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Logistics

QUALITY ASSURANCE (WING/UNIT)

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This checklist reflects Command requirements for managers to prepare for and conduct internal reviews in the functional area of Quality Assurance. It applies to HQ AFSPC and all subordinate units.

SUMMARY OF REVISIONS

This checklist has been significantly revised and updated to incorporate the requirements of AFI 63-124.

- 1.** References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
- 2.** This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the checklist at **Attachment 1** as a guide only. Wings should develop local checklists to supplement the command checklist. The local checklist should focus on detailed local requirements.

KAI LEE NORWOOD, Colonel, USAF
Director of Logistics

Attachment 1

QUALITY ASSURANCE (WING/UNIT)

Table A1.1. Checklist.

MISSION STATEMENT: The objective of the quality assurance program is to assure that proper quality actions are taken in the acquisition of logistical support of products and services. This includes those actions taken for base and major product and service contracts issued by an AFSPC contracting activity and for delegated contracts.			
REFERENCE DOCUMENTS: AFI 63-124, Performance Based Services Contracts. AFI 63-501_AFSPCSUP1, Air Force Acquisition Quality Program. AFI 63-504, Quality Assurance Evaluator Program. AFMAM 64-108, Services Contracts.			
SECTION 1: QUALITY ASSURANCE PROGRAM & TRAINING REQUIREMENTS			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Is a quality assurance program established and maintained for each contract at the installation? (AFI 63-124, para 1.2.3.2 or AFI 63-501_AFSPCSUP1, para 6.2.1.2 or AFMAN 64-108, para 1.3.1)			
1.1.2. Do written exemptions specifically state reasons why AFI 63-124 or AFMAN 64-108 policy can't be followed, how to ensure that minimum requirements are met and how to ensure the government receives the services? (AFI 63-124, preamble or AFMAN 64-108, para 1.4)			
1.1.3. Do supervisors of acquisition personnel ensure personnel performing acquisition quality assurance meet applicable certification requirements? (AFI 63-504, para 4.1.1, or AFI 63-501_AFSPCSUP1, para 2.3)			
1.1.4. Is there a designated quality assurance program coordinator (QAPC or QAD or QAEPC)? (AFI 63-124, para 1.2.6.3 or AFI 63-501_AFSPCSUP1, para 6.2.1.3 or AFI 63-504, para 1.1.6 or AFMAN 64-108, para. 1.5.6.1.)			
1.1.5. Does the QAPC, QAD or QAEPC have an established quality assurance training program? (AFI 63-124, para 1.2.6.3, 1.2.101, 1.2.10.2 or AFI 63-501_AFSPCSUP1, para 4.5.4.2.3 or AFI 63-504, para 1.1.6 and 4.1 or AFMAN 64-108, para. 1.5.6.2.)			
1.1.6. Are quality assurance personnel receiving both Phase I and Phase II training prior to assuming QA responsibilities? (AFI 63-124, para 4.2.2 or AFI 63-501_AFSPCSUP1, para 4.5.4.2.3 or AFI 63-504, para 4.3 or AFMAN 64-108, para. 1.5.6.2.)			

SECTION 2: QAE/QAP REQUIREMENTS			
2.1. NON-CRITICAL:	YES	NO	N/A
2.1.1 Are Functional Directors/Functional Commanders assigning a primary and alternate QA personnel (QAEs/QAPs) to satisfy surveillance requirements? (AFI 63-124, para 1.2.7.3 or AFI 63-501_AFSPCSUP1, para 6.2.2.2 or AFI 63-504, para 3.1)			
2.1.2. Are QAEs/QAPs appointments being forwarded to Contracting Officer? (AFI 63-124, paras 1.2.7.3 and 1.2.9.2 or AFI 63-501, para 6.2.2.2 or AFI 63-504, para 3.3 or AFMAN 64-108, para. 6.2.)			
2.1.3. QA duties take precedence over all other duties: Are QAE/QAP personnel sufficiently free of additional duties to prevent interference or conflict with their contract surveillance responsibilities? (AFI 63-124, para 1.2.7.3 or AFI 63-501_AFSPCSUP1, para 6.2.2.5 or AFI 63-504, para 3.3.2 or AFMAN 64-108, para. 6.2.5.)			
SECTION 3: QUALITY ASSURANCE PERSONNEL SUPPORT AND DEVELOPMENT OF SURVEILLANCE PLANS			
3.1. CRITICAL:	YES	NO	N/A
3.1.1. Is there a contract surveillance plan that outlines inspection and acceptance of products and services? (AFI 63-124, para 4.1.7 or AFI 63-501_AFSPCSUP1, para 4.5.4.4 or AFMAN 64-108, para. 4.1.)			
3.1.2. Are QA personnel evaluating, following and maintaining surveillance documentation of contractor's performance in accordance with the quality assurance plan? (AFI 63-124, para 1.2.8.1, 1.2.8.3 or AFI 63-501_AFSPCSUP1, para 4.5.4.3.2, 4.5.4.3.5 or AFI 63-504, para 4.3.1.2 or AFMAN 64-108, para. 6.3.)			
3.1.3. Are QA personnel notifying the Contracting Officer of any significant performance deficiencies? (AFI 63-124, para 1.2.8.2 or AFI 63-501_AFSPCSUP1, para 4.5.4.3.3 or AFMAN 64-108, para. 6.3.3.4.)			
3.2. NON-CRITICAL:	YES	NO	N/A
3.2.1. Is there documentation that identifies the QAPs and FD/FCs assigned, assuring surveillance is performed on a particular contract? (AFI 63-124, para 1.2.7.3 or AFI 63-501_AFSPCSUP1, para 4.5.3.1.1.2 or AFI 63-504, para 1.1.5 or AFMAN 64-108, para. 6.2.)			
3.2.2. Are Contractors notified of QA personnel designations? (AFI 63-124, para 1.2.9 or AFMAN 64-108, para 1.5.8.2.)			
3.2.3. Are recommended actions taken for contractor non-performance? (Inspection of Services Clause)			

<p>3.2.4. Is there a process established for recommending improvements to the quality assurance plan throughout the life of the contract? (AFI 63-124, para 1.2.8.4 or AFI 63-501_AFSPCSUP1, para 4.5.4.4)</p> <p>3.2.4.1. Review surveillance plans on a recurring basis to ensure the correct balance of contractor quality control and Government insight is obtained</p> <p>3.2.4.2. Emphasis is on quality improvement and adjusting surveillance procedures to the requirements of the contractor's quality performance</p>			
<p>3.2.5. On award fee contracts, does the surveillance plan identify the award fee evaluation criteria and specify documentation gathering and reporting needs of the Award Fee Review Board? (AFI 63-501_AFSPCSUP1, para 4.5.4.4.3.6)</p>			
<p>SECTION 4: TYPES OF CONTRACTS</p>			
<p>4.1. AFI 63-124 CONTRACTS</p>			
<p>4.1.1. NON-CRITICAL:</p>	<p>YES</p>	<p>NO</p>	<p>N/A</p>
<p>4.1.1.1. If AFI 63-124 is supplemented. Was the supplement approved by SAF/AQC? (AFI 63-124, page 1)</p>			
<p>4.1.1.2. Are QA personnel providing input for past performance information? (AFI 63-124, para 1.2.5.9)</p>			
<p>4.1.1.3. Are QA personnel being assigned to BRAGs? (AFI 63-124, para 1.2.5)</p>			
<p>4.1.1.4. Was the Quality Area Surveillance Plan developed by the BRAG and does the plan at a minimum cite:</p> <p>4.1.1.4.1. The same performance objectives as in the Service Delivery Summary.</p> <p>4.1.1.4.2. The same performance threshold as in the SDS.</p> <p>4.1.1.4.3. Method of surveillance? (AFI 63-124, para. 3.2)</p>			
<p>4.1.1.5. Was the quality assurance surveillance plan developed along with the SOW? (AFI 63-124, para 3)</p>			
<p>4.1.1.6. Are QA personnel maintaining surveillance documentation? (AFI 63-124, para. 1.2.8.3.)</p>			
<p>4.2. MAJOR SPECIALIZED SERVICE AFI 63-501 OR DELEGATED CONTRACTS</p>			
<p>4.2.1. NON-CRITICAL:</p>	<p>YES</p>	<p>NO</p>	<p>N/A</p>

4.2.1.1. If the contract has a Master Surveillance Plan (developed in accordance with AFI 63-501_AFSPCSUP1) instead of a QASP, the items under sections 1, 2 and 3 above must still be met, plus: Contain a list of the supporting surveillance plans with attached copy. (AFI 63-501_AFSPCSUP1, para 4.5.4.4.3.4)			
4.2.1.2. Did the Contracting Officer approve the Master Surveillance plan? (AFSPCI 63-501, para 4.5.3.1.1.3)			
4.2.1.3. Is there evidence that periodic audits are performed on each Functional Area's Surveillance? (AFI 63-501_AFSPCSUP1, para 4.5.4.2.7)			
4.3. AFMAN 64-108 CONTRACTS			
4.3.1. NON-CRITICAL:	YES	NO	N/A
4.3.1.1. Does the PRS list the required service, standard, performance requirement and method of surveillance (AF Form 713 or equivalent form)? (AFMAN 64-108, para. 3.3.7.1)			
4.3.1.2. Does the QASP identify the planned process for surveilling the contractor's actual performance that helps the QAE identify acceptable performance and potential reasons for any nonconforming performance? (AFMAN 64-108, para. 4.1)			