



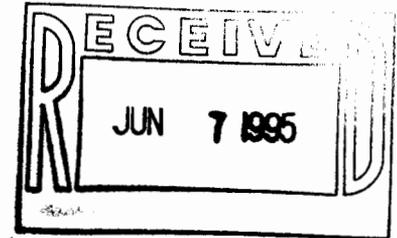
Department of Energy  
Carlsbad Area Office  
P. O. Box 3090  
Carlsbad, New Mexico 88221

WIPP file

RECEIVED

JUN 01 1995

Mr. Steve Zappe  
New Mexico Environment Department  
Hazardous Radioactive Materials Bureau  
P. O. Box 26110  
Santa Fe, NM 87502



Dear Mr. Zappe:

Enclosed is the Carlsbad Area Office (CAO) Observer Protocol instruction for representatives observing activities relevant to the WIPP Program. The instructions are intended to make the observing process more effective for all. Please make these instructions available to my observers representing you or your organization.

If you have any additional comments, please contact me at (505) 234-7484.

Sincerely,

*R. Dennis Brown*  
R. Dennis Brown  
QA Manager

Enclosure

cc w/enclosure:  
G. Dials, CAO  
D. Hurtt, CAO  
C. Wayman, CAO  
C&C File



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## **PROTOCOL FOR DOE/CARLSBAD AREA OFFICE OBSERVERS ON ASSESSMENTS**

### **General**

1. The purpose of CAO participation in assessment activities is to observe the manner in which a CAO organization is verifying that its subcontractors have established and effectively implemented QA programs which meet required regulatory standards. Additionally, CAO observers are encouraged to provide suggestions which may improve the assessment process or the program adequacy.
2. All DOE/Carlsbad Area Office (CAO) observers are considered guests of the organization performing the assessment. The Assessment Team Leader is responsible for the conduct of the assessment.
3. Any external observers, such as regulators and stakeholders, are in turn considered guests of the CAO and the assessment team.
4. All observers should be invited to attend any meetings related to the assessment.

### **Planning**

1. WID, INEL, LANL, SNL, and DOE TRU waste generator sites will provide the CAO QA Manager and the WTAC Assessment Task Leader with telephone or FAX updates of assessment schedules with specific dates of each assessment.
2. CAO will make every effort to notify the organization performing the assessment at least two weeks in advance of their participation. CAO will provide names and any required security information.
3. The CAO will serve as the interface with regulators, stakeholders, and other interested parties. CAO will coordinate logistics with the Assessment Team Leader and the observers.
4. The organization performing the assessment will provide the CAO with requested information concerning the assessment, such as checklists, QA plans, etc. The CAO will pass this information on to any

5. The organization performing the assessment should hold a pre assessment orientation for the benefit of the observers. It is suggested that this meeting be held shortly before the pre-assessment meetings/conference for activities. The organization performing the assessment should explain the purpose and scope of the assessment, go over daily schedules, assure that observers unfamiliar with the WIPP protocol understand their roles, and answer any last minute questions.

### **Conduct**

1. The organization performing the assessment should ensure that all observers are introduced in the pre assessment meeting. They should also be given an opportunity to speak.
2. The observers should be given the opportunity to ask questions during the conduct of the assessment. These observers will limit their questions to issues directly related to the area being assessed and will direct the questions to the participant assessor. If it is apparent that the CAO observer's question is not resolved, the assessor will ask the observer to document the question on a formal Observer Inquiry Report. This Report will go to the Assessment Team Leader for resolution. It is suggested that the organization performing the assessment make every attempt to resolve these issues during the assessment.
3. The observers should be offered the opportunity to participate in the daily caucus.
4. The organization performing the assessment should offer the observers the opportunity to present comments on the assessment in an informal meeting prior to the post assessment meeting.
5. The organization performing the assessment should ensure that all observers are re-introduced in the post assessment meeting. They should also be given an opportunity to speak.

### **Followup**

1. The CAO will issue an Overview Report for each assessment which is observed. Unresolved Observer Inquiry Reports will be included with the report. The organization performing the assessment may be formally requested to respond to an observer concern that was not adequately resolved during the assessment.

2. It is expected that other observers will also issue some type of evaluation report.