DEPARTMENT OF THE NAVY
COMMANDER
NAVY REGIONAL MAINTENANCE CENTER
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CNRMCINST 4700.9B
Code 200
7 Oct 16

CNRMC INSTRUCTION 4700.9B

From: Commander, Navy Regional Maintenance Center

Subj: AVAILABILITY QUALITY MANAGEMENT PLAN (QMP) STANDARD OPERATING PROCEDURE (SOP)

Ref: (a) CNRMCINST 4700.5B Guidance and Policy for Surface Ship Critical Systems and Other Work Requiring Process Control Procedures (PCP)
(b) COMUSFLTFORCOMINST 4790.3, Joint Fleet Maintenance Manual (JFMM)
(c) NAVSEA Standard Items
(d) COMNAVSURFPAC/COMNAVSURFLANT INST 3504.1, Redlines Implementing Instruction

Encl: (1) Quality Management Plan approval memo format
(2) Work Item Quality Management Plan
(3) Recommended Contractor Oversight
(4) Weekly QA Plan
(5) General Quality Oversight Plan
(6) QMP Weekly Report

1. Purpose. To reestablish the requirements for determining, preparing and executing a Quality Management Plan (QMP) for contractor-accomplished surface ship availabilities. This instruction supplements the requirements outlined in references (a) through (d). The QMP encompasses a variety of steps necessary to ensure major ship availabilities are conducted in a manner that supports Naval Supervisory Authority (NSA) validation that work was completed properly.

2. Cancellation. CNRMCINST 4700.9A.

3. Scope. QMPs are required for all Chief of Naval Operations (CNO) availabilities and other availabilities (Continuous Maintenance Availability (CMAV), Window of Opportunity (WOO), etc.) scheduled to be six weeks in length or greater. Availabilities (CNO, CMAV, Continuous Maintenance (CM), and Emergent Maintenance (EM)) are supported by a Project Team (PT)

led by the Project Manager (PM). For all availabilities less than six weeks in uninterrupted scheduled duration, a QMP is not required. In place of the QMP, Regional Maintenance Centers (RMC) shall have a General Quality Oversight Plan based on review of the previous year's Quality Data Evaluation (QDE) reports to identify high risk areas and provide direction for targeted oversight per reference (b), Volume VII, Chapter 11, paragraph 11.5.1.d.

4. Background. This SOP provides instruction and promulgates responsibilities for the preparation and execution of the QMP by the PT. The plan will be prepared by the assigned Quality Assurance Specialist (QAS) (Code 130) using enclosure (2), with input from the PT, including assigned personnel from the Engineering Department (Code 200) and Waterfront Operations (Code 300). The PM has the responsibility for overall execution of the QMP. RMC Code 130 will prepare, maintain, and update the QMP as work progresses and new/growth work is added to the availability. Once the QMP is prepared by the QAS, it is reviewed by Code 200, Code 300, and Code 130 Department Heads prior to approval by the RMC Commanding Officer. After initial approval, the QMP may be expanded at the PT's discretion. It will be the responsibility of the entire PT (PM, Project Support Engineer, QAS, Shipbuilding Specialist (SBS), etc.) to ensure this plan is implemented and executed.

5. Discussion. The QMP is prepared prior to the start of the availability based on a variety of factors including, but not limited to, known contractor performance problems, risk of contractor failure in the work effort, risk associated with system or component failure, redundancy, and potential impact of the work item to key event achievement. Detailed requirements for preparing the QMP are included in this instruction. The preparation of the QMP is predicated upon several other key components:

a. The prime contractor has an approved Quality Management System (QMS) per reference (c) 009-04.

b. The contractor has prepared a Test and Inspection Plan (TIP) ensuring all required tests and inspections are captured from all applicable work items of the contract.

c. Maintenance of the contractor's TIP is up-to-date with work progression and completed tests and inspections in accordance with reference (c) 009-04 and 009-67.

d. Work item specification review has been completed for technical correctness and confirmation of the requisite (V), (I), (Q) and (G) Point observations per 4E requirements. This aspect determines the minimum mandatory oversight to be applied to the availability, through the use of required reports and (G)-Point observations.

e. Planning and scheduling of non-mandatory oversight in the form of Product Verification Inspections (PVIs) and Procedure Evaluations (PEs) or Process Quality Audits (PQAs). Since all procedures submitted by the contractor must be reviewed by the RMC, Procedure Reviews (PRs) need not be included in the Weekly Quality Assurance (QA) Plan, enclosure (4).

f. Auditing of processes involved in the collection and validation of OQE shall be planned prior to each availability and listed on enclosure (2). Audits will be managed by the QA Programs and Audits Division (Code 132) as part of the RMC audit program and will be accomplished on an as-needed basis determined by ongoing contractor performance and reference (b) requirements. When accomplished, audits will be documented in the QMP and will expand upon the QAS's periodic TIP reviews by including:

(1) Captured and complete OQE documents required by Work Items.

g. It is not the intent of the QMP to provide 100% oversight coverage of every work item in the work item specification package. The methods and measures employed are selected to provide a degree of oversight that is risk-based and achievable within the available resources.

6. Procedure. The QAS assigned to the availability shall be responsible for preparation and maintenance of the QMP using enclosure (2), with inputs from RMC Code 200 and Code 300. The PM shall be responsible for the overall execution of the QMP. The QAS will support this effort by consolidating the various contributions into the approval documents of enclosures (1) and (2), and through preparation of the Weekly QA Plan, enclosure (4). Enclosure (4) is not required when the QAP is being administered in NMD. The following describes the process of creating the QMP. This should normally begin no later than A-60 for CNO availabilities and no later than A-30 for non-CNO availabilities scheduled for greater than or equal to six weeks in length. In any case, this should begin as soon as the availability is awarded if less than A-60 for CNO

availabilities. The QAS is tasked with ensuring the QMP is prepared and submitted so that it can be approved no later than 15 days prior to the start of the availability. Circumstances causing delays in the preparation of the QMP will be included in the submitted approval memorandum of enclosure (1).

a. The PM will ensure that the work items in the work specification package have undergone the required technical, quality assurance, and PT required reviews prior to Government approval of the work item as required by reference (b).

b. The QAS will determine, with the assistance of Code 132, if the prime contractor has had a satisfactory QMS audit within the required periodicity, identify any weaknesses noted, and review any outstanding corrective actions as a result of the audit. These routine QMS audits include review of the prime contractor's audit and surveillance plans and procedures for subcontractor control. This information will be used in assessing the contractor-based risks associated with the availability.

c. For critical system work that, per reference (a), requires a PCP, the QAS will review the following:

(1) Corrective Action Requests (CAR) involving the Repair Activity (RA) for the previous two years.

(2) Critique Reports involving the RA's work.

(3) Lessons learned from work previously accomplished by the RA on the critical system.

d. The QAS will review the previous four quarters of available Quality Data Evaluation (QDE) reports to determine additional weak areas of concern with the prime contractor and known subcontractors who will be participating in the availability. The QAS should note whether the QDE report identifies problems with how the prime contractor manages the quality and performance of subcontractors. This information will be used in assessing the contractor-based risks associated with the availability.

e. A QMP is not required for availabilities less than six uninterrupted weeks in scheduled duration. In place of the QMP, the following must be accomplished per reference (b):

(1) RMCs shall have a General Quality Oversight Plan based on QDE evaluation/review to identify high risk areas and provide direction for targeted PVI and PE/PQA. The General Quality Oversight Plan shall be converted into an availability-specific QMP if any availability extends beyond eight weeks in length. If, after a six-week (or less) availability has started, the availability is extended to seven or eight weeks due to growth/new work, the General Quality Oversight Plan can still be used.

(2) The General Quality Oversight Plan shall be signed by the preparing QAS and approved by the PM. Enclosure (5) provides an optional template for the General Quality Oversight Plan.

(3) In lieu of an availability-specific General Quality Oversight Plan, the RMCs may develop a contractor-specific general quality oversight plan that may be used for multiple short-duration availabilities conducted by the same contractor. This contractor-specific General Quality Oversight Plan will be based on the QDE and updated quarterly.

f. The PM, with the assistance of the engineering department, will determine those work items that warrant elevated oversight to support availability certification or that represent a more significant impact to ship’s operations in the event of failure. References (a), (b), and (d) will be used as an aid in this determination. Note that these references include specific requirements for the use of PCPs. The PM will provide this information to the QAS for use in preparing the QMP.

g. In consultation with the PM as necessary, the QAS will use the information from paragraphs 6.b through 6.f to identify areas of QMP focus related to contractor performance risk and equipment criticality. Enclosure (3) will be used as an aid in evaluating a work item and determining the appropriate measures for oversight. Note that references (a) and (b) include specific requirements for the use of PCPs. Additionally, the QAS will consider work processes new to the prime contractor to introduce additional risk and will include this aspect in determining focus areas. These focus areas will be identified in the QMP approval letter of enclosure (1).

h. Based on the review conducted in paragraph 6.g., the QAS will populate the Work Item Quality Management Plan of enclosure (2), with all the work items from the availability work package

and the proposed levels of oversight. Enclosure (2) shall also include Alteration Installation Team (AIT) work, and the RMC shall make a determination on what additional oversight, if any,

should be conducted to oversee the AIT work. For AIT work, as a minimum, the assigned SBS/QAS will ensure that the AIT On-Site Installation Coordinator (OSIC) is accomplishing and documenting their audits and surveillance inspections in accordance with the AIT Manager's Quality Assurance Program (AMQAP). All non-conformities will be documented and brought to the attention of the OSIC upon discovery.

(1) Blank enclosure (2) and enclosure (4) spreadsheets can be found on the CNRMC portal website within Divisions/Engineering/Document Libraries.

(2) Detailed instructions for populating enclosure (2) are as follows:

(a) In "Ship" block, enter the ship name.

(b) In "Hull" block, enter the ship hull number.

(c) In the "SSP#" block, enter the designating number for the work item specification package.

(d) In the "Prime KTR" block, enter the name of the Prime Contractor.

(e) In the "Work Item" column, enter each work item in the work item specification package, Ship Work Line Item Numbers (SWLIN) 100 or higher.

(f) In the "Title" block, enter the work item title.

(g) In the "Sub KTR" block, place an "X" in the block to identify that the work item is being worked by a subcontractor as a "turnkey" job. This may need to be revised during the availability due to changes in the prime contractor's production approach.

(h) In the "System Designation" area, place an "X" next to the work item in the "CNRMCINST 4700.5B critical" column if the work involves critical systems defined in reference (a). Place an "X" in the "Redline" column if the work involves systems identified in reference (d). If neither situation applies, leave the column entry blank.

(i) In the “PR” area, place an “X” in the corresponding PCP column when required by the work item.

(j) In the “PVI” area, indicate the attributes from the current NAVSEA attribute list which will be observed through PVI and the frequency PVI observations will be made on that work item. The observation of all specified attributes is not required for each observation; however, observations should attempt to address as many of the attributes as possible. Frequencies apply only when the work item is in active production. NAVSEA attribute lists are accessible through the CNRMC portal website within Divisions/Engineering/Document Libraries and in NMD.

(k) In the “PE/PQA” area, indicate the attribute from the current NAVSEA attribute list which will be observed through PE/PQA, and the frequency PE/PQA observations will be made focusing on that work item. The observation of all specified attributes is not required for each observation; however, observations should attempt to address as many of the attributes as possible. Frequencies apply only when the work item is in active production.

(l) If schedule information is available, place an “X” in the “CWI” column if the work item is a “Controlling or Critical Path Work Item” as defined in reference (c) 009-60 or 009-111.

(m) In the “Mandatory Oversight Only” column, place an “X” for any work items that will not be subject to oversight above and beyond those (G)-Points incorporated into the work item or associated NAVSEA Standard Item.

i. Thirty days prior to the start of the CNO availability, the QAS should meet with the PT members (PM, Project Support Engineer, TMEs, SBSs, etc.) to review the work items and the risks associated with each item, either due to its inherent qualities or specific contractor weaknesses; and any other areas of concern that warrant modification to the initial draft of the QMP. Additional considerations, such as the potential effect of a work item on key event attainment or critical path progression, may be factored into the QMP. The draft QMP should also be briefed at the A-30 Integrated Project Team Development meeting for CNO availabilities.

j. Once populated and agreed to by the PT, enclosure (2) will be signed by the PM, Project Support Engineer, and the QAS.

k. The QAS, with assistance from the RMC PM/Project Support Engineer, will prepare the QMP approval memorandum using enclosure (1) as a template.

(1) Enclosure (2) of this instruction will be included in the approval memorandum as an enclosure. Combined with the memorandum, this provides a composite picture of the initial QMP that will be used to guide oversight of the availability.

(2) The memorandum and enclosures should be routed to the signatory RMC department codes via email or walked-through as soon as the memorandum is prepared. An effective review will allow signature concurrence to occur conveniently in a group setting or rapid “walk-through.” The PM is responsible for ensuring the QMP is approved no later than the A-15 point prior to the start of the availability. If desired, the memorandum may be formatted for electronic signatures.

(3) The fully prepared memorandum, with enclosures, will be submitted to Code 130 for control and routing approval through the department heads and RMC Commanding Officer.

(4) Once submitted, the PT may implement the QMP on a preliminary basis, modifying the plan as necessary upon final approval.

l. It is recognized that growth and new work, as well as schedule changes and cancelled work items, will affect the QMP. As these changes occur, it will necessitate changes and revisions to the QMP by the PT. Enclosure (2) should also be evaluated for potential revision after each new quarterly QDE report is issued by Code 130 if new risks are identified. The PT QAS is responsible for documenting these changes on the Work Item QMP, enclosure (2).

(1) Change information will be entered in “Record of Change” area of enclosure (2). Information will include the date, brief description of the change (i.e., Work item deleted, PVI attribute XX incorporated), and brief justification (i.e., RCC, CAR findings, higher authority direction).

(2) Changes to the QMP do not require approval outside of the PT.

NOTE: For availabilities where the QMP/QAP is administered in NMD, follow the NMD workflow. For all other availabilities, follow the below process.

m. Using the approved enclosure (2) as a basis, the PT QAS, with assistance from the PT SBSs, will prepare enclosure (4) for approval by the PM, as follows:

(1) On the front page, enter the ship, contract and start date information, as well as the number of weeks the availability is scheduled to last.

(2) Utilizing the imbedded instructions associated with enclosure (4), enter the appropriate information for PVI and PE/PQA in the following columns: “Assigned,” “Work Item,” “Frequency,” and “Attribute List”. Only work in progress should be included in the Weekly QA Plan. If planned work does not begin during the week, some scheduled surveillances may be recorded as incomplete as a result. The notes should reflect that the work did not begin as scheduled.

(3) When enclosure (4) has been prepared for the upcoming week, the QAS will review the schedule with the PM. The PM will approve the plan, distribute the weekly schedule to the PT, and ensure that the plan is accomplished.

(4) The official copy of enclosure (4) may be maintained electronically and accessible on the respective RMC’s “share” drive or “portal.” It will include all previously completed weeks and at least one scheduled week into the future.

(5) As an option, RMCs may elect not to prepare specific weekly QA plans if the PM assigns oversight to the PT using the overall enclosure (2) QMP. The PT QAS, with assistance from the PT SBSs, shall still track and report QMP completion status weekly as discussed below.

n. Weekly QA Plan Execution

(1) Assigned PVI and PE/PQA should not normally be performed in conjunction with a (G)-Point but rather should be a random surveillance of the work or procedure being evaluated.

(2) When resource limitations occur, the accomplishment of required Government checkpoints will always take precedence over the accomplishment of PVI and PE/PQA.

NOTE: For availabilities where the QMP/QAP is administered in Navy Maintenance Database (NMD), follow the NMD workflow. For

all other availabilities follow the process outlined in paragraphs (3)(a) through (3)(d) below.

(3) The PT QAS shall:

(a) In the PVI and PE/PQA “completed” columns of enclosure (4), document the accomplishment of the PVI and PE/PQA using the month and day.

(b) Use the “notes” column of enclosure (4) to explain any changes to the Weekly QA Plan (i.e., why a planned PVI or PE/PQA was not accomplished) or any other pertinent/useful information such as actions taken for UNSAT observations (e.g. “UNSAT-corrected on the spot”, “UNSAT-CAR # issued”, etc.).

(c) Input the PVI or PE/PQA results into NMD (or the QA database for those availabilities not managed in NMD) within five working days.

(d) If used, attach enclosure (4) to enclosure (6) and complete only the information not listed on enclosure (4). Retain as a permanent QA Record (saved electronically on the “share” drive).

(e) The PT QAS will brief, or provide a written summary report or email to, the PM, RMC Quality Assurance Director, and Code 300 Department Head weekly on the status of QMP execution. Enclosure (6) contains an optional template for the QMP Weekly Report. The PT QAS should work with the PT SBSs to collect the required weekly information. This brief/report/email shall include at a minimum:

1. Any significant quality problems identified;

2. Any missed oversight, and the reason it was not accomplished;

3. An update of PVI/PE/PR/PQA conducted that week (scheduled/completed); and

4. Updated QMP completion status to date.

(4) The SBS shall:

NOTE: For availabilities where the QMP/QAP is administered in NMD, follow the NMD workflow. For all other availabilities, follow the process outlined below.

(a) Review and identify the work items assigned by the PM from enclosure (4), if used.

(b) Complete the PVI or PE/PQA for each work item assigned that is being actively worked by the contractor in accordance with the attribute assigned from enclosure (4) or equivalent.

(c) Turn in completed PVI or PE/PQA attribute sheets daily to the PT QAS.

(d) Notify the PT QAS upon the completion of the work item.

(e) Notify the PT QAS of any additional items of concern.

o. The PT QAS will coordinate with Code 132 to schedule and accomplish audits of processes supporting availability certification.

7. The QMP is a tool used to plan and execute oversight of the contractor's work. The PM is responsible for execution of the QMP. RMC representatives (PT SBSs, PT QAS, TME, Project Support Engineer, etc.) will be assigned various related responsibilities including PVI and PE/PQA accomplishment. The PT QAS is additionally responsible for administratively maintaining enclosures (2) and (4) or its equivalent.

J.P. Downey

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Date: [_____]

From: [Name], Project Manager, USS [Ship Name]
To: Commanding Officer, [RMC Name]

Subj: QUALITY MANAGEMENT PLAN (QMP) for USS [Ship Name], [SSP#]

Ref: (a) CNRMCINST 4700.5B Guidance and Policy for Surface Ship Critical Systems and Other Work Requiring Process Control Procedures (PCP)
(b) COMUSFLTFORCOMINST 4790.3, Joint Fleet Maintenance Manual (JFMM)
(c) CNRMCINST 4700.9, Availability Quality Management Plan (QMP) Standard Operating Procedure (SOP)

Encl: (1) Work Item Quality Management Plan
(2) List of Exceptions [Optional in lieu of including in the memorandum body]

1. This memorandum documents the accomplishment, plans for execution, and establishes responsibilities for completion of the Quality Management Plan (QMP) for the [Type] availability on USS [Ship Name]. It includes the actions to implement an effective availability QMP as defined in references (a) through (c).

2. In preparation for the subject availability, RMC audit of the Prime Contractor’s Quality Management System (QMS) was confirmed to be within periodicity, and outstanding corrective actions were reviewed. As a result, RMC (Code 132) reports the following concerns for the subject availability:

a. [List and discuss the concerns. Effect on Enclosure 1]

b. [List and discuss the concerns. Effect on Enclosure 1]

3. In preparation for the subject availability, the last four quarters of available Quality Data Evaluations were reviewed. As a result, RMC (Code 131) reports the following concerns for the subject availability:

a. [List and discuss the concerns. Effect on Enclosure 1]

b. [List and discuss the concerns. Effect on Enclosure 1]

4. The Work Item Specifications for the subject availability, which comprise the currently locked work package, have been

reviewed by RMC Code 300, Code 200, and Code 130 as required by references (a) and (c). The mandatory Government oversight captured in the availability Work Item Specifications is considered correct for the scope of work. Growth and New Work will be reviewed according to local instructions as it is identified and prior to authorizing contractor's accomplishment. The following exceptions to Work Item Specifications review are noted:

a. [List exceptions, cause, and plan for recovery, ECD]

b. [List exceptions, cause, and plan for recovery, ECD]

5. The Work Item QMP provides a composite view of the execution stage plan for accomplishing Product Verification Inspections, and Procedure Evaluations/Process Quality Audits, in compliance with references (a) through (c). Weekly assignments and scheduling of accomplishment will be made within the Project Team in accordance with reference (c).

Submitted: _____ Date: _____
Project Manager

Concur: _____ Date: _____
Engineering Dept – Code 200

Concur: _____ Date: _____
Waterfront Ops – Code 300

Concur: _____ Date: _____
Quality Assurance Director – Code 130

Approved: _____ Date: _____
RMC Commanding Officer

Work Item Quality Plan

Work Item Quality Management Plan

Ship:	Hull#:	SSP#:

Prime KTR:		SUB	System Designation		PR	PVI																PE/PQA								CWI	
Work Item	Title	Sub KTR	CNRMCINST 4700.5B Critical	Redline	PCP	FREQ	ATTR	FREQ	ATTR	FREQ	ATTR	FREQ	ATTR	FREQ	ATTR	FREQ	ATTR	FREQ	ATTR	FREQ	ATTR	FREQ	ATTR	FREQ	ATTR	FREQ	ATTR	FREQ	ATTR	CNTL /CRiT	Mandatory Oversight only

Prepared By: QAS	Concurred By: PSE	Concurred By: PM

Periodicity Codes: 1= Once 2W=Twice Weekly W=Weekly BW=Biweekly M=Monthly

RECORD OF CHANGE - check the following box: ☐

Enclosure (2)

Link to PVI Attributes on CNRMC Portal

Record of Change

Work Item Quality Management Plan

Work Item Quality Management Plan

Ship:	Hull#:	SSP#:

Record of Change

Date	Description of Change	Justification

Recommended Contractor Oversight

Recommended Contractor Oversight							
Work Item Evaluation Matrix ***Type of Work***	Methods of Oversight	KTR QDE Deficiency	Low KTR OR SUB-KTR Experience	No Equip Redundancy	2X Equip Redundancy	>2X Equip Redundancy	Always
4700.5B Critical System	PCP						X
	PVI	X	X				
	PE/PQA		X				
	Audit - NMD						
	Audit - T&I						
(Occurs with PCP closeout)	Audit-OQE						X
Redline System	PVI	X	X	X	X		
	PE/PQA		X				
	Audit - NMD				X		
	Audit - T&I			X			
	Audit-OQE		X				
Critical Path Work	PVI	X	X				
	PE/PQA		X				
	Audit - NMD						
	Audit - T&I			X	X		
	Audit-OQE						
Undocking KE Work	PVI	X	X				
	PE/PQA		X				
	Audit - NMD						X
	Audit-T&I						X
	Audit-OQE						
Other Work	PVI	X	X				
	PE/PQA		X				
	Audit - NMD						
	Audit-T&I						
	Audit-OQE						

Weekly QA Plan

Name and Hull Number of Vessel:
USS Name Of Ship (XXX-7)

Contract Number:
Enter SSP # Here

Date of 1st Sunday in Avail
November 25, 2012

Number of Weeks:
52

Click to go to Instructions Page!

Change Drop Down Menu's

PVI/PE Assignment Pages		
Week 1	11/25/2012	PVI/PE/PQA
Week 2	12/2/2012	PVI/PE/PQA
Week 3	12/9/2012	PVI/PE/PQA
Week 4	12/16/2012	PVI/PE/PQA
Week 5	12/23/2012	PVI/PE/PQA
Week 6	12/30/2012	PVI/PE/PQA
Week 7	1/6/2013	PVI/PE/PQA
Week 8	1/13/2013	PVI/PE/PQA
Week 9	1/20/2013	PVI/PE/PQA
Week 10	1/27/2013	PVI/PE/PQA
Week 11	2/3/2013	PVI/PE/PQA
Week 12	2/10/2013	PVI/PE/PQA
Week 13	2/17/2013	PVI/PE/PQA
Week 14	2/24/2013	PVI/PE/PQA
Week 15	3/3/2013	PVI/PE/PQA
Week 16	3/10/2013	PVI/PE/PQA
Week 17	3/17/2013	PVI/PE/PQA
Week 18	3/24/2013	PVI/PE/PQA
Week 19	3/31/2013	PVI/PE/PQA
Week 20	4/7/2013	PVI/PE/PQA
Week 21	4/14/2013	PVI/PE/PQA
Week 22	4/21/2013	PVI/PE/PQA
Week 23	4/28/2013	PVI/PE/PQA
Week 24	5/5/2013	PVI/PE/PQA
Week 25	5/12/2013	PVI/PE/PQA
Week 26	5/19/2013	PVI/PE/PQA

PVI/PE Assignment Pages		
Week 27	5/26/2013	PVI/PE/PQA
Week 28	6/2/2013	PVI/PE/PQA
Week 29	6/9/2013	PVI/PE/PQA
Week 30	6/16/2013	PVI/PE/PQA
Week 31	6/23/2013	PVI/PE/PQA
Week 32	6/30/2013	PVI/PE/PQA
Week 33	7/7/2013	PVI/PE/PQA
Week 34	7/14/2013	PVI/PE/PQA
Week 35	7/21/2013	PVI/PE/PQA
Week 36	7/28/2013	PVI/PE/PQA
Week 37	8/4/2013	PVI/PE/PQA
Week 38	8/11/2013	PVI/PE/PQA
Week 39	8/18/2013	PVI/PE/PQA
Week 40	8/25/2013	PVI/PE/PQA
Week 41	9/1/2013	PVI/PE/PQA
Week 42	9/8/2013	PVI/PE/PQA
Week 43	9/15/2013	PVI/PE/PQA
Week 44	9/22/2013	PVI/PE/PQA
Week 45	9/29/2013	PVI/PE/PQA
Week 46	10/6/2013	PVI/PE/PQA
Week 47	10/13/2013	PVI/PE/PQA
Week 48	10/20/2013	PVI/PE/PQA
Week 49	10/27/2013	PVI/PE/PQA
Week 50	11/3/2013	PVI/PE/PQA
Week 51	11/10/2013	PVI/PE/PQA
Week 52	11/17/2013	PVI/PE/PQA

CLICK ON

Weekly QA Plan - PVI/PE/PQA

TO RETURN TO THIS INDEX PAGE

USS Name Of Ship (XXX-7)

Enter SSP # Here

Previous

Weekly QA Plan - PVI/PE/PQA

Next

Week of: May 19 to May 25, 2013 Week 26

Note: To add a new row (Office 2007) select the bottom right cell in the table and push the [TAB] key or (Office 2003) select entire row and copy, then paste new row below last row.

				19	20	21	22	23	24	25		
Assigned	Work Item	Frequency	Attribute List	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Completed	Notes

GENERAL QUALITY OVERSIGHT PLAN

SHIP NAME/HULL NUMBER: _____

CONTRACTOR: _____

CONTRACT NUMBER: _____

SSP: _____

TYPE OF AVAILABILITY: _____

PERIOD OF PERFORMANCE: _____ to _____

Ref: (a) CNRMCINST 4700.5B Guidance and Policy for Surface Ship Critical Systems and Other Work Requiring Process Control Procedures (PCP)

(b) COMUSFLTFORCOMINST 4790.3, Joint Fleet Maintenance Manual (JFMM)

This General Quality Oversight Plan will be used for all availabilities that are scheduled less than 6 weeks in length. The guidelines and procedures are as follows:

1. The availability contains _____ work items. NAVSEA Standard Items FY-XX applies to this contract. This Quality Oversight Plan is a product of review(s) conducted on the Availability Work Package (AWP) and recent Quality Data Evaluations.

2. The work package has been reviewed against the requirements of reference (a) and does/does not include work on critical systems requiring a PCP. During the course of the availability, there may be additional work items added in the form of growth or new work. Each work item will be evaluated by the assigned Project Manager and Quality Assurance Specialist (QAS) and the Quality Oversight Plan will be revised with additional quality oversight as needed.

3. Quality Data Evaluations (QDE) for _____ have been reviewed for work accomplished in the last 12 months. Risks exist in the following areas, and the following attribute lists shall be used to provide additional quality oversight above and beyond scheduled (G) checkpoints: (list all areas of concerns with enough detail so that the reader fully understands the

risks. Include recommended PVI/PE/PQA that should be accomplished for the risk areas.)

_____

_____

_____

_____

4. The Project Team shall plan for additional quality oversight for each work item, as applicable, based on the QDE results discussed above and conduct PVI/PE/PQA in those targeted areas and document these observations in the QA database or NMD for all availabilities managed in NMD. If critical systems work requiring a PCP per reference (a) shall be conducted and if warranted by the review conducted in 3 above, additional PVI/PE/PQA will be conducted on the PCP work and documented in the QA database or NMD. Completed checklists should be turned into the QAS/Code 130 after completion.

5. For AIT work, the Project Team will ensure that the AIT On-Site Installation Coordinator (OSIC) is accomplishing and documenting their audits and surveillance inspections in accordance with the AIT Manager’s Quality Assurance Program (AMQAP). All non-conformities will be documented and brought to the attention of the OSIC upon discovery.

Submitted: _____ Date: _____
Quality Assurance Specialist

Approved: _____ Date: _____
Project Manager

QMP WEEKLY REPORT

WEEK OF: _____
MM/DD/YY to MM/DD/YY

SHIP NAME:	**PRIME KTR:**
AVAILABILITY NUMBER:	**PROJECT QAS:**
AVAILABILITY START DATE:	**PROJECTED COMPLETION DATE:**

SCHEDULED GOVERNMENT (G) CHECKPOINTS

(G) POINTS COMPLETED THIS WEEK	(G) POINTS NOT WITNESSED THIS WEEK	(G) POINTS WITH DEFICIENCIES THIS WEEK	TOTAL (G) POINTS COMPLETED TO DATE	TOTAL (G) CHECKPOINTS NOT WITNESSED TO DATE	TOTAL (G) CHECKPOINTS WITH DEFICIENCIES TO DATE

SCHEDULED QMP PVI

PVIs SCHEDULED THIS WEEK	SCHEDULED PVIs COMPLETED THIS WEEK	PVIs COMPLETED THIS WEEK	PVIs WITH DEFICIENCIES THIS WEEK	TOTAL PVIs NOT COMPLETED TO DATE	TOTAL PVIs COMPLETED TO DATE	TOTAL PVIs WITH DEFICIENCIES TO DATE

SCHEDULED QMP PROCESS QUALITY AUDITS (PQAs)

PQAs SCHEDULED THIS WEEK	PQAs COMPLETED THIS WEEK	PQAs WITH DEFICIENCIES THIS WEEK	TOTAL PQAs NOT COMPLETED TO DATE	TOTAL PQAs COMPLETED TO DATE	TOTAL PQAs WITH DEFICIENCIES TO DATE

QMP PROCEDURE REVIEWS (PR) THIS WEEK

DESCRIPTION	SAT/UNSAT	PRs NOT COMPLETED THIS WEEK
1.		
2.		
3.		

SCHEDULED QMP PROCEDURE EVALUATIONS (PE) THIS WEEK

DESCRIPTION	SAT/UNSAT	PEs NOT COMPLETED THIS WEEK
1.		
2.		
3.		

CORRECTIVE ACTION REQUESTS (CARs)

METHOD "A" CARS ISSUED THIS WEEK	METHOD "B" CARS ISSUED THIS WEEK	METHOD "C/D" CARS ISSUED THIS WEEK	NUMBER OF CARS OPEN	TOTAL NUMBER OF CARS ISSUED THIS WEEK	TOTAL CARS ISSUED TO DATE

SIGNIFICANT QUALITY PROBLEMS

DESCRIPTION	POC	CAR SUBMITTED
1.		

2.		
3.		

NOTES:

Submitted: _____ Date: _____
Project QAS