



National Dredging Quality Management Program (DQM) Annual QA Checks and Certification SOP

1 month prior to the Certification renewal date



Contractor

Contact the DQM Data Acquisition Team to schedule checks (DQM-AnnualQA@rpsgroup.com or 843-377-0286).
Provide the following: Proposed location for checks
On-site point(s) of contact
Potential dates for checks
System provider

1 week prior to the proposed on-site QA checks

Confirm the date of the on-site checks.
Provide the address and time for launch to the dredge plant.
Provide local USACE District contacts.



Contractor

Coordinate all correspondence regarding QA checks among DQM Center personnel, the dredging contractor (or authorized representative), and the local USACE district personnel.



DQM Data Acquisition Team

Date of the on-site QA checks



Contractor

Have personnel on site familiar with the instrumentation.
Provide a launch for transit to the dredge plant and aid in QA checks.
Demonstrate that the systems are capable of meeting the minimum specifications as per <http://dqm.usace.army.mil/Specifications/Index.aspx>

Perform QA checks as described at <http://dqm.usace.army.mil/Certifications/Index.aspx>
Provide a verbal description of the findings to the contractor and the USACE personnel on site.



DQM Data Acquisition Team

Within 1 day of the on-site QA check

Provide a status update to the DQM Center and USACE local District.

Within 2 weeks of the on-site QA checks

Provide a written trip report to the DQM Center for analysis.

Within 3 weeks of on-site QA checks

Email a copy of the trip report to the contractor and local USACE personnel.
Email a letter of certification (if no discrepancies are noted) or a list of discrepancies.



DQM Center

Ongoing throughout the year/contract



Contractor: Provides routine Quality Control (QC) to ensure that the data continues to meet DQM minimum standards as per specifications.

Local District/Field Office: Monitors and reviews the data both on and off the dredge for Quality Assurance (QA) as needed and notifies the DQM Center of any compliance issues that would affect certification status.



DQM Support Center: Provides weekly QA reports to the local District and the contractor, notifying them of concerning compliance issues and/or changes in certification status.