United States Government

memorandum

Carlsbad Area Office
Carlsbad, New Mexico 88221

DATE: October 15, 1999
REPLY TO: CAO:QA:SAV 99-1170 UFC 2300
ATTN OF: 

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.

Signature

Samuel A. Vega
Acting Quality Assurance Manager

Attachment
Ned Elkins

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

October 15, 1999
CARLSBAD AREA OFFICE AUDIT PLAN

Audit Number: A-00-01

Organization: Sandia National Laboratories (SNL)

Date and Location: November 8-12, 1999, Carlsbad and Albuquerque, New Mexico

Audit Team: 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.

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