



System Development and Life-Cycle Management (SDLCM) Methodology

Subject Quality Assurance Plan	Type	Standard
	Identifier	S-2001
	Effective Date	May 2002
	Revision No.	

Approval

CISSCO Program Director

A. PURPOSE

This standard specifies the content and format requirements for the Quality Assurance Plan (QAP).

B. APPLICABILITY

This standard applies to all NRC Projects/tasks, subject to the SDLCM Methodology.

C. REFERENCE PUBLICATIONS

The following publications contain related information:

- *SDLCM Methodology Handbook*

D. STANDARD

The Quality Assurance Plan (QAP) is a management document, based on the Project Management Plan (PMP), that defines the quality role and responsibilities during development and/or maintenance for a specific Project. This information includes identification of quality resources, activities and processes that are to be implemented for the identified Project. The QAP is typically produced during the early components of the SDLCMM process and is completed by the end of Component 3. The intended audience for the QAP is quality personnel and other Project personnel desiring an understanding of quality and its role in the Project.

The QAP is related to the PMP and may be developed as an appendix to the PMP or as a stand alone document.

The following paragraphs describe the content of each section of the QAP.

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1. INTRODUCTION

1.1 Background

Briefly states the purpose of the Project to which this QAP applies.

1.2 Objectives

Provides an overview of the quality role in the Project/Task to which this QAP applies.

1.3 Scope

Identifies the specific Project/Task to which this QAP is applicable as well as the quality aspects of the Project/Task, such as reviews to be conducted, products to be tested and/or inspected, and processes to be used. Identify other external influences and impacts, such as interfaces, customer needs, internal guidance, and regulatory requirements, to be addressed. Describe the work activities to be completed and the work products, reports and audits to be delivered.

1.4 Assumptions

Specify assumptions used to plan the quality effort for this Project/Task. Include resource constraints and commitments necessary to accomplish the quality objectives.

1.5 Applicable Documents

Specify documentation used to support creation of the QAP, including applicable standards and process documentation.

Provide references to documents applicable to this QAP. Reference entries should contain sufficient information to positively identify the reference, e.g., by publisher or source; document number or other unique identifier (if any); title, version or release designator (if any); and date. Note, that any documents actually cited in the text should be listed in the references section at the end of the document.

1.6 Overview

Discuss the organization and contents of the QAP. Describe each major section of the plan in terms of its basic content and relationship to the Project/Task.

Describe how the plan will be maintained during the life of the Project.

2. APPROACH

Specify the planned approach to achieve the desired quality results and any Project management standards that will be used to control and monitor those results.

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3. QUALITY ASSURANCE ORGANIZATION

Identifies the Project/Task QA organization.

3.1 Organizational Structure

Describe the quality organization. Identifies relationships between the QA organization and other Project/Task organizations.

3.2 Responsibilities and Authority

Identifies the responsibilities and authority for QA in all participating groups and organizations. Include the mission statement, organizational hierarchy and general activities. Quality objectives, expressed in measurable terms, are also included. This material may be in text or table form.

3.3 QA Organization Identification

Identifies quality personnel resource requirements assigned to this Project/Task. Includes a brief description of responsibilities applicable to the Project to which this QAP applies, and other resource requirements, tools and/or facilities required to support the personnel.

3.4 QA Policies and Directives

Identifies QA policies and directives to be implemented as part of this plan; specifies the degree of implementation.

3.5 QA Reporting

Specifies the formal and informal interfaces between QA and the overall NRC Project organization. Also specifies the policies and intervals of reporting status data, problem areas, and workarounds.

3.6 QA Interface with Overall Project Manager

Specifies the formal and informal interfaces between QA and the Overall Project Manager.

4 QUALITY ASSURANCE PROCESS

4.1 Quality Activities

Details the quality activities to be conducted during the course of this Project/Task effort. The description of each activity should include a unique identifier, a detailed description, evaluation criteria, and Projected schedule. This section should specify or reference the following items:

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- Support the systematic assessment of, and planning for, risk
- Facilitate the systematic assessment of, and planning for, customer satisfaction
- Defined input and output criteria for each development component
- Identification of the types of review, test, verification, and validation activities to be carried out
- Detailed planning of test, verification, and validation activities to be carried out, including schedules, resources and approval authorities
- Specific responsibilities for quality activities such as:
 - Reviews, audits and tests
 - Documentation and reports to be produced, including methods and frequency
 - Defect control and corrective action

4.2 Procedures

Identifies the detailed procedures to be used to accomplish the activities identified in section 3.3.

4.3 Tools

Describes the tools (software, hardware, statistical) and facilities to be used to accomplish the activities identified in section 3.3.

4.4 Records

Defines the records and reports to be maintained to document the accomplishment and completion of the activities identified in section 3.3.

APPENDIXES

Provide any additional details needed to satisfy the information requirements of this QAP