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United States Government

Department of Energy

# memorandum

Carlsbad Area Office  
Carlsbad, New Mexico 88221

DATE: October 15, 1999

REPLY TO  
ATTN OF: CAO:QA:SAV 99-1170 UFC 2300

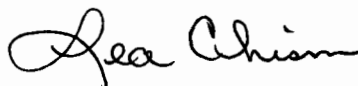
SUBJECT: CAO Audit (A-00-01) of Sandia National Laboratories' Quality Assurance Program

TO: Ned Elkins, SNL

Please be advised that the Carlsbad Area Office (CAO) has scheduled an audit of Sandia National Laboratories' (SNL) NWMP Quality Assurance Program to be conducted at SNL in Carlsbad, New Mexico, November 8 and 9 and Albuquerque, New Mexico, November 10 through November 12, 1999. The audit will be conducted in accordance with the attached audit plan. Representatives from CAO, the Environmental Protection Agency (EPA), and the Environmental Evaluation Group (EEG) may be present to observe the audit process.

CAO requests that SNL provide the audit team with the necessary support to gain access to SNL facilities, arrange for appropriate space to conduct meetings, schedule cognizant SNL personnel to support the audit, and provide access to appropriate current documentation and records. SNL is also requested to provide the audit team with an overhead projector and access to a telephone, copier, fax, computer, and printer.

If you have any questions or comments concerning the audit, please contact me at (505) 234-7484 or Steve Davis, Audit Team Leader, at (505) 234-3205.



for Samuel A. Vega  
Acting Quality Assurance Manager

Attachment



Ned Elkins

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October 15, 1999

cc w/original attachment:  
L. Chism, CAO

cc w/attachment:  
G. Basabilvazo, CAO  
S. Ailes, CTAC  
T. Bowden, CTAC  
S. Davis, CTAC  
W. Ledford, CTAC  
B. Walker, EEG  
M. Eagle, EPA  
✓ S. Zappe, NMED  
J. Archuleta, SNL  
S. Pickering, SNL



## CARLSBAD AREA OFFICE AUDIT PLAN

**Audit Number:** A-00-01

**Organization:** Sandia National Laboratories (SNL)

**Date and** November 8-12, 1999

**Location:** Carlsbad and Albuquerque, New Mexico

<b>Audit Team:</b>	Steve Davis	Audit Team Leader, CTAC
	Lea Chism	Auditor, CAO
	Steve Calvert	Auditor, CTAC
	Jack Walsh	Auditor, CTAC
	Sid Ailes	Auditor, CTAC
	Chet Wright	Auditor, CTAC

**Audit Scope:** The audit will verify the adequacy and implementation of Sandia National Laboratories' (SNL) Nuclear Waste Management Program (NWMP) Quality Assurance Program procedures for Waste Isolation Pilot Plant (WIPP) activities. This will include Performance Assessment (PA) and Sensitivity Analysis activities, evaluation of the effectiveness of software quality assurance controls, and evaluation of continued corrective action implementation for conditions identified during the previous CAO audit.

### Activities/Tasks to be Audited:

SNL activities related to implementation of the requirements of the CAO Quality Assurance Program Document (QAPD) and the SNL implementing procedures will be evaluated. Audit checklists will be developed from SNL implementing procedures and plans.

### Schedule of Audit Activities:

A preaudit conference is scheduled for Monday, November 8, 1999, at 10:00 a.m. in the SNL Large Conference Room, Carlsbad, New Mexico.

The audit team will caucus at 4:00 p.m. Monday through Thursday.

The audit team will brief appropriate SNL management at 8:30 a.m. Tuesday through Thursday.

A postaudit conference is scheduled for Friday, November 12, 1999 at 11:00 a.m. in Building 823, Room 2301, at Kirkland AFB.

Prepared By: Steve Davis  
Steve Davis, Audit Team Leader

Date: 10/12/99

Approved By: Lea Chiam  
for Sam Vega, CAO QA Manager

Date: 10/14/99