

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



July 7, 2004



Mr. Michael W. Lipscomb
WTS QA Manager
Westinghouse TRU Solutions
P.O. Box 2078
Carlsbad, NM 88331-2078

Subject: Audit (A-04-21) of the Washington TRU Solutions Waste Isolation Pilot Plant, Quality Assurance Program Activities

Dear Mr. Lipscomb:

Please be advised that a team of auditors from the Carlsbad Field Office will conduct the subject audit in Carlsbad, New Mexico on August 2-5, 2004. The audit will be conducted in accordance with the enclosed audit plan. Observers from 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 Norman Frank at (505) 234-7178.

Sincerely,

M. Lea Chism

M. Lea Chism
Quality Assurance Specialist

Enclosure

cc:
A. Holland, CBFO *ED
M. Eagle, EPA *ED
S. Zappe, NMED *ED
D. Winter, DNFSB *ED
S. Warren, WTS *ED
J. Hoff, WTS *ED
N. Frank, CTAC *ED
L. Will, CTAC *ED
WIPP Operating Record
CBFO QA File
CBFO M&RC

*ED denotes electronic distribution
CBFO:QA:MLC:GS:04-1546:UFC 2300.00

040702



**CARLSBAD FIELD OFFICE
AUDIT PLAN**

Audit Number: CBFO A-04-21

Organization: Washington TRU Solutions (WTS)

Date and Location of Audit: August 2-5, 2004
Waste Isolation Pilot Plant, Carlsbad, NM

Audit Team:

Lea Chism	Management Representative, CBFO
Norman C. Frank	Audit Team Leader, CTAC
Annabelle Axinn	Auditor, CTAC
Tammy Bowden	Auditor, CTAC
John Gray	Auditor, CTAC
Ava Holland	Auditor, CBFO
Jeff May	Auditor, CTAC
Tommy Putnam	Auditor, CTAC

Audit Scope:

Audit A-04-21 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.

The audit will also evaluate and verify the implementation and effectiveness of WTS implementing procedures for the activities to be audited and the applicable QAPD Sections.

Activities to be Audited:

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

- Training
- Calibration Control
- Software QA (including WWIS)
- Handling, Storage, and Shipping
- Instructions, Procedures, and Drawings
- Identification and Control of Items
- Control of Processes
- Procurement Document Control
- Control of Purchased Items and Services
- Sample Control

Governing Documents/Requirements:

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

ASME/NQA-1, 1989, Criteria 2 (training only), 4, 5, 7, 8, 9, 10, 11, and 13 and Supplements 4S-1, 7S-1, 8S-1, 9S-1, 10S-1, 11S-1, and 13S-1

ASME/NQA-2, Part 2.7

CBFO QAPD, CAO-94-1012, current revision

Checklists will be developed from the following criteria and supplements from the CBFO QAPD and supplemented, where required, by requirements from ASME/NQA-1, 1989 and ASME/NQA-2, Part 2.7.

WTS 13-1	WTS Title	Equivalent CBFO-94-1012
Section 1.2	Personnel Qualification and Training	Section 1.2
Section 1.3	Quality Improvement	Section 1.3
Section 2.1.1	Work Processes	Section 2.1.1
Section 2.1.2 & 2.2.2	Instructions, Procedures, and Drawings	Section 2.1.2 & 2.1.2C
Section 2.1.3	Item Identification and Control	Section 2.1.3
Section 2.1.4	Special Processes	Section 2.1.4
Section 2.1.5	Handling, Storage, and Shipping	Section 2.1.5
Section 2.3	Procurement	Section 2.3
Section 2.3.3 and 2.4	Acceptance of Items or Services	Section 2.3.7 and 2.4
Section 2.4.1	Qualification of Personnel	Section 2.4.1
Section 2.4.1	Qualification of Personnel	Section 2.4.2
Section 2.4.2 and 2.4.3	Inspection Requirements and Test Requirements	Section 2.4.3 and 2.4.4
Section 2.4.4	Monitoring, Measuring, Testing, and Data Collection Equipment	Section 2.4.5 through 2.4.7
Section 4	Sample Control and Quality Assurance Requirements	Section 4
Section 6	Software Requirements	Section 6
Section 6	WWIS	Section 6

Schedule of Audit Activities:

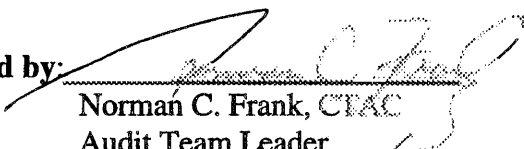
A preaudit meeting is scheduled for Monday, August 2nd, at 8:30 a.m., at the designated location at the WIPP site.

Management briefings will be held Tuesday through Thursday, August 3-5, at 8:30 a.m., at the designated location at the WIPP site.

Daily audit team caucus meetings will be held Monday through Wednesday, August 2-4, at 4:00 p.m., to evaluate audit progress, concerns, and logistics, at the designated location at the WIPP site.

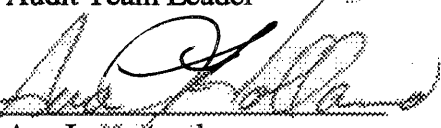
A postaudit meeting will be held Thursday, August 5th, at 2:00 p.m., at the designated location at the WIPP site.

Prepared by:


Norman C. Frank, CTAC
Audit Team Leader

Date: 6/25/04

Concurrence:


Ava L. Holland
Quality Assurance Manager

Date: 7/1/04