



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



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JUL 07 2016



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

Subject: Carlsbad Field Office Audit A-16-13

Dear Mr. Cannon:

Please be advised that the Carlsbad Field Office (CBFO) will conduct Audit A-16-13 of the Nuclear Waste Partnership LLC (NWP) Procurement and Graded Approach Programs, July 19 – 21, 2016, at the Waste Isolation Pilot Plant and at 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, 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

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



CARLSBAD FIELD OFFICE AUDIT PLAN

Audit Number: A-16-13

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

Organizations to be Notified: NWP

Date and Location: July 19–21, 2016
Waste Isolation Pilot Plant (WIPP) near Carlsbad, New Mexico

Audit Team:

Martin Navarrete	Carlsbad Field Office (CBFO) Quality Assurance Management Representative
Greg Knox	Audit Team Leader, CBFO Technical Assistance Contractor (CTAC)
Bob Prentiss	Auditor, CTAC
Jack Walsh	Auditor, CTAC
Harley Kirschenmann	Auditor, CTAC
Charlie Riggs	Auditor, CTAC

Audit Scope:

The audit will evaluate NWP compliance with the current CBFO-approved contractor Procurement and Graded Approach Programs and all applicable governing documents. This will include verifying implementation of the contractor's approved procurement system based on appraisal criteria established by the CBFO, as well as the determination and implementation of a graded approach to determine management levels for the application of purchase order requirements. Purchase orders selected for review will be files supporting Management Level 1, 2, and 3 procurement 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 and graded approach programs have 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 WIPP 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, *NWP Quality Assurance Program Description*
- NWP Management Policy 1.34, *NWP Contracts and Procurement Program*
- WP 09-CN3005, *Graded Approach to Application of QA Controls*

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

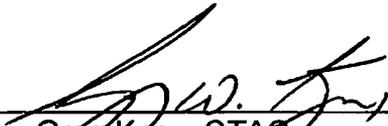
Schedule of Audit Activities:

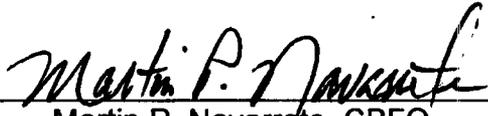
A pre-audit conference is scheduled for 8:30 a.m. on Tuesday, July 19, 2016, in the WIPP Support Building large conference room.

Audit team caucus meetings will be held at 3:00 p.m. on Tuesday and Wednesday, July 19 and 20, 2016, and at 1:30 p.m. on Thursday, July 21, 2016 in the conference room of Trailer 903 at the WIPP site.

Management briefings, if necessary, will be held at 8:30 a.m. on Wednesday, July 20, and at 9:00 a.m. on Thursday, July 21, 2016 in the conference room of Trailer 950 at the WIPP site.

A post-audit conference is scheduled for 3:30 p.m. on Thursday, July 21, 2016, in the WIPP Support Building large conference room.

Prepared by:  Date: 6 Jul 2016
Greg Knox, CTAC
Audit Team Leader

Approved by:  Date: 7-7-16
Martin P. Navarrete, CBFO
Senior Quality Assurance Specialist