

CPCO REVIEW/APPROVAL

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QUALIFICATIONS OF QUALITY
ASSURANCE AUDIT PERSONNEL

MGJEC STANDARD NO: STD-1-Q

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PAGE: 1 of 7

INFORMATION ONLY

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TABLE OF REVISIONS

Revision 0, Date January 28, 1983

Original Issue

Revision 1, Date May 26, 1983

Added: Paragraph IV C
EXHIBIT A & B

Revised: Paragraph III, IV A1, IV B2, B3, B5 and V

Revision 2, Date June 01, 1983

Revised Revision 1 Description on Page 2,
Revised Paragraphs III and IVA

Qualifications of Quality Assurance Audit Personnel

I. SCOPE

This document establishes the requirements for Audit Team leaders and Audit Team Members for internal audits of Projects covered by the MGJEC Quality Assurance Manual.

II. RESPONSIBILITY

The President or his designee shall be responsible for verifying that the Audit Team Leaders and Members meet the requirements set forth in this document. He shall also be responsible for the training of the auditing personnel.

III. DEFINITIONS

- A. Audit - a documented activity performed in accordance with written procedures or checklists to verify, by examination and evaluation of objective evidence, that applicable elements of the Quality Assurance program have been developed, documented and effectively implemented in accordance with specified requirements.
- B. Audit Team Leader - A Qualified Auditor not working directly on the project, who is qualified to organize and direct an audit, report findings and evaluate corrective actions.
- C. Audit Team Member - A Qualified Auditor, not working directly on the project, who performs any portion of an audit.
- D. Qualified Auditor - An individual trained in accordance with ATP-7-Q.

IV. QUALIFICATIONS

A. Audit Team Member

- 1. Auditors shall have experience or training commensurate with the scope, complexity and special nature of the activities to be audited. His competence shall be developed by the following methods:

- a. Orientation to provide a working knowledge and understanding of the MGJEC Quality Assurance Manual and Project Instructions and Procedures and Contractual Requirements for projects to be audited.
- b. General training consisting of fundamentals, objectives, characteristics, organization, performance and results of quality auditing.
- c. Specialized training consisting of methods of examining, questioning, evaluating and documenting specific audit items and closing out audit findings.

B. Audit Team Leader

1. The Audit Team Leader shall meet the requirements of the Audit Team Members described in IV A above.
2. He shall have a thorough understanding of the requirements of the MGJEC QA Manual, Project Instructions and Procedures.
3. He shall be capable of organizing and conducting an audit in accordance with ATP-6-Q.
4. He shall be capable of documenting the results of the audit and reporting the results to management personnel in accordance with the MGJEC QA Manual and applicable QA procedures.
5. He shall be capable of evaluating and verifying implementation of corrective actions.

- C. The Audit Team Leader and Audit Team Member shall be certified to meet the requirements set forth in this document, by the President or his designee. (See EXHIBIT A and B)

V. REFERENCES

1. MGJEC Quality Assurance Manual (latest revision).

2. MGJEC Procedure for Performing Internal Quality Assurance Audits, ATP-6-Q (latest revision)
3. MGJEC Procedure for Training MGJEC Audit Team Members, ATP-7-Q (latest revision).

CERTIFICATION FOR AUDIT TEAM LEADER

This certifies that _____ has met the requirements for Audit Team Leader in accordance with MGJEC Standard STD-1-Q, "Qualifications of Quality Assurance Audit Personnel."

He/she has previously been certified as an Audit Team Member and he meets the following requirements:

- o Has an understanding of the requirements of the MGJEC QA Manual.
- o Is capable of organizing and conducting an audit in accordance with the guidelines provided by the management personnel.
- o Is capable of documenting the results of the audit and reporting the results to management personnel in accordance with the MGJEC QA Manual and applicable QA Procedures.
- o Is capable of evaluating corrective actions.

By _____
Mark G. Jones, President

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CERTIFICATION FOR AUDIT TEAM MEMBER

This certifies that _____ has met the requirements for Audit Team Member in accordance with MGJEC Standard STD-1-Q, "Qualifications of Quality Assurance Audit Personnel."

It has been demonstrated that he/she has experience or training commensurate with the scope, complexity and special nature of the activities to be audited. This competence has been developed by the following:

- o Had orientation to provide working knowledge and understanding of the MGJEC Quality Assurance Manual and project instructions.
- o Training consisting of fundamentals, objectives, characteristics, organization, performance and results of quality auditing.
- o Training consisting of methods of examining questioning, evaluating and documenting specific audit items and closing out audit finding.
- o On-the-job training, guidance and counseling under the direct supervision of an Audit Team Leader.

By _____
Mark G. Jones, President

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