Deliverable Quality Plan Review and Evaluation Form

TO AQAP 2105 Edn.C

MoD Project Team: ..... **Supplier:** .....

QP Reference No: ..... **Issue:** ..... **Date:** .....

AQAP	Title	Requirement	Acceptable (Y/N)	Comments
3.1	**Preparation**			
3.1.3		The Quality Plan is to be clearly linked to the relevant stage/phase of the contractual activity.		
3.1.4		The Quality Plan shall be clearly linked to the contract and the product/service.		
3.1.5		The Quality Plan shall be clearly linked to processes and procedures within their QMS, including reference to applicable contractual documents and plans.		
3.2.1	**Approvals**	Supplier authorized personnel shall approve the Quality Plan prior to submittal to the GQAR and/or Acquirer for evaluation.		
3.4	**Reviews, Revision and Change Control**			
3.4.1	**Review of Quality Plan**	The Quality Plan shall be reviewed periodically by the Supplier within the phases through the contract life cycle.		
3.4.3	**Amendment of Quality Plan**	The Supplier's procedure for review and amendment of the Quality Plan shall be included.		
3.4.4	**Change Control**	The Quality Plan must be under, and demonstrate, evidence of change control.		

AQAP	Title	Requirement	Acceptable (Y/N)	Comments
4.1	**General**			
4.1.1	**Link to Contract and/or Product**	The content of the Quality Plan must be adequately precise and detailed enough to reflect the ongoing Supplier activities specific for the contract.		
4.1.2	**Reference to documentation**	The Quality Plan shall refer to and/or include all procedures, plans and other documents applicable to the contract.		
4.2	**Project Description**	The purpose and applicability of the project shall be described in a short form.		
4.3	**Acronyms, Abbreviations**	All acronyms and abbreviations used in the Quality Plan shall be listed.		
4.4	**Quality Management System Activities**			
4.4.1	**Processes**	The Quality Plan shall include how processes are identified along with their application, their sequence and interaction.		
		Criteria and methods to ensure that processes are effective shall be included, as well as resources to support and monitor the implementation of them. Emphasis shall be put on processes that are complex or involve significant levels of risk as well as new processes.		
		The Quality Plan shall include how the supplier will control outsourced products, processes and activities including the avoidance, detection, mitigation and disposition of counterfeit materiel.		
		The Quality Plan shall include how processes are monitored, measured, analysed and continually improved. Appropriate performance indicators shall be determined.		

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4.4.2	**Documentation Requirements**	The Quality Plan shall describe how documentation requirements, including quality policy, quality objectives, scope of QMS, procedures, records and other documents are maintained and controlled, including retention periods. A document status list shall be available at all times, formalised during transitions between phases and/or baselines e.g. prior to design reviews.		
4.5	**Referenced Documents**			
4.5.1		Where applicable, the Quality Plan shall refer to other quality related documents and plans. The interfaces and relationships to these documents shall be described.		
4.5.2		The Quality Plan shall list the contractual and other related documents that are used by the Supplier to provide assurance of product conformance.		
4.5.3		The order of precedence of referenced documents and their relationship to the contract, including the Quality Plan, shall be specified.		
4.6	**Access to Supplier and External providers and support for GQA activities.**	The Quality Plan shall describe the provisions and support to be provided to the GQAR and/or Acquirer for access to the Supplier and/or external providers.		
4.7	**Organisational Role, Responsibilities and Authorities**			

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4.7.1		The Quality Plan shall include a contract specific description of the organizational structure and identify those responsible for ensuring that the required activities are carried out. The responsibilities and authorities of responsible personnel related to quality, including the Management Representative, shall be described. The independence of personnel designated for contract related quality responsibilities shall be clearly documented. The inter-relationships between those responsible personnel shall be explained.		
4.7.2		The relations to the GQAR and/or Acquirer shall be described.		
4.8	**Risk Management**	The Quality Plan shall describe the contract specific activities for Risk Management and/or give reference to the required Risk Management Plan.		
4.9	**Support**	The Quality Plan shall describe how the Supplier manages resources.		
4.9.1	**Resource Management**	The provision of resources, human resources, infrastructure and work environment needed to implement the contract requirements shall be specified in the Quality Plan.		
4.9.2	**Monitoring and Measuring Resources**	The Quality Plan shall describe the processes used to ensure that measurement processes and measuring equipment meet requirements. The measurement management system shall be described; including the metrological function, measurement processes and the metrological confirmation process. The control of monitoring and measuring equipment in order to provide evidence of product conformity to contract requirements shall be described.		
4.10	**Operation**	The planning of activities derived from the requirements and risks shall be defined but is not limited to the processes below.		

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4.10.1	**Operational Planning and Control**	1. The Quality Plan shall describe the activities related to how the planning process for product realization/operation will be carried out. This shall include, or be referenced to, the requirement and solution compliance matrix. It shall describe how the matrix is maintained and controlled.		
		2. The Quality Plan shall describe how the contract specific activities for identification, management, traceability, review and validation of requirements is planned. Giving reference to related processes, documents (i.e.: system requirement specification) and test procedures.		
4.10.2	**Configuration Management**	The Quality Plan shall describe the contract specific activities for Configuration Management and/or give reference to the required Configuration Management Plan.		
4.10.3	**Customer Communications**	The Quality Plan shall describe the arrangements for communication with the GQAR and/or Acquirer.		
4.10.4	**Determining the Requirements Related to the products**	The Quality Plan shall identify and describe the activities associated with determining and reviewing requirements.		
4.10.5	**Design and Development controls**	The Quality Plan shall describe how design and development of products are performed, including processes for design and development planning, inputs, controls, reviews, evaluation, acceptance criteria, verification, validation, outputs and changes		
4.10.6	**Dependability**	The Quality Plan shall describe the contract specific activities for Dependability, if required in the contract. *Note: Further information on NATO Dependability Management is contained within Allied Dependability Management Publications (ADMP).*		

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4.10.7	**Control of Externally Provided Processes, Products and Services**	The Quality Plan shall describe how externally provided products are controlled through the supply chain. This shall include the flow down of requirements, the acquisition process, ensuring product conformity, Supplier evaluation and selection, quality auditing and other activities associated with externally provided products through the supply chain. Specific risks related to the supply chain products shall be identified and managed as part of Suppliers Risk Management. See 4.8 Risk Management above.		
4.10.8	**Control of Production and Service Provision**	The Quality Plan shall describe how the production and service provisioning is carried out under controlled conditions. The process that includes all operations in sequential order from receipt of purchased products through to the storage and release of products shall be included. The Quality Plan shall identify all special processes implemented for the contract. For special processes not yet validated, the Quality Plan shall describe activities in order to achieve this validation.		
4.11	**Release of Products**			
4.11.1		The Quality Plan shall describe how the Supplier will ensure that only acceptable products intended for delivery are released to the Acquirer. The Quality Plan shall refer to the contract specific arrangements for release authority, which may include the use of a Certificate of Conformity.		
4.11.2		The Quality Plan shall describe how the contract specific requirements for identification and control of non-conforming products will be carried out.		
4.12	**Improvement**			
4.12.1		The Quality Plan shall identify the processes/procedures that are required for product/service improvement.		

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4.12.2		The Quality Plan shall describe how continual improvement and corrective actions will be carried out.		
4.13	**Performance Evaluation**	The planning of applicable improvement activities derived from the requirements and risks shall be defined, but is not limited, to the processes defined below		
4.13.1	**Customer Satisfaction**	The Quality Plan shall describe how the Supplier monitors, measures and improves customer satisfaction		
4.13.2	**Analysis and Evaluation**	The Quality Plan shall describe the analysis of data used in order to demonstrate the suitability and effectiveness of planned activities that lead to improvements.		
4.13.3	**Internal Audit**	The Quality Plan shall describe how internal audits will be performed in order to determine whether the Quality Plan conforms to the requirements and is effectively implemented and maintained.		
5	**Software Project Quality Plan**	If a Software Project Quality Plan (Ref AQAP-2210 2.2.2) is required by the contract, the software specific activities shall be covered by the requirements in chapter 4 of this publication.		

Additional Comments:

This Quality Plan is Accepted / Not Accepted *****

Name: ..... **Signature** .....

Post: ..... **Date:** .....

** Delete as applicable*