DATE: August 21, 2014
REPLY TO ATTN OF: CBFO:QAD:DSM:LEC:14-1289:UFC 2300.00
SUBJECT: Notification of Audit A-14-23, CBFO Performance Demonstration Program
TO: J.R. Stroble, CBFO TRU Sites and Transportation Division

Please be advised that an audit team from the Carlsbad Technical Assistance Contractor (CTAC), representing the Carlsbad Field Office (CBFO) Quality Assurance Division, will conduct the subject audit at the Skeen Whitlock Building in Carlsbad, New Mexico, September 22, 2014, and the Portage, Inc. office in Idaho Falls, Idaho, September 24-25, 2014. The audit will be conducted in accordance with the attached audit plan.

Please contact me at (575) 234-7491 if you have any questions concerning this audit.

Dennis S. Miehls
Senior Quality Assurance Specialist

Attachment

cc: w/attachment
J. Franco, CBFO *ED
D. Bryson, CBFO ED
M. Brown, CBFO ED
N. Castaneda, CBFO ED
M. Navarrete, CBFO ED
M. Pinzel, CBFO 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
R. Gogliotti, EPA ED
J. Kieling, NMED ED
T. Kliphuis, NMED ED
S. Holmes, NMED ED
R. Maestas, NMED ED
C. Smith, NMED ED
Site Documents ED
V. Daub, CTAC ED
R. Allen, CTAC ED
P. Martinez, CTAC ED
B. Pace, CTAC ED
B. Oates, CTAC ED
P. Gomez, CTAC ED
D. Harvill, CTAC ED
G. White, CTAC ED
CBFO QA File ED
CBFO M&RC ED
*ED denotes electronic distribution
CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-14-23

Organization: Carlsbad Field Office Technical Assistance Contractor (CTAC)

Contacts: Berta Oates, Performance Demonstration Program (PDP) Manager, CTAC
Michel Hall, PDP Specialist, CTAC

Dates and Locations of Audit:
- September 22, 2014
  Skeen-Whitlock Building
  4021 National Parks Highway
  Carlsbad, NM 88220
- September 24 – 25, 2014
  Portage, Inc.
  1075 S. Utah Ave., Suite 200
  Idaho Falls, ID 83402

Audit Team:
- Dennis Miehls  Management Representative, CBFO Quality Assurance Division
- Paul Gomez  Audit Team Leader, CTAC
- Jim Oliver  Audit Team Member, CTAC

Audit Scope:
Audit A-14-23 will evaluate the technical and management elements of Nondestructive Assay (NDA) PDP Cycles 20A through 21A, and Primary Box Cycles B12A through B13A.

Governing Documents/Requirements:
The audit will be based on the current revisions of the following documents:
- Statements of Work for NDA PDP Cycles 20A through 21A
- Statements of Work for NDA PDP Primary Box Cycles B12A through B13A

The following documents will guide the audit team:
- DOE/CBFO-01-3107, Performance Demonstration Program Management Plan
Activities to be Audited:

The audit team will evaluate the processes for traceability of standards, preparation of sources, training, adequacy of procedures, implementation of procedures, records management, identification and control of items, verifications, nonconformances, and shipping.

Audit Schedule

Pre-audit Meeting  Monday, September 22, 2014, 8:00 a.m. The audit will begin immediately after the meeting.

Audit Team Caucus  Monday, September 22, 2014, 3:30 p.m.

Audit Team Travel to Idaho  Tuesday, September 23, 2014

Audit Resumes  Wednesday, September 24, 2014, 10:00 a.m.

Audit Team Caucus  Wednesday, September 24, 2014, 3:00 p.m.

Audit Resumes  Thursday, September 25, 2014, 8:00 a.m.

Post-audit Meeting  Thursday, September 25, 2014, 10:30 a.m.

Prepared By:  

Date: 8/21/14

Approved By:  

Date: 8-21-14