

**QUALITY MANAGEMENT PLAN
Review Checklist**

Organization: _____

Question	YES	NO
General		
1. Is QMP signed by the accountable manager who prepared the plan?		
2. Is QMP signed by the senior QA official?		
3. Is QMP signed by the senior management official(s)?		
4. Does QMP format comply with EPA QA/R-2?		
Management and Organization		
1. Does the QMP contain organizational charts and functional statements?		
2. Is the current organizational structure of the quality system documented in the QMP reasonable?		
3. Is the QA Manager shown on the organization chart?		
4. Is an acceptable line of reporting from the QA manager to the senior manager identified?		
5. Is the organizational independence of the QA Manager indicated?		
6. Does the QMP adequately describe the scope of the organization's environmental data collection programs?		
Quality System and Description		
1. Is the review and approval process for QMPs submitted by external organizations acceptable?		
2. Is the preparation, review, and internal approval process for the QAARWP acceptable?		
3. Is an acceptable process identified by which managers and staff are informed of the QMP requirements?		

Question	YES	NO
4. Are acceptable roles and responsibilities for QA/QC discussed in the QMP?		
5. Does the QMP describe how the QA/QC activities will be implemented and is it acceptable?		
6. Does the QMP describe how senior management will assure that the QMP is being implemented and is it acceptable?		
7. Does the QMP describe how the effectiveness of the quality system is measured and is it acceptable?		
8. Does the QMP describe how the effectiveness of the quality system is measured for external organizations and is it acceptable?		
Personnel Qualifications and Training		
1. Does the QMP identify an acceptable process for assuring that personnel are qualified to perform the environmental data collection activities needed?		
2. Does the QMP describe an acceptable process for determining QA-related training needs, providing the training, and measuring its effectiveness?		
3. Does the QMP identify an acceptable individual for item (2) above?		
4. Does the QMP identify an acceptable frequency for assessing training needs?		

Question	YES	NO
Extramural Agreements and Procurement of Items and Services		
1. Does the QMP identify an adequate process for specifying QA and QC requirements in procurements, acquisitions, assistance agreements, SEAs, etc.?		
2. Does the QMP describe an acceptable role for the QA manager in the process in item (1) above?		
3. Does the QMP identify an adequate process and procedures for incorporating QA/QC requirements into work assignments, technical directives, etc.?		
Documents and Records		
1. Does the QMP contain an adequate process for identifying and keeping necessary documents and records to support decisions based on environmental data collection activities?		
2. Does the QMP contain adequate procedures for identifying QA and QC documents and records?		
3. Does the QMP contain adequate procedures for the disposition and maintenance of QA and QC documents and records?		
Computer Hardware and Software		
1. Does the QMP contain an adequate process for assuring that computer hardware and software configurations perform as required when used to support environmental data operations?		
2. Does the QMP contain an adequate process for assuring that specialized computer software is developed in accordance with design specifications and performs as required when used to support environmental data operations?		
3. Does the QMP contain an adequate process for identifying and documenting the quality of environmental data in computerized data bases and information systems?		
Planning		

Question	YES	NO
1. Does the QMP contain an adequate process for planning environmental data operations?		
2. Does the QMP contain an adequate process for providing technical expertise in sampling, statistics, analytical services and QA/QC?		
3. Is the Data Quality Objectives process used in planning environmental data operations?		
4. Does the QMP contain an adequate process for management to assess the QA/QC planning process?		
5. Does the QMP contain an adequate process for preparing, reviewing, and approving QA project plans?		
Implementation of Work Process		
1. Does the QMP contain an adequate process for implementing QAPPs or other planning documentation for environmental data operations as prescribed?		
2. Does the QMP describe an adequate process for managers to assure that the implementation in item (1) above is accomplished?		
3. Does the QMP contain an adequate process for making and maintaining revisions to QAPPs?		
4. Does the QMP contain an adequate process for management to assure that project personnel have access to current documentation?		

Question	YES	NO
Assessment and Response		
1. Does the QMP contain adequate assessment methods (audits, peer reviews, surveillances, performance evaluations, etc.) to examine the effectiveness of the technical and QA/QC activities in a project?		
2. Does the QMP contain an adequate process for planning, conducting, and reporting the results of assessment activities?		
3. Does the QMP identify who is responsible for conducting assessments?		
4. Does the QMP contain an adequate process to assure that corrective actions are implemented in a timely manner?		
5. Does the QMP identify who is responsible for assuring that corrective actions are implemented in a timely manner?		
6. Does the QMP contain an adequate process to measure the effectiveness of corrective actions?		
Quality Improvements		
1. Does the QMP contain an adequate process for corrective actions in the organization?		
2. Does the QMP identify who confirms the effectiveness of corrective actions?		

Note: This checklist is based on the document "Standard Operating Procedure for Quality Management Plan Reviews," QAD/96-1. Please also consult the document "EPA Requirements for Quality Management Plans," EPA QA/R-2 when developing a Quality Management Plan. These documents can be found on-line at <http://www.epa.gov/r10earth/offices/oea/qaindex.htm#National> QA Guidances and Requirements Documents