

[Your Company Name]

QUALITY ASSURANCE PROGRAM
Quality Level 1

[Date]
Revision 0

APPROVAL:

PROJECT SUPERINTENDENT

DATE

QUALITY ASSURANCE MANAGER

DATE

Meets ASME/NQA-1 Guidelines

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1.0 ORGANIZATION

1.1 General

This section defines and describes the [Company Name] organizational structure and assigns authority and general responsibility for the implementation of this plan. (See Figure 1.1, *Organization Structure*)

1.2 Responsibilities

1.2.1 President

The President establishes company quality policy and identifies the objectives of the quality system. The President defines the responsibility, authority, and reporting relationships of personnel.

1.2.2 Project Management

Project Management is responsible for the technical and administrative operations related to this plan.

1.2.3 Superintendent – Other Service Department Leads (OSDL)

Superintendent and other service department leads are responsible for implementing this plan and provide direction to craft and other designated personnel. Superintendent and OSDLs, with support from the President and Project Management, is responsible for providing adequate resources and personnel to meet schedules.

1.2.4 Quality Assurance Manager

The Quality Assurance Manager is responsible for monitoring the implementation of this plan and is independent from project cost and schedule considerations. The QA Manager performs the QA functions. This position, along with its designees, will be afforded sufficient authority, access to work areas, and the organizational freedom to verify activities affecting quality.

1.3 Requirements

1.3.1 Employee Authority and Access to Management

Designated [Company Name] employees or contracted QA Representatives responsible for performing quality assurance functions and verifying activities affecting quality have direct access to senior management and have sufficient authority, access to work areas, and organizational freedom to:

- identify quality problems;
- initiate, recommend, or provide solutions through management;
- verify and ensure the implementations of solutions, and
- assure that nonconforming items are controlled to prevent processing, delivery, installation or use until the nonconforming condition has been resolved.
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