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typical quality assurance plan

1.0 Purpose and Scope

This section defines and establishes the scope of quality assurance, quality control and any activities related to the quality of performance. The following activities are included:

Scope and Introduction of Personnel
Organization and Responsibilities
Instructions and Procedures
Documents and Document Change Management
Quality Records
Quality Audits
Quality Performance Management

2.0 Definitions

These definitions listed shall apply to the terms as they are used in the Quality Assurance Plan and any associated references.

3.0 Responsibilities

The Quality Assurance Director or designee is responsible for:

Defining the QA scope and articulating it to project personnel
Defining Organization and Responsibilities
Providing Instructions and Procedures for execution of QAP
Document Handling and Change Management
Quality Audit
Quality Performance Management
Notification of Nonconformance
Quality Records

4.0 Procedures

Section 4 itemizes all of the activities that will be implemented as part of the Quality Assurance Plan. These procedures are specific to the project and will reference additional documents included as part of our Quality Assurance Manual.

5.0 References

Section 5 will identify all documents and standards utilized in the execution of the procedures outlined in Section 4.

