



Department of Energy
 Carlsbad Field Office
 P. O. Box 3090
 Carlsbad, New Mexico 88221
 JAN 24 2013

 **ENTERED**



Mr. Jon E. Hoff, Manager
 Quality Assurance
 Nuclear Waste Partnership, LLC
 P.O. Box 2078
 Carlsbad, NM 88221-2078

Subject: Surveillance S-13-08, Nuclear Waste Partnership WIPP Maintenance Program

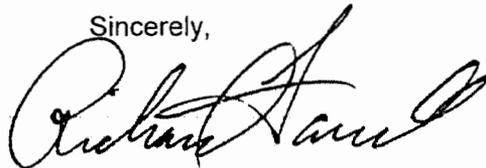
Dear Mr. Hoff:

Please be advised that the Carlsbad Field Office (CBFO) will conduct the subject surveillance February 26 – 28, 2013, at the Waste Isolation Pilot Plant (WIPP). 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 access to appropriate documentation and records.

If you have any questions, please contact me at (575) 234-7459.

Sincerely,



Richard Farrell
 Quality Assurance Specialist

Enclosure

cc: w/enclosure			
D. Gadbury, CBFO	*ED	T. Kesterson, NMED/DOE OB	ED
C. Fesmire, CBFO	ED	J. Marple, NMED/DOE OB	ED
F. Sharif, NWP	ED	D. Winters, DNFSB	ED
M. A. Mullins, NWP	ED	P. Gilbert, LANL-CO	ED
T. Peake, EPA	ED	G. Lyshik, LANL-CO	ED
E. Feltcorn, EPA	ED	P. Gomez, CTAC	ED
L. Bender, EPA	ED	M. Mager, CTAC	ED
R. Joglekar, EPA	ED	G. White, CTAC	ED
S. Ghose, EPA	ED	WWIS Database Administrators	ED
R. Lee, EPA	ED	WIPP Operating Record	ED
J. Kielling, NMED	ED	CBFO QA File	
T. Kliphuis, NMED	ED	CBFO M&RC	
S. Holmes, NMED	ED	*ED denotes electronic distribution	
R. Maestas, NMED	ED		



**CARLSBAD FIELD OFFICE
SURVEILLANCE PLAN**

Surveillance Number: S-13-08

Organization: Nuclear Waste Partnership LLC (NWP) Waste Isolation Pilot Plant (WIPP) Maintenance Program

Date and Location of Surveillance: February 26 – 28, 2013
WIPP

Surveillance Team:

Richard Farrell	Carlsbad Field Office (CBFO) Management Representative
Paul Gomez	Surveillance Team Leader, CBFO Technical Assistance Contractor (CTAC)
Tamara Bowden	Surveillance Team Member, CTAC
Prissy Martinez	Surveillance Team Member, CTAC
Jim Schuetz	Surveillance Team Member, CTAC
Kirk Kirkes	Surveillance Team Member, CTAC

Surveillance Scope:

Surveillance S-13-08 will be conducted to verify the adequacy and implementation of the NWP WIPP Maintenance Program with respect to the requirements of the CBFO Quality Assurance (QA) Program. The surveillance team will also evaluate and verify the implementation and effectiveness of applicable NWP implementing procedures.

Activities/Tasks to be Assessed:

The surveillance will focus on the changes made in implementing documentation (procedures and forms) and in performance of WIPP Maintenance Program activities since the last surveillance. The following areas will be assessed:

- Internal Assessments of the NWP WIPP Maintenance Program
- Facility Inspections
- Maintenance Operations and Process
- Equipment Lockout/Tagout
- Control and Use of Maintenance Locks
- Temporary Plant Modification Control
- Use and Control of Rigging Components
- Tool Crib Administration

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

- Software control
- Work control practices
- Training
- Documents and records

Governing Documents/Requirements:

The overall adequacy of the NWP WIPP Maintenance Program will be assessed based on the following documents:

- DOE/WIPP-06-3335, *Waste Isolation Pilot Plant Nuclear Maintenance Management Plan*
- MP 6.5, *Maintenance Management*
- WP 04-AD3011, *Equipment Lockout/Tagout*
- WP 04-AD3012, *Temporary Plant Modification Control*
- WP 10-2, *Maintenance Operations Instruction Manual*
- WP 10-AD3005, *Control and Use of Maintenance Locks*
- WP 10-AD3007, *Use and Control of Rigging Components*
- WP 10-AD3015, *Tool Crib Administration*
- WP 10-WC.01, *Cross-Connection Control Program*
- WP 10-WC3008, *Facility Inspections*
- WP 10-WC3010, *Maintenance PM/MWO Controlled Document Processing*
- WP 10-WC3011, *Work Control Process*

The following documents will serve as references during the surveillance:

- DOE O 414.1D, *Quality Assurance*
- DOE O 420.1B, *Facility Safety*
- WP 09-CN3022, *Engineering File Room Operations*
- WP 13-1, *WTS Quality Assurance Program Description*
- WP 16-2, *WTS Software Screening and Control*

Schedule of Surveillance Activities:

A pre-surveillance meeting is scheduled for 8:00 a.m. on Tuesday, February 26, 2013, in the Support Building second floor large conference room.

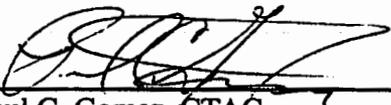
Management meetings will be held at 8:30 a.m. on Wednesday, February 27, and Thursday, February 28, 2013, at a location to be determined.

Team caucuses will be held at 3:30 p.m. on Tuesday, February 26, and Wednesday, February 27, 2013, and at 10:00 a.m. on Thursday, February 28, 2013, in the Support Building second floor small conference room.

A post-surveillance meeting will be held at 10:30 a.m. on Thursday, February 28, 2013, in the Support Building second floor large conference room.

Team working space will be in the Support Building second floor small conference room.

Prepared by:



Paul C. Gomez, CTAC
Surveillance Team Leader

Date: 1-23-13

Concurrence by:



Richard Farrell, CBFO
Quality Assurance Specialist

Date: 1-24-13