



MRS S C GOULTY
FINANCE & SECRETARIAT (NUCLEAR)1

D/DGSM/CSSE/Sec(Nuc) 5/143

Mr R Evans
6 Birtwhistle House
150 Parnell Road
LONDON
E3 2JY

DPA

**Defence
Procurement
Agency**

DGSM/CSSE
Defence Procurement Agency,
Ministry of Defence
Rowan 1a, #164
MOD Abbey Wood
Bristol, BS34 8JH

Switchboard: 0117 91 3000

16 June 1999

Dear Mr Evans

REQUEST FOR DOCUMENTS - PQ 84348

The documents you requested in your letter of 30 May are enclosed. I have had to use two boxes, and have enclosed a copy of this letter in each box. This is Box One of Two.

If you wish to make a complaint that your request for information has not been properly dealt with, you should appeal to The Ministry of Defence, OMD 14, Rm 617, Northumberland House, Northumberland Avenue, London WC2N 5BP. You may at any time register a complaint with the Parliamentary Commissioner for Administration (the Ombudsman) through your Member of Parliament, but the Ombudsman will expect you to have exhausted the internal Ministry of Defence complaints procedure first.

*Yours sincerely
S C GOULTY*

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AN EXECUTIVE AGENCY OF THE MINISTRY OF DEFENCE



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COMPANY AUDIT & REVIEW PROGRAMME (Level 1)

DCC Ref: AWE/DOQ/22/01-99
Doc Ref: AWE/AD/PL/CNB/CO/0042
Issue 1
Date: 09 February 1999

The Audit Programme is arranged under the following topics:

- Security
- Quality Management System
- Project Contract
- Change Management
- Environmental Audits
- Safety Audit & Review
- Safety Awareness
- Identified Risk Areas
- Company Processes & Systems
- Nil Licensing
- Physical Inventory Verification
- Waste Generators
- External Agency Audits / Assessments

The time slots and topics given are indicative only. The programme has been produced with the information currently available and may be subject to change. The precise dates, duration and subject of the audit will be notified to the relevant area on a Form 301, Notice of Audit, prior to the commencement of the audit

Approved By: _____

Authorised By: _____

Date: **9 Feb. 1999**

CAM/Assurance Directorate

Company Audit Manager
Assurance Directorate

COMPANY AUDIT & REVIEW PROGRAMME (LEVEL 1)

DCC Ref : DOO/22/01 - 99
 Ref : AWE/AD/PL/CNBR/CQ/0042
 Issue : 1 Dated : 09Feb99

No.	Task Name	Organisation	1999																				
			A	S	O	N	D	J	F	M	A	M	J	A	S	O	N	D	J	F	M	A	
1	SECURITY	As required	DSD																				
			DTEch																				
			CS/DCC/DPM																				
			DTEch																				
			CS/DCC/DPM																				
2	QUALITY MANAGEMENT SYSTEM	As required	DTEch																				
			DPR																				
			CS/IDCC & DPM																				
			Dir. & Div. MESSD																				
			Incl MOSS, MMD/OM Mice, MQ&SG, MCL, AWE(B), Incl Tooling & Calibration																				
Quality System Development	As required	DRaSTAC																					
		DRaSTAC calibration																					
		Dir. & Div. MESSD																					
		Incl MOSS, MMD/OM Mice, MQ&SG, MCL, AWE(B), Incl Tooling & Calibration																					
		DRaSTAC																					
Miscellaneous	As required	Dir. & Div. MESSD																					
		Incl MOSS, MMD/OM Mice, MQ&SG, MCL, AWE(B), Incl Tooling & Calibration																					
		DRaSTAC																					
		DRaSTAC Support(A70.3)																					
		Dir. & Div. MESSD																					
GMS 1501 Problem report	As required	Dir. & Div. MESSD																					
		Incl MOSS, MMD/OM Mice, MQ&SG, MCL, AWE(B), Incl Tooling & Calibration																					
		DRaSTAC																					
		DRaSTAC Support(A70.3)																					
		Dir. & Div. MESSD																					

COMPANY AUDIT & REVIEW PROGRAMME(LEVEL 1)

DCC Ref : DOO/22/01 - 99
 Ref : AWE/AD/PL/CNB/CQ/0042
 Issue : 1 Dated : 09Feb99

No.	Task Name	Organisation	1999																				
			A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A
	QMS 2003 Risk analysis & management	As required																					
	CAL 902 Selection of measuring equipment	As required																					
	QMS 804 Modification management(design)	As required																					
	QMS 1007 Supplier assessment and control	As required																					
	QMS 1203 Procedural requirements for GFE	As required																					
	MAN,Q/11 Company S/W procedures. S/W 1901	As required																					
3	PROJECT CONTRACT	DPR																					
	(Incl : Contract doc'n, product, services & local tasking)	DSD																					
		DTEch																					
		SED																					

MPPD,MPMD,MDD PC 1002/4, MFR PC 1002, MBMD PC 1001, PC 4002
 DRAS Tac
 MESD incl. MOSS,MMID/OM,Mice & MQ&SG
 MWM PC1003
 MNUcMBA PC30009, MBSG, Q&SM & MFBH
 MFR,MESD,PC 1002/4
 Q&SM,MP&HBA,MEWBA,MMMBBA,MCBA
 PC Mngtrs for :- PC30 010/11/13/19, PC 01P2AC, PC 01P2B
 PC 30017

COMPANY AUDIT & REVIEW PROGRAMME(LEVEL 1)

DCC Ref : DOQ/22/01 - 99
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 Issue : 1 Dated : 09Feb99

No.	Task Name	Organisation	1999																			
			A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
4	CHANGE MANAGEMENT																					
	Investors in people - Implementation programme																					
	Employee Performance Appraisal																					
	Preparation of training plans																					
	Evaluation of training and development																					
	Application of LIP to contractors and others																					
	Induction																					
	Evaluation of training (and its impact on)																					
	Full (self) assessment																					
5	ENVIRONMENTAL AUDITS																					

Knowledge, skills & attitudes, performance, Achievement of business goals and objectives

Company and local

Monthly paid staff
 Weekly paid (baseline assessment)
 Review
 Review
 Review

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No.	Task Name	Organisation	1999																			
			A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
	Environmental Management	As required																				
	ISO 14001 assessment (Internal)	As required																				
	Land remediation	As required																				
6	SAFETY AUDIT AND REVIEW	As required																				
	Audit(Incl. CSP Implementation)	AD																				
		DPR																				
		DSD																				
		DTech																				
		SED																				
	QSA	As required																				

<p>DSD</p> <p>DTech, D7</p> <p>Systems/ESH</p> <p>H Area</p> <p>MFR & PMD</p> <p>Systems, MDD(RA waste), MMMD facilities</p> <p>D7 SB31</p> <p>A23, OWING & MXBA</p>	<p>1999</p> <p>Site tip surv.</p> <p>A12Q containment</p> <p>SCRT Ph1b/(bc)</p> <p>DFin</p> <p>DPers</p> <p>AD</p> <p>(F)</p> <p>DPR</p> <p>MPMD,MDD(C)</p> <p>Facilities, C21,gas,main and meter house</p> <p>C26,(B) Group & SSMA(1) A45,B7C2</p> <p>(B) Licensed site</p>
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COMPANY AUDIT & REVIEW PROGRAMME(LEVEL 1)

DCC Ref : DOQ/22/01 - 99
 Ref : AWE/AD/PL/CNB/CQ/0042
 Issue : 1 Dated : 09/feb99

No.	Task Name	Organisation	1999																			
			A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
	LMSI	All				<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>											
	Occupational health topics	Various																				
7	SAFETY AWARENESS (Culture/ awareness/ behaviour)																					
8	IDENTIFIED RISK AREAS																					
	Safe systems of work	All																				
	Year 2000 compliance (QMS 1901)	As required																				
	Control of materials (COSHH)	As required																				
	Drawing configuration control	SED, DSD, DTech & DPR																				
	Product storage, packaging & control	As required																				
	Unscheduled audits	As required																				

1999

A S O N D J F M A M J J A S O N D J F M A

DTECH

DSD

DSD, MPM, MDD, (C)

DTECH (tbc)

DSD/MESD

Verificatn

Pre Nil inspectn audit

LC-10, 12, 23, 24, 26 facility implementation

(B) Assy

DtechMNUcMBA

CD(direct supply syst)

AD

DSD (all sites) MPM, MPPD

SED MER

SED

DTECH

A45 components (A45 & (B))

Unit 30 022(B)

Control point 160(SE corner & (B))

Solid RA waste generator

Review of safety system documentation

Plating shop - discharges

COMPANY AUDIT & REVIEW PROGRAMME(LEVEL 1)

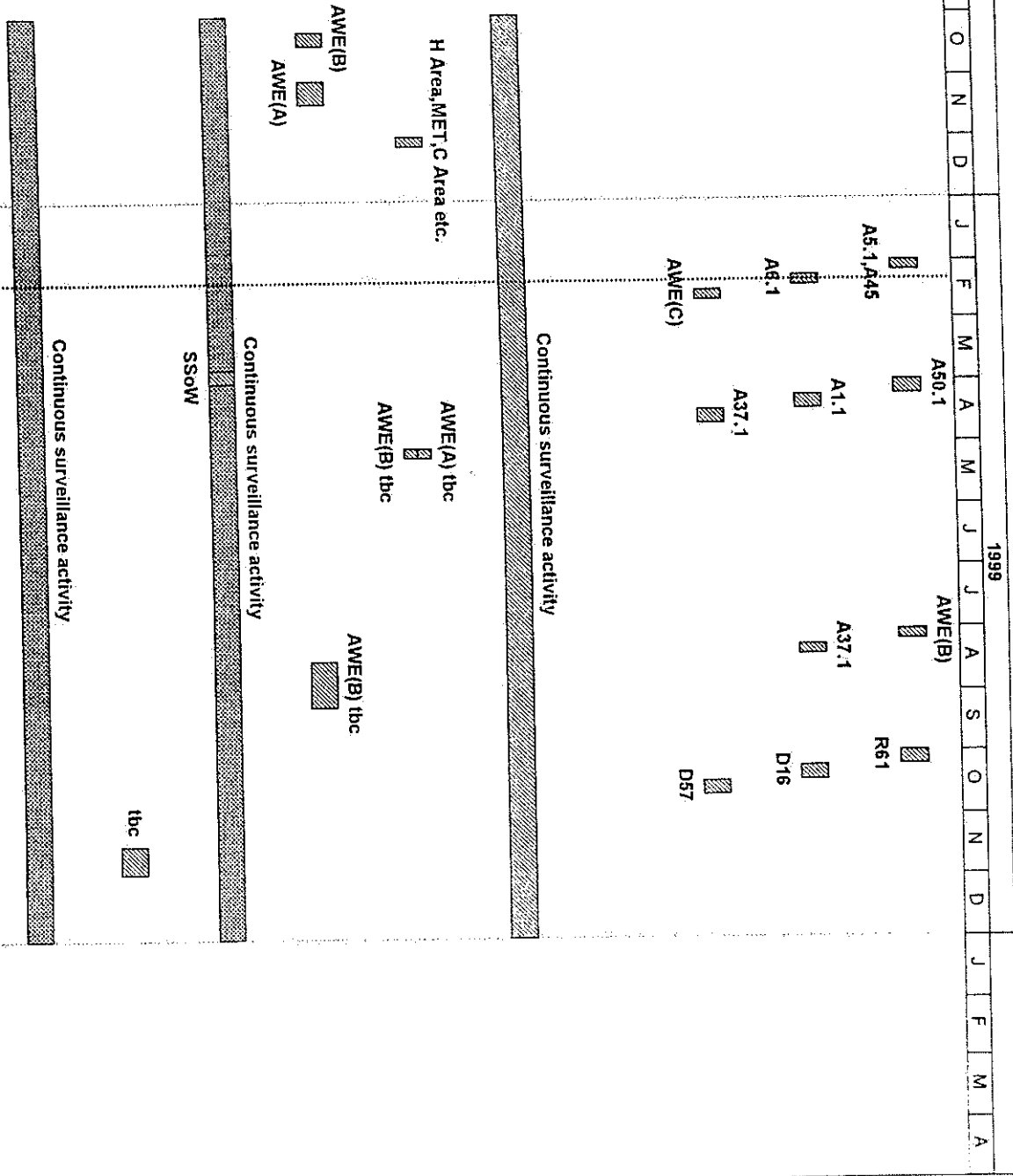
DCC Ref DOO/22/01 - 55
 Ref: AWE/AD/PL/CNR/CO/0037
 Issue 1 Dated 09/05/99

No.	Task Name	Organisation	1999																							
			A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A			
9	COMPANY PROCESSES & SYSTEMS	As required	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Regulatory i/f</p> <p>Design product review(A90) <input checked="" type="checkbox"/></p> <p>Environment monitoring <input checked="" type="checkbox"/></p> <p>Control of mats <input checked="" type="checkbox"/></p> <p>Breathing air supply Stack monitoring(discharges) <input checked="" type="checkbox"/></p> <p>Emergency exercise(site) AROs/ATO syst & Accept Rev process <input checked="" type="checkbox"/></p> <p>Emergency Arrangmts (LC11)(incl E. services) <input checked="" type="checkbox"/></p> </div> <div style="width: 45%;"> <p>Company change control</p> <p>Nucl. matl ctrl <input checked="" type="checkbox"/></p> <p>RAW Trpt <input checked="" type="checkbox"/></p> <p>SRI process(incl. LC7) <input checked="" type="checkbox"/></p> </div> </div>																							
10	NII Licensing	As required	<p>LC24 <input checked="" type="checkbox"/></p> <p>LC4 <input checked="" type="checkbox"/></p> <p>AD/LC7/LC18 LC889 <input checked="" type="checkbox"/></p> <p>LC's 19-22 <input checked="" type="checkbox"/></p> <p>LC2&16 LC28/29 <input checked="" type="checkbox"/></p> <p>LC6&25 <input checked="" type="checkbox"/></p> <p>LC35 <input checked="" type="checkbox"/></p>																							
11	PHYSICAL INVENTORY VERIFICATION (PIV)	Various	<p>A6.1,A70.2,A90 <input checked="" type="checkbox"/></p> <p>A100,B8A1,B2D3,AEA HARWELL <input checked="" type="checkbox"/></p> <p>C3,C3.1 <input checked="" type="checkbox"/></p> <p>A1.2,A6.1,A70.2 <input checked="" type="checkbox"/></p> <p>A1.1,A2.1,A2.2,SB43 <input checked="" type="checkbox"/></p> <p>F129.1,D3,A103.1 <input checked="" type="checkbox"/></p> <p>D7D,A90 bays 1-4,A70.2 <input checked="" type="checkbox"/></p> <p>SB43,A2.1,A1.1,A2.2 <input checked="" type="checkbox"/></p> <p>A50,SB40,SB41B <input checked="" type="checkbox"/></p> <p>AWE(B),AWE(B) A45 <input checked="" type="checkbox"/></p> <p>A12H,A70,C4 <input checked="" type="checkbox"/></p> <p>A90,SB40,A50 <input checked="" type="checkbox"/></p> <p>A2.2,B6B1,F68 <input checked="" type="checkbox"/></p> <p>C5.2,A3.2,B8A1, <input checked="" type="checkbox"/></p> <p>A37,H21 <input checked="" type="checkbox"/></p> <p>A45 safes,B6B1,F68,A90 vaults <input checked="" type="checkbox"/></p> <p>Radwaste Contractors <input checked="" type="checkbox"/></p> <p>C5.2,A89,Z/A91.1 <input checked="" type="checkbox"/></p> <p>B8A1,A45 <input checked="" type="checkbox"/></p> <p>A12N <input checked="" type="checkbox"/></p> <p>A36 <input checked="" type="checkbox"/></p> <p>A90 <input checked="" type="checkbox"/></p> <p>A37,A1.2 <input checked="" type="checkbox"/></p> <p>OWMG,GEC <input checked="" type="checkbox"/></p> <p>SB3A4 <input checked="" type="checkbox"/></p> <p>A12N <input checked="" type="checkbox"/></p> <p>A36 <input checked="" type="checkbox"/></p> <p>A90 <input checked="" type="checkbox"/></p> <p>A36 <input checked="" type="checkbox"/></p> <p>Decommt. <input checked="" type="checkbox"/></p> <p>H-Area <input checked="" type="checkbox"/></p> <p>D7A <input checked="" type="checkbox"/></p> <p>SRS <input checked="" type="checkbox"/></p> <p>A90 <input checked="" type="checkbox"/></p> <p>A2.1 <input checked="" type="checkbox"/></p> <p>A70.1,A50.1 <input checked="" type="checkbox"/></p> <p>A8.1 <input checked="" type="checkbox"/></p> <p>A50.1 <input checked="" type="checkbox"/></p> <p>A2.1 <input checked="" type="checkbox"/></p> <p>A36 <input checked="" type="checkbox"/></p> <p>WMD Eff <input checked="" type="checkbox"/></p> <p>A3.1,C14.1 <input checked="" type="checkbox"/></p> <p>B9F2 <input checked="" type="checkbox"/></p> <p>A50.1 <input checked="" type="checkbox"/></p> <p>A36 <input checked="" type="checkbox"/></p> <p>A2.1 <input checked="" type="checkbox"/></p>																							
12	WASTE GENERATORS	Waste generators	<p>Waste generators <input checked="" type="checkbox"/></p>																							

COMPANY AUDIT & REVIEW PROGRAMME (LEVEL 1)

DCC Ref : DOQ/22/01 - 99
 Ref : AWE/AD/PL/CN/BC/O/0042
 Issue : 1 Dated : 09Feb99

No.	Task Name	Organisation	1999																			
			A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
	Waste generators	Waste generators								A5.1.A45	A50.1			AWE(B)								
	Waste generators	Waste generators							A8.1	A1.1			A37.1									
	Waste generators	Waste generators							AWE(C)	A37.1												
13	EXTERNAL AGENCY AUDITS/ASSESSMENTS																					
	Environment Agency	As required																				
	ERRS/CIE Mod (CIV)	DTech																				
	HQ SYC(A)																					
	HSE Nuclear Safety Division (Nil)	As required																				
	Investors in people	As required																				
	Mod D(Nuc) Asset Register	As required																				



COMPANY AUDIT & REVIEW PROGRAMME(LEVEL 1)

DCC Ref : DOJ/22/01 : 64
 Ref : AWE/AD/PL/CNB/CQ/0043
 Issue : 1 Dated : 09f eu/59

No.	Task Name	Organisation	1999																	
			A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J
	Mod D(Nuc) C	All	Continuous surveillance activity																	
	Mod SPS	All	Continuous surveillance activity																	
	Mod SPS(Q11A)	As required	Continuous surveillance activity																	
	Mod SSO(PE) Fire station	DSD	Mod fire safety standards(x2)																	
	NAFEMS QA Ltd	SED	<input checked="" type="checkbox"/> Continuous assessment(Lloyds QA)																	
	NIREX	DTech	<input checked="" type="checkbox"/> A91 Ibc																	
	UKAS	DSD	<input checked="" type="checkbox"/> DRastac																	

COMPANY AUDIT & REVIEW PROGRAMME (Level 1)

DCC Ref: AWE/DOQ/2201-99
Doc Ref: AWE/AD/P/UCNB/CQ/0042
Issue 1
Date: 09 February 1999

Acronyms & Abbreviations

(A)	- AWE Aldermaston	INSS	- Invulnerable Site Stores	MSQA	- Manager Safety & Quality Assurance
AD(BP)	- Assistant Director (Business Programmes)	ISRS	- International Safety Rating System	MTP	- Manager Technology Performance
AD(DMS)	- Assistant Director (Design Mathematics & Selamology)	LC	- Licence Condition	MXBA	- Manager Explosives Business Area
AD(ER)	- Assistant Director (Engineering Resources)	LMSI	- Local Management Safety Inspection	MWMBBA	- Manager Waste Management Business Area
AD/Hydro	- Assistant Director Hydrodynamics	LMB(B)	- Licensed Site Manager (Burghfield)	NAFEMS	- National Agency for Finite Element Methods & Standards
Aeros	- Annual Review of Safety	MAN.O	- Manual Quality (Document control reference)	Nil	- Nuclear Installations Inspectorate
ATO	- Authority To Operate	MAI	- Manager Assurance and Infrastructure	NIREX	- Nuclear Industry Radio-Active Waste Executive
(B)	- AWE Burghfield	MBD	- Manager Business Development	NSC	- Nuclear Safety Committee
(C)	- AWE (Cardiff)	MBSG	- Manager Business Support Group	NSPA	- Nuclear Storage and Processing Area
CAI	- Control and Instrumentation	MCBA	- Manager Chemistry Business Area	OM(I)	- Operations Manager (Instrumentation) & Maintenance)
CCE	- Chief Design Engineer	MCI	- Manager Corporate Information	OSRG(Ex)	- Off Site Response Group (Exercise)
COSHH	- Control Of Substances Hazardous to Health	MDD	- Manager Decommissioning Division	DWVG	- Old Waste Management Group
CCM	- Company Quality Manager	MER	- Mod Police	Piv	- Physical Inventory Verification
CRA	- Configuration Review Audit	MERS	- Manager Emergency Response	PM/FC	- Project Manager / Future Concepts
CSYO	- Chief Security Officer	MESE	- Manager Engineering Services Division	PM(PD)	- Project Manager (Physics Design)
EPA	- Employee Performance Appraisal	MET	- Manager Environmental Test	PM(S&V)	- Project Manager (Seismology & Verification)
DAP	- Duty Authorised Person	MEWBA	- Manager Engineering Workshops Business Area	PMMD	- Programme Manager Materials Development
DCP	- Demonstration of Capability Programmes	MFB	- Manager Facilities Rationalisation	PSM	- Personal Protective Equipment
DDE/ERD	- Decommissionation Decommissioning & Emergency Response Development	MFR	- Manager Manufacturing Authority	QSA	- Quality & Safety Assurance
Dir	- Directorate level audit including divisions as required	MGS	- Manager Group Services Division	Q&SM	- Quality & Safety Managers
Div	- Divisional level audit, may include audit trail from Directorate level	MMA	- Manager Marketing & Diversification	QMS	- Quality Manual Section
Dot	- Department of Transport	MMD	- Manager Maintenance Division	RAM Tpt	- Radioactive Material Transport
DR/STac	- Defence Radiological Standards Centre	MNMB	- Manager Metallic Materials Business Area	RAW Tpt	- Radioactive Waste Transport
DSE	- Display Screen Equipment	MMS	- Maintenance Management System	RPE	- Respiratory Protective Equipment
EDMS	- Electronic Document Management System	MNucMBA	- Manager Nuclear Materials Business Area	SJTTE	- Special Jigs, Tools & Test Equipment
ERG	- Emergency Response Group	MOD	- Ministry of Defence	SRI	- Site Response Group
EBSS/CIE Mod (Civ)	- Explosives & Ranges Safety Section/Chief Inspector	MOD D(Nuc)	- Mod Director (Nuclear) Compliance	SSMA(1)	- Safety Services Management Agreement (No. 1)
ESH	- Environment, Safety & Health	MOD SPS	- Mod Special Pricing Services	SSOW	- Safe Systems of Work
efft	- Effluent	MOD SSO(PE)	- Mod Safety Services Organisation (Procurement Executive)	Sy	- Security
(F)	- AWE (Foulness)	MOSS	- Manager Operational Site Services	System	- Safety Audits are Company wide. Quality and Business system Audits will generally be Directorate or Division based
GEC	- General Electric Company	MP & HBA	- Manager P & H Business Area	tbC	- To Be Confirmed
GFE	- Government Furnished Equipment	MPPMD	- Manager Project Management Division	UKAS	- United Kingdom Accreditation Service
GMB	- General Manager Burghfield	MPPD	- Manager Project Proposals Division	YZK	- Year 2000 (compliance)
GFM(B)	- Group Facility Manager (Burghfield)	MPPER	- Manager Personnel Projects & Employee Relationships		
GMC	- General Manager Cardiff	MOC	- Manager Quality Control		
GPMISS	- Group Project Manager In-Service Support	MO&SG	- Manager Quality & Safety Group		
HO Sy(C)/A	- Mod Security	MSP	- Manager Special Personnel Projects		
HSE	- Health & Safety Executive				
HRPMSG	- Head of Research Projects Management Support Group				
I/I	- Interfaces				
IIP	- Investors in People				

- Integrated Multi-discipline Team Audit
- Generally a single discipline involving multiple topics or areas
- A single topic and discipline audit.

COMPANY AUDIT & REVIEW PROGRAMME (LEVEL 1)

DCC Ref : DOO/22/01 - 59
Ref AWE/AID/PL/CNBR/CO/0012
Issue 1 Dated 09f.cts/95

380

Programme prepared by

N BRADY

Date

9 Feb 99

Programme authorised by

Dr Miller

Date

9-2-99