

PDR - 1
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WM-16 (2)

WM DOCKET CONTROL
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ONWI
Office of Nuclear Waste Isolation

BATTELLE Project Management Division
505 King Avenue
Columbus, Ohio 43201

March 24, 1987

'87 MAR 30 A10:25

James E. Kennedy
United States Nuclear Regulatory Commission
Mailstop 62355
Washington, D.C. 20555

Dear Mr. Kennedy:

DOE/SRPO LEAD AUDITOR TRAINING COURSE

The DOE/SRPO is pleased to announce another session of their Lead Auditor Training Course. This is a five day course to be held the week of June 7, 1987, in Albuquerque, New Mexico.

The attached information sheet provides a summary of the course location and objectives. Please invite appropriate individuals from your organization.

To register for this course and reserve sleeping accommodations at a reduced rate, please have all proposed attendants contact Georgette Ember at FTS 976-5016 or commercial (614)424-5016 by May 15, 1987.

Sincerely,

C. Williams, Jr.

C. Williams, Jr.
Assistant General Manager
for Quality

CW/GME:pjb

Attachment

QA-87-127

WM Record File
106

WM Project 16
Docket No. 1
PDR 4
LPDR 2

Distribution:

<u>Kennedy</u>	<u>JOHNSON</u>
<u>JJK</u>	<u>STILL</u>

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DEPARTMENT OF ENERGY'S SALT REPOSITORY PROJECT OFFICE

LEAD AUDITOR TRAINING COURSE

JUNE 8-12, 1987

CLARION FOUR SEASONS - ALBUQUERQUE, NEW MEXICO

What You Need To Know

Skilled Lead Auditors are necessary to ensure implementation of effective quality programs in the CRWM project. In this training course you will learn how to develop and implement an effective audit program. By focusing on auditing techniques and concepts you will determine what modifications your auditing organization should implement to meet client requirements.

In this course you will gain a thorough knowledge of auditing CRWM project activities. The curriculum is a comprehensive coverage on the auditing environment; provides alternate, realistic, and in-depth approaches to developing and implementing an audit program.

Who Should Attend

Any professional involved with implementing or monitoring a quality program at their facility.

You'll Benefit by Learning About

- How to develop an effective audit program for any organization in the CRWM program
- Why it's important to establish the necessary audit contacts early
- How to develop and maintain auditing practices
- Why its important to plan and schedule audits
- What requirements documents are currently guiding the CRWM program

Training Course Summary Outline

- Introduction
- Quality Related Guidance and Requirements Documents
- General Evaluation and Assessment Information
- Training, Certification and Qualification Requirements
- Audit Planning and Scheduling
- Audit Philosophy and Etiquette
- Fundamentals of Auditing
 - Audit Preparation
 - Audit Conduct
 - Audit Reporting
 - Audit Follow-up and Closeout
- Exam