memorandum

DATE: June 2, 1998
REPLY TO CAO:QA:RAS 98-0931 UFC 2300
ATTN OF: Audit (A-98-26) of Rocky Flats Environmental Technology Site (RFETS) Characterization and Certification Programs
SUBJECT: Keith Klein, RFFO
TO: Your representatives are requested to coordinate with the audit team to develop the necessary documentation for team access to RFETS facilities, arrange for appropriate space to conduct meetings, provide cognizant personnel to support the audit, and provide the audit team with access to appropriate documentation and records.

If you have any questions or comments concerning this audit, please contact Butch Stroud at (505) 234-7483, or Dennis Brown at (505) 234-7484.

George T. Basabilvazo, Acting Assistant Manager
Office of Regulatory Compliance and Assurance

Attachment
Keith Klein

cc w/attachment:
D. Brown, CAO
L. Chism, CAO
B. Stroud, CAO
T. Bowden, CTAC
M. Horseman, CTAC
D. Winters, DNFSB
B. Walker, EEG
M. Eagle, EPA
K. Rogers, EPA
S. Zappe, NMED
A. Flewelling, RFETS
G. O’Leary, RFETS
J. Stroble, WID
C. LSBAD AREA OFFICE AUDIT PLAN

Audit Number: A-98-26

Organization: Rocky Flats Environmental Technology Site (RFETS)

Date and Location: June 24-26, 1998, Golden, Colorado

Audit Team: Sam Vega (CAO Audit Team Leader), Dennis Brown (CAO QA Manager), Butch Stroud (CAO Waste Certification Manager), Marlin Horsemman (Auditor, CTAC), Amy Arceo (Auditor, CTAC), Norm Frank (Auditor, CTAC), Ava Holland (Auditor, CTAC), Pete Rodriguez (Auditor, CTAC), Jack Walsh (Auditor, CTAC), Ken Coop (Technical Specialist, CTAC), Mark Doherty (Technical Specialist, CTAC), Vann Bynum (Technical Specialist, SAIC)

Audit Scope: The audit will evaluate the adequacy, implementation, and effectiveness of technical and quality assurance processes related to the RFETS TRU Waste Characterization and Certification activities.

Governing Documents/Requirements:

Adequacy evaluations of new and revised RFETS site and TWCP specific documents will be based on the current revisions of the following documents:

CAO Quality Assurance Program Document, CAO-94-1012
Transuranic Waste Characterization Quality Assurance Program Plan, CAO-94-1010
Waste Acceptance Criteria for the Waste Isolation Pilot Plant, DOE/WIPP-069

Activities to be Audited:

The following CAO quality assurance (QAPD) elements will be evaluated:

Organization
QA Program Implementation
Personnel Qualification and Training
Corrective Action
Documents and Records
Procurement
Measuring and Test Equipment
Assessments
Sample Control
Data Interpretation, Control, and Validation
Software

The following CAO Characterization (QAPP) technical activities will be evaluated:

Acceptable Knowledge
Nondestructive Assay
Real Time Radiography
Visual Examination
Data Validation, Usability, and Reporting
Performance Demonstration Program

The following CAO Certification (WAC) technical activities will be evaluated:

Software (WIPP Waste Information System and Waste and Environmental Management System)

Technical and Quality Assurance checklists will be developed from the active revision of the following documents:

RFETS Quality Assurance Project Plan (QAPjP) for the Transuranic Waste Characterization Program, 95-QAPjP-0050
RFETS Transuranic Waste Management Manual, 1-MAN-008-WM-001
Related RFETS technical and quality assurance implementing procedures

Schedule of Audit Activities:

A pre-audit conference is scheduled for Wednesday, June 24, at 8:00 a.m.

An Audit team caucus will be held at 4:00 p.m. Wednesday and Thursday, June 24 and 25.

The audit team will meet with the appropriate RFETS management at 8:30 a.m. Thursday and Friday morning.

A post-audit conference is scheduled for Friday, June 26, at 10:00 a.m. at the designated RFETS location in Golden, Colorado.

Prepared By:  
Sam Vega, CAO Audit Team Leader
Date: 6/2/98

Approved By:  
Butch Stroud, CAO Waste Certification Manager
Date: 6/2/98

Approved By:  
R. Dennis Brown, CAO QA Manager
Date: 6/2/98