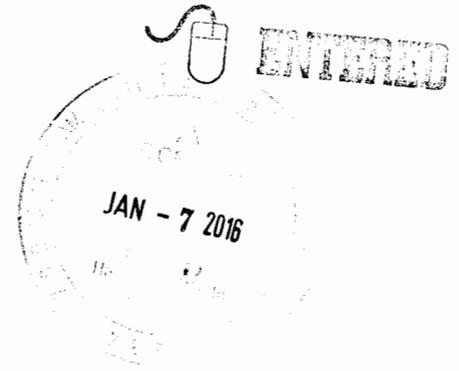




Department of Energy
 Carlsbad Field Office
 P. O. Box 3090
 Carlsbad, New Mexico 88221
JAN 07 2016



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

Subject: Notification of CBFO Audit A-16-06, NWP/CCP Equipment Calibration Programs

Dear Mr. Cannon:

Please be advised that the Carlsbad Field Office (CBFO) will conduct Audit A-16-06 of the Nuclear Waste Partnership LLC/Central Characterization Program (NWP/CCP) Equipment Calibration Programs, February 2 – 4, 2016, at the Waste Isolation Pilot Plant and the Skeen-Whitlock Building. 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, knowledgeable personnel to support the audit, appropriate space to conduct meetings, and 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

W. Mouser, CBFO	*ED	J. Kieling, NMED	ED
M. Brown, CBFO	ED	R. Maestas, NMED	ED
D. Miehl, CBFO	ED	S. Holmes, NMED	ED
E. Garza, CBFO	ED	C. Smith, NMED	ED
R. Elmore, CBFO	ED	V. Daub, CTAC	ED
P. Breidenbach, NWP	ED	R. Allen, CTAC	ED
J. Blankenhorn, NWP	ED	P. Martinez, CTAC	ED
J. Britain, NWP	ED	B. Pace, CTAC	ED
M. Love, NWP	ED	G. Knox, CTAC	ED
B. Allen, NWP	ED	D. Harvill, CTAC	ED
S. Punchios, NWP	ED	G. White, CTAC	ED
A. Boyea, NWP	ED	CBFO QA File	
T. Peake, EPA	ED	CBFO M&RC	
L. Bender, EPA	ED	*ED denotes electronic distribution	



**CARLSBAD FIELD OFFICE
AUDIT PLAN**

Audit Number: CBFO A-16-06

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

Organizations to be Notified: NWP

Date and Location: February 2 – 4, 2016
Waste Isolation Pilot Plant (WIPP) Site and the Skeen-Whitlock Building, Carlsbad, NM

Audit Team:

Martin Navarrete	Quality Assurance Management Representative, CBFO
Greg Knox	Audit Team Leader, CBFO Technical Assistance Contractor (CTAC)
Harley Kirschenmann	Auditor, CTAC
Bob Boyko	Auditor, CTAC
Jack Walsh	Auditor, CTAC
Kirk Kirkes	Auditor, CTAC
Katie Martin	Auditor, CTAC

Scope:

Audit A-16-06 will be performed to verify the adequacy and implementation of the NWP Quality Assurance Program with respect to the Equipment Calibration Programs. The audit will also evaluate and verify the implementation and effectiveness of NWP implementing procedures.

Activities/Tasks to be Audited:

The audit team will assess all areas and aspects of the NWP Equipment Calibration Programs for compliance with DOE/CBFO-94-1012, Revision 12, *CBFO Quality Assurance Program Document (QAPD)*, sections 2.4.5, 2.4.6, and 2.4.7, and WP 13-1, Revision 36, *NWP Quality Assurance Program Description*, section 2.5.

WIPP site programs that will be evaluated for compliance include, but are not limited to:

- Measuring and Test Equipment (M&TE)
- Monitoring and Detection Equipment
- Radiation Control Equipment
- Emissions Sampling Equipment
- Maintenance Equipment

The audit team will also evaluate the Central Characterization Program (CCP) M&TE Calibration Program.

The following areas applicable to the NWP Calibration Programs at the WIPP and at the CCP will be assessed:

- Determination of calibration parameters and intervals
- How parameters are validated
- Procurement/modification of M&TE
- Calibration of new or modified equipment
- Calibration master lists
- Identification and storage of calibrated equipment

Checklists will be developed from the current revisions of the controlling documents (CBFO QAPD, management procedures, and team procedures).

Governing Documents/Requirements:

Overall adequacy of the Equipment Calibration Programs work control process and the Maintenance and Metrology Programs will be assessed based on the following documents:

- WP 10-AD.01, Revision 9, *Metrology Program*
- WP 10-AD3028, Revision 13, *Calibration and Control of Measurement and Test Equipment*
- WP 10-AD3029, Revision 11, *Calibration and Control of Monitoring and Data Collection Equipment*
- CCP-QP-016, Revision 21, *Control of Measuring and Testing Equipment*
- WP 12-RC.01, Revision 11, *Quality Assurance Program Plan for Sampling Emissions of Radionuclides to the Ambient Air at the Waste Isolation Pilot Plant*
- WP 12-5, Revision 18, *WIPP Radiation Safety Manual*

The following documents will serve as references during the audit:

- DOE/CBFO-94-1012, Revision 12, *CBFO Quality Assurance Program Document*
- WP 13-1, Revision 36, *NWP Quality Assurance Program Description*
- ANSI/NCSL Z540.3-2006, *Requirements for the Calibration of Measuring and Test Equipment*

Schedule of Audit Activities:

A pre-audit meeting is scheduled for 8:00 a.m., Tuesday, February 2, 2016, in the Support Building second floor Safety conference room at the WIPP site and in room T-224 at the Skeen-Whitlock Building in Carlsbad, NM.

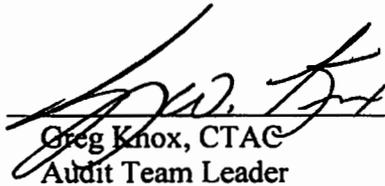
Audit activities will begin at 8:30 a.m., Tuesday, February 2, 2016, and at 8:00 a.m., Wednesday and Thursday, February 3 and 4, 2016, or as arranged between the auditor and auditee.

Management briefings will be held at 8:30 a.m., Wednesday and Thursday, February 3 and 4, 2016, in the Support Building second floor Safety conference room at the WIPP site.

Audit team caucus meetings will be held at 3:00 p.m., Tuesday and Wednesday, February 3 and 4, 2016, and at 2:00 p.m., Thursday, February 4, 2016, in the Support Building second floor Safety conference room at the WIPP site, to evaluate audit progress, discuss concerns, and communicate logistics.

A post-audit meeting will be held at 3:00 p.m., Thursday, February 4, 2016, in the Support Building second floor Safety conference room at the WIPP site and in room T-224 at the Skeen-Whitlock Building in Carlsbad, NM.

Prepared by:


Greg Knox, CTAC
Audit Team Leader

Date: 6 JAN 2016

Concurrence:


Michael R. Brown, Director
CBFO Office of Quality Assurance

Date: 1-7-16