

United States Government

Department of Energy

memorandum

DATE: JUL 08 1992

REPLY TO
ATTN OF: EM-343

SUBJECT: Quality Assurance Audit of West Valley Project Office

TO: T. J. Rowland, WVPO

Representatives of the Office of Environmental Restoration and Waste Management, Office of Waste Management, Vitrification Projects Division, will conduct a Qualification Audit (No. 92EA-WV-AU-001) of your quality assurance (QA) program activities related to the West Valley Demonstration Project (WVDP), beginning at 8:00 a.m. on July 27, 1992, and ending at noon on July 31, 1992. This audit is scheduled and will be performed in accordance with line organization responsibilities described in Secretary of Energy Notice (SEN) 6E-92, and implemented by DOE Order 5700.6C and DOE/RW-0214, "QA Requirements Document."

The audit will examine the adequacy and effectiveness of implementation of the WVDP Quality Assurance Program Description (QAPD) (WVDP-074, QAPD-2 and QAPD-3) as applicable to the West Valley Project Office and West Valley Nuclear Services. The attached Audit Plan and Schedule describes the scope and objectives of the audit, the activities to be audited, the audit team members, applicable requirements, and the proposed audit schedule.


Please make available to the audit team the documents and records necessary to evaluate the selected elements shown on the attached Audit Plan as "Audit Scope" and "Applicable Requirements/Criteria." Also, please notify appropriate management personnel of the proposed audit schedule so they may participate in the audit as necessary and attend the pre and postaudit meetings.

In addition, the audit team will need facilities to conduct the pre and postaudit meetings, to review the documentation, and to meet with audit participants. Please provide work space for audit team members, and make provisions for access to personnel and facilities during the scheduled audit dates.

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If you have any questions, please contact J.T. Conway, EM-343 (QA Program Manager) at (301)-903-7450, or J.E. Hennessey, EM-343 (Audit Team Leader) at (301)-903-7191.


Kenneth A. Chacey, Director
Vitrification Projects Division
Office of Waste Management Projects
Environmental Restoration
and Waste Management

Attachment

cc:

T. McIntosh, EM-343
J. Conway, EM-343
R. Scott, EM-20
L. Vaughan, EM-20
L. Stevens, EM-331
D. Horton, RW-3
D. Strother, PDC

Audit Team:

J. Hennessey, EM-343
J. Conway, EM-343
S. Crawford, BDM/SAIC
C. McKee, MACTECH
D. Miller, BDM/SAIC
A. Crevasse, MACTECH
J. LeVea, BDM/SAIC
W. McClanahan, BDM/SAIC
R. Toro, BDM/SAIC
L. Wade, MACTECH

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Rec'd with letter Ltd
7/8/92

MEMORANDUM TO FILE

SUBJECT: AUDITOR QUALIFICATIONS FOR QA AUDIT OF WEST VALLEY PROJECT OFFICE

This memorandum provides documentation of auditor qualifications, as required by Standard Practice Procedure 3.03 (Qualification of Quality Assurance Audit Personnel) for the independent audit team conducting a qualification audit (No. 92EA-WV-AU-001) of quality assurance (QA) program activities related to the DOE West Valley Demonstration Project (WVDP) on July 27-31, 1992.

The following auditors were selected for this audit:

J. E. Hennessey, EM-343	Audit Team Leader
J. T. Conway, EM-343	Auditor
S. L. Crawford, SAIC	Auditor
D. E. Miller, BDM	Auditor
C. McKee, MACTEC	Auditor
L. Wade, MACTEC	Auditor
J. F. LeVea, BDM	Auditor
R. A. Toro, BDM	Auditor

Selection and qualification of these auditors are based upon the following:

1. Each has significant experience related to areas being audited.
2. Each has been trained in accordance with the attached Training Needs Matrix. Documentation of that training is also attached. Training is deemed to have met the requirements of SPP 3.03 for auditor training.

James T. Conway
James T. Conway
Quality Assurance Program Manager
Vitrification Projects Division (EM-343)
Office of Waste Management Projects
Environmental Restoration
and Waste Management

July 23, 1992
Date

United States Government

Department of Energy

memorandum

DATE: JUL 17 1992

REPLY TO
ATTN OF: EM-343

SUBJECT: Revision 2 of WVDP-074 Quality Assurance Program Description for West Valley
Demonstration Project High-Level Waste Processing

TO: D. G. Horton, RW-3

The subject document has been accepted by the Vitrification Projects Division. In accordance with our FY 1992 Program Execution Guidance, I am attaching an uncontrolled copy of the subject document for your information. I understand that the Nuclear Regulatory Commission has requested a copy of the subject document for their use in preparing for their role as observer of our July 27-31, 1992, audit of the West Valley Project Office and West Valley Nuclear Services Company, Inc. Please provide them a copy of the attachment.



T. W. McIntosh
Program Manager
West Valley Demonstration Project
Environmental Restoration and
Waste Management

Attachment

CC:
K. Chacey, EM-343
J. Conway, EM-343