

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188 Exp. Date: Jun 30, 1986	
1. TITLE Quality Program Plan (QPP)		2. IDENTIFICATION NUMBER DI-QCIC-80107		
3. DESCRIPTION/PURPOSE 3.1 This plan describes the program to be utilized by the Operations and Maintenance (O&M) contractor to fulfill the statement of work quality program requirements.				
4. APPROVAL DATE (YYMMDD) 860115	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) F/AFSPACECMD-LKQSC		6a. OTIC REQUIRED	6b. GIDEP REQUIRED
7. APPLICATION/INTERRELATIONSHIP 7.1. This data item description contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement for this data included in the contract. 7.2 This data item is applicable to O&M contracts requiring a formal Quality Program. 7.3 This DID supersedes DI-R-3525.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER F3765
10. PREPARATION INSTRUCTIONS 10.1. <u>Contract.</u> This data item is generated by the contract which contains a specific and discrete work task to develop this data product. 10.2. <u>Format.</u> Approved contractor format is acceptable. 10.3. <u>Content.</u> Following the guidance contained in the statement of work, the Quality Program Plan shall include the following: 10.3.1. <u>Organizational Structure.</u> The QPP shall include charts and narrative statements describing each element of the contractor's organization (Quality Assurance, Maintenance Management, Contracting, etc.) which implements the Quality Program, and detailed statements of duties, functions and responsibilities related to each quality program task. The QPP shall explicitly show the relationship of the individual directly managing the Quality Program with each element performing quality program tasks, including his authority to monitor and control such tasks and his authority to implement remedial and preventive action. 10.3.2. <u>Quality Program Tasks Descriptions.</u> The QPP shall document the contractor's understanding of the quality requirements of the contract. This shall include a listing and descriptions of the general and specific quality tasks associated with each phase of the contractor's operation. The QPP shall show, by charts or other graphic devices as necessary, the manner in which the contractor's Quality Program and Quality Assurance Department shall ensure that quality assurance and control measures are developed, implemented, monitored and enforced.				

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10. PREPARATION INSTRUCTIONS (Cont'd)

10.3.3. Quality Program Task Execution. The QPP shall include narrative descriptions to show the contractor's management and execution of each task, detailed in terms of who or when, by which organization, and by which methods each task will be accomplished. Contractor policies and procedures applicable to the task shall be detailed.

10.3.4. Audit Plan.

10.3.4.1. In-Process Audits. The QPP shall document the contractor's procedures for ensuring that audits are conducted to ensure acceptable quality of all the requirements of the contract. Method and frequency of audits shall be described.

10.3.4.2. Audit Report. The QPP shall describe the reports resulting from audits and their disposition (i.e., routing and filing). As a minimum, reports shall include: functional area inspected, date of inspection, name of inspector, discrepancies noted, corrective action, follow-up actions, and "get-well" dates for open items.

10.3.4.3. Analysis. The QPP shall include procedures for analyzing the audit reports to detect defect-producing conditions and their elimination to prevent recurrences.

10.3.4.4. Special Requirements. The QPP shall address any special requirements set forth in the Quality Program section of the Statement of Work and, throughout the Plan, emphasis shall be given to these special requirements.