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NOTE: This Section's Sign-Off Record is maintained in the ESH&A Office.

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REVISION / REVIEW LOG**SECTION 2 – QUALITY ASSURANCE PROGRAM**

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SIGN-OFF RECORD

The Environment, Safety, Health and Assurance Program Manual has been reviewed and approved as documented below:

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Note: Original Sign-off Record with signatures is on file with ESH&A.

2.0 QUALITY ASSURANCE

Applicability Statement:

The Ames Laboratory Quality Assurance Program applies to all employees.

The Ames Laboratory [Quality Assurance Program Plan](#) (QAP) provides an overview of the Laboratory program to address the requirements contained in 10 CFR 830 Subpart A, Quality Assurance. The quality assurance criterion from 10 CFR 830 Subpart A and DOE Order 414.1C (an Ames Laboratory contract directive) are the same. Additional guidance for the Laboratory's quality assurance activities is derived from DOE Guide 414.1-2A and ANSI/ASQ Z 1.13-1999, when necessary and applicable. The quality assurance criteria are listed below, and links to specific sections of the QAP and other Laboratory web addresses and applicable sections of this ESH&A Program Manual are included as references.

2.1 Criterion 1—Program.

- (1) Establish an organizational structure, functional responsibilities, levels of authority, and interfaces for those managing, performing, and assessing work.*
- (2) Establish management processes, including planning, scheduling, and providing resources for work.*

REFERENCES

The Ames Laboratory Quality Assurance Program Plan (QAP) Criterion 1
[The Ames Laboratory webpage](#)

2.2 Criterion 2—Personnel Training and Qualification.

- (1) Train and qualify personnel to be capable of performing assigned work.*
- (2) Provide continuing training to personnel to maintain job proficiency.*

REFERENCES

The Ames Laboratory Quality Assurance Program Plan (QAP) Criterion 2
Refer to Section 3 of this manual for a detailed review of the Laboratory's Training Program.

2.3 Criterion 3—Quality Improvement.

- (1) Establish and implement processes to detect and prevent quality problems.*
- (2) Identify, control and correct items, services, and processes that do not meet established requirements.*
- (3) Identify the causes of problems, and include prevention of recurrence as a part of corrective action planning.*
- (4) Review item characteristics, process implementation, and other quality-related information to identify items, services, and processes needing improvement.*

REFERENCES

The Ames Laboratory Quality Assurance Program Plan (QAP) Criterion 3

2.4 Criterion 4—Documents and Records.

- (1) Prepare, review, approve, issue, use, and revise documents to prescribe processes, specify requirements, or establish design.*
- (2) Specify, prepare, review, approve, and maintain records.*

REFERENCES

The Ames Laboratory Quality Assurance Program Plan (QAP) Criterion 4

2.5 Criterion 5—Work Processes.

- (1) Perform work consistent with technical standards, administrative controls, and hazard controls adopted to meet regulatory or contract requirements using approved instructions, procedures, etc.*
- (2) Identify and control items to ensure proper use.*
- (3) Maintain items to prevent damage, loss, or deterioration.*
- (4) Calibrate and maintain equipment used for process monitoring or data collection.*

REFERENCES

The Ames Laboratory Quality Assurance Program Plan (QAP) Criterion 5
Procedure 10200.010, Readiness Review Procedure

2.6 Criterion 6—Design.

- (1) Design items and processes using sound engineering/scientific principles and appropriate standards.*
- (2) Incorporate applicable requirements and design bases in design work and design changes.*
- (3) Identify and control design interfaces.*
- (4) Verify/validate the adequacy of design products using individuals or groups other than those who performed the work.*
- (5) Verify/validate work before approval and implementation of the design.*

REFERENCES

The Ames Laboratory Quality Assurance Program Plan (QAP) Criterion 6

2.7 Criterion 7—Procurement.

- (1) Procure items and services that meet established requirements and perform as specified.*
- (2) Evaluate and select prospective suppliers on the basis of specified criteria.*
- (3) Establish and implement processes to ensure that approved suppliers continue to provide acceptable items and services.*

REFERENCES

The Ames Laboratory Quality Assurance Program Plan (QAP) Criterion 7

2.8 Criterion 8—Inspection and Acceptance Testing.

- (1) *Inspect and test specified items, services, and processes using established acceptance and performance criteria.*
- (2) *Calibrate and maintain equipment used for inspections and tests.*

REFERENCES

The Ames Laboratory Quality Assurance Program Plan (QAP) Criterion 8

2.9 Criterion 9—Management Assessment.

Ensure that managers assess their management processes and identify and correct problems that hinder the organization from achieving its objectives.

REFERENCES

The Ames Laboratory Quality Assurance Program Plan (QAP) Criterion 9
The Laboratory's Assessment Program is discussed in Section 10 of this manual.

2.10 Criterion 10—Independent Assessment.

- (1) *Plan and conduct independent assessments to measure item and service quality, to measure the adequacy of work performance and to promote improvement.*
- (2) *Establish sufficient authority and freedom from line management for independent assessment teams.*
- (3) *Ensure that persons conducting independent assessments are technically qualified and knowledgeable in the areas to be assessed.*

REFERENCES

The Ames Laboratory Quality Assurance Program Plan (QAP) Criterion 10
The Laboratory's Assessment Program is discussed in Section 10 of this manual.