WTS implementing procedures for the selected NQA-1 quality assurance criteria, QAPD Section 6, and the TRAMPAC.

Activities to be Audited:

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

- Document Control
- Control of Nonconforming Items
- Corrective Action
- QA Records
- Audits
- Software QA
- TRUPACT II Operations – Transportation Activities

Governing Documents/Requirements:

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

ASME/NQA-1, 1989, Criteria 6, 15, 16, 17, and 18, Supplements 6S-1, 15S-1, 17S-1 and 18S-1

CBFO QAPD, CAO-94-1012, current revision

TRAMPAC, Revision 19a

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

- Document Control
- Control of Nonconforming Items
- Corrective Action
- QA Records
- Audits

Checklists will be developed from QAPD Section 6 for Software Requirements, and TRAMPAC for TRUPACT II operations – transportations activities.

Schedule of Audit Activities:

A pre-audit meeting is scheduled for Monday, January 13, at 8:30 a.m., at the designated location at the WIPP site.

Management briefings will be held Tuesday and Wednesday, January 14 - 15, at 8:30 a.m., at the designated location at the WIPP site.

Daily audit team caucus meetings will be held Monday through Wednesday, January 13-15, 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 Thursday, January 16, at 3:00 p.m., at the designated location at the WIPP site.

Prepared by: Amelia I. Arceo Date: 12-18-02

Amelia I. Arceo, CTAC

Audit Team Leader

Concurrence: Ava L. Holland Date: 12/23/02

Ava L. Holland

Quality Assurance Manager