

CHAPTER 5

'DO' PHASE - QUALITY ASSURANCE

5-1. General. Quality Assurance (QA) is defined as that part of quality management focused on providing confidence that project quality requirements defined in the PMP will be fulfilled. QA includes those processes employed to assure that QC activities are being accomplished in accordance with planned activities and that those QC activities are effective in producing a product that meets the desired end quality.

5-2. Responsibilities. For products or services being prepared by the owning District or activity, QA will be performed by the Regional Headquarters. QA responsibility is delegated to the District for designs prepared by another District, government agency, or A-E contract.

- a. The Regional Headquarters will conduct its QA activities using an audit process defined by its regional QMS.
- b. Districts or Centers will conduct QA actions including preparation of a Quality Assurance Plan; review and approval of another District, government agency, or A-E QCP; and Quality Assurance oversight.

5-3. QAP Implementation. The QAP prepared by the PDT during the planning phase will be implemented during project execution. The PDT will update the QAP as required for changing project conditions. Or, as the project progresses, the PDT may prepare additional QAPs for different phases and products, depending on nature of the associated work.

5-4. Management of Technical Products. Following the PMBP, Division Chiefs, Branch Chiefs, and Section Chiefs are responsible for guiding and ensuring that all technical documents are developed and finalized to result in high quality products. This will be done both from a presentation perspective to meet accepted professional standards and in substance to effectively respond to project requirements and objectives. Management procedures must be established to ensure technical products and project construction are of high quality and consistent with applicable technical policies and professional practices. Management will ensure that the PDT identifies and utilizes professional standards including legal, environmental, economic, code, life safety and health. The technical chiefs and PM are responsible for deciding how production work will be accomplished using such options as in-house capability, A-E firms, and other Districts and government agencies.

5-5. A-E Selection and Management. FAR Part 36 and the supplements thereto, as well as EP 715-1-7, will be followed for the procurement of private sector A-E services. Appropriate members of the PDT will prepare a thorough SOW for the A-E services in accordance with [Project Scope and Customer Requirements Definition - PROC2010](#), participate in the selection of a highly qualified A-E firm, prepare an Independent Government Estimate, assist in contract negotiations, coordinate and oversee the A-E contractor's performance, and perform quality assurance of the contractor's product. A qualified person in product development will be appointed as the contracting officer's representative (COR) for the A-E contract, however the

PM may be appointed as the COR, if properly qualified. The COR is responsible for management of the A-E contract and ensuring that the contract requirements are satisfied.

5-6. Other Districts and Government Agencies. Appropriate members of the PDT will prepare a thorough SOW in accordance with [Project Scope and Customer Requirements Definition - PROC2010](#) for the services of other Districts and government agencies, and perform quality assurance of the product.

5-7. Oversight. The District PDT will review documents prepared by another District, government agency, or A-E firm to ensure contract compliance and to verify that the appropriate criteria and assumptions were used. This effort should not be an in-depth technical review, but should be performed to the degree necessary to satisfy the reviewer that the Government is receiving a full response to contract requirements. Also, the District must be prepared to present the product when engaging with the customer. Typical QA activities include:

- a. Review and approval another District, government agency, or A-E prepared QCP.
- b. Ensure that described activities of another District, government agency, or A-E QCP have been/are being performed.
- c. Verify designers and checkers are same staff as proposed in another District, government agency, or A-E's SF 330 and identified in the QCP.
- d. Verify ITR reviewers are same staff as identified in the QCP.
- e. Ensure an ITR is conducted in accordance with Chapter 4, with emphasis on a determination that the ITR was appropriate to the level of risk and complexity inherent in the project; that the ITR verified compliance with established policy principles and procedures; utilized justified and valid assumptions; and reviewed methods, procedures, alternatives, and reasonableness of results, including whether the product meets customer's needs.
- f. Verify appropriate staff in another District, government agency, or A-E have completed and signed the required QC certifications.
- g. Ensure all QA review comments have been adequately resolved in future submittals.
- h. Verify the product received satisfies contract requirements.
- i. Visits to another District, government agency, or A-E's office.
- j. Frequent dialog between another District, government agency, or A-E and the District to ensure the project will satisfy the Corps requirements and avoid lost effort.

5-8. Documentation. When another District, government agency, or A-E completes product development, the following information will be kept with the project file: QAP; QCP; annotated

comments in DrCheckssm for QA reviews; another District, government agency or A-E statement of technical review; and QA Certifications (refer to Appendix F).