

APPENDIX C  
QASP TEMPLATE

C-1. General. The following is a QASP template that shall be modified for specific project needs.

QUALITY ASSURANCE SURVEILLANCE PLAN

**[City, State]**

**1. INTRODUCTION**

This Performance-Based Quality Assurance Surveillance Plan (QASP) has been developed pursuant to the requirements of the Performance-Based Statement of Work in Contract No. *[Insert specific project contract No.]*. This plan sets forth procedures and guidelines that the U.S. Army Corps of Engineers (USACE) will use in evaluating the technical and safety performance of the Contractor. A copy of this plan will be furnished to the Contractor so that the Contractor will be aware of the methods that the Government will employ in evaluating performance on this contract and address any concerns that the Contractor may have prior to initiating work.

**2. PURPOSE OF THE QASP**

- Confirm that the action is conducted utilizing proper procedures and in accordance with the approved work and safety plans;
- Define the roles and responsibilities of participating Government officials;
- Define the types of work to be performed with required end results;
- Document the evaluation methods that will be employed by the Government in assessing the Contractor's performance;
- Provide the Surveillance Activities Table and Corrective Action Request (CAR) form that will be used by the Government in documenting and evaluating the Contractor's performance; and
- Describe the process of performance documentation.

**3. ROLES AND RESPONSIBILITIES OF PARTICIPATING GOVERNMENT OFFICIALS**

The USACE Design Center Project Manager (MM DC POC): *[Shall be modified for project needs]*

- Provides overall guidance to the contractor when necessary or requested for purposes of PWS/SOW clarification.

- Reviews vouchers and makes recommendations to the Contracting Officer for payment action based on completion of designated milestones.
- Reports problems or discrepancies to the Contracting Officer as soon as possible.
- Oversees the implementation of the QASP.
- Reviews contractor submittals.
- Initiates periodic contractor evaluations in the Past Performance Information Management System (PPIMS).
- Provide periodic site inspection to review and witness the conduct of MEC procedures for compliance with the PWS/SOW and for the review of the economy and efficiency of project execution as required by FAR Subpart 16.6 and the PMBP Manual.
- Responsible for the execution of the work on schedule, within budget, in a safe manner, and at a level of quality consistent with the customer's requirements.
- Periodically reviews contractor performance relative to the contract schedule and budget.

The USACE Contract Specialist: [*Shall be modified for project needs*]

- Monitors contract performance.
- Maintains central repository for all QA documents required for payment.
- Issues all acceptance/rejection statements.

The Project Engineer or Technical Manager: [*Shall be modified for project needs*]

- Reviews contractor's Technical Management Plan.
- Ensures that all necessary subject matter experts are involved in technical decisions.
- Conducts reviews of contractor submittals for compliance with contract requirements.
- Conducts or supports other surveillance activities as required by the project team.
- Supports all on-site QA activities.
- Develops the "after action" or "final" Quality Assurance Report.
- Provides periodic site inspection to review and witness the conduct of MEC procedures for compliance with the PWS/SOW and for the review of the economy and efficiency of project execution as required by FAR Subpart 16.6 and the PMBP Manual.

The USACE Safety Specialist: [*Shall be modified for project needs*]

- Conducts reviews of contractor submittals for compliance with DOD, DA and USACE explosives safety requirements.
- Performs Periodic Inspections of contractor compliance with DOD, DA, and USACE explosives safety requirements and explosives related procedures described in the work plan.
- Conducts or supports other surveillance activities as required by the project team.

- Supports all on-site QA activities.

The USACE Geophysicist: [*Shall be modified for project needs*]

- Reviews contractor's Geophysical Investigation Plan, GPO Plan and Report.
- Performs, or coordinates with USACE team members to perform periodic inspections of contractor's compliance with the Geophysical Investigation Plan.
- Reviews Quality Control Plan (QCP) reporting requirements and accepts reported QC measures/standards.
- Performs tasks as specified to support the project's quality goals (placing and evaluating anomaly selections over blind seed items, randomly selects anomalies for reacquisition and/or excavation, etc.)
- Provides periodic site inspection to review and witness the conduct of MEC procedures for compliance with the PWS/SOW and for the review of the economy and efficiency of project execution as required by FAR Subpart 16.6 and the PMBP Manual.

The USACE Chemist: [*Shall be modified for project needs*]

- Evaluates acceptability of contract laboratory through review of their self declaration of DoD QSM compliance along with their method-specific SOPs
- Reviews the work plan for compliance with standard protocols for Environmental Sampling and Chemical Analysis.
- Conducts reviews of Environmental Sampling and Chemical Analysis Data.
- Conducts Periodic Inspections of contractor compliance with environmental sampling requirements of the work plan to ensure that contractors are utilizing appropriate sampling techniques, collecting the quantity of primary and QA/QC samples as stated in the work plan, and completing the COC correctly with the approved analytical methodology.
- Reviews contractor Investigative Derived Waste (IDW) Plan.
- Conducts, or coordinates with USACE Team members to conduct, Periodic Inspections of contractor compliance with the IDW Plan.
- Reviews QCP reporting requirements and accepts reported QC measures/standards.
- Review Daily Quality Control Reports for Environmental Sampling.

The USACE Industrial Hygienist: [*Shall be modified for project needs*]

- Reviews contractor submittals for compliance with DOD, DA, USACE, and OSHA safety and health requirements.
- Performs unscheduled inspections of on-site activities for compliance with safety and health requirements.
- Coordinates medical support training and medical support (as required).

The USACE GIS team member: [*Shall be modified for project needs*]

- Reviews contractor's Geospatial Information and Electronic submittals.
- Reviews QCP reporting requirements and accepts reported QC measures/standards.
- Reviews the work plan for compliance with standards and protocol for Geospatial Information and Electronic requirements.

The USACE Chemist: [***Should be modified for project needs***]

- Participates in preparation of SOW/PWS to ensure that MC requirements are adequately addressed.
- Evaluates acceptability of contract laboratory through review of their self declaration of DoD QSM compliance along with their method-specific SOPs.
- Participates in proposal review to evaluate MC-related tasks.
- Participates in TPP meetings, as appropriate.
- Reviews the work plan for compliance with standard protocols for Environmental Sampling and Chemical Analysis.
- Conducts reviews of Environmental Sampling and Chemical Analysis Data.
- Conducts Periodic Inspections of contractor compliance with environmental sampling requirements of the work plan to ensure that contractors are utilizing appropriate sampling techniques, collecting the quantity of primary and QA/QC samples as stated in the work plan, and completing the COC correctly with the approved analytical methodology.
- Reviews contractor Investigative Derived Waste (IDW) Plan.
- Conducts, or coordinates with USACE Team members to conduct, Periodic Inspections of contractor compliance with the IDW Plan.
- Reviews QCP reporting requirements and accepts reported QC measures/standards.
- Review Daily Quality Control Reports for Environmental Sampling.
- Coordinates with PDT and Contractor regarding collection of QA splits.
- Coordinates with QA laboratory regarding analysis and reporting of QA split results.
- Evaluates QA split data with respect to primary data and prepares Chemical Quality Assurance Report.
- Reviews all submittals containing MC sampling data, to include quality evaluations or decision-making regarding MC results

The USACE Risk Assessor: [***Should be modified for project needs***]

- Participates in preparation of SOW/PWS to ensure that risk assessment requirements are adequately addressed.
- Participates in proposal review to evaluate risk assessment-related tasks.
- Participates in TPP meetings, as appropriate.
- Evaluates screening levels for environmental media
- Reviews the work plan to ensure that planned effort will support the level of risk assessment intended.

- Conducts reviews of human health and ecological risk assessments.
- Reviews QCP reporting requirements and accepts reported QC measures/standards.
- Reviews reports containing risk assessments, to include decision-making regarding results of risk assessments.

*[Other team members may be added as required or needed (e.g., Blast Effects Analyst, Surveyor, Geologist, etc.).]*

#### **4. METHODOLOGIES TO BE USED TO MONITOR THE CONTRACTOR'S PERFORMANCE**

Even though the Government will be monitoring the contractor's performance on a continuing basis, the volume of tasks performed by the contractor makes technical inspections of every task and step impractical. Accordingly, USACE will use the Surveillance Activities Table (Attachment A) as the basis for monitoring the contractor's performance under this contract. The contractor's performance will be evaluated by the Contracting Officer using the performance metrics provided in Attachment B.

#### **5. QUALITY ASSURANCE REPORTING FORMS**

The primary form used to document surveillance activities will be the Quality Assurance Report (QAR) provided in Attachment C. The QAR will be used by all team members to document surveillance activities conducted. All nonconformances will be documented on a Corrective Action Request (CAR), see Attachment D. ***[NOTE: The PDT determines appropriate contractor response times on a project-by-project basis. Contractor response times provided below are for illustrative purposes only. Note that any life or mission threatening safety issues must be corrected immediately.]*** Each CAR will be annotated as a Critical nonconformance, Major nonconformance, or Minor nonconformance. Definitions and required contractor response times are:

**Critical Nonconformance\*:** a nonconformance that is likely to result in hazardous or unsafe conditions for individuals using, maintaining, or depending upon the supplies or services; or is likely to prevent performance of a vital agency mission.

*Contractor is provided 24 hours to provide written response to the CAR.*

**Major Nonconformance\*:** a nonconformance, other than critical, that is likely to result in failure of the supplies or services, or to materially reduce the usability of the supplies or services for their intended purpose.

*Contractor is provided 5 calendar days to provide written response to the CAR.*

**Minor Nonconformance\*:** a nonconformance that is not likely to materially reduce the usability of the supplies or services for their intended purpose, or is a departure from established standards having little bearing on the effective use or operation of the supplies or services.

*Contractor is provided up to 15 calendar days to provide written response to the CAR.*

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**\* [NOTE: The definitions for nonconformance are derived from FAR 46.101.]**

Upon completion of field work and acceptance of all final reports, the Project Engineer/Technical Manager will document QA activities in an “after action” or “final” Quality Assurance Report in accordance with Attachment E.

Checklists may be used to support surveillance activities such as the Generic On-Site QA checklist provided in Attachment F or those generated for use during pre-op/table top exercises. These forms, when completed, will document the contractor's compliance with contract requirements and completion of milestone activities. The Contracting Officer will evaluate contractor performance using the definitions (Exceptional, Very Good, Satisfactory, Marginal, and Unsatisfactory) contained in the Past Performance Information Management System (PPIMS) and the metrics identified in Attachment B.

Completed forms will be consolidated and provided to the Contracting Officer at the end of each month for that month's surveillance activities. A copy of each CAR will be forwarded to the Contracting Officer by COB of the next full workday after it is provided to the contractor. Note that any life or mission threatening safety issues must be corrected immediately, and that contractor response times are determined by the PDT on a project-by-project basis. All other CARs will provide a reasonable suspense date for the contractor to review and take appropriate action. The contractor is required to provide written responses to all CARs.

**Attachment A**

Surveillance Activities Table

**Attachment B**

Performance Metrics

**Attachment C**

Quality Assurance Report

**Attachment D**

Corrective Action Request

**Attachment E**

After Action or Final Quality Assurance Report

**Attachment F**

Generic On-site QA Checklist

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