

Appendix A

Contractor Quality Control Plan

The Contractor Quality Control Plan is the Contractor's management plan for executing the contract. The Contractor QCP describes the way in which the Contractor will produce the deliverables, and the step-by-step approach that will be taken to ensure the quality of the engineering and design services and the products derived from those services.

The Contractor is required to submit a Contractor QCP as the first item of work in each delivery order or may submit a Contractor QCP as the first item of work in his contract and, at a minimum, a Quality Control supplement for each delivery order for an indefinite delivery contract.

The following items are key components of the Contractor QCP:

1. The Quality Control Plan will describe the following:

a. Management Philosophy. The Contractor QCP will discuss the organization's technical management philosophy relative to its commitment to quality. The Contractor's Quality Control Program will include Quality Production, Internal Quality Checks and Reviews, and Technical Review.

b. Management Structure. The Contractor QCP will identify the management of the firm that is responsible for quality.

c. Management Approach. The Contractor QCP will define the specific management methodology to be followed during the performance of the work, including such aspects as, documentation management and control, communications, design coordination procedures, design checks and reviews, technical review, and managerial continuity and flexibility.

i) Design checks and reviews should include a comprehensive evaluation of:

- correct application of methods
- adequacy of basic data and assumptions
- correctness of calculations
- completeness of documentation
- testing, modeling, assumptions, calculations, text, and graphic presentations in all documents for completeness and to satisfy appropriate design criteria and use of sound engineering practice
- compliance with guidance, standards, regulations, and laws
- biddability, constructibility, operability, and environmental issues

ii) Technical reviews will ensure that:

- the concepts, assumptions, features, methods, analyses, and details are appropriate, fully coordinated, and correct
- an appropriate range of feasible alternatives was evaluated
- the problems, opportunities, and issues are properly defined and scoped
- the analytical methods used are appropriate and yield reliable results
- the results and recommendations are reasonable, within policy guidelines, and supported by the presentation
- any deviations from policy, guidance, and standards are appropriately identified and have been properly approved
- the products are biddable, constructible, operable, environmentally sound, and cost effective
- the products meet the customers' needs

d. Documentation. All internal review documents and associated comments and responses will be retained in the Contractor's files in auditable condition and submitted to the Government upon request.

Note: If a Contractor QCP is submitted for each delivery order the QCP will also include the components for the QC supplement. See below.

2. The Quality Control Supplements for Work Orders will include the following:

a. Organizational Structure. The Quality Control Supplement will clearly show the interrelationships of management, design team components, and the agency technical review team, including all consultants. An organizational chart identifying by name the key design and agency technical review team members, showing their specific responsibilities related to the work order, will be included.

b. Scheduling. A design schedule will be included showing the sequence of events involved in carrying out specific tasks within the specified period of service. The design review, technical review, and revision periods scheduled prior to submittals will be clearly shown.

Instructions to complete Statement of Technical Review form.

Information in Blue brackets and text is required. Once the input is provided, text should be formatted in black and the brackets should be deleted.

Add appropriate additional signatures (Operations, Construction, AE principal for ATR solely conducted by AE, etc).

¹ *Only needed if some portion of the design/study was contracted*

² *Decision Documents Only*

Appendix C
STATEMENT OF TECHNICAL REVIEW

[Project Name and Location]

[Product Type]

[Date]

COMPLETION OF AGENCY TECHNICAL REVIEW

The Agency Technical Review (ATR) has been completed for the *[product type & short description of item]* for *[project name and location]*. The ATR was conducted as defined in the project's Review Plan to comply with the requirements of EC 1165-2-214. During the ATR, compliance with established policy principles and procedures, utilizing justified and valid assumptions, was verified. This included review of: assumptions, methods, procedures, and material used in analyses, alternatives evaluated, the appropriateness of data used and level obtained, and reasonableness of the results, including whether the product meets the customer's needs consistent with law and existing US Army Corps of Engineers policy. The ATR also assessed the District Quality Control (DQC) documentation and made the determination that the DQC activities employed appear to be appropriate and effective. All comments resulting from the ATR have been resolved and the comments have been closed in DrCheckssm.

Signature

[Name, Office Symbol] [Date]

ATR Team Leader

Signature

[Name, Office Symbol] [Date]

[Home District] Project Manager

Signature

[Name] [Date]

Architect Engineer Project Manager ¹

[Company, Location]

Signature

[Name, Office Symbol] [Date]

Review Management Organization Representative

CERTIFICATION OF AGENCY TECHNICAL REVIEW

Significant concerns and the explanation of the resolution are as follows:

[Describe the major technical concerns and their resolution]

As noted above, all concerns resulting from the ATR of the project have been fully resolved.

Signature

[Name, Office Symbol] [Date]

Chief, Engineering Division or Equivalent

Signature

[Name, Office Symbol] [Date]

Chief, Planning Division²

Printouts of this document may be out of date and should be considered uncontrolled. To accomplish work, the on-line document should be used.

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