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Department of Energy
Carlsbad Field Office
P. O. Box 3090
Carlsbad, New Mexico 88221
NOV 16 2017



Ms. Mary McDaniel, Manager
Quality and Contractor Assurance
Nuclear Waste Partnership LLC
P.O. Box 2078
Carlsbad, NM 88221-2078

Subject: CBFO Surveillance S-18-24, NWP Supplier Qualification Audit of Encorus Group

Dear Ms. McDaniel:

Please be advised that the Carlsbad Field Office (CBFO) will conduct Surveillance S-18-24, Nuclear Waste Partnership LLC (NWP) Supplier Qualification Audit of Encorus Group, December 5 – 7, 2017, at the Encorus Group facilities, 23 Mechanic Street, Springville, NY. The surveillance will be conducted in accordance with the enclosed surveillance plan.

You are requested to provide the resources necessary to coordinate with the surveillance team, provide knowledgeable personnel to support the surveillance, arrange for appropriate space to conduct meetings, and provide the surveillance team with access to appropriate documentation and records.

If you have any questions concerning the surveillance, please contact me at (575) 234-7491.

Sincerely,


Dennis S. Miehs
Senior Quality Assurance Specialist

Enclosure

cc: w/enclosure

J. Carswell, CBFO	* ED	J. Kieling, NMED	ED
M. Brown, CBFO	ED	R. Maestas, NMED	ED
M. Navarrete, CBFO	ED	D. Biswell, NMED	ED
M. Stapleton, CBFO	ED	H. Tellez, NMED	ED
M. Fineran, CBFO	ED	T. Runyon, CTAC	ED
E. Garza, CBFO	ED	P. Martinez, CTAC	ED
R. Elmore, CBFO	ED	C. Castillo, CTAC	ED
J. Britain, NWP	ED	M. Leroch, CTAC	ED
D. Huddleston, NWP	ED	K. Gentry, CTAC	ED
V. Ballew, NWP	ED	H. Kirschenmann, CTAC	ED
S. Saiz, NWP	ED	D. Harvill, CTAC	ED
A. Boyea, NWP	ED	G. White, CTAC	ED
J. Walsh, EPA	ED	CBFO QA File	
J. Ellis, EPA	ED	CBFO M&RC	
T. Peake, EPA	ED	*ED denotes electronic distribution	



CARLSBAD FIELD OFFICE SURVEILLANCE PLAN

Surveillance Number: S-18-24

Organization: Nuclear Waste Partnership LLC (NWP)

Date and Location of Surveillance: December 5-7, 2017
Encorus Group
23 Mechanic Street, Springville, NY

Surveillance Team:

Dennis Miehl	Carlsbad Field Office (CBFO) Quality Assurance Representative
Harley Kirschenmann	Surveillance Team Lead, CBFO Technical Assistance Contractor (CTAC)
Katie Gentry	Surveillance Team Member, CTAC

Surveillance Scope:

Perform a CBFO surveillance of the NWP performance of the supplier evaluation of Encorus Group in accordance with this plan, a separate checklist, and the governing documents/requirements identified below.

The scope of the NWP audit will evaluate the adequacy and effective implementation of the established Encorus Quality Assurance (QA) Program to provide NWP with professional engineering, testing, and inspection services in accordance with NWP requirements, in order to place Encorus Group on the NWP Qualified Suppliers List.

Governing Documents/Requirements:

- WP 13-1, *Nuclear Waste Partnership LLC Quality Assurance Program Description (QAPD)*
- WP 13-QA.03, *Quality Assurance Independent Assessment Program*
- WP 10.4, *Surveillances*
- WP 13-QA3012, *Supplier Evaluation/Qualification*
- Other NWP implementing procedures as applicable

Activities/Contracts/Tasks to be assessed:

The CBFO surveillance team will assess the NWP supplier evaluation of Encorus Group in accordance with the NWP Audit Plan E18-03, to be provided to CBFO by NWP. The team will assess the NWP process used to audit the implementation of the established Encorus Group QA Program (QA manual and implementing procedures) for professional engineering, testing, and inspection services for design and fabrication of nuclear safety equipment for the Waste Isolation Pilot Plant (WIPP) facility.

No specific procurement document has yet been identified, so NWP will audit the Encorus QA Program in accordance with WIPP requirements for design and fabrication of nuclear safety equipment.

Schedule of Surveillance Activities:

The NWP pre-audit conference with Encorus Group is scheduled for December 5, 2017, at the Encorus Group facilities. The time of the meeting is yet to be determined.

The NWP post-audit meeting will be held December 7, 2017, at the Encorus Group facilities. The time of the meeting is yet to be determined.

The CBFO/CTAC surveillance team post-surveillance meeting will be held with NWP on December 7, 2017, subsequent to NWP-Encorus Group post-audit meeting.

Prepared by: Katie Gentry for Date: 11-16-17
Harley Kirschenmann, CTAC
Surveillance Team Leader

Concurrence by: Dennis S. Mehlis for Date: 11-16-17
Dennis S. Mehlis, CBFO
Senior Quality Assurance Specialist