**QAPP Worksheet #31, 32 & 33: Assessments and Corrective Action**

**(UFP-QAPP Manual Sections 4.1.1 and 4.1.2)**

**(EPA 2106-G-05 Section 2.4 and 2.5.5)**

This worksheet is used to document responsibilities for conducting project assessments, responding to assessment findings and implementing corrective action. Appropriately scheduled assessments (e.g., field sampling technical systems audits (TSA) at the beginning of sampling) allow management to implement corrective action in a timely manner, thereby correcting nonconformances and minimizing their impact on DQOs/PQOs. Assessment checklists should be included in the QAPP or referenced.

**Assessments:**

| **Assessment Type** | **Responsible Party & Organization** | **Number/Frequency** | **Estimated Dates** | **Assessment Deliverable** | **Deliverable due date** |
| --- | --- | --- | --- | --- | --- |
| Readiness Review | ABC Task Manager and QAM, ABC Engineering | One assessment one week prior to mobilization | [fill in planned dates] | Readiness Review Memorandum and Checklist | 24 hours following assessment |
| Field Sampling TSA | ABC QAM & Florida DEP | One each on first day of soil, biota, and groundwater sampling episodes |  | TSA Memorandum and Checklist | 24 hours following assessment |
| On-site analytical TSA | Project Chemist  ABC Engineering | Prior to start of on-site analytical work and every 2 weeks thereafter |  | On-site Analytical TSA Memorandum and Checklist | 48 hours following assessment |
| Project-specific PT samples | Project Chemist  ABC Engineering | One sample per medium sampled for SVOCs and metals | Three weeks prior to start of field sampling | PT Deficiency Report | 48 hours following receipt of PT results |
| Management Review | ABC Project Manager & ABC QAM | Interim Management Review following site mobilization. Final management review upon completion of field work. | [fill in anticipated dates] | QA Management Report | 48 hours following Management Review |

**Assessment Response and Corrective Action:**

| **Assessment Type** | **Responsibility for responding to assessment findings** | **Assessment Response Documentation** | **Timeframe for Response** | **Responsibility for Implementing Corrective Action** | **Responsible for monitoring**  **Corrective Action implementation** |
| --- | --- | --- | --- | --- | --- |
| Readiness Review | Project Manager  ABC Engineering | Readiness Review Corrective Action Response | 24 hours from receipt of Readiness Review Memorandum | As directed by PM | ABC QAM |
| Field Sampling TSA | Field Task Leader | Field Sampling Corrective Action Response | 24 hours from receipt of Memorandum | Field Task Leader | ABC QAM |
| On-site analytical TSA | On-site Analytical Manager | On-site Analytical Corrective Action Response | 48 hours from receipt of Memorandum and before further analyses can be conducted. | On-site Analytical Manager | ABC Project Chemist |
| Project-specific PT samples | Off-site Laboratory QAM | PT Deficiency Memorandum | 7 days following receipt of PT Deficiency Report and before analysis field samples | Laboratory Technical Director | ABC Project Chemist |
| Management Reviews | ABC Task Manager | QA Management Response | 48 hours from receipt of QA Management Report | As assigned in QA Management Response | ABC QAM |