

12 QUALITY ASSURANCE REPORTS

12.1 FREQUENCY

During periods of field and laboratory activities, the Project QA Manager and QC Manager will provide QA status reports (typically verbal) at appropriate intervals to the Project Manager regarding the performance of the QA Program. These reports will include any laboratory reports furnished by the Laboratory QA Manager. Potential problems that might arise may be identified to the program management at any time. At least one summary written report will be prepared for the management record.

12.2 CONTENTS

The report(s) to management will contain the following:

- Results of any system or performance audits conducted during the period;
- An assessment of the PARCC of measurement data;
- A listing of any NCRs issued during the period, related corrective actions undertaken, and an assessment of the results of these actions;
- Identification of significant QA problems and recommended solutions; and
- Documentation of closure of any NCRs and corrective actions completed.

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