

## **Assurance Program**

Management System: Corporate Governance

#### **Revision History**

Author	Description of Change	Revision No. & Date
T.J. Sarlina	Revision 002, initial re-release of the Assurance Program Policy. Reformatted policy and updated to reflect current management practices.	Revision 002 October 2013
Jed Heyes	Original released and approved policy.	Revision 001 July 2012



# **Assurance Program Policy**

October 2013

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### **Assurance Program Policy**

October 2013

#### 1.0 INTRODUCTION

This document establishes the policy and direction for all Contractor Assurance System (CAS) programs at Fermilab in compliance with clause H13 of the Fermi Research Alliance LLC Contract DE-AC02-07CH11359 with the United States Department of Energy.

#### 2.0 **DEFINITIONS**

N/A

#### 3.0 RESPONSIBLILITIES

Responsibilities defined in policy section below.

#### 4.0 POLICY

Fermilab views assurance as a facility-wide initiative and the primary tool for demonstrating operations are compliant, safe, secure, efficient, and providing quality products and services when viewed from the customer's perspective. Assurance activities cut across every function within the laboratory and the processes are used as a learning vehicle to highlight and facilitate change and continual improvement.

The Laboratory Director is responsible for all programs and delegates the day-to-day management of the Fermilab Integrated Contractor Assurance program to the individual Management System Owners. The oversight of all management systems is the responsibility of the Fermilab Assurance Council (AC). Each individual is expected to be vigilant to detect and report issues and to actively participate in improving Fermilab.

Fermilab makes every reasonable effort to ensure sufficient internal controls and oversight systems are in place and operating properly to ensure:

- the prompt identification of deficiencies and opportunities for improvement,
- the prompt and accurate reporting of deficiencies and improvement opportunities to the responsible laboratory managers, DOE, or other authorities, and
- the timely and effective implementation of corrective actions.

#### 5.0 REFERENCES

Clause H13 of the Fermi Research Alliance LLC Contract DE-AC02-07CH11359