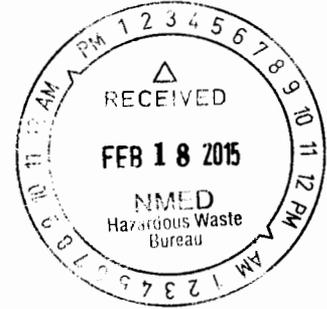




Department of Energy  
 Carlsbad Field Office  
 P. O. Box 3090  
 Carlsbad, New Mexico 88221

FEB 18 2015



Mr. Val Cannon, Manager  
 Nuclear Waste Partnership LLC  
 P.O. Box 2078  
 Carlsbad, NM 88221-2078

Subject: Audit A-15-14 of the Nuclear Waste Partnership Centralized Procurement Program

Dear Mr. Cannon:

Please be advised that the Carlsbad Field Office will conduct the subject audit at the Skeen-Whitlock Building, March 24- 26, 2015. 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 access to appropriate documentation and records.

If you have any questions concerning the surveillance, please contact me at (575) 234-7483.

Sincerely,

Martin P. Navarrete  
 Senior Quality Assurance Specialist

Enclosure

cc: w/enclosure

B. Mackie, CBFO	* ED	S. Escareno-Soto, NWP	ED
M. Brown, CBFO	ED	J. Kieling, NMED	ED
D. Miehls, CBFO	ED	V. Daub, CTAC	ED
R. McQuinn, NWP	ED	R. Allen, CTAC	ED
J. Blankenhorn, NWP	ED	P. Martinez, CTAC	ED
J. Harris, NWP	ED	B. Pace, CTAC	ED
P. Ridenour, NWP	ED	K. Martin, CTAC	ED
W. Ledford, NWP	ED	D. Harvill, CTAC	ED
B. Allen, NWP	ED	G. White, CTAC	ED
S. Punchios, NWP	ED	CBFO QA File	
M. Edwards, NWP	ED	CBFO M&RC	

\*ED-Denotes electronic distribution



## CARLSBAD FIELD OFFICE AUDIT PLAN

**Audit Number:** A-15-14

**Organization to Be Audited:** Nuclear Waste Partnership (NWP)  
Centralized Procurement Program (CPP)

**Organizations to Be Notified:** NWP

**Date and Location:** March 24 – 26, 2015  
Skeen-Whitlock Building, Carlsbad, New Mexico

**Audit Team:**

Martin Navarrete	Carlsbad Field Office (CBFO) Management Representative
Katie Martin	Audit Team Leader, CBFO Technical Assistance Contractor (CTAC)
Charlie Riggs	Auditor, CTAC
Harley Kirschenmann	Auditor, CTAC
Bob Prentiss	Technical Specialist, CTAC

### **Audit Scope:**

The audit will evaluate the adequacy, implementation, and effectiveness of the policies, plans, and procedures related to the NWP Centralized Procurement Program (CPP); established to allow user sites to procure items manufactured to standardized NWP quality, procurement, and technical requirements.

### **Governing Documents/Requirement:**

- DOE/CBFO 94-1012, *CBFO Quality Assurance Program Document*
- WP 08-PT.08, *WIPP Centralized Procurement Program Plan*
- WP 13-1, *Quality Assurance Program Description*
- WP 13-QA.19, *Quality Assurance Inspection Plan for Standard Waste Box Inventory*
- WP 13-QA.20, *Quality Assurance Inspection Plan for Ten-Drum Overpack Inventory*
- WP 15-PC3041, *Approval/Variation Request Processing*
- WP 15-PC3605, *Proposal, Competition, Identification, Selection, Evaluation and Award*

- WP 15-PC3609, *Preparation of Purchase Requisitions*

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

**Activities/Tasks to be Audited:**

The audit team will evaluate the NWP CPP Plan, purchase requisitions related to the CPP including Approval/Variation Request Processing, and the Quality Assurance Inspection Planning for both Standard Waste Boxes and Ten-Drum Overpacks.

**Schedule of Audit Activities:**

A pre-audit conference is scheduled for 8:30 a.m., Tuesday, March 24, 2015, in Conference Room T-224 in the Skeen-Whitlock Building, Carlsbad, New Mexico, with audit activities commencing after the meeting. Audit activities will resume at 8:00 a.m., on Wednesday and Thursday, March 25 and 26, 2015.

Audit team caucus meetings are scheduled for 3:00 p.m. on Tuesday and Wednesday, March 24 and 25, and for 2:00 p.m. on Thursday, March 26, 2015, in Conference Room T-224 in the Skeen-Whitlock Building.

If concerns are identified, the audit team leader will brief appropriate NWP management personnel at 8:30 a.m., Wednesday and Thursday, March 25 and 26, 2015, in Conference Room T-224 in the Skeen-Whitlock Building.

A post-audit conference is scheduled for 3:00 p.m., Thursday, March 26, 2015, in Conference Room T-224 in the Skeen-Whitlock Building, Carlsbad, New Mexico.

Prepared By: Katie Martin  
Katie Martin, CTAC  
Audit Team Leader

Date: 2/5/15

Approved By: Michael R. Brown  
Michael R. Brown, Director  
CBFO Quality Assurance Division

Date: 2/18/2015