|  |
| --- |
|  **REVISION HISTORY** |
| **Version** | **Description of Change** | **Author** | **Effective Date** |
| 0 | Initial release | James Mateyack | 18Jun2019 |
| **REFERENCE DOCUMENTS** |
| **Document ID Number** | **Document Title** |
| QAM 12002 | Fermilab Quality Assurance Manual |
| Dune-doc-120 | LBNF DUNE Quality Assurance Plan |
| 2171059 | LBNF DUNE Quality Control Plan Template |

# ****1 Subsystem****

Name of subsystem.

# ****2 Process Description or Quality Assurance Activity****

Describe step by step the process or QA activity.

# ****3 Reference Document, Drawing or Procedure****

List the applicable reference document, drawing or procedure that applies to the process step.

# ****4 Acceptance Criteria****

List the reference document plus paragraph number that contains the acceptance criteria or the actual acceptance criteria that applies to the process step.

# ****5 Verifying Document****

List the document which contains the information that the process step has been completed and/or the inspection or test is satisfactory. (i.e. traveler, manufacturing and inspection plan, inspection report, test report)

# ****6 Verify, Witness, Perform****

Select the assessment used from the following drop down options:

**Verify** – Determine that a product/part conforms to specific requirements by reviewing data or test results.

**Witness** – If Observed first hand that a product/part conforms to specific requirements.

**Perform** – Performed the Quality processes are in place to ensure ability to produce the product deliverable at the acceptable level of quality.

# ****7 Signature****

Your signature indicates you have entered all the requested information on the Quality Assurance Plan template and verified that the step has been satisfactorily completed or any nonconformances have been closed.

# ****8 Date****

Enter the date of completion of the step in Quality Assurance Plan template in the form: ddMMMyyyy.

# ****9 Comments****

List all applicable comments relevant to the Quality Assurance process or activity including any anomalies found.