

NTS - 99900914

National
Technical
Systems

Testing Division
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June 11, 1985

United States
Nuclear Regulatory Commission
Washington, DC 20555

Attention: Mr. Gary G. Zech
Chief, Vendor Program Branch

Reference: Letter to Mr. W. J. Ison from Mr. Zech, dated May 20, 1985

Dear Mr. Zech:

In response to the nonconforming items in the above referenced letter, we have issued the attached memo to all NTS/Hartwood personnel, in order to re-emphasize the importance of the following:

- A. Initialing and dating of all data corrections
- B. Initialing and dating of Job Traveler Forms
- C. Including accuracies for test equipment in test plans and/or test procedures.

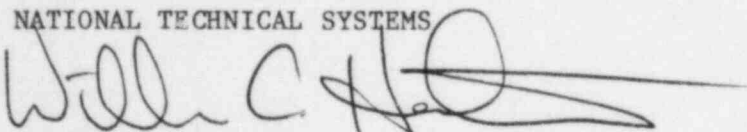
The memo also indicates that a formal request for the Audit Report will be made of the Corporate Lead Auditor performing the annual audit. The 1985 Corporate Audit took place on May 29 and 30 and at th's time a follow-up was made by the lead auditor of the corrective actions taken in response to the 1984 Corporate Audit. The lead auditor was also made aware of the requirement to issue an Audit Report within 30 days.

Implementation of the above corrective actions will be verified through on-going QA inspections of jobs in-house.

If I can be of any further assistance, please feel free to contact me at your convenience.

Very truly yours,

NATIONAL TECHNICAL SYSTEMS

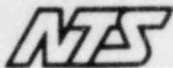


William C. Hartman
Quality Control Manager

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MEMORANDUM

TO : All NTS/Hartwood Division Personnel

FROM : W. C. Hartman, Quality Control Manager *WB*

SUBJECT : NRC AUDIT FINDINGS AND REQUIRED CORRECTIVE ACTION

DATE : 27 March 1985

As you know, the NRC was here the week of March 4-8, 1985. Following are the areas of nonconformance as indicated by the NRC auditors at their exit interview.

1. Nonconformance:

Job travelers were not initialed or dated in all cases. This violates paragraph 2.4.3.1 of our QC Manual.

Corrective Action:

In order to avoid this in the future, please see to it that all data sheets including the job travelers are filled out completely and are initialed and dated as required.

2. Nonconformance:

Crossouts and corrections to data sheets were not initialed and dated in all cases. This violates paragraph 4.3.2.4 of our QC Manual.

Corrective Action:

Again, I ask that all of you please remember that any crossouts or corrections to data are to be made by striking through the erroneous data with one line, adding the correct data, and then initial and date the correction. Also, remember all data is to be recorded using black ink.

3. Nonconformance:

Test procedures written in compliance with IEEE-323 did not always include accuracies required when listing test equipment to be used.

Corrective Action:

Anyone who writes or reviews test procedures written in compliance with IEEE-323, remember to check that accuracies for test equipment to be used are listed in the procedure.

4. Nonconformance:

The Corporate QC Audit Report of May 1984 audit was not received until October 1984, well beyond the 30 day report time required by our QC Manual.

Corrective Action:

This is a corporate problem and has been addressed with NTS/TSG President Bob Cowdrey. In the future, NTS/Hartwood will request the audit report in writing at the time the corporate audit is completed. This will be done in an effort to let everyone involved with the audit know the time requirements for the audit report.

If all of us at NTS/Hartwood follow-up on these required corrective actions our Quality Program will continue to get better.

I want to thank all of you in advance for your cooperation in this matter.

If there are any questions, please feel free to see me at any time

REMEMBER, QUALITY IS EVERYONE'S JOB