



QA: QA

Doris M. Myers, Program Manager  
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**BECHTEL SAIC COMPANY, LLC (BSC) QUALITY ASSURANCE (QA) SUPPLIER AUDIT  
REPORT BSC-SA-02-015 OF PARALLAX, INC.**

Enclosed is the Supplier Audit Report BSC-SA-02-015 of Parallax, Inc. that was performed on March 6-7, 2002, in Germantown, Maryland to evaluate the implementation and effectiveness of Parallax's Quality Assurance Program. Parallax, Inc. provides Categorization of Technical Requirements Documents from Source Documents services.

The audit revealed effective implementation of the quality requirements in BSC Technical Services Subcontract 24540-020-PA-002333, Parallax's Quality Assurance Program, Revision 2, and supporting implementing procedures, with the exception of two deficient conditions in the areas of Document Control and Audits (qualification of auditors). Deficiency Reports (DRs) BSC(V)-02-D-088 and BSC(V)-02-D-089 were issued to document the conditions adverse to quality.

As a result of the audit, Parallax, Inc. will remain on the Office of Civilian Radioactive Waste Management, Qualified Suppliers List for the scope of services which is the Categorization of Technical Requirements Documents from Source Documents. An audit or surveillance will be scheduled to verify completion of corrective actions and to assure continued effective implementation of Parallax's Quality Assurance Program. Additionally, audits or surveillances prior to the next scheduled audit may be performed based on QA program changes, scope of work changes, and/or supplier performance as deemed necessary.

This audit is considered complete and closed as of the date of this letter.

If you have any questions, please contact either Robert D. Habbe at (702) 295-1631 or Daniel A. Klimas at (702) 295-2665.

A handwritten signature in black ink, appearing to read 'D. T. Krishna'.

Donald T. Krishna, Manager  
Quality Assurance

3/25/02  
Date Signed

RDH:bw-0325021947

Enclosure:  
Supplier Audit Report BSC-SA-02-015

*Nmss07*  
*WM-11*  
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*Wyatt*

March 25, 2002

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QA: QA

**BECHTEL SAIC COMPANY, LLC (BSC)  
QUALITY ASSURANCE**

**SUPPLIER AUDIT REPORT**

**OF**

**PARALLAX, INC.**

**GERMANTOWN, MARYLAND**

**REPORT NUMBER BSC-SA-02-015**

**MARCH 6-7, 2002**

Prepared by: Robert D. Habbe  
Robert D. Habbe  
Audit Team Leader  
BSC Quality Assurance

Date: 3-22-02

Approved by: Donald T. Krisha  
Donald T. Krisha, Manager  
BSC Quality Assurance

Date: 3/25/02

## **1.0 AUDIT SUMMARY**

BSC conducted a supplier audit of Parallax, Inc. on March 6-7, 2002, at their Germantown, Maryland facility. Parallax, Inc. provides Categorization of Technical Requirements Documents from Source Documents services. The results of the audit revealed effective implementation of the Parallax Quality Assurance Program (QAP), with the exception of two deficient conditions relating to Document Control and Audits (Auditor Qualification). The conditions adverse to quality are documented in Deficiency Reports (DRs) BSC(V)-02-D-088 and BSC(V)-02-D-089. Details of the deficient conditions are provided in Section 5.0 of this report.

None of the identified deficiencies are considered to have an immediate impact in the quality of the data generated or services provided. As a result of this audit, Parallax, Inc. will remain on the Office of Civilian Radioactive Waste Management (OCRWM) Qualified Supplier List (QSL) on an annual audit schedule. Upon closure, the impact determination documented in the DRs will be evaluated by the Quality Assurance Representative to ensure that there is no impact on YMP work. A follow-up audit or surveillance will be conducted to verify completion of corrective actions and continued effective QA Program implementation. Parallax, Inc. may be placed on a triennial audit schedule if it is determined during the follow-up action that Parallax has effectively implemented their Quality Assurance Program.

## **2.0 SCOPE**

The Supplier Audit was conducted to evaluate the implementation and effectiveness of Parallax's Quality Assurance Program as described in their Quality Assurance Program, Revision 2, associated implementing procedures, and the quality requirements delineated in the BSC Technical Services Subcontract 24540-020-PA-002333. The QA program elements determined to be applicable are: Organization; QA Program; Design Control; Implementing Documents; Document Control; Corrective Action; QA Records; Audits; and Software.

The details of the audit, along with the objective evidence reviewed are contained within the audit checklist, which is available from the BSC Records Processing Center.

## **3.0 AUDIT TEAM MEMBERS AND OBSERVERS**

Robert D. Habbe, Audit Team Leader, BSC QA  
Eric F. Loros, Technical Specialist, BSC QA

#### 4.0 PERSONNEL CONTACTED DURING THE AUDIT

Margie S. Lewis, President, Parallax, Inc.  
Doris M. Myers, Project Manager, Parallax, Inc.  
Fred Stetson, Radioactive Waste Expert, Parallax, Inc.  
Joe Risch, Environmental, Safety & Health Expert, Parallax, Inc.  
Steve Giebel, Nuclear Regulations Expert, Parallax, Inc.

#### 5.0 DEFICIENCIES / RECOMMENDATIONS FOR IMPROVEMENT

The unsatisfactory conditions have been documented on DRs BSC(V)-02-D-088 and BSC(V)-02-D-089 and submitted to the BSC responsible management for Parallax, Inc.'s resolution. The DRs are detailed below. There were no conditions corrected during the audit or recommendations provided.

##### DEFICIENCIES

##### DR BSC(V)-02-D-088

- A. Parallax QAP, Section 8.2.2, states: "Revisions to controlled documents shall be reviewed and approved by the organization that originally reviewed and approved them."
- B. Parallax QAP, Section 8.2.1, states: "A system shall be established and implemented to control the preparation, review, approval, issuance, use and revision of documents that establish policies, prescribe work, specify requirements, or establish design." Parallax QAP, Section 9.2.1, states: "Work shall be performed to established technical standards and administrative controls. Work Instructions, procedures, and other forms of direction shall be developed, verified, validated and approved by technically competent personnel, and shall be provided to employees at their work location." Parallax Quality Implementation Procedure (QIP) 5.0.1, Procedures, Revision 0, Section 5. states: "Procedures are prepared, reviewed, and approved in accordance with this procedure."

Contrary to the above,

- A. No objective evidence could be provided that the Parallax QAP, Revisions 1 and 2, were reviewed and approved by the organization that reviewed and approved Revision 0.

- B. (1) There is no process (procedure) to describe the method for qualification of technical personnel. (2) Two Work Instructions WI-RMP-1 and WI-RMP-2 have been developed to control the BSC work and there is no defined process (procedure) for the preparation, review, approval or issuance of work instructions. (3) A document titled "Technology Methodology" has been created to describe and control the work that Parallax is performing on the BSC purchase order. This document does not comply with the format, review, approval, or revision requirements stated in Parallax QIP 5.0.1.

**DR BSC(V)-02-D-089**

Parallax QIP 2.0.2, Qualification and Certification of Assessment Personnel, Revision 0, Section 1., states: "This procedure describes Parallax's program for qualifying and certifying assessment personnel."

Contrary to the above,

M. Lewis and M. Knapp are performing an independent assessment of the BSC work and no objective evidence of their qualification to QIP 2.0.2 could be provided.

