



# memorandum

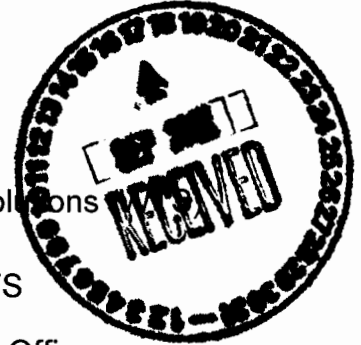
Carlsbad Field Office  
Carlsbad, New Mexico 88221

DATE: September 17, 2001

REPLY TO  
ATTN OF: CBFO:QA:TJR:VW:01-1449:UFC:2300

SUBJECT: Audit (A-02-08) of Conduct of Operations – Westinghouse TRU Solutions

TO: John R. Bennett, Manager Continuous Improvement Program, WTS



Please be advised that a team of auditors from the Carlsbad Field Office will perform an audit of Conduct of Operations at the WIPP Site on October 1-12, 2001. The audit will be conducted in accordance with the attached audit plan. Observers from the Environmental Evaluation Group (EEG) and other interested parties may also accompany the audit team.

You are requested to provide the resources necessary to coordinate with the audit team, provide cognizant personnel to support the audit, arrange for appropriate space to conduct meetings, and provide the audit team with access to appropriate operating areas, documentation, and records.

If you have any questions concerning this audit, please contact me at ext. 7311 or the assigned Lead Auditor, Wayne Ledford at ext. 7182.

*Signature on file*  
Thomas J. Reese  
Acting Quality Assurance Manager

## Attachment

cc: w/attachment  
L. Chism, CBFO  
M. Eagle, EPA  
S. Zappe, NMED \*ED  
B. Walker, EEG \*ED  
D. Winters, DNSFB \*ED  
P. Dugger, WTS  
M. Gerle, WTS(Operating Record)  
M. Lipscomb, WTS \*ED  
W. Ledford, CTAC \*ED  
B. Barlett, CTAC \*ED  
T. Bowden, CTAC \*ED  
\*ED denotes electronically distributed

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**CARLSBAD FIELD OFFICE  
CONDUCT OF OPERATIONS AUDIT PLAN**

**Audit Number:** CBFO A-02-08  
**Organization:** Westinghouse TRU Solutions (WTS)  
**Date** October 1-12, 2001  
**Location of Audit:** Waste Isolation Pilot Plant, Carlsbad, NM

**Audit Team:**

Wayne Ledford	Audit Team Leader, CTAC
Jack Gilbert	CBFO Management Representative
Casey Gadbury	CBFO Management Representative
Hugh Lentz	Auditor, CTAC
Kathi Dunbar	Auditor, CTAC
Amy Arceo	Auditor, CTAC
Pete Rodriguez	Auditor, CTAC
Andy Stanley	Technical Specialist, CTAC
Bill Bartlett	Technical Specialist, CTAC
Joe Field	Technical Specialist, CTAC
Ernest Preciado	Technical Specialist, CTAC
Jim Waters	Technical Specialist, CTAC
Bob Carver	Technical Specialist, CTAC
Ron Beethe	Technical Specialist, CTAC
Jim Clark	Technical Specialist, CTAC

**Audit Scope:**

The audit will verify WTS's continued implementation of the Conduct of Operations requirements defined in the DOE Order and WTS Conduct of Operations, WP 04-CO, Revision 5 and applicable implementing procedures. The audit will also evaluate the continued adequacy of WTS implementing procedures and implementation effectiveness within the selected requirements.

**Activities to be Audited:**

Implementation of the following elements and supporting plans, procedures and instructions within Waste Handling Operations and Mine Operations will be audited:

- Operations Organization and Administration
- Shift Routines and Operating Practices
- Control Area Activities
- Communications
- Control of On-Shift Training
- Investigation of Abnormal Events
- Notifications
- Control of Equipment and System Status
- Tagouts and Lockouts
- Independent Verification
- LogKeeping
- Operations Turnover

- Operations Aspects of Facility Unique Processes
- Required Reading
- Timely Orders to Operators
- Operations Procedures
- Operator Aid Postings
- Labeling of Equipment and Piping

**Governing Documents/Requirements:**

The overall program adequacy of WTS specific documents will be based on the following documents:

DOE O 5480.19, Conduct of Operations Requirements for DOE Facilities  
WP 04-CO, Revision 5, Conduct of Operations  
Conduct of Operations Matrix, FY00

Checklists will be developed from the latest revision of the following document:

Conduct of Operations Compliance Matrix, FY00 and implementing procedures

**Schedule of Audit Activities:**

A pre-audit meeting is scheduled for Monday, October 1, at 8:00 a.m. at a designated location at the WIPP site.

A management briefing will be held Tuesday through Friday, October 2 – 5, and October 9-11, at 8:30 a.m. at the designated location at the WIPP site.

A daily audit caucus meeting will be held Monday through Friday, October 1-5 and Tuesday through Thursday, October 9-11, at 4:00 p.m. to evaluate audit progress, concerns, and logistics. October 8 is a holiday and no audit activities will occur on that day.

A post audit meeting will be held Friday, October 12, at 10:30 a.m. at the designated location at the WIPP site.

**Prepared By:** signature on file **Date** \_\_\_\_\_  
Wayne Ledford,  
Audit Team Leader

**Concurrence:** signature on file **Date:** \_\_\_\_\_  
Bruce Lilly  
Operations and Safety Manager

**Concurrence:** signature on file **Date:** \_\_\_\_\_  
Thomas J. Reese  
Acting Quality Assurance Manager