



Department of Energy
Carlsbad Field Office
P. O. Box 3090
Carlsbad, New Mexico 88221
November 13, 2003



Mr. Michael W. Lipscomb
Quality Assurance Manager
Washington TRU Solutions LLC
P.O. Box 2078
Carlsbad, NM 88220



Subject: Notification Letter and Audit Plan for Surveillance S-04-01 of Washington TRU Solutions LLC, Suspect and Counterfeit Parts Program

Dear Mr. Lipscomb:

Please be advised that a team from the Carlsbad Field Office (CBFO) will conduct the subject surveillance in Carlsbad, NM on December 8-10, 2003. The surveillance will be conducted in accordance with the enclosed surveillance plan and will evaluate compliance with applicable Sections of the CBFO Quality Assurance Program Document. Observers from EEG and other interested parties may also accompany the surveillance team. The checklists for the surveillance will be transmitted to your representative prior to the surveillance.

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

If you have any questions concerning the surveillance, please contact me at (505) 234-7442 or Chet Wright (505) 234-7186.

Sincerely,

M. Lea Chism
Quality Assurance Specialist

Enclosure



M. W. Lipscomb

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November 13, 2003

cc: w/enclosure

A. Holland, CBFO *ED

M. Eagle, EPA *ED

B. Walker, EEG *ED

D. Winter, DNFSB *ED

S. Zappe, NMED *ED

S. Martin, NMED *ED

E. Ater, WTS *ED

L. Will, WTS *ED

B. Brown, WTS *ED

N. Frank, CTAC *ED

M. Rojo, CTAC *ED

WTS Operating Record

CBFO QA File

CBFO M&RC

CARLSBAD FIELD OFFICE SURVEILLANCE PLAN

Surveillance Number: S-04-01

Organization to be Evaluated: Washington TRU Solutions LLC (WTS) Suspect/Counterfeit Items Program

Organizations to be notified: WTS QA
New Mexico Environment Department (NMED)
Environmental Evaluation Group (EEG)

Date and Location: December 8-10, 2003
Carlsbad, New Mexico (WIPP Site)

Surveillance Team: Lea Chism Management Representative, CBFO
Chet Wright Surveillance Team Leader, CTAC
Norman Frank Team Member, CTAC
John Gray Team Member, CTAC

Observer: Ben Walker Observer, EEG

Surveillance Scope:

The surveillance team will evaluate the adequacy, implementation, and effectiveness of WTS Suspect/Counterfeit Items program. The surveillance will address selected portions of the following CBFO QAPD sections:

- 1.1 Organization and Quality Assurance Program
- 1.2 Personnel Qualification and Training
- 1.3 Quality Improvement
- 1.5 Records
- 2.1 Work Processes
- 2.4 Measuring and Test Equipment
- 3.0 Surveillances/Assessments
- 4.0 Sample Control
- 6.0 Software Requirements

Activities/Tasks/Areas to be Included in the Surveillance:

The QA Suspect/Counterfeit Items group and any associated organizations who implement or provide input to the program will be included in the scope of the surveillance. Example of the organizations to be included in the surveillance process is:

- Receiving Inspection
- Warehouse (spare and replacement parts, mechanical and electrical)

- Maintenance Program
- Indoctrination and Training
- Condition Assessment Surveys (CAS)/Comprehensive Asset Management Process (CAMP) Inspections
- Suppliers Assessments
- Records

Governing Documents/Requirements:

Adequacy, implementation, and effectiveness of WTS Suspect/Counterfeit Items Program will be based on the following documents:

- ASME/NQA-1, 1989 edition
- CBFO Quality Assurance Program Document (QAPD), DOE-CBFO-94-1012, Revision 5
- WTS Quality Assurance Program Description (WP 13-1)
- Suspect/Counterfeit Items Program (WP13-QA.05)
- Quality Assurance Receipt Inspections (WP 13-QA1003)
- Nonconformance Report (WP 13-QA3004)
- Graded Approach to Application of QA Controls (WP 13QA3005)

A checklist based on WP13-QA.05, *Suspect/Counterfeit Items Program* will be developed. Additional procedures, as deemed necessary for the surveillance, will be reviewed, and may be included in the same checklist.

Schedule of Surveillance Activities:

A pre-surveillance conference will be held Monday, December 8, 2003, at 8:30 a.m. at the WIPP Site (location to be determined).

Surveillance activities will begin immediately after the pre-surveillance conference on Monday and at 7:00 a.m. on Tuesday and Wednesday.

Surveillance team caucus meetings will be held Monday, December 8th and Tuesday, December 9th, 2003, at 3:30 p.m. (location to be determined).

Daily management briefings will be conducted December 9 & 10, 2003 at 8:30 a.m. with the appropriate WTS Suspect/Counterfeit Items program management personnel.

A post surveillance conference is scheduled for Wednesday, December 10, 2003, at 2:00 pm, at the site (location to be determined).

Prepared by:



Chet Wright, CTAC
Surveillance Team Leader

Date:

11/10/03

Concurrence:



Ava L. Holland, CBFO
Quality Assurance Manager

Date:

11/13/03