

United States Government


 Department of Energy

memorandum

 Carlsbad Field Office
 Carlsbad, New Mexico 88221

DATE: February 20, 2003

 REPLY TO
 ATTN OF: CBFO:QA:MLC:GS:03-0054:UFC 2300.00

SUBJECT: Audit (A-03-17) of the Westinghouse TRU Solution, Waste Isolation Pilot Plant Mining Development Quality Assurance Program Activities in Accordance with the Applicable ASME/NQA-1, 1989 Requirements

TO: Steven Warren, General Manager, WTS

Please be advised that a team of auditors from the Carlsbad Field Office will conduct the subject audit in Carlsbad, New Mexico on March 11-14, 2003. 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.

Your 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
 Quality Assurance Specialist


Attachment

 cc:
 A. Holland, CBFO *ED
 M. Navarrete, CBFO *ED
 L. Chism, CBFO *ED
 M. Eagle, EPA *ED
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 D. Winter, DNFSB *ED
 S. Zappe, NMED *ED
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**CARLSBAD FIELD OFFICE
AUDIT PLAN**

Audit Number: CBFO A-03-17

Organization: Westinghouse TRU Solutions (WTS)

Date and Location of Audit: March 11-14, 2003
Waste Isolation Pilot Plant, Carlsbad, NM

Audit Team:

Amelia I. Arceo	Audit Team Leader, CTAC
Norman Frank	Auditor, CTAC
Tommy Putnam	Auditor, CTAC
Martin Navarrete	Auditor, CBFO
Lea Chism	Management Representative, CBFO

Audit Scope:

Audit A-03-17 will verify the WTS Mining Development Section's implementation of applicable quality assurance requirements defined in ASME/NQA-1, 1989 edition, and the Carlsbad Field Office (CBFO) and WTS Quality Assurance Program Documents (QAPDs). The audit will evaluate the adequacy, implementation and effectiveness of WTS mining development implementing procedures.

Governing Documents/Requirements:

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

ASME/NQA-1, 1989
CBFO QAPD, CAO-94-1012, Revision 3

Activities to be Audited:

The following area activities will be evaluated:

Underground Services
Hoisting
Mine Maintenance
Mine Engineering
Geotechnical Engineering

Schedule of Audit Activities:

A pre-audit meeting is scheduled for Tuesday, March 11, at 8:30 a.m., at the designated location at the WIPP site.

Management briefings will be held Wednesday and Thursday, March 12 and 13, at 8:30 a.m., at the designated location at the WIPP site.

Daily audit team caucus meetings will be held Tuesday through Thursday, March 11 - 13, at

3:30 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, March 14, at 3:00 p.m., at the designated location at the WIPP site.

Prepared by: Amelia I. Arceo

Date: 2-20-03

Amelia I. Arceo, CTAC
Audit Team Leader

Concurrence: Ava L. Holland

Date: 2/20/03

Ava L. Holland, CBFO
Quality Assurance Manager

