



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

DEC 20 2013



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

Subject: Notification of CBFO Audit A-14-07, NWP CCP Equipment Calibration Programs

Dear Mr. Hoff:

Please be advised that the Carlsbad Field Office (CBFO) will conduct Audit A-14-07 of the Nuclear Waste Partnership, LLC (NWP) Central Characterization Program (CCP) Equipment Calibration Programs, on January 28-30, 2014, at the Waste Isolation Pilot Plant and the Skeen-Whitlock Building. The audit will be conducted in accordance with the enclosed audit plan.

You are requested to provide the resources necessary to coordinate with the audit team, provide knowledgeable 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 (575) 234-7483.

Sincerely,

Martin P. Navarrete
 Senior Quality Assurance Specialist

Enclosure

cc: w/enclosure

O. Vincent, CBFO	*ED	S. Ghose, EPA	ED
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*ED denotes electronic distribution



**CARLSBAD FIELD OFFICE
AUDIT PLAN**

Audit Number: A-14-07

Organization: Nuclear Waste Partnership LLC (NWP) Central Characterization Program (CCP)
Equipment Calibration Programs

Date and Location of Audit: January 28 – 30, 2014
Waste Isolation Pilot Plant (WIPP) and Skeen-Whitlock Building

Audit Team:

Martin Navarrete	Carlsbad Field Office (CBFO) Management Representative
Greg Knox	Lead Auditor, CBFO Technical Assistance Contractor (CTAC)
Earl Bradford	Auditor, CTAC
Harley Kirschenmann	Auditor, CTAC
Katie Martin	Auditor, CTAC
Kirk Kirkes	Auditor, CTAC
Joe Harvill	Technical Specialist, CTAC

Audit Scope:

The audit will verify the adequacy and implementation of the NWP/CCP Quality Assurance Program with respect to the Equipment Calibration Programs. The audit will also evaluate and verify the implementation and effectiveness of NWP implementing procedures.

Activities/Tasks to be Audited:

The audit team will assess all areas and aspects of the NWP/CCP Equipment Calibration Program for compliance with DOE/CBFO-94-1012, *Quality Assurance Program Document*, sections 2.4.5, 2.4.6, and 2.4.7, and WP 13-1, *NWP Quality Assurance Program Description*, section 2.5.

WIPP site programs that will be evaluated for compliance include, but are not limited to:

- Measuring and Test Equipment (M&TE)
- Monitoring and Detection Equipment
- Emissions Sampling Equipment
- Maintenance Equipment
- Radiation Control Equipment

The audit team will also evaluate the M&TE Calibration Program at the CCP.

The following areas applicable to the NWP Calibration Program at the WIPP and at the CCP will be assessed:

- Determination of calibration parameters and intervals
- How these parameters are validated
- Procurement/modification of M&TE
- Calibration of new or modified equipment
- Calibration master lists
- Identification and storage of calibrated equipment

Governing Documents/Requirements:

Overall adequacy of the Equipment Calibration Programs work control process and the Maintenance and Metrology Programs will be assessed based on the following documents:

- WP 10-AD.01, *Metrology Program*
- WP 10-AD3028, *Calibration and Control of Measurement and Test Equipment*
- WP 10-AD3029, *Calibration and Control of Monitoring and Data Collection Equipment*
- CCP-QP-016, *Control of M&TE*
- WP 12-RC.01, *QAPP for Sampling Emissions of Radionuclides*
- WP 10-2, *Maintenance Instruction Manual*
- WP 12-5, *WIPP Radiation Safety Manual*

The following documents will serve as references during the audit:

- DOE/CBFO-94-1012, *Quality Assurance Program Description*
- WP 13-1, *NWP Quality Assurance Program Description*
- DOE/WIPP-95-2054, *WIPP Radiation Protection Program*
- ANSI/NCSL Z540, *Calibration Laboratories and Measuring and Test Equipment General Requirements*

Schedule of Audit Activities:

A pre-audit meeting is scheduled for 8:00 a.m. on Tuesday, January 28, 2014, in the Support Building second floor large conference room at the WIPP site and room in T-224 of the Skeen-Whitlock Building in Carlsbad, NM.

The audit will be conducted January 28 – 30, 2014. Start times will be adjusted as necessary for NWP/CCP personnel being audited.

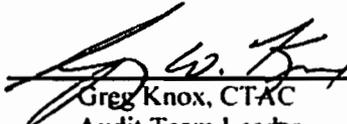
Management briefings will be held at 8:30 a.m. on Wednesday, January 29, and Thursday, January 30, 2014, in the Support Building second floor large conference room and by teleconference in room T-224 of the Skeen-Whitlock Building.

Team caucuses will be held at 3:30 p.m. on Tuesday, January 28 and Wednesday, January 29, 2014, and at 1:30 p.m. on Thursday, January 30, 2014, in the Support Building second floor small conference room (due to a scheduling conflict, the Tuesday meeting may be moved to the Operations conference room).

A post-audit meeting will be held at 3:30 p.m. on Thursday, January 30, 2014, in the Support Building second floor large conference room at the WIPP site and by teleconference in room T-224 of the Skeen-Whitlock Building.

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

Prepared by:


Greg Knox, CTAC
Audit Team Leader

Date: 19 Dec 2013

Concurrence by:


CBFO Office of Quality Assurance

Date: 12/19/2013