

United States Government

Department of Energy

# memorandum

Carlsbad Area Office  
Carlsbad, New Mexico 88221

DATE: SEP 09 1996  
REPLY TO: CAO:AT:RD 96-2042  
ATTN OF:  
SUBJECT: CAO Quality Assurance Auditor Training Classes  
TO: Distribution

CAO quality assurance audit training classes have been scheduled for the week of September 23, 1996. A three day auditor/lead auditor course will be presented from 8:00 am to 5:00 pm each day on Tuesday, 24 September through Thursday, 26 September. This combined course addresses essential QA auditor and audit management skills and includes multiple, hands-on auditing workshops and skill development sessions. The course concludes with an optional one hour closed book exam, successful completion of which may be used as the examination portion of lead auditor certification in accordance with ASME NQA-1. There are preparatory reading assignments and review questions for participants in the Auditor/Lead auditor course, therefore it is important that these attendees be identified as early as practicable.

On Monday, 23 September, from 1:00 to 4:00 pm, a related course will be presented which focuses on the corrective action process and provides information that is helpful in writing and resolving corrective action reports (CARs). Topics that are presented include the deficiency documentation, types of corrective action, response evaluation, and corrective action verification.

Both of these classes will be presented in the CTAC conference room at 101 West Mermod, Carlsbad, NM.

Attendance for each class is limited and class reservations will be assigned on a first come, first served basis.

Contact Donna Eavenson at (505) 234-7332 for reservations and information.



R. Dennis Brown  
Quality Assurance Manager



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