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Memorandum

Date: March 21, 2016

To: Dr. Nigel Lockyer, Fermilab Director and Michael J. Weis, FSO Manager

From: T. J. Sarlina, Quality Assurance Manager 

Subject: Annual Update of the Integrated Quality Assurance Program

We have completed the required annual review and update of the document describing the Fermilab Integrated Quality Assurance Program. The IQA Program description resides in the Fermilab Quality Assurance Manual as chapter 12002.

The updates consisted of minor modifications as follows:

- Updated hyperlinks,
- Slight grammar changes,
- New graphic standards for Fermilab documents, and
- Use of standardized ESH&Q Section headers and footers.

The FSO representative to the Quality Assurance Subcommittee has reviewed the updates and found them to be satisfactory. This memo provides notification of the annual review and a summary of the changes. There is no necessity to obtain written approval as per the guidance in DOE Order 414.1D Section 4 b (2) which states, "Editorial changes to the QAP, that do not reduce or change commitments, do not require approval."

If you have questions or comments regarding this update, please feel free to contact me.

cc: J. Adetunji
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