


Memorandum

January 9, 2015

To: Dr. Nigel Lockyer, Fermilab Director and Michael J. Weis, FSO Manager**From:** T.J. Sarlina, Fermilab Quality Assurance Manager **Subject:** Annual Update of the Integrated Quality Assurance Program

We have completed the required annual update of the document describing the Fermilab Integrated Quality Assurance Program. Instead of a stand-alone document, the program description will become part of the Quality Assurance Manual to allow for more convenient access.

The update consisted of minor editorial changes as follows:

- Formatting changes in order to be consistent with FESHM and QAM chapters,
- Added Human Performance Improvement (HPI) definitions and references,
- Added Contractor Assurance System description and reference,
- Added the Quality Management System description and reference, and
- Updated hyperlinks throughout the document.

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. Following the guidance in DOE Order 414.1D Section 4 b (2), "Editorial changes to the QAP, that do not reduce or change commitments, do not require approval."

If you have questions regarding these changes, please feel free to contact me.

cc: T. Meyer
· M. Michels
B. Moore
J. Scott

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