

SURVEILLANCE

QUALITY ASSURANCE DETAILED PROCEDURE QP-09  
NNWSI PROJECT QUALITY ASSURANCE PROGRAM  
U. S. GEOLOGICAL SURVEY

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UNCONTROLLED

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## SURVEILLANCE

### 1.0 PURPOSE

This procedure provides the user criteria to be utilized when performing surveillance and inspection duties associated with program activities conducted by the U.S. Geological Survey in support of the NNWSI program.

### 2.0 SCOPE

This procedure applies to all activities conducted by U.S. Geological Survey personnel in accordance with programs and/or plans developed to support the NNWSI project effort. Requirements which must be complied with are stipulated in the NNWSI Quality Assurance procedures.

This procedure also applies to subcontracted services when the subcontractor does not have a quality assurance program meeting the requirements of NQA-1.

### 3.0 DEFINITIONS

Surveillance - an observation performed by qualified individuals using established criteria to ascertain that an activity is being conducted in accordance with written procedures or normally accepted methods.

Inspection - the act of verifying by examination or measurement whether an item or activity meets the specified criteria.

### 4.0 PROCEDURE

#### 4.1 General Requirements

4.1.1 The Quality Assurance Manager is responsible for the training and certification of surveillance/inspection personnel. The training program shall ensure that personnel performing the surveillance/inspection activity have sufficient technical expertise to adequately judge or inspect the activity being performed.

4.1.2 Personnel assigned surveillance/inspection duties shall be familiar with the NNWSI Quality Assurance Program to adequately verify program or procedural compliance.

4.1.3 A schedule of annual surveillance activities shall be prepared by the Quality Assurance Engineer or Specialist for approval by the Quality Assurance Manager prior to the schedule distribution. The schedule provides for the required minimum surveillance/inspection activities that are to be conducted; additional surveillance/inspection activities may be undertaken if conditions warrant.

#### 4.2 Principle

4.2.1 Surveillance or inspection activities are routinely undertaken to provide assurance that written procedures and/or test plans are being followed by those individuals performing the activities.

4.2.2 The results of the surveillance or inspection are documented on a checklist.

A check list is developed by researching appropriate codes, standards and procedures. The checklist includes questions to be asked where activity knowledge is important to process or product quality.

The checklist questions are asked of the person performing the work to verify the work is being performed in accordance with the appropriate document. Data records will be examined and material will be inspected.

The checklist shall be prepared and approved prior to the surveillance.

#### 4.3 Method of Surveillance Preparation

4.3.1 Preparation is accomplished by researching the applicable documentation and identifying key elements to be observed or examined. The following items should be identified in the body of the surveillance report.

- The organization undergoing surveillance
- The area in which surveillance will occur.
- The purpose of the planned surveillance.
- Procedure(s) related to the task activity
- The item(s) to be verified.
- The date of the surveillance.

#### 4.4 Surveillance Reports

4.4.1 The surveillance report shall contain data obtained during the surveillance, any anomalies noted during the surveillance, the checklist, and reasons for omitting any item on the checklist.

4.4.2 The report shall be transmitted to the Quality Assurance Manager for review and evaluation. He shall determine distribution as appropriate to the findings.

4.4.2 When required a follow-up surveillance or inspection shall be conducted to close-out the report. The results of the follow-up shall be documented on a like checklist or nonconformance report, which ever is appropriate.

#### 4.5 Personnel Interface

Surveillance personnel are responsible for establishing contact with USGS, USGS subcontractor and other quality assurance personnel as required.

#### 4.6 Hold Points

Hold points will be established by mutual agreement of the QA Engineer or Specialist and the QA Manager when it has been determined that a condition exists that is adverse to quality or continuation of work would jeopardize or compromise the quality of an item.

#### 5.0 References

Not Applicable.

#### 6.0 Attachments

None.

#### 7.0 Revisions

Revisions to this document shall be made when required. Revisions shall be accomplished as per NWM-USGS-QP-01, "Document Control".