

# GEOSCIENCES AND ENGINEERING DIVISION

## QUALITY ASSURANCE PROCEDURE

Proc. QAP-007

Revision 4 Chg0

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Title: **QAP-007 PROFESSIONAL PERSONNEL QUALIFICATION**

### EFFECTIVITY AND APPROVAL

Revision 4 of this procedure became effective on August 5, 2005. This procedure consists of the pages and changes listed below.

| <u>Page No.</u> | <u>Change</u> | <u>Date Effective</u> |
|-----------------|---------------|-----------------------|
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Supersedes Procedure No. QAP-007, Rev 3, Chg 1 dated 7/21/2004

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*8/5/2005*

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Date

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QAP-007 PROFESSIONAL PERSONNEL QUALIFICATION

1. PURPOSE

The purpose of this procedure is to describe the method of determining and documenting the qualification requirements and qualifications of the Geosciences and Engineering Division (Division), Southwest Research Institute® (SwRI®), consultant, and subcontractor personnel performing activities affecting quality. This procedure implements the requirements of Division Quality Assurance Manual (QAM) Section 2.

2. RESPONSIBILITIES

The manager has overall responsibility for implementation of the procedure.

3. PROCEDURE

3.1 Form QAP-11 "Professional Personnel Qualification Record" shall be used to document the qualification information required by this procedure.

3.2 The cognizant managers shall complete QAP-11 form for personnel performing activities within or for their organizations. The instructions located on the reverse side of the form shall be used as follows:

- (i) Identify the individual by name and employer. For SwRI employees, the Division number, such as SwRI/09, should be indicated.
- (ii) Identify the general area of expertise of the individual in the title block. This should accurately reflect the position description by discipline/subdiscipline. Examples include Geologist, Geochemist, Metallurgist, and Hydrologist. Payroll titles should not be used.
- (iii) Provide qualification requirements
  - Position Description Summary—a brief statement of current and anticipated job assignments to provide an adequate context for education, experience, and specialized skill requirements.
  - Education—the level and type of education necessary to successfully perform the assigned work.
  - Experience—the extent and type of experience necessary to successfully perform the assigned work.
  - Specialized Skills/Training—specific skills, certification, or training required to successfully perform the assigned work. Specialized skills/training do not include quality program training, which is addressed in QAP-005, Quality Indoctrination and Training.

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- (iv) Summarize the education, experience, training, and other capabilities that establish qualifications. Resumes, curriculum vitae, and publications lists shall be referenced, as appropriate, and may be attached. All qualifications shall be supported by objective evidence available in Division or other SwRI files.
- 3.3 The cognizant Assistant Director (CNWRA President for Assistant Directors, or Division Vice President for Directors) shall review the evidence of qualification to determine whether the individual satisfies all requirements. If the qualifications are sufficient, the form shall be signed and dated.
- 3.4 On an annual basis, the manager and upper management reviewer indicated in Section 3.3 shall review and, as necessary, revise the position description or statement of qualifications on each QAP-11. In addition, performance and training activities shall be reviewed to verify that the individual continues to meet the requirements of the position description. This verification shall be documented by signature and date on the QAP-11 form in the block titled Annual Reassessment of Qualifications.
- 4. RECORDS
  - 4.1 Professional Personnel Qualification Record, QAP-11 form and attachments shall be maintained and retained as permanent QA records in accordance with QAP-012, "Quality Assurance Records Control."
  - 4.2 Backup documentation of qualifications that is maintained in SwRI and Division files shall be retained in accordance with applicable SwRI and Division policies.