GEOSCIENCES AND ENGINEERING DIVISION QUALITY ASSURANCE PROCEDURE	Proc: QAP–013 Revision 8 Chg 0 Page 1 of 3

Title: **QAP–013 QUALITY PLANNING**

EFFECTIVITY AND APPROVAL

Revision 8 of this procedure became effective on 8/22/2005. This procedure consists of the pages and changes listed below.

Page No.	Change	Date Effective
ALL	0	8/22/2005

Supersedes Procedure No. QAP–013, Rev. 7, Chg 0, dated 8/10/2004.

Prepared by	Date	Approved by	Date
	8/18/2005		8/19/2005

QAP–013 QUALITY PLANNING

1. PURPOSE

The purpose of this procedure is to identify methods for applying the Geosciences and Engineering Division (Division) quality assurance (QA) program to specific activities.

2. RESPONSIBILITY

2.1 The Director of QA, project manager, and Director or Assistant Director are responsible for review and approval of quality planning documents.

2.2 Managers and principal investigators (PIs) are responsible for identifying QA requirements applicable to proposed and accepted work.

2.3 Individuals performing activities affecting quality are responsible for using quality planning documents to guide implementation of the QA program for those activities.

3. PROCEDURE

3.1 Initial quality planning for Division tasks and projects shall be performed prior to initiation of affected work activities. Planning shall be accomplished through the preparation of a Quality Requirements Application Matrix (QRAM), form QAP–17. The QRAM shall identify how the quality program will be applied to a specific activity. Additional quality measures required by clients or regulations shall also be identified in the QRAM.

3.1.1 A QRAM shall be prepared by the cognizant manager and PI for each project, activity or task for proposed and accepted work. QRAMs will generally correspond to task-level elements of the work breakdown structure, when applicable. The QRAM shall reference the corresponding project or proposal number (and revision) for which the QRAM is written.

3.1.2 The QRAM shall include a brief description of the scope of work. Procedures applicable to the activity shall be identified based on the type of work to be performed and the ultimate use of the products. The QRAM is organized according to various types of activities (e.g., laboratory and field, software use and development, data and data analysis) that guide identification of applicable procedures.

3.1.3 The QRAM shall identify scientific and engineering software to be (i) used in analysis and (ii) developed. Whenever possible, the software version shall be identified. As appropriate, the expected dates for (i) placing software under TOP–018 control, (ii) software development milestones, and (iii) software validation shall be identified.

3.1.4 As necessary, the QRAM shall identify any additional implementing procedures that may need to be developed to provide adequate controls.

3.1.5 The QRAM and QRAM revisions shall be approved by the project manager, Director of QA, and responsible Director or Assistant Director in Block 3 of the QRAM form. These approvals shall signify that the QRAM accurately reflects the activity and correctly identifies the applicable procedures. The approvals will also confirm that software expected to be used has the appropriate control and validation status, or that plans are made to bring software into appropriate control, when necessary.

3.1.6 Whenever the scope of work covered by a QRAM is significantly changed, the QRAM shall be reevaluated and revised, if needed.

4. RECORDS

4.1 QRAMs and revisions shall be controlled as QA records in accordance with QAP–012, Quality Assurance Records Control.

4.2 Active QRAMs shall be available for electronic viewing by Division staff on the QA website (http:\tuti\qa).