

**GEOSCIENCES AND ENGINEERING DIVISION**

**QUALITY ASSURANCE PROCEDURE**

Proc. QAP-013

Revision 10 Chg 0

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Title: **QAP-013 QUALITY PLANNING**

**EFFECTIVITY AND APPROVAL**

Revision 9 of this procedure became effective on 06/06/2008. 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-013, Rev.9, Chg 0, dated 6/6/2008

Prepared by



Date

7/6/2009

Approved by



Date

7/6/2009

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## QAP-013 QUALITY PLANNING

### 1. PURPOSE

The purpose of this procedure is to describe the methods for identifying Geosciences and Engineering Division (Division) quality assurance (QA) requirements applicable to specific activities. The quality planning process is performed as work is proposed so that the effort and cost necessary to implement QA requirements for an activity are estimated with sufficient accuracy to support proposal preparation and project scheduling and costing. Furthermore, the quality planning activities and associated documentation should facilitate compliance with applicable QA requirements. Once planned, QA requirements are implemented in accordance with contract and division organizational requirements using applicable administrative procedures (APs), quality assurance procedures (QAPs), and technical operating procedures (TOPs), as appropriate.

### 2. RESPONSIBILITY

- 2.1 Principal investigators (PIs) are responsible for identifying QA requirements applicable to Division tasks and projects.
- 2.2 The director of QA, project manager, and responsible director or assistant director are responsible for reviewing and approving quality planning documents.
- 2.3 Individuals assigned to work on funded tasks and projects are responsible for knowing the QA requirements planned for those activities, as documented in the applicable Quality Requirements Application Matrix (QRAM), and implementing the requirements consistent with division procedures.

### 3. PROCEDURE

- 3.1 Quality Planning for Division Tasks and Projects
  - 3.1.1 Initial quality planning for Division tasks and projects shall be performed when work is proposed. Planning shall be documented on a QRAM, form QAP-17.
  - 3.1.2 A QRAM shall be prepared by the PI for each project, activity or task for proposed 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. In the absence of specific contract requirements for QA, the QRAM shall be based on standard division QA practices.

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- 3.1.3 The QRAM shall briefly describe the scope of work and shall identify the specific procedures applicable to the activity corresponding to that scope of work. (Not all procedures are listed on the QRAM form because many are applicable regardless of the scope of work.) Additional quality measures required by clients or regulations shall also be identified in the QRAM.
- 3.1.4 As necessary, the QRAM shall identify any additional procedures or other measures that need to be developed to provide adequate controls.
- 3.1.5 In addition to the applicable procedures, the QRAM shall identify specific QA-related efforts to be accomplished during the project, particularly those that have a potential cost or schedule impact that should be considered. Specific information shall include, as applicable
- Consultants and subcontractors expected to be used to support the task or project.
  - Software to be used, identified by version number and current qualification and validation status.
  - Software development documents required by TOP-018, Development and Control of Scientific and Engineering Software.

### 3.2 QRAM Approval

The QRAM shall be reviewed and approved by the project manager, director of QA, and the responsible director or assistant director in Block 3 of the QRAM form. These reviews shall confirm that the QRAM accurately reflects the activity and correctly identifies the applicable procedures. The reviews also will 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.

QA approval of a proposal in accordance with QAP-002, Review of Documents, Reports, and Papers requires evaluation and approval of the corresponding QRAM.

### 3.3 QRAM Revision

QRAMs shall be revised when modifications to the scope of work of the activity change the procedures applicable to the activity. Revision of a QRAM is not necessary for changes to the specific information (Section 3.1.5) used in the proposal process that do not otherwise affect the applicable procedures. Changes to the personnel identified in a QRAM do not require its revision, but newly assigned key personnel should review the QRAM. Revisions to QRAMs shall be reviewed and approved as described in Section 3.2.

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3.4 QRAM Availability and Use

QRAMs for active projects shall be posted on the GED Electronic Library Facility and be available to division and other project staff. As necessary, non-GED staff should be provided QRAM information by the PI.

4. RECORDS

QRAMs, including QRAMs for unfunded proposals, shall be controlled as QA records in accordance with QAP-012, Quality Assurance Records Control.