

**National Dredging Quality Management Program (DQM)
Annual Inspection & Certification SOP**

1 month prior to the Certification renewal date,

contact DQM Inspection Team to schedule an inspection.
(dkalota@evanshamilton.com 843-377-0286)

- Proposed inspection location (address of the launch)
- Point(s) of contact
- Potential Inspection Dates
- System Provider



Contractor



Contractor



DQM Inspection Team

- Coordinate changes to inspection dates ASAP
- Confirm inspection date 1 week out (both a time & address of where to meet the launch)
- Coordinate with local District

- Coordinate Inspection correspondence with DQM Center personnel and local district contacts (when available).

- Personnel onsite familiar with instrumentation
- Launch available for the inspection team to transit to the site and aid in the inspection

Hoppers: Able to see material recovery and hopper open
Scows:

Tracking Profile & higher - test data recording interval (tug available to move the scow) & ability to open & close the bin,
Monitoring Profile & higher - ability to see full working range of instrumentation

TDS Profile – ability to fill the scow with water



Contractor



DQM Inspection Team



DQM Center

- Onsite verbal description of findings
- Contact the DQM Center within 1 day to give a status update
- Formal report delivered to the DQM Center within 2 weeks

- Letter of Certification emailed within one week of receiving a inspection report (with no discrepancies)



Contractor

- Routine Quality Control (QC) ensuring data continues to meet DQM minimum standards as per specifications

- District/Field administers contract compliance
- Monitor and review data Quality Assurance (QA) as needed
- Notifies DQM center of any compliance issues that would affect certification status



Local District



Field Office



DQM Center

- Notifies District, Dredge Contractor, & System Provider of any compliance issues and/or changes in certification status

Pre-Inspection Coordination

Inspection & Certification

Compliance Monitoring