



How to Request Audit Summary Reports



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Who is on the distribution list?

- Audited laboratory personnel
- DOECAP-AP observers who attended assessment
- DOE site contacts with contracts or interest in using facility:
 - DOE Field Element Managers
 - DOECAP Federal contacts
 - DOECAP Contractor contacts
- Other interested parties



Why would I need an audit summary report?

- DOE Order 435 Requirements
- DOE Order 414.1D Requirements
- NEPA Decisions and Reviews
- Qualified Supplier Lists
- Quality Assurance Reviews
- Basic Ordering Agreements



How do I get a report?

- Send an email to doecap@hq.doe.gov
- You will receive an email with a link to a form to fill out and submit
- Once you are approved, you will receive your requests via email



Request a Report

1 Your Information

First Name

Last Name

Phone Number

Email Address

2 Audit Locations

You can request up to 5 locations at a time

Location 1

Select all that apply

DOE Order 435

NEPA

DOE Order 414

Supplier Lists

Quality Assurance Review

Ordering Agreement

Other

Add Another Location

Remove Last Location

Submit Request



Why the form questions?

- Tracks how you are using the reports
- Helps determine if the report is meeting your needs and how we can improve
- Bonus: cc list for future reports of your request!



Quick Recap

- Send email request for reports to:
doecap@hq.doe.gov
- Fill out form:
<https://doecap.projectenhancement.com/requestreport.aspx>