



Carlsbad Area Office Technical Assistance Contractor

Post Office Box 1270
Carlsbad, New Mexico 88221
(505) 885-0085



~~SEP 10 1996~~

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,

Marilyn Horseman

M. Horseman
Course Instructor

Enclosure

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

cc: w/o enclosure
A. Hakl, CTAC



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