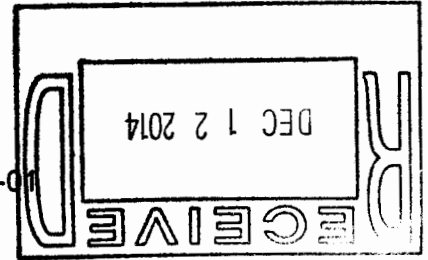




memorandum

Carlsbad Field Office
Carlsbad, New Mexico 88221

DATE: DEC 12 2014
REPLY TO
ATTN OF: CBFO:QAD:MPN:RMS:14-2916:UFC 2300.00
SUBJECT: Approval of the CAP for CAR 15-005 Identified During Audit A-15-01
TO: Benjamine Roberts, DOE-ID



Attached are the results of the Carlsbad Field Office (CBFO) evaluation of the Corrective Action Plan (CAP) associated with CBFO Corrective Action Report (CAR) 15-005. The results of the review indicate that the CAP is approved. Please notify CBFO Quality Assurance Division upon completion of all corrective actions as outlined in the approved CAP. Once notification has been received, an on-site CBFO surveillance will be conducted for CAR closure verification.

If you have any questions or comments concerning the evaluation, I can be reached at (575) 234-7483.

Martin P. Navarrete
Senior Quality Assurance Specialist

Attachment

- | | | | |
|----------------------|-----|-----------------------|----|
| cc: w/attachment | | | |
| M. Brown, CBFO | *ED | R. Maestas, NMED | ED |
| J. Stroble, CBFO | ED | S. Holmes, NMED | ED |
| D. Miehl, CBFO | ED | C. Smith, NMED | ED |
| N. Castaneda, CBFO | ED | V. Daub, CTAC | ED |
| J. Zimmerman, DOE-ID | ED | R. Allen, CTAC | ED |
| J. Wells, DOE-ID | ED | P. Martinez, CTAC | ED |
| T. Jenkins, DOE-ID | ED | B. Pace, CTAC | ED |
| D. Haar, AMWTP | ED | H. Kirschenmann, CTAC | ED |
| G. Byram, AMWTP | ED | K. Martin, CTAC | ED |
| G. Tedford, AMWTP | ED | C. Castillo, CTAC | ED |
| A. Morse, AMWTP | ED | P. Hinojos, CTAC | ED |
| L. Bender, EPA | ED | D. Sellmer, CTAC | ED |
| E. Feltcorn, EPA | ED | G. White, CTAC | ED |
| R. Joglekar, EPA | ED | Site Documents | ED |
| S. Ghose, EPA | ED | CBFO QA File | |
| R. Lee, EPA | ED | CBFO M&RC | |

*ED denotes electronic distribution



CAR CONTINUATION SHEET

1. CAR No: 15-005

2. Activity No: A-15-01

3. Page 1 of 1

Section 16 – Acceptance of Proposed Corrective Action Plan for CAR 15-005

An evaluation was performed of the Corrective Action Plan (CAP) developed to address Carlsbad Field Office (CBFO) Corrective Action Report (CAR) 15-005. The CAP was submitted via email letter C-2014-0378 from Mr. Danny Nichols, ITG President & AMWTP Project Manager, Idaho Treatment Group LLC (ITG), dated November 20, 2014, to Mr. Martin Navarrete, U.S. Department of Energy, Carlsbad Field Office.

Italicized text, taken verbatim from the CAP, is used to reflect the correlation between the actions required by the CAR and the method used for evaluation.

REMEDIAL ACTIONS

- 1. Training records identified from this extent of condition will be properly corrected for retention in Training records. Actionee: T. Goldberg Due Date: 04-30-2015*

Evaluation:

The remedial actions as described are deemed appropriate.

INVESTIGATIVE ACTIONS

- 1. Extent of condition will be performed to identify incomplete records and/or where incorrect methods were used for correcting record entries. Project records were reviewed and training records will be identified and corrected from this extent of condition. Issues dealing with Work Planning and Control records were previously identified and corrective actions are addressed in CAR 88559 and 89342. Actionee: T. Goldberg Due Date: 04-30-2015*

Evaluation:

The investigative actions as described are deemed suitable to address the condition adverse to quality identified in the CAR.

ROOT CAUSE DETERMINATION

N/A

ACTIONS TO PREVENT RECURRENCE

Actionee: T. Goldberg Due Date: 04-01-15

- 1. Tailgate briefing will be developed and presented to training personnel on reviewing and correcting training records.*
- 2. OJT instructors will be retrained with an emphasis on properly completing and revising training records.*

Evaluation:

The corrective action to provide a tailgate briefing to training personnel and training to on-the-job training (OJT) instructors on the process to review/revise and complete training records is deemed appropriate; however, due to the volume of records errors found during CBFO Audit A-15-01, an on-site CBFO surveillance will be conducted to perform closure verification.

ACCEPTANCE

This CAP is deemed appropriate. Therefore, it is recommended that the acceptance of the CAP for CAR 15-005 be approved. Upon completion of all corrective actions, as outlined in the approved CAP, please provide notification of the CAR completion. Once notification has been received, an on-site CBFO surveillance will be conducted for closure verification.

Katie Martin
 Evaluation Performed By: Katie Martin

12/11/14
 Date