

CTAC CAO Technical Assistance Contractor

FAX Cover Sheet

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Date 7/9/97

Time 10:15 a.m./p.m.

No. of Pages (incl. this cover sheet) 7

From Amy I. Arceo

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Subject RFETS AUDIT INFORMATION

If transmission is incomplete or illegible, please call sender at the phone number listed above

PLEASE DELIVER THE FOLLOWING PAGES TO:

Name Steve Zappe

FAX Number (505) 827-1544

Company/Location NMED

Comments Please share the information with Timothy Michael.

TRANSMITTED FROM FAX (505) 234-3195



**INFORMATION FOR THE INSPECTORS/OBSERVERS
CAO AUDIT A-97-03, RFETS, GOLDEN, COLORADO
July 14- 18, 1997**

Monday, July 14, 1997

7:45 a.m. Auditor/Inspector/Observer Meeting Building 111 Auditorium

8:30 a.m. Kickoff Meeting Building 111 Auditorium

Checklists and additional information will be provided at the 7:45 a.m. meeting.

Visitors without Badge check through T120A -Security Traller - See attached Maps

Visitors with DOE common badges enter on the right side of the West Gate - See Attached Maps

Bring Safety Shoes and Safety eyeglasses, if you have them.

Call Marlin Horseman at the Holiday Inn, if you need entry information

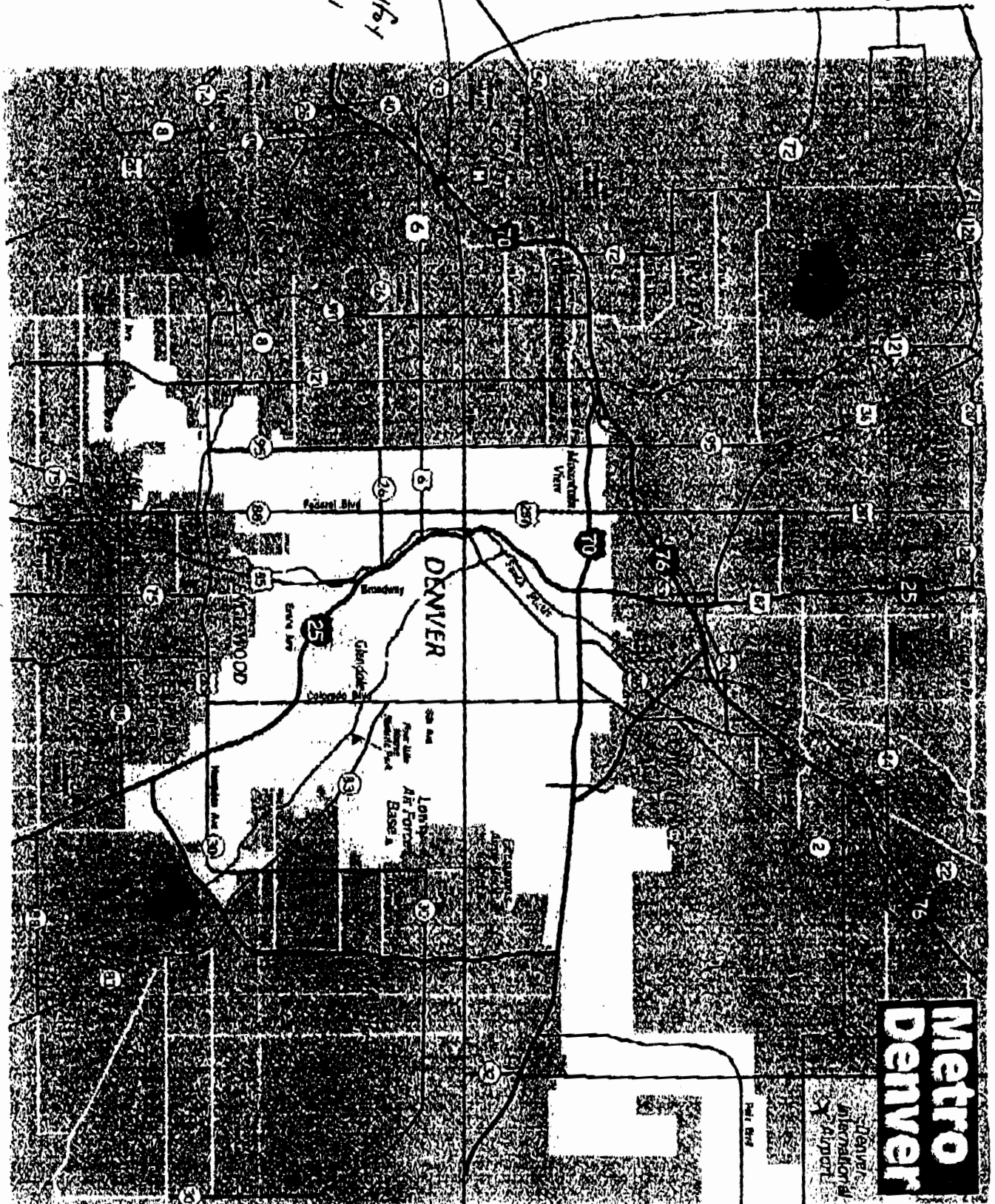
**Holiday Inn
14707 W. Colfax, Golden, Colorado
(303) 279-7611**

Attachments:

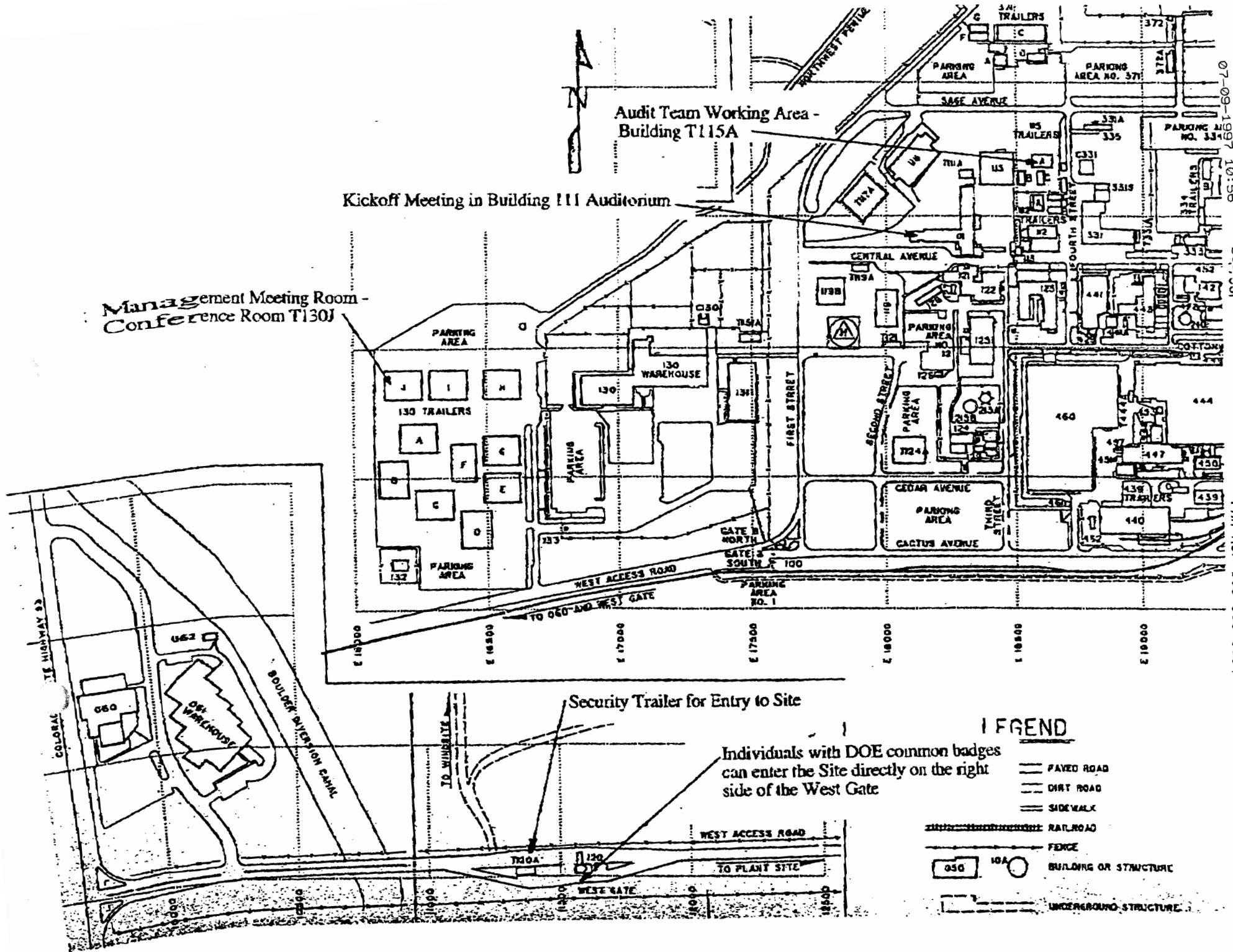
- Map - Metro Denver**
- Map - RFETS**
- Audit Schedule**

WEST
GATE

HOLLADAY
EIN
14707 W. Colfax
(303) 279-7611



**Metro
Denver**
Denver International Airport



Audit Team Working Area - Building T115A

Kickoff Meeting in Building 111 Auditorium

Management Meeting Room - Conference Room T130J

Security Trailer for Entry to Site

Individuals with DOE common badges can enter the Site directly on the right side of the West Gate

LEGEND

- PAVED ROAD
- DIRT ROAD
- SIDEWALK
- RAILROAD
- FENCE
- BUILDING OR STRUCTURE
- BUILDING OR STRUCTURE
- UNDERGROUND STRUCTURE

CAO AUDIT A-97-03 - RFETS

MONDAY 7/14	TUESDAY 7/15	WEDNESDAY 7/16	THURSDAY 7/17	FRIDAY 7/18
<p>7:45 Auditor / Observer Meeting 8:30 AM Kick-Off 9:00 AM Audit Begins - Procedures Adequacy Discussion</p> <p><u>DB</u> - Organization</p> <p><u>Tm A:</u> Container handling, Doc. Contrl., CAR 96-005</p> <p><u>Tm B:</u> Procmt. Doc. Ctrl. RTR Operation, NDA</p> <p><u>Tm C:</u> AK, Data Review, SQA, Audits,</p> <p><u>Tm D:</u> NCR's / Corrective Actions, RCRA PDP</p>	<p>7:00 AM - Start Audit 7:30 AM - Mgmt. Mtg. 8:00 - Gas Sampling, AK Presentation</p> <p><u>DB</u> - AK</p> <p><u>Tm A:</u> Payload Certification, Doc. Ctrl., Records, CARs 96-006, & -010</p> <p><u>Tm B:</u> CAR 96-09; Gas Sampling, CAR 96-010, NDA</p> <p><u>Tm C:</u> AK, SQA, CARs; 96-010, -012 & -013, Surveillances, AK</p> <p><u>Tm D:</u> Gas Sampling</p>	<p>7:00AM - Start Audit 8:00AM - Mgmt.Mtg.</p> <p><u>Tm A:</u> TRUPACT Loading, Data Review</p> <p><u>Tm B:</u> Processes Control, PDP, SUMMA Cleaning, NDA</p> <p><u>Tm C:</u> Data Review, SQA, M&TE, CARs 96-002 & -011,</p> <p><u>Tm D:</u> Sample Control, and Training</p>	<p>7:00 AM - Start Audit 8:00 AM - Mgmt. Mtg.</p> <p><u>Tm A:</u> Transportation, insp., handling/storing/ shipping, test control, records, WPF</p> <p><u>Tm B:</u> QA elements of RTR, NDA, & Sampling Design</p> <p><u>Tm C:</u> WWIS status / M&TE SQA</p> <p><u>Tm D:</u> NCR's / Corrective Actions, Newly Generated Waste, Training</p>	<p>7:00 AM - Start Audit 8:00 AM - Mgmt. Mtg.</p> <p><u>DB</u> - Exit Prep.</p> <p>ALL Teams Wrap-Up & Exit Prep.</p>

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12:00 PM Lunch	12:00 PM Lunch	12:00 PM Lunch	12:00 PM Lunch	11:30 pm Lunch
<p><u>DB</u> - Mgmt. Assmt.</p> <p><u>Tm A:</u> Container handling, and movement, Doc. Control, CAR 96-005</p> <p><u>Tm B:</u> Procmt. Doc. Ctrl., Supplier Eval., NDA, RTR</p> <p><u>Tm C:</u> AK, Data Review, SQA, CARs 96-010, -012 & -013 Audits</p> <p><u>Tm D:</u> NCR's / Corrective Actions, Headspace Gas, PDP</p> <p>4:00 CAUCUS</p>	<p><u>DB</u> - AK</p> <p><u>Tm A:</u> Payload certification Doc. Ctrl., Records, CARs 96-006 & -010</p> <p><u>Tm B:</u> ID & Control of Items, Process Control, Review CAR 96-09; Headspace VOC's, NDA</p> <p><u>Tm C:</u> AK, SQA, Report Prep. / CAR 96-006</p> <p><u>Tm D:</u> Headspace VOC's / Sample Control</p> <p>4:00 CAUCUS</p>	<p><u>Tm A:</u> TRUPACT II Loading, Data Review</p> <p><u>Tm B:</u> RTR, NDA, PDP, Headspace Gas</p> <p><u>Tm C:</u> Data Review, Validation, SQA, Report Prep., / Sampling Design</p> <p><u>Tm D:</u> (H₂ & CH₄), Training</p> <p>4:00 CAUCUS</p>	<p><u>Tm A:</u> Transportation, insp., handling/ storing./ shipping, test control records, WPF</p> <p><u>Tm B:</u> Assist as necessary</p> <p><u>Tm C:</u> M&TE, SQA, Report Prep., / M&TE, CARs 96-002 & -011, WPF Status</p> <p><u>Tm D:</u> NCR's / Corrective Actions, Training</p> <p>4:00 CAUCUS</p>	<p>1:00PM Exit Meeting</p>

Audit Team Leader (ATL): DB - Organization, Management Assessment, Acceptable Knowledge

Team "A" - Instructions, Procedures & Drawings, Document Control, Inspection, Test Control, Handling Storage & Shipping, Inspection Test & Operating Status, QA Records, Transportation, Packaging, Shipping

Team "B" - Procurement Document Control, Control of Purchased Material, Equipment and Services, Identification and Control of Items, Control of Processes, NDA (plus DQA's, QAO's, PDP), RTR (plus DQO's, QAO's), Subcontractor NDA Interface - Procedures and Documentation "CANBERRA", Sampling Design

Team "C" - Control of M&TE, Audits, Surveillances, Software QA, Acceptable Knowledge, Data Review Verification and Validation, Waste Profile Forms, WWIS Interface and Status, Software, M&TE

Team "D" - Qualification & Personnel Training, Grading, Control of Nonconforming Items, Corrective Action, Sample Control, RCRA PDP, Acceptable Knowledge, Headspace Gas Sampling & Analysis (plus PDP)