

QA Responsibility Matrix

Functional Area	Brief Description	Associated QA Procedures ¹	QA Contact/Backup	Email ²
Lab/field experimentation & data collection	Planning and conduct of lab and field data collection efforts	NPs 12-1, 13-1, 20-1, 20-2; SPs 9-7, 9-9, 9-11, 9-12, 9-13, 12-1 through 12-38, 13-1, 13-2, 13-3, 13-4 & 20-4	Shelly Nielsen	srjohn
Analyses and Performance Assessment	Planning and conduct of model development, software development, PA analyses, and parameter control	NPs 9-1, 9-2, 19-1; SPs 9-4, 9-8	Shelly Nielsen	srjohn
Design	Engineering drawings	SP 5-1	Steve Davis	sdavis
QA Program Policy and Structure	General QA Program concepts and direction, plus implementing procedure development	NPs 1-1, 5-1 SP 1-1	Shelly Nielsen Steve Davis	srjohn sdavis
Qualification and Training	Initial QA training, specific procedure training, and certifying the qualifications of new personnel	NP 2-1	Steve Davis Dina Howell (TC)	sdavis vdhowel
Assessments	Audits and surveillances	NP 18-1	Steve Davis Shelly Nielsen	sdavis srjohn
Procurement QA	Support concerning preparation and processing of procurement documents	NP 4-1, SP 1-1	Steve Davis	sdavis
Records	Submitting, processing, storing, and retrieving records, including electronic records	NP 17-1, SP 17-1	Grace Duran Lisa Campos-Hernandez	gasosa lcampos
Conditions adverse to quality	Identifying, documenting, investigating, correcting, and tracking conditions which may reduce the quality of our work	NP 16-1	Steve Davis Shelly Nielsen Angela Guerin (QATSC)	sdavis srjohn amgueri
Document Control	All actions to ensure that correct, current versions of work-controlling documents are available for use	NP 6-2	Angela Guerin	amgueri
Document Review	Producing technical reports, deliverables, papers, presentations, and websites	NP 6-1	Shelly Nielsen	srjohn
Glossary	Ensuring consistency of Glossary with NPs	All	Angela Guerin Steve Davis	amgueri sdavis

¹ The website for these procedures is <https://nwmp.sandia.gov/onlinedocuments>.

² The email extension is @sandia.gov.

Note: QA Team Lead: Shelly R. Nielsen
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