

United States Government

Department of Energy

memorandum

Carlsbad Area Office
Carlsbad, New Mexico 88221

DATE: July 26, 2000

REPLY TO
ATTN OF: CAO:QA:SAV:VW:00-0843 UFC:2300

SUBJECT: Audit (A-00-14) of the Waste Isolation Division (WID) – Limited Scope


TO: Joe Epstein, General Manager, Westinghouse WID

Please be advised that the Carlsbad Area Office (CAO) has elected to limit the scope of the previously scheduled audit. This determination is based on the impending fiscal years' end and the resulting changes that may occur to the M&O contract. Accordingly, this audit notification memorandum supersedes the previous memorandum dated July 6, 2000 (CAO:QA:SAV:VW:00-0833A UFC 2300).

A team of auditors from the CAO will conduct the subject audit at the WIPP Site August 7-8, 2000. The audit will be conducted in accordance with the attached revised audit plan. Observers from the EPA, EEG and other interested parties may also accompany the audit team. The checklists for the audit will be transmitted to your representative prior to the audit.

You are requested to provide the resources necessary to coordinate with the audit team and 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 concerning the audit, please contact me at (505) 234-7423.


for Samuel A. Vega
Quality Assurance Manager

Attachment

000750



J. Epstein

-2-

July 26, 2000

cc w/attachment:

L. Chism, CAO

R. Stroud, CAO

L. Dalton, WID

T. Ferguson, WID

M. Lipscomb, WID

G. Young, WID

T. Bowden, CTAC

P. Rodriguez, CTAC

✓ S. Zappe, NMED

M. Eagle, EPA

B. Walker, EEG

C. Walker, Techlaw

B. Vocke, Techlaw



**CARLSBAD AREA OFFICE
AUDIT PLAN
(Supersedes previous plan submitted 07/06/00)**

Audit Number: CAO A-00-14

Organization: Waste Isolation Division (WID)

**Date and
Location of Audit:** August 7 – August 8, 2000
Waste Isolation Pilot Plant, Carlsbad, NM

Audit Team:

Pete Rodriguez	Audit Team Leader, CTAC
Sam Vega	CAO QA Manager
Steve Davis	Auditor, CTAC
Jim Schuetz	Auditor, CTAC
Jack Walsh	Auditor, CTAC

Audit Scope:

The audit will verify WID's continued implementation of selected quality assurance requirements defined in the CAO and WID Quality Assurance Program Descriptions (QAPDs), NQA-1, and applicable implementing procedures. The audit will also evaluate the continued adequacy of WID implementing procedures and implementation effectiveness.

Activities to be Audited:

Implementation of the following quality elements and supporting plans, procedures, and instructions will be audited:

- Quality Assurance Program and Organization
- Personnel Qualification and Training
- Documents (preparation, review, approval and control)
- Records (QA Documents)

Governing Documents/Requirements:

Checklists will be developed from the CAO and WID QAPDs and NQA-1.


Schedule of Audit Activities:

A pre-audit meeting is scheduled for Monday, August 7, at 8:30 a.m. at a designated location at the WIPP site.

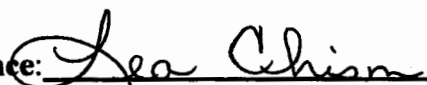

A management briefing will be held Tuesday, August 8, at 8:30 a.m. at the designated location at the WIPP site.

A daily audit team caucus meeting will be held Monday, August 7, at 4:30 p.m. to evaluate audit progress, concerns, and logistics.

A post-audit meeting will be held Tuesday, August 8, at 2:00 p.m. at the designated location at the WIPP site.

Prepared by: 
Pete Rodriguez, CTAC
Audit Team Leader

Date: 7/25/00

Concurrence: 
 Samuel A. Vega, Manager
CAO Quality Assurance

Date: 07/26/00