

Guidance on Quality Assurance Program Development

A quality assurance program documents specific quality requirements for a group performing work and it often addresses specific customer requirements and how they are implemented. Procedures or instructions on how quality processes are performed are normally referenced in a quality plan. A graded approach based on importance and significance of activities is key to the successful application of quality assurance to university research and development activities. A quality assurance program should be based on the proven processes that govern the performance of successful scientific research.

If a quality assurance program is required by the NEUP QA Requirements Checklist for the scope of work, a documented quality assurance program plan shall be established in accordance with the applicable requirements of DOE Order 414.1D or NQA-1 Subpart 4.2, or portions thereof, at the earliest time consistent with the schedule for accomplishing quality-affecting activities. The quality assurance program plan should identify the items and activities to which it applies and the extent of program application for each item and activity. The QA program should provide for the appropriate and necessary indoctrination and training of personnel who perform activities that affect quality, to ensure that suitable proficiency is achieved and maintained.

A university may elect to use the NEUP Quality Assurance Plan Template on the NEUP Portal or another document to identify its quality requirements if a quality assurance program plan is required. In either case simple written implementing procedures should be developed to define and provide clarification on how quality requirements are implemented for universities research and development activities.