



NYE COUNTY WATER DISTRICT

QUALITY ADMINISTRATIVE PROCEDURE

TITLE: Issue and Control of Quality Assurance Documents	REVISION: 0 DATE: 11-10-14 PAGE: 1 of 7
PROCEDURE NUMBER: NCWD QAP-6.1	SUPERSEDES: None
APPROVAL _____ General Manager	CONCURRENCE _____ Technical Manager
<div style="text-align: right; margin-right: 50px;"> 1/20/15 _____ Date </div>	<div style="text-align: right; margin-right: 50px;"> 2-10-15 _____ Date </div> <div style="text-align: right; margin-right: 50px;"> 1/20/15 _____ Date </div>

1.0 PURPOSE

This quality administrative procedure (QAP) describes Nye County Water District (NCWD) requirements and responsibilities for the issue and control of quality assurance (QA) program documents governing NCWD technical investigations. QA program documents include the QA Program and Technical Program Manuals (QAPM and TPM), quality administrative procedures (QAPs), work plans (WPs), test plans (TPNs), and technical procedures (TPs).

2.0 APPLICABILITY

This QAP applies to the issue and control of all QA program documents prepared and used by the NCWD.

3.0 DEFINITIONS

- 3.1 *Index***—the tables of contents for the QAPM and TPM, listing document number, title, revision number, date issued, and number and date of most recent Change Notice.
- 3.2 *Quality administrative procedure***—a controlled procedure developed to implement the QA requirements for the NCWD QA program.

- 3.3** *Quality Assurance Program Manual*—the controlled document consisting of the NCWD QAPs.
- 3.4** *Technical procedure*—generic step-by-step instructions that apply to a particular NCWD technical activity. When appropriate, external TPs prepared by an outside organization for similar work may be used for NCWD technical activities, but such TPs shall undergo the review and approval process described in QAP-3.1, *Independent Technical Review* and QAP-5.2, *Preparation of Work Plans, Test Plans, and Technical Procedures* before being issued.
- 3.5** *Technical Program Manual*—the controlled document containing NCWD WPs, TPNs, and TPs.
- 3.6** *Test plan*— a detailed description of a specific test or activity conducted in support of a corresponding NCWD WP, or a one-of-a-kind technical activity that does not warrant a WP. The TPN specifies test parameters and instructions, including step-by-step instructions for field measurements, sample collection, and/or laboratory analyses.
- 3.7** *Work plan*—a detailed description of the planned work for a specific NCWD technical investigation, including the purpose of the work, background information, scope, and how the work shall be managed (e.g., personnel responsibilities and training requirements). WPs shall be supported by the appropriate QAP, TPN, TP, or other document that specifies relevant requirements, criteria, or procedures.

4.0 **RESPONSIBILITIES**

4.1 **General Manager**

The General Manager or designee is responsible for approving this QAP.

4.2 **Quality Assurance Officer**

The QA Officer (QAO), with the assistance of the QA Records Specialist (QARS), is responsible for issuing, tracking, distributing, controlling, storing, and archiving all NCWD QA program documents.

4.3 **Technical Manager**

The Technical Manager (TM) is responsible for reviewing and concurring on this QAP.

4.4 **NCWD Personnel**

All NCWD personnel, including contractors, who are issued controlled QA documents are responsible for the following:

- Ensuring that controlled documents are properly maintained by replacing superseded material with newly issued material
- Disposing of all superseded QA material as instructed on the Document Receipt Form (Attachment 1), and signing and returning the form to the QA records center (QARC)

- Checking all applicable QA documents to verify that they are up-to-date, as indicated by the Document Verification Form (Attachment 2), and signing and returning the form to the QARS
- Returning all controlled documents to the QARS upon termination of employment and/or reassignment of the documents to another individual

5.0 PROCESS

5.1 Issue/Tracking of Quality Assurance Program Manuals

The distribution of QAPMs and TPMs shall be conducted by the QARS as follows:

- Documents shall be printed on buff-colored paper.
- Manuals shall be assigned a unique, controlled document number.
- A document number and the assigned individual's name shall appear on the title page (Attachment 3).
- Manuals shall be issued as deemed appropriate by the QAO, in consultation with the TM, to the appropriate NCWD Principal Investigator and other key technical personnel. Photocopies of the most current version of the manuals, or pertinent portions thereof, may be made for field, office, or laboratory use.
- When distributed, each manual shall be accompanied by a Document Receipt Form, which shall be signed and returned promptly to the QARC.
- A list specifying QAPM and TPM document numbers and the individual to whom they were issued shall be maintained in the QARC.

5.2 Issue/Tracking of New or Revised Quality Assurance Program Documents

New or superseded QA program documents shall be accompanied by a dated Document Receipt Form, which shall specify the document holder by name and include the document number of the manual into which the document shall be inserted, the location where the document shall be placed in the manual, and appropriate instructions (e.g., disposal of all superseded pages). The Document Receipt Form shall be signed and returned promptly to the QARC.

5.3 Verification

Periodically, the QAO shall verify that QA documentation is up to date by issuing a Document Verification Form and copies of the QAPM and TPM Indexes listing the most current versions of all QA documents. Document holders shall verify that the manuals assigned to them contain the documents listed on the Index and sign and return the form to the QAO. A document holder who discovers a document that is not the most current version will list it on the Document Verification Form and return the form to the QAO, who shall subsequently issue the correct version of the document.

In addition, the QAO shall verify compliance to the requirements of this QAP through surveillances and audits.

6.0 RECORDS

Documents generated by this QAP are QA records and shall be submitted to the QARC by the responsible individual. Prior to submittal, the sender shall ensure that each document is complete, legible, and adequately identifiable. Control of these records shall be in accordance with NCWD QAP-17.1, *Records Management*.

The QA records generated by this QAP include:

- QAPM or TPM Indexes, listing the most current versions of all QA documents
- Signed and returned Document Receipt Forms
- Signed and returned Document Verification Forms

7.0 REFERENCES

NCWD QAP-17.1, *Records Management*. Quality Administrative Procedure. Nye County Water District. Pahrump, Nevada.

8.0 ATTACHMENTS

Attachment 1	Document Receipt Form
Attachment 2	Document Verification Form
Attachment 3	Quality Assurance Manual Title Page

**Attachment 1
Document Receipt Form**

Form NCWD QAP-6.1-1 Rev 0
11-10-14

**NYE COUNTY WATER DISTRICT
QUALITY ASSURANCE PROGRAM DOCUMENT RECEIPT**

DATE:

TO:

Controlled Document:
QA Manual #

FROM: Quality Assurance Officer

Attached Documents:

Instructions:

Please sign in the space provided below.

I hereby acknowledge receipt of the documents transmitted to me by this form. I have incorporated the documents into the appropriate manual and destroyed all superseded material. I have **read and understand** all of the attached documents.

SIGNATURE _____ DATE _____

Return this form to:

**Quality Assurance Records Center
250 N. Hwy 160, Ste. 1
Pahrump, NV 89048**

**Attachment 2
Document Verification Form**

Form NCWD QAP-6.1-2 Rev 0
11-10-14

**NYE COUNTY WATER DISTRICT
QUALITY ASSURANCE PROGRAM DOCUMENT VERIFICATION**

DATE: _____

TO: _____

FROM: Quality Assurance Officer

SUBJECT: Verification of Current Quality Assurance Documents for Controlled Document Number _____.

Attached is a list of all current versions of the quality assurance documents that should be contained in your Quality Assurance (QA) Manuals (Controlled Document No. ____). Please verify and indicate below whether your QA Manual are complete and up-to-date. If they are not up to date, please list documents that are not current versions in the space below. Return this memo to the Quality Assurance Officer by _____.

_____ All documents are current versions.

_____ Documents listed are not current versions:

SIGNED: _____ DATE: _____

**Attachment 3
Quality Assurance Manual Title Page**

Form NCWD QAP-6.1-3 Rev 0
11-10-14

QUALITY ASSURANCE PROGRAM MANUAL

NYE COUNTY WATER DISTRICT

Controlled Document No.

Issued to

Organization

This is a controlled document. It is subject to audit and recall and therefore should be carefully maintained and kept readily available. The person listed above is responsible for maintaining the documents in this manual in an up-to-date condition by incorporating subsequent revisions and new sections as they become available. These documents are the property of the NCWD and must be returned to the QARC upon request, upon reassignment that ends the need for the documents, or termination of employment or contractual relationship with the NCWD.