

ESH&Q Frequently Asked Questions: Quality Assurance

FAQ	Response	Contacts
<p>How do I know that the work I do achieves the expected results?</p>	<p>For each activity you do, you should ask yourself the following questions:</p> <ul style="list-style-type: none"> * What is the activity that I am about to do? * Do I know how to do it? Are there written procedures? * How do I know that what I'm doing is correct and will lead to the expected results? * What do I need to do if I encounter a problem? <p>If you don't know the answers, consult with your supervisor before you start the activity.</p>	<p>Jemila Adetunji David Baird T.J. Sarlina</p>
<p>What are the practices and written procedures that apply to my work at Fermilab?</p>	<p>Every activity and process has different requirements and needs different quality controls. Sometimes your job training, your set of skills and your years of experience ensure the quality of the activities you do. Sometimes written procedures or certification processes exist to make sure that your work leads to the expected result. If you are not sure whether you have all the information to do an activity correctly, check with your supervisor or consult your Quality Assurance Representative.</p>	<p>Jemila Adetunji David Baird T.J. Sarlina</p>
<p>Who is my Quality Assurance Representative?</p>	<p>Each Division and Section has a QAR. Make sure you know your representative. Here is the list of all the QARs at Fermilab.</p>	<p>Jemila Adetunji David Baird T.J. Sarlina</p>
<p>How can Quality Assurance be applied to scientific research?</p>	<p>For some areas of scientific research, conventional quality controls may not be appropriate. Fermilab has adopted ANSI/ASQ Z1.13-1999, Quality Guidelines for Research, to address the application of quality management to research activities. Fermilab's QAM chapter 12060 Quality Guidelines for Scientific Research defines our approach to QA for scientific research.</p>	<p>Jemila Adetunji David Baird T.J. Sarlina</p>
<p>What is the Graded Approach and how is it applied?</p>	<p>The purpose of the graded approach is to guide the selection of the level of controls to be applied to activities which pose the greatest risk for significant negative impact on operations and/or reputation. This focuses management attention on activities which require the most control and oversight and reduces costs by minimizing the application of controls in areas of low risk. It is applied by first</p>	<p>Jemila Adetunji David Baird T.J. Sarlina</p>

	identifying the activities which present significant operational risks. The risks are graded, and then you determine the appropriate controls to be put into place to mitigate the risks. Fermilab's QAM chapter 12070 Graded Approach Procedure defines the graded approach and how you can apply it.	
Do I need to write procedures for everything I do?	Each Division & Section will establish its own documentation requirements. They will apply a graded approach to determine those activities that require documentation and enhanced controls at the Division/Section or departmental level. Process managers will identify activities that require written procedures to manage activity risk, so in the end you will not have to create procedures for everything you do.	T.J. Sarlina David Baird Jemila Adetunji
Do we have an overarching Quality Program at the Lab?	Yes. The Quality Assurance Program is the overarching Quality Program for the laboratory, and it explains how the laboratory has implemented quality.	T.J. Sarlina David Baird Jemila Adetunji
Do we have a DOE Requirement or order listed in our contract for Quality?	Yes. Several different requirements exist that require the laboratory to have a formal quality assurance program.	T.J. Sarlina David Baird Jemila Adetunji
Does Quality mean I have to do more work?	No. Quality should already be integrated in your processes thus increasing efficiency and reducing the amount of work needing to be done.	T.J. Sarlina David Baird Jemila Adetunji