

DATA ITEM DESCRIPTION

Title: Quality Control Plan

Number: MR-005-11

Approval Date: 20031201

AMSC Number:

Limitation:

DTIC Applicable: No

GIDEP Applicable: No

Office of Primary Responsibility: CEHNC-OE-CX

Applicable Forms:

Use/Relationship: The Quality Control (QC) Plan will be used to provide details of the approach, methods, and operational procedures to be employed to perform QC for a specific Munitions Response or other munitions related project. This Data Item Description contains instructions for preparing work plan chapters addressing QC for Munitions Response or other munitions related projects.

Requirements:

1. A QC Plan shall be prepared to document the approach and procedures to be used to ensure quality throughout the execution of the tasks required by the individual Task Order.
2. The QC Plan shall document processes affecting quality and will include the following:
 - 2.1 Audit procedures, corrective/preventive action procedures, data management, digital geophysical operations, anomaly acquisition and reacquisition, field operations, equipment calibration/maintenance requirements (geophysical instruments, radios/cell phones, vehicles/machinery, air monitoring equipment and personal protective equipment etc.), pass/fail criteria for all quality audits and records generated (daily logs, meeting minutes, inventory forms, inspection forms etc.).
 - 2.2 The QC plan shall also describe how lessons learned are captured, documented, and submitted to the Government.
 - 2.3 The QC plan shall describe the procedure used to ensure contract submittals (reports, work plans, etc.) are reviewed/processed to ensure they meet contractual requirements and how changes to existing documents are processed and communicated to appropriate personnel.
 - 2.4 The QC Plan shall include a process/training plan for all on-site personnel that ensures each employee meets the qualifications requirements (education, training, and/or experience), as defined for this contract to perform the duties of the job for which they were hired. The QC plan will also address all site specific and routine training requirements for contractor personnel and site visitors.
 - 2.5 If applicable, the QC Plan shall contain a Chemical Data Quality Management sub plan in accordance with Engineering Regulation (ER) 1110-1-263.
3. All QC documentation will be submitted as part of or as supporting documentation for the appropriate follow-on report.
4. All QC records and documentation will be kept on site and made available for government inspection upon request.
5. End of DID MR-005-11.