

# Deliverable Quality Plan Review and Evaluation Form

TO AQAP 2105 Edn.2

|                                |                                        |
|--------------------------------|----------------------------------------|
| <b>MoD Project Team:</b> ..... | <b>Supplier:</b> .....                 |
| <b>QP Reference No:</b> .....  | <b>Issue:</b> ..... <b>Date:</b> ..... |

| AQAP  | Title                                   | Requirement                                                                                                                                                      | Acceptable (Y/N) | Comments |
|-------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|
| 3.1.3 | General Requirement                     | The deliverable Quality Plan shall be clearly linked to the contract and the product                                                                             |                  |          |
| 3.2.1 | Approval / Submission                   | Supplier authorized personnel shall approve the Deliverable 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 Deliverable 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 amending the Deliverable Quality Plan shall be included.                                                                            |                  |          |
| 3.4.4 | Change Control                          | The plan must be under, and demonstrate, evidence of change control.                                                                                             |                  |          |
| 4.0   | Content of the Deliverable Quality Plan |                                                                                                                                                                  |                  |          |
| 4.1   | Link to Contract and/or Product         | The content of the Deliverable Quality Plan must be adequately precise and detailed enough to reflect the ongoing supplier activities specific for the contract. |                  |          |
| 4.1   | Reference to documentation              | The Deliverable Quality Plan shall refer to and/or include all procedures, plans and other documents applicable to the contract.                                 |                  |          |

| AQAP  | Title                                                                                                                                                                                                                                                                                                                                                                                      | Requirement                                                                                                                                                                                                                                      | Acceptable (Y/N) | Comments |
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| 4.1   | <b>Specify Activities</b>                                                                                                                                                                                                                                                                                                                                                                  | The Deliverable Quality Plan shall specify the activities (managerial and technical) to be implemented, either directly or by Reference to appropriate procedures and documents.                                                                 |                  |          |
| 4.2   | <b>Project Description</b>                                                                                                                                                                                                                                                                                                                                                                 | The purpose and applicability of the project shall be described in a short form.                                                                                                                                                                 |                  |          |
| 4.3   | <b>Acronyms, Abbreviations</b>                                                                                                                                                                                                                                                                                                                                                             | All acronyms and abbreviations used in the Deliverable Quality Plan shall be listed.                                                                                                                                                             |                  |          |
| 4.3   | <b>Definitions</b>                                                                                                                                                                                                                                                                                                                                                                         | All definitions used in the Deliverable Quality Plan shall be listed except the contractual definitions.                                                                                                                                         |                  |          |
| 4.4   | <b>Organisation and Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                   | The Deliverable Quality Plan shall include a contract specific description of the organisational structure and identify those responsible for ensuring that the required activities are carried out, including detail of those responsibilities. |                  |          |
| 4.4   | <b>Relationship</b>                                                                                                                                                                                                                                                                                                                                                                        | Relationship to the Authority shall be described.                                                                                                                                                                                                |                  |          |
| 4.5   | <b>Resource Management</b>                                                                                                                                                                                                                                                                                                                                                                 | The provision of resources, human resources, infrastructure and work environment needed to implement the contract requirements shall be specified in the Deliverable Quality Plan.                                                               |                  |          |
| 4.6   | <b>Quality Management System Activities</b><br>The planning of applicable quality management activities derived from the quality related requirements and risks shall be defined, but is not limited, to the processes given in the sub-paragraphs below.<br>The Deliverable Quality Plan shall describe how the requirements are flowed down to the places where work is being performed. |                                                                                                                                                                                                                                                  |                  |          |
| 4.6.1 | <b>Processes (General requirements)</b>                                                                                                                                                                                                                                                                                                                                                    | The Deliverable Quality Plan shall include how processes are identified along with their application, their sequence and interaction.                                                                                                            |                  |          |

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|       |                                                                                                                                                                                                                          | Criteria and methods to ensure that processes are effective shall be included, as well as resources to support and monitor the implementation of them. Special emphasis shall be put on special or new processes.                                                                                                                                                                                 |                  |          |
|       |                                                                                                                                                                                                                          | The Deliverable Quality Plan shall include how the supplier will control outsourced products, processes and activities.                                                                                                                                                                                                                                                                           |                  |          |
|       |                                                                                                                                                                                                                          | The Deliverable Quality Plan shall include how processes are monitored, measured, analysed and continually improved.                                                                                                                                                                                                                                                                              |                  |          |
| 4.6.2 | Documentation requirements                                                                                                                                                                                               | The Deliverable Quality Plan shall describe how documentation requirements, including quality policy, quality objectives, quality manual, 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. |                  |          |
| 4.7   | <b>Product Realisation Activities</b><br>The planning of applicable product realisation activities derived from the quality related requirements and risks shall be defined, but is not limited, to the processes below. |                                                                                                                                                                                                                                                                                                                                                                                                   |                  |          |
| 4.7.1 | Planning of product realisation                                                                                                                                                                                          | The Deliverable Quality Plan shall describe the activities related to how the planning process for product realisation will be carried out.                                                                                                                                                                                                                                                       |                  |          |
| 4.7.2 | Customer related processes                                                                                                                                                                                               | The Deliverable Quality Plan shall describe the activities associated with the process of the determination and reviewing requirements related to the product. It shall describe the arrangements for customer communication.                                                                                                                                                                     |                  |          |

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| 4.7.3 | Design and development                                                                                                                                                                                                                                       | The Deliverable Quality Plan shall describe the activities related to how the supplier plans and controls the design and development of the product and how interfaces are managed.  |                  |          |
| 4.7.4 | Purchasing                                                                                                                                                                                                                                                   | The Deliverable Quality Plan shall describe how the purchasing process will be carried out, how the supplier ensures that purchased products conforms to the specified requirements. |                  |          |
| 4.7.4 | Control of sub-suppliers                                                                                                                                                                                                                                     | The Deliverable Quality Plan shall describe how sub-suppliers are evaluated and selected. Specific risks related with sub-suppliers or their products shall be listed and addressed. |                  |          |
| 4.7.5 | Production and service provisioning                                                                                                                                                                                                                          | The Deliverable Quality Plan shall describe how the production and service provisioning is carried out under controlled conditions.                                                  |                  |          |
| 4.7.6 | Control of monitoring and measuring devices                                                                                                                                                                                                                  | The Deliverable Quality Plan shall describe how monitoring and measuring devices are controlled in order to provide evidence of product conformity to contract requirements.         |                  |          |
|       |                                                                                                                                                                                                                                                              | The Deliverable Quality Plan shall describe the processes used to ensure that measurement and calibration systems meet the requirements.                                             |                  |          |
| 4.7.7 | Configuration management                                                                                                                                                                                                                                     | The Deliverable Quality Plan shall describe the contract specific activities for configuration management and/or give reference to the required Configuration Management Plan.       |                  |          |
| 4.7.8 | Reliability and Maintainability                                                                                                                                                                                                                              | The Deliverable Quality Plan shall describe the contract specific activities for Reliability & Maintainability.                                                                      |                  |          |
| 4.8   | <b>Measurement, Analysis and Improvement Activities</b><br>The planning of applicable measurement, analysis and improvement activities derived from the quality-related requirements and risks shall be defined, but is not limited, to the processes below. |                                                                                                                                                                                      |                  |          |

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| 4.8.1 | Customer satisfaction             | The Deliverable Quality Plan shall describe how monitoring and measurement of customer satisfaction will be carried out.                                                                                                 |                  |          |
| 4.8.2 | Internal audit                    | The Deliverable Quality Plan shall describe how internal audits will be performed in order to determine whether the Deliverable Quality Plan conforms to the requirements and is effectively implemented and maintained. |                  |          |
| 4.8.3 | Certificate of Conformity         | The Deliverable Quality Plan shall refer to the contract specific arrangements for the use of Certificate of Conformity.                                                                                                 |                  |          |
| 4.8.4 | Control of non-conforming product | The Deliverable Quality Plan shall describe how the contract specific requirements for identification and control of non-conformances will be carried out.                                                               |                  |          |
| 4.8.5 | Analysis of data                  | The Deliverable Quality Plan shall describe how analysis of data will be performed in order to demonstrate the suitability and effectiveness of the planned activities and where improvements can be made.               |                  |          |
| 4.8.6 | Improvement                       | The Deliverable Quality Plan shall describe how continual improvement, corrective and preventive actions will be carried out.                                                                                            |                  |          |
| 4.9   | NATO Additional Requirements      | The Deliverable Quality Plan shall describe how the Authority access to supplier and sub-suppliers are given and how support for GQA activities will be provided.                                                        |                  |          |
|       |                                   | The Deliverable Quality Plan shall describe how the supplier will ensure that only acceptable products intended for delivery are released to the acquirer.                                                               |                  |          |

| AQAP                                                                                 | Title                                       | Requirement                                                                                                                                         | Acceptable (Y/N) | Comments |
|--------------------------------------------------------------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|
| 4.10                                                                                 | Referenced Documents                        |                                                                                                                                                     |                  |          |
| 4.10.1                                                                               | Contractual documents                       | Where applicable, the Deliverable Quality Plan shall refer to other plans or their appropriate sections and quality related contractual documents.  |                  |          |
|                                                                                      |                                             | The interfaces and relationships to these and other planning documents required in contracts shall be described.                                    |                  |          |
| 4.10.2                                                                               | Supplier internal quality related documents | Where applicable, the Deliverable Quality Plan shall refer to the supplier's Quality Management System.                                             |                  |          |
| 4.10.3                                                                               | Other documents                             | The Deliverable Quality Plan shall list other relevant and contract related documents.                                                              |                  |          |
| 4.10.4                                                                               | Order of precedence                         | The order of precedence of referenced documents and their relationship to the contract, including the Deliverable Quality Plan, shall be specified. |                  |          |
| Additional Comments:                                                                 |                                             |                                                                                                                                                     |                  |          |
|                                                                                      |                                             |                                                                                                                                                     |                  |          |
| This Quality Plan is Accepted / Not Accepted *                                       |                                             |                                                                                                                                                     |                  |          |
| <div> <div>Name: _____Signature _____</div> <div>Post: _____Date: _____</div> </div> |                                             |                                                                                                                                                     |                  |          |
| * Delete as applicable                                                               |                                             |                                                                                                                                                     |                  |          |