



CTAC CBFO Technical Assistance Contractor

FAX Cover Sheet

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Date 2/22/01 Time 3:21 a.m./p.m.

No. of Pages (including this cover sheet) _____

From STEVE DAVIS Telephone (505) 234-

Subject Auditor/Lead Auditor/Technical Specialist Course

(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



AUDITOR/LEAD AUDITOR/TECHNICAL SPECIALIST TRAINING COURSE

DOE's Carlsbad Field Office (CBFO) and their Technical Support Contractor (CTAC) are presenting Auditor/Lead Auditor/Technical Specialist training. Successful completion of the Lead Auditor course satisfies the NQA-1 Criterion 18 and CAO QAPD requirement for audit training that, along with appropriate education, work experience, and audit participation, qualifies one for certification by their employer as a Certified Lead Auditor.

WHAT: NQA-1 AUDITOR/LEAD AUDITOR TRAINING, AND
TECHNICAL SPECIALIST TRAINING

WHEN: FEBRUARY 27 THROUGH MARCH 2, 2001
8AM TO 4PM EACH DAY
Day 4 may be shortened, as warranted

WHERE: NEW MEXICO STATE UNIVERSITY
CARLSBAD, NEW MEXICO

COST: NO COST FOR DOE-COMPLEX PERSONNEL

INSTRUCTOR: MARLIN HORSEMAN, CTAC

CERTIFICATE: ATTENDEES RECEIVING A SCORE OF 80% OR GREATER ON THE
AUDITOR/LEAD AUDITOR EXAMINATION AT THE CONCLUSION
OF THE COURSE WILL RECEIVE A CERTIFICATE OF
COMPLETION FROM THE CAO QUALITY ASSURANCE
MANAGER.

CONTACT: INTERESTED PARTIES MAY CONTACT
DANETTE HARVILL, CTAC
505-234-3201

Lodging: Comfort Inn 505-887-1994
Holiday Inn 505-885-8500
Best Western Stevens Inn 505-887-2851
Quality Inn 505-887-2861
All motels accept Government rate of \$50/night

Airline: Mesa Airlines (from Albuquerque) 800-637-2247
Big Sky Airlines (from Albuquerque) 800-237-7788

Car Rental: Hertz (at Cavern City Airport) 800-654-3131
Enterprise 800-325-8007

Directions:

Take National Parks Highway north through town until it turns into Pierce Street. At the far north end of Pierce stay in the far left lane after you pass the hospital on your right. Use the left turn lane and turn on University Drive. Take the left driveway and if possible park in front of the Computer building. Room 106 is directly across from the bookstore.

COURSE DESCRIPTION
CBFO AUDITOR AND LEAD AUDITOR COURSE

This course provides the prospective NQA-1 auditor or Lead Auditor with practical instruction covering the various aspects of the audit process with special emphasize on methods used by the DOE Carlsbad Area Office to perform NQA-1 audits for the WIPP Program. Attendees will receive interactive training relative to the audit and/or Lead Auditor Certification requirements; the selection of the audit team; audit planning; checklist preparation; audit conduct; interviewing; concern thresholds; preparation of the audit report; corrective action follow-up; and records "scrubbing". The course is loaded with practical exercises. Upon completion of the instructions, attendees wishing to take the examination may do so. A passing grade of 80% is required to receive a Certificate of Completion. The class is limited to 20 participants.

COURSE DESCRIPTION
CBFO TECHNICAL SPECIALIST TRAINING

This training course provides technical specialists with practical instruction on their role as members of CBFO site certification audit teams. The course emphasizes the methods to be used by technical specialists to prepare, perform, and coordinate audit activities. The course will cover the various regulatory drivers that require the performance of audits (NMED/EPA regulations). Attendees will receive guidance on checklist (standard and B6) preparation and completion. The course will include information on the types and use of objective evidence. During the course interactive open discussion is encouraged and questions will be answered. At the completion of instruction time will be allotted for any individual discussion on the role of the technical specialist on audit teams. At the conclusion of the course attendees are expected to have a basic understanding of the their role in the audit process.