



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

OCT - 2 2012

 ENTERED



Mr. M. L. Sensibaugh, Manager
Central Characterization Program
Nuclear Waste Partnership LLC
P.O. Box 2078
Carlsbad, NM 88220

Subject: Surveillance S-13-01 of the CCP IDC On-Line Training System

Dear Mr. Sensibaugh:

Please be advised that the Carlsbad Field Office (CBFO) will conduct Surveillance S-13-01 of the Central Characterization Program (CCP) Integrated Data Center (IDC) On-Line Training System, November 13-14, 2012, at the Skeen-Whitlock Building, CCP Training area. The surveillance will be conducted in accordance with the enclosed surveillance plan.

You are requested to provide the resources necessary to coordinate with the surveillance team, provide knowledgeable 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, please contact me at (575) 234-7548.

Sincerely,

Courtland G. Fesmire, P.E.
Quality Assurance Engineer

Enclosure



Mr. M. L. Sensibaugh

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OCT - 2 2012

cc: w/enclosure:

J. Franco, CBFO	*ED
R. Unger, CBFO	ED
J.R. Stroble, CBFO	ED
T. Morgan, CBFO	ED
M. Pinzel, CBFO	ED
F. Sharif, NWP	ED
T. Reynolds, NWP	ED
D.K. Ploetz, NWP/CCP	ED
V. Cannon, NWP/CCP	ED
A.J. Fisher, NWP/CCP	ED
M. Walker, NWP/CCP	ED
Y. Salmon, NWP/CCP	ED
J. Carter, NWP/CCP	ED
M. Billett, NWP/CCP	ED
T. Peake, EPA	ED
L. Bender, EPA	ED
E. Feltcorn, EPA	ED
R. Joglekar, EPA	ED
S. Ghose, EPA	ED
R. Lee, EPA	ED
J. Kieling, NMED	ED
T. Kliphuis, NMED	ED
S. Holmes, NMED	ED
R. Maestas, NMED	ED
T. Kesterson, NMED/DOE OB	ED
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D. Winters, DNFSB	ED
P. Gilbert, LANL-CO	ED
G. Lyshik, LANL-CO	ED
C. Castillo, CTAC	ED
P. Martinez, CTAC	ED
WIPP Operating Record	ED
CBFO QA File	
CBFO M&RC	

*ED denotes electronic distribution

CARLSBAD FIELD OFFICE SURVEILLANCE PLAN

Surveillance Number: S-13-01

Organization: Nuclear Waste Partnership, LLC/Central Characterization Program (CCP)

Date and Location of Surveillance: November 13-14, 2012
Skeen-Whitlock Building, Carlsbad, New Mexico

Surveillance Team:

Courtland Fesmire	Carlsbad Field Office (CBFO) Management Representative
Cindi Castillo	Surveillance Team Leader, CBFO Technical Assistance Contractor (CTAC)
Porf Martinez	Surveillance Team Member, CTAC

Surveillance Scope:

The surveillance will verify the adequacy and implementation of the CCP Integrated Data Center (IDC) On-Line Training System. The surveillance will also evaluate and verify the implementation and effectiveness of the CCP program procedures relevant to the new system.

Activities/Tasks to be Assessed:

The following elements, as applied to the new IDC On-Line Training System, will be assessed:

- Automated Training Module, through:
 - Review of data entered into the system
 - Training qualification records (qualification cards, supporting documentation, etc.)
 - List of Qualified Individuals (LOQI)
 - Waste stream training for visual examination (VE) and real-time radiography (RTR) operators
 - Review of current CCP personnel training status and monthly requalification tracking
 - Performance of issuing qualification and requalification cards
 - Performance of generating and tracking Required Reading

For work observed during the surveillance, the following will also be evaluated:

- Documents and records generated
- Data entry, specifically of RTR qualification and requalification requirements (including tracking of eye examinations, RTR comprehensive exams, test drum and training container documentation, etc.)

Governing Documents/Requirements:

The surveillance will be based on the current version of:

- DOE/CBFO-94-1012, *CBFO Quality Assurance Program Document*

Checklists will be developed from active revisions of the following CCP implementing procedures:

- CCP-QP-002, *CCP Training and Qualification Plan*
- CCP-QP-008, *CCP Records Management*
- CCP-QP-030, *CCP Written Practice for the Qualification of CCP Helium Leak Detection Personnel*
- CCP-QP-032, *CCP Written Practice for the Qualification of CCP Pressure Change Leak Testing Personnel*
- CCP-QP-040, *Support Training*
- CCP-PO-005, *CCP Conduct of Operations*

Schedule of Surveillance Activities:

All meetings will take place in conference room T-224 of the Skeen-Whitlock Building:

A pre-surveillance conference will be held Tuesday, November 13, 2012, at 8:30 a.m.

A management briefing will be held Wednesday, November 14, 2012, at 8:30 a.m.

A team caucus will be held on Tuesday, November 13, at 3:00 p.m. and Wednesday, November 14, at 2:00 p.m.

A post-surveillance conference will be held Wednesday, November 14, 2012, at 3:00 p.m.

Prepared by: Cindi Castillo
Cindi Castillo, CTAC
Surveillance Team Leader

Date: 10/1/12

Concurrence by: Courtland G. Fesmire
Courtland G. Fesmire, P.E.
CBFO Quality Assurance Engineer

Date: 2 Oct 2012