



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

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 Hazardous Waste Bureau

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-14-02, NWP Quality Assurance Program

Dear Mr. Hoff:

Please be advised that the Carlsbad Field Office will conduct Audit A-14-02 of the Nuclear Waste Partnership, LLC (NWP) Quality Assurance Program as related to NQA-1 Criteria 10 through 18 on February 11-13, 2014. The audit will be conducted at the Waste Isolation Pilot Plant, 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

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CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-14-02

Organization to be Audited: Nuclear Waste Partnership LLC (NWP)

Organizations to be Notified: NWP
New Mexico Environment Department (NMED)
U. S. Environmental Protection Agency (EPA)
Defense Nuclear Facilities Safety Board (DNFSB)

Date and Location: February 11 – 13, 2014
Waste Isolation Pilot Plant (WIPP) near Carlsbad, New Mexico

Audit Team:

Martin Navarrete	CBFO Management Representative
Jim Schuetz	Audit Team Leader, CBFO Technical Assistance Contractor (CTAC)
Tammy Bowden	Auditor, CTAC
Jack Walsh	Auditor, CTAC
Kirk Kirkes	Auditor, CTAC
Norman Frank	Auditor, CTAC
Berry Pace	Auditor, CTAC

Audit Scope:

The audit will evaluate the adequacy, implementation, and effectiveness of the NWP Quality Assurance (QA) Program as related to Criteria 10 through 18 of the American Society of Mechanical Engineers *Quality Assurance Program Requirements for Nuclear Facilities* (ASME NQA-1-1989 Edition).

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

Implementation of the following quality elements will be evaluated:

- Inspection (Criterion 10)
- Test Control (Criterion 11)
- Control of Measuring and Test Equipment (Criterion 12)
- Handling, Storage, and Shipping (Criterion 13)
- Inspection, Test, and Operating Status..... (Criterion 14)
- Control of Nonconforming Items (Criterion 15)
- Corrective Action (Criterion 16)
- Quality Assurance Records (Criterion 17)
- Audits..... (Criterion 18)

Governing Documents/Requirements:

Adequacy, implementation, and effectiveness of the NWP QA Program will be based on current revisions of the following documents:

Upper Tier:

- DOE/CBFO-94-1012, *CBFO Quality Assurance Program Document (QAPD)*
- WP 13-1, *Nuclear Waste Partnership (LLC) Quality Assurance Program Description*

Inspection (Criterion 10):

- WP 13-QA1003, *Quality Assurance Receipt/Source Inspections*
- WP 13-QA1006, *Quality Assurance Plant Inspections*
- EA13QA1006-2-0, *Quality Assurance Inspection Log*
- WP 13-QA1001, *Liquid Penetrant Examination*
- WP 13-QA1002, *Visual Inspection*
- WP 13-QA1004, *Magnetic Particle Examination*
- WP 13-QA1007, *Dimensional Inspections*
- EA13QA1003-1, *Source/Receipt Inspection Verification Sheet*

Other Inspection Procedures:

- WP 13-QA.22, *Quality Assurance Inspection Plan – RH 72-B Cask Uprighting Trailer*
- WP 13-QA.25, *Quality Assurance Inspection Plan for the Screw Jack Tiedown Assembly*

Test Control (Criterion 11):

- WP 08-PT.03, *WIPP Quality Assurance Program Plan for Type “B” Packaging*
- WP 09-8, *WIPP Specification Preparation*

M&TE (Criterion 12):

- WP 10-AD.01, *Metrology Program*
- WP 10-AD3028, *Calibration and Control of Measurement and Test Equipment*
- WP 10-AD3031, *M&TE/M&DC Inspections*

Handling, Storage, and Shipping (Criterion 13):

- WP 15-PM3517, *Stores Inventory Control*
- WP 15-PM3518, *Material Receiving*
- WP 15-PM3525, *Preparation and Processing of Shipping Authorizations*
- WP 15-PM3526, *Receipt Discrepancies*

Inspection, Test & Operating Status (Criterion 14):

- WP 10-2, *Maintenance Instruction Manual*
- WP 10-WC3011, *Work Control Process*

Control of Nonconforming Items and Corrective Actions (Criteria 15 and 16):

- WP 13-QA3004, *Nonconformance Report*
- WP 15-GM1002, *Issues Management Processing of WIPP Forms*
- MP 1.41, *NWP Management Policy Issues Management “WIPP Form”*

Records (Criterion 17):

- WP 15-RM, *WIPP Records Management Program*
- WP 15-RM3002, *Records Filing, Inventorying, Scheduling, and Dispositioning*
- WP 15-RM3003, *Disposal of Nonpermanent Records in Office*
- WP 15-RM3005, *Records Transfer and Retrieval*
- EA15RM3005-3-0, *Records Transfer Checklist*

Audits (Criterion 18):

- WP 13-QA.03, *Quality Assurance Independent Assessment Program*
- WP 13-QA3012, *Supplier Evaluation/Qualification*

Checklists will be developed based on appropriate NWP procedures related to implementation of NQA-1 Criteria 10 through 18.

Schedule of Audit Activities:

A pre-audit conference is scheduled for 8:00 a.m. on Tuesday, February 11, 2014, in the Building 451 large conference room at the WIPP site.

Daily management briefings will be held at 8:30 a.m. on Wednesday and Thursday, February 12 and 13, 2014, in the Building 451 small conference room at the WIPP site.

Audit team caucus meetings will be held at 3:30 p.m. on Tuesday and Wednesday, February 11 and 12, 2014, and at 2:00 p.m. on Thursday, February 13, 2014, in the Building 451 small conference room at the WIPP site.

A post-audit conference is scheduled for 3:00 p.m. on Thursday, February 13, 2014, in the Building 451 large conference room at the WIPP site.

Prepared by: James R. Schuetz
James R. Schuetz, CTAC
Audit Team Leader

Date: 1-7-14

Concurrence: Michael R. Brown
Michael R. Brown, Director
Office of Quality Assurance

Date: 1/09/2014