Mr. Steve Zappe  
New Mexico Environment Department  
2044-A Gallisteo  
Santa Fe, New Mexico 87505

Subject: CAO QUALITY ASSURANCE AUDITOR/LEAD AUDITOR TRAINING CLASS MATERIALS

Dear Mr. Zappe,

CTAC has been informed that you are a candidate for participation in the CAO Quality Assurance Corrective Action and the Auditor/Lead Auditor training classes which will be presented by during the week of September 23, 1996. The purpose of this memorandum is to provide class information and to forward the preparatory course materials for those persons.

The Corrective Action course commences at 1:00 pm on Monday, September 23, 1996 in the CTAC conference room at 101 West Mermod, Carlsbad, NM. There is no preparatory reading or review associated with this course.

The Auditor/Lead Auditor course commences at 8:00 am on Tuesday, September 24, 1996 in the CTAC conference room at 101 West Mermod, Carlsbad, NM. Enclosed please find an Auditor/Lead Auditor course manual with a preparatory reading assignment and open-book review questions which should be completed prior to commencement of the class.

If you have any questions or desire additional information, please contact me at (505) 234-3208, or John Ptacek at (505) 234-3212.

Sincerely,

M. Horseman
Course Instructor

Enclosure

cc: w/enclosure  
CTAC Project Records  
CTAC QA TR-96-006

cc: w/o enclosure  
A. Hakl, CTAC