

United States Government

Department of Energy

memorandumCarlsbad Area Office
Carlsbad, New Mexico 88221

DATE: SEP 12 1995

REPLY TO
ATTN OF: CAO:AT: RDB: 95-1994

SUBJECT: Audit Notification: Qualification of Existing Data (A-95-05)

TO: L. Shephard, Manager, WIPP Project Department, MS#1395, SNL

In support of the Carlsbad Area Office(CAO), the Albuquerque Operations (AL) Offices' Performance Assessment Division will be performing an audit on the Qualification of Existing Data activities conducted for the CAO. The audit will be performed from September 19-21, 1995. Observers from the Environmental Protection Agency and the Environmental Evaluation Group may also attend.

Ben Snow, DOE/AL, will be the Audit Team Leader. The audit team will review objective evidence to determine whether the qualification activities already performed met the requirements contained in the Sandia National Laboratories, Waste Isolation Pilot Plant, Quality Assurance Procedure, QAP-20-03, "Qualifications of Existing Data."

Attached is the audit plan to be followed during the conduct of the audit. If you have any questions or comments concerning this audit, please contact me at (505) 234-7484.



R. Dennis Brown, Manager
Quality Assurance

Attachment

cc: w/attachment
K. Boardman, PAD
M. McFadden, CAO
J. Mewhinney, CAO
R. Lark, CAO
M. Italiano, DOE-CAO
J. Thies, DOE-CAO/WTAC
S. Zappe, NMED
J. Benetti, EPA-NV
A. Stevens, MS #1391, SNL/NM
J. Kenney, EEG/Carlsbad
B. Walker, EEG/CARLSBAD
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CARLSBAD AREA OFFICE AUDIT PLAN

Audit Number: A-95-05

Organization: Sandia National Laboratories/New Mexico and CAO/WTAC

Date: September 19-21, 1995, BDM Building, Albuquerque, New Mexico
September 20, 1995, WTAC offices, Carlsbad, NM

Audit Team: Ben Snow - Audit Team Leader, DOE/AL/PAD
Charlotte Robinson - Audit Team Member, DOE/AL/OMD
Nathan Morley - Audit Team Member, DOE/AL/PAD

Audit Scope: To evaluate whether the process used to qualify existing data for the Waste Isolation Pilot Plant (WIPP) project met established procedure requirements.

Activities/Contacts/Tasks to be audited:

Record package assembly, Independent Review Team review, qualification method determination

Governing Documents/Requirements/Criteria to audit:

- I. SNL/NM WIPP, Quality Assurance Procedure (QAP) 20-3, "Qualification of Existing Data," revision current at time of qualification process.
- II. WTAC Independent Review Team (IRT) Desk Instruction, "IRT Review of SNL Data Records Packages: Requirements and Processes," revision current at time of qualification process.
- III. SNL/NM WIPP, QAP 17-1, "Records Management," revision current at time of qualification process.

Audit Agenda

September 19

Observer Orientation Meeting 7:45 a.m., BDM Building

Pre Audit Conference 8:00 a.m., BDM Building

Audit 9:00 a.m. - 3:00 p.m.

Team/Observer Caucus 3:00 p.m. - 4:00 p.m.

September 20

Management Meeting 8:00 a.m. - 9:00 a.m.

CAO/WTAC Interviews and data collection 10:00 a.m. - 1:30 p.m.

Audit 9:00 p.m. - 3:00 p.m.

Team/Observer Caucus 3:00 p.m. - 4:00 p.m.

September 21

Management Meeting 8:00 a.m.

Audit 9:00 a.m. - 11:00 a.m.

Team/Observer Caucus 12:00 p.m. - 2:00 p.m.

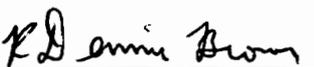
Post Audit conference 2:00 p.m. - 3:00 p.m.

Prepared By:


Ben Snow, Audit Team Leader, DOE/AL/PAD

9/11/95
Date

Approved By:


R. Dennis Brown, CAO QA Manager

9/12/95
Date