

SUMMARY OF THE QUALITY ASSURANCE PROJECT PLAN

The elements of a QAPP are categorized into “groups” according to their function. The elements of a QAPP are:

Group A: Project Management covers the general areas of project management, project history and objectives, and roles and responsibilities of the participants:

- A1 Title and Approval Sheet
- A2 Table of Contents and Document Control Format
- A3 Distribution List
- A4 Project/Task Organization and Schedule
- A5 Problems Definition/Background
- A6 Project/Task Description
- A7 Quality Objectives and Criteria for Measurement Data
- A8 Special Training Requirement/Certification
- A9 Documentation and Records

Group B: Measurement/Data Acquisition covers all of the aspects of measurement system design and implementation, ensuring that appropriate methods of sampling, analysis, data handling, and QC are employed and will be thoroughly documented.

- B1 Sampling Process Design (Experimental Design)
- B2 Sampling Method Requirement
- B3 Sampling Handling and Custody Requirement
- B4 Analytical Methods Requirements
- B5 Quality Control Requirements
- B6 Instrument/Equipment Testing, inspections, and Maintenance Requirement
- B7 Instrument Calibration and Frequency
- B8 Inspection/Acceptance Requirements for Supplies and Consumables
- B9 Data Acquisitions Requirement (Non-Direct Measurements)
- B10 Data Management

Group C: Assessment/Oversight ensure that QAPP is implemented as prescribed.

- C1 Assessments and Response Action
- C2 Reports to Management

Group D: Data Validation and Usability ensures that the individual data elements conform to the specified criteria, thus enabling reconciliation with the project’s objectivities.

- D1 Data Review, Validation, and Verification Requirement
- D2 Validation and Verification Methods
- D3 Reconciliation with Data Quality Objectives