



National Dredging Quality Management Program (DQM) Annual QA Checks and Certification SOP

1 month prior to Certification renewal date



Contractor

Contact DQM Data Acquisition Team to schedule checks (DQM-AnnualQA@rpsgroup.com 843-377-0286)

- Provide: Proposed location for checks
- On-Site point(s) of contact
- Potential dates for check
- System provider

1 week prior to proposed on-site QA checks

Confirm date of on-site checks.
Provide address and time for launch to dredge plant.
Provide local USACE District contacts.

Coordinate all correspondence regarding QA checks among DQM Center personnel, dredging contractor (or his authorized representative) and the local USACE district personnel.



Contractor



DQM Data Acquisition Team

Date of on-site QA checks



Contractor

Have personnel on-site familiar with instrumentation.
Provide launch for transit to dredge plant and aid in QA checks.
Demonstrate systems capable of meeting the minimum specifications as per <http://dqm.usace.army.mil/Specifications/Index.aspx>

Perform QA checks as described at:

<http://dqm.usace.army.mil/Certifications/Index.aspx>

Provide verbal description of findings to contractor and USACE personnel on-site.



DQM Data Acquisition Team

Within 1 day of on-site QA check

Provide status update to DQM Center and USACE local district .

Within 2 weeks of on-site QA checks

Provide written trip report to DQM Center for analysis.

Within 3 weeks of on-site QA checks

E-mail copy of trip report to contractor and local USACE personnel
E-mail letter of certification (if no discrepancies noted) or list of discrepancies



DQM Center

On-going throughout year/contract



Contractor: Provides routine Quality Control (QC) to ensure data continues to meet DQM minimum standards as per specifications.

Local District/Field Office: Monitors and reviews data both on and off the dredge for Quality Assurance (QA) as needed and notifies DQM Center of any compliance issues that would affect certification status.



DQM Support Center: Provides weekly QA reports to Local District and contractor notifying concerning compliance issues and/or changes in certification status.