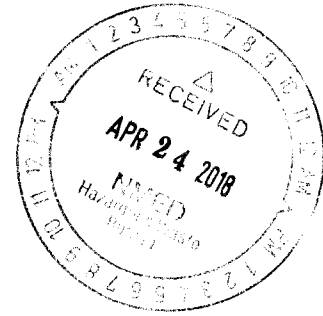




**Department of Energy**  
 Carlsbad Field Office  
 P. O. Box 3090  
 Carlsbad, New Mexico 88221  
**APR 24 2018**

**ENTERED**



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

**Subject:** Notification of Audit A-18-22, NWP Quality Assurance Program

Dear Ms. McDaniel:

Please be advised that Carlsbad Field Office Audit A-18-22 of selected elements of the Nuclear Waste Partnership LLC Quality Assurance Program will be conducted June 12-14, 2018, at the Waste Isolation Pilot Plant in Carlsbad, New Mexico. The audit will be conducted in accordance with the enclosed audit plan.

You are requested to coordinate with the audit team to provide knowledgeable personnel to support the audit. Please provide appropriate space to conduct meetings, 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, Acting Director  
 Carlsbad Field Office, Office of Quality Assurance

Enclosure

cc: w/enclosure

- |                    |     |                   |    |
|--------------------|-----|-------------------|----|
| J. Carswell CBFO   | *ED | J. Kieling, NMED  | ED |
| D. Miehl, CBFO     | ED  | R. Maestas, NMED  | ED |
| M. Stapleton, CBFO | ED  | D. Biswell, NMED  | ED |
| E. Garza, CBFO     | ED  | H. Tellez, NMED   | ED |
| R. Elmore, CBFO    | ED  | M. McLean, NMED   | ED |
| B. Covert, NWP     | ED  | T. Runyon, CTAC   | ED |
| J. Britain, NWP    | ED  | P. Martinez, CTAC | ED |
| D. Huddleston, NWP | ED  | M. Leroch, CTAC   | ED |
| V. Ballew, NWP     | ED  | C. Castillo, CTAC | ED |
| S. Saiz, NWP       | ED  | J. Schuetz, CTAC  | ED |
| A. Boyea, NWP      | ED  | D. Harvill, CTAC  | ED |
| J. Walsh, EPA      | ED  | G. White, CTAC    | ED |
| J. Ellis, EPA      | ED  | CBFO QA File      |    |
| T. Peake, EPA      | ED  | CBFO M&RC         |    |

\*ED denotes electronic distribution



## CARLSBAD FIELD OFFICE AUDIT PLAN

**Audit Number:** A-18-22

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

**Organizations to be Notified:** NWP

**Date and Location:** June 12 – 14, 2018  
Waste Isolation Pilot Plant (WIPP) near Carlsbad, New Mexico

**Audit Team:**

Martin Navarrete	CBFO Quality Assurance Management Representative
Micheal Stapleton	CBFO Quality Assurance Specialist
Jim Schuetz	Audit Team Leader, CBFO Technical Assistance Contractor (CTAC)
Kirk Kirkes	Auditor, CTAC
Matt Leroch	Auditor, CTAC
Charlie Riggs	Auditor, CTAC
Jack Walsh	Auditor, CTAC

### **Audit Scope:**

The audit will evaluate the adequacy, implementation, and effectiveness of the NWP Quality Assurance (QA) Program related to Criteria 1 through 9 of the *Quality Assurance Program Requirements for Nuclear Facilities (ASME NQA-1, 1989 Edition)*, and the corresponding sections of the *CBFO Quality Assurance Program Document (QAPD)*.

### **Activities/Tasks/Areas to be Included in the Audit:**

Implementation of the following quality elements of NQA-1 will be evaluated:

- Organization
- Quality Assurance Program
- Design Control
- Procurement Document Control
- Instructions, Procedures, and Drawings
- Document Control
- Control of Purchased Items and Services
- Identification and Control of Items
- Control of Processes

**Governing Documents/Requirements:**

Adequacy, implementation, and effectiveness of the NWP QA Program will be based on current versions of the following documents:

- DOE/CBFO-94-1012, *Quality Assurance Program Document (QAPD)*
- WP 13-1, *NWP Quality Assurance Program Description*
- NWP implementing procedures

Checklists will be developed from selected NWP procedures that implement the requirements of NQA-1 Criteria 1 through 9.


**Schedule of Audit Activities:**

A pre-audit conference is scheduled for 8:30 a.m. on Tuesday, June 12, 2018, and will be conducted at the WIPP site in room locations to be determined prior to the audit.

Audit team caucus meetings will be held at 3:30 p.m. on Tuesday and Wednesday, June 12 and 13, 2018, and at 2:00 p.m. on Thursday, June 14, 2018, and will be conducted at the WIPP site in room locations to be determined prior to the audit.

Daily management briefings will be held at 8:30 a.m. on Wednesday and Thursday, June 13 and 14, 2018, and will be conducted at the WIPP site in room locations to be determined prior to the audit.

A post-audit conference is scheduled for 3:00 p.m. on Thursday, June 14, 2018, and will be conducted at the WIPP site in room locations to be determined prior to the audit.

Prepared by:   
James Schuetz, CTAC  
Audit Team Leader

Date: 4/23/18

Concurrence:   
Acting Director  
CBFO Office of Quality Assurance

Date: 4-24-18