

TEMPORARY CHANGE REQUEST

TCR NO. TCR-P-004,R3-004

(e.g., TCR-ENG-021,R0-001)

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or
2) minor, and do not warrant Department Head review.

Person Requesting Change: Andy Morrison Phone Ext: 2841

Department Name: Best Practices

Document Number: P-004 Revision No.: 3

Document Title: Quality Assurance

Reason for change:

Added the Institutional QA Plan as a reference.
Minor updates to wording.
Extend effective date 3-years.

Change description: (Summarize and attach changed pages, with changes clearly indicated)

Identify PPPL Institutional Quality Assurance Program and Identify new Quality/Best Practices Manager title.

1. Does this TCR significantly alter the intent or scope of the document? YES: NO:

2. Does this TCR significantly impact **ES&H**? YES: NO:

If 1 or 2 is **YES**, Explain why the changes should not be routed for Department Head review:

Jim Graham
Department/Division Head Approval

11/18/15
Date

John DeLooper
Head, Best Practices and Outreach/designee

11/18/15
Date

Release/Effective date of this TCR: 11/18/15

Incorporate this TCR into next revision of this document? YES: NO:

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	Subject: Quality Assurance	Effective Date: January 31,1995	Initiated by: Head, Best Practices and Outreach
		Supersedes: Rev. 2, Dated 1/31/95	Approved: Director

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It is PPPL's policy to assure personnel and public safety, environmental integrity, compliance to all applicable regulatory standards, and success of the Laboratory's research mission. These objectives shall be accomplished by assuring that:

- designs meet specified requirements;
- systems are fabricated and assembled in accordance with requirements;
- tests are performed to confirm adequacy and conformance to the design;
- effective programs are established for environmental, personnel health and safety monitoring;
- maintenance is performed to ensure safe operation and extend equipment longevity;
- effective programs are established for hazardous materiel and waste handling.

The PPPL Institutional Quality Assurance Program, complying with the law and Department of Energy (DOE) Directives, is established to ensure that the objectives and tasks are accomplished. The program allows for a graded approach to ensure an appropriate level of QA while meeting the research goals cost effectively. This QA program complies with DOE Order 414.1D.

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The primary responsibility for the quality of the Laboratory's research efforts rests with individuals actually performing the work, and their immediate supervisors. Quality Assurance is assigned the responsibility to confirm, audit, inspect, or otherwise verify that those efforts meet the Laboratory's standards. The Head of Quality Assurance and Best Practices shall serve as the Laboratory representative to DOE in matters concerning quality assurance.

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References

DOE Order 414.1D Quality Assurance
EQP-004 Institutional Quality Assurance Program

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