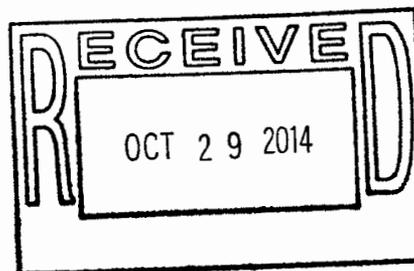




**Department of Energy**  
 Carlsbad Field Office  
 P. O. Box 3090  
 Carlsbad, New Mexico 88221

ENTERED



OCT 29 2014

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

Subject: Audit A-15-10, Procurement (Supporting Recovery Activities)

Dear Mr. Hoff:

Please be advised that the Carlsbad Field Office will conduct Audit A-15-10, Procurement at the Skeen-Whitlock Building in Carlsbad, NM, and the Waste Isolation Pilot Plant, November 18-20, 2014. The audit will be conducted in accordance with the enclosed audit plan. The checklists for the audit will be transmitted to your representative prior to the audit.

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

D. Gadbury, CBFO	*ED	R. Lee, EPA	ED
M. Brown, CBFO	ED	J. Kieling, NMED	ED
D. Miehl, CBFO	ED	S. Holmes, NMED	ED
R. McQuinn, NWP	ED	R. Maestas, NMED	ED
S. Kennedy, NWP	ED	C. Smith, NMED	ED
J. Blankenhorn, NWP	ED	V. Daub, CTAC	ED
J. Harris, NWP	ED	R. Allen, CTAC	ED
B. Allen, NWP	ED	P. Martinez, CTAC	ED
V. Cannon, NWP	ED	B. Pace, CTAC	ED
S. Punchios, NWP	ED	C. Riggs, CTAC	ED
W. Ledford, NWP	ED	D. Harvill, CTAC	ED
S. Escareno-Soto	ED	G. White, CTAC	ED
T. Peake, EPA	ED	WIPP Operating Record	ED
L. Bender, EPA	ED	CBFO QA File	
S. Ghose, EPA	ED	CBFO M&RC	

\*ED denotes electronic distribution



## CARLSBAD FIELD OFFICE AUDIT PLAN

**Audit Number:** A-15-10, Nuclear Waste Partnership LLC (NWP) Procurement (Supporting Recovery Activities)

**Organization to Be Audited:** NWP

**Date and Location:** November 18 – 20, 2014  
Skeen-Whitlock Building and the WIPP site, Carlsbad, NM

**Audit Team:**

Martin Navarrete	Management Representative, Carlsbad Field Office (CBFO) Quality Assurance Division
Charlie Riggs	Audit Team Leader, CBFO Technical Assistance Contractor (CTAC)
Rick Castillo	Audit Team Member, CTAC
Harley Kirschenmann	Audit Team Member, CTAC
Bob Prentiss	Technical Specialist, CTAC

### Audit Scope:

The audit will evaluate NWP compliance with the current CBFO-approved contractor procurement system and all applicable governing documents. This will include verifying implementation of the contractor's approved procurement system based on appraisal criterion established by CBFO. Purchase orders selected for review should be files supporting recovery activities. In addition, the audit team will verify flow-down of the *CBFO Quality Assurance Program Document*, and the *NWP Quality Assurance Program Description*.

### Activities to be Audited:

- Verify that the NWP procurement system has been approved by CBFO.
- Verify the appraisal system utilized by CBFO to evaluate the NWP procurement system.
- Verify compliance and implementation of the NWP procurement system based on CBFO appraisal criteria.
- Verify that the applicable implementing procedures have been followed for the procurement of goods and services related to recovery activities.

### Governing Documents/Requirements:

- DOE/CBFO 94-1012, *Quality Assurance Program Document*
- 48 CFR 970.44, *DOE Management and Operating Contracts*
- DEAR 970.5244-1, *Contractor Purchasing System*
- WP 13-1, *Quality Assurance Program Description*

Checklists will be developed (as necessary) from the active revisions of the listed documents and associated implementing procedures.

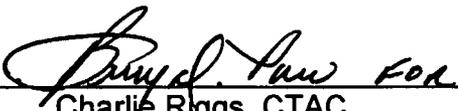
**Schedule of Audit Activities:**

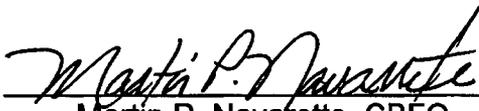
A pre-audit conference is scheduled for 8:30 a.m., Tuesday, November 18, 2014, in room T-224 of the Skeen-Whitlock Building.

Audit team caucus meetings will be held at 3:00 p.m. on Tuesday and Wednesday, November 18 and 19, 2014, and at 1:00 p.m. on Thursday, November 20, 2014, in room T-224 of the Skeen-Whitlock Building.

Management briefings, if necessary, will be held at 8:30 a.m. on Wednesday and Thursday, November 19 and 20, 2014, in room T-224 of the Skeen-Whitlock Building.

A post-audit conference is scheduled for 3:00 p.m., Thursday, November 20, 2014, in room T-224 of the Skeen-Whitlock Building.

Prepared by:  Date: 10/27/14  
Charlie Riggs, CTAC  
Audit Team Leader

Approved by:  Date: 10/29/14  
Martin P. Navarette, CBFO  
Senior Quality Assurance Specialist