Approved By: Rossum Zoghami	
Title: CIWQS SOP Lead	Date: 10/31/2007

Approved By:	
Title: CIWQS Business Rules Team Co-Chairperson	Date: 10/30/07

Approved By:	
Title: CIWQS Business Rules Team Co-Chairperson	Date: 10/30/07

CALIFORNIA INTEGRATED WATER QUALITY SYSTEM
QUALITY ASSURANCE REPORTS

1.0 PURPOSE

This standard operating procedure (SOP) details the creation, content, distribution, and approval of annual *Quality Assurance Reports* of the California Integrated Water Quality System (CIWQS).The *Quality Assurance Reports* summarize the status of data quality and quality control activities for the given time period.

2.0 RESPONSIBILITIES

The QA Team Leader is responsible for creating and issuing Quality Assurance Reports on annual basis. This report is then distributed to the local CIWQS Coordinators, the Business Rules Team (BRT), the Reports Team, and the Executive Committee, who are given 30 days to comment. Comments are returned to the QA Team Leader who has 30 days to address them and to redistribute the report. When comments are addressed, or if none are received, the report is considered final and handled according to CIWQS SOP: *Document Management.*

3.0 PROCEDURE

While format may vary, the *Quality Assurance Report* scope is to include status reports on the following:

- Audit reports – The audit report will include a summary of audits performed, highlight any trends observed, and present a draft schedule for future audits.
- Mantis reports – The Mantis report will summarize issues entered into the tracker, their status, and steps toward the resolution of those issues.
- Corrective actions – The corrective action report will include a summary of all corrective actions filed for the year and discuss any follow-up actions taken.
- SOPs – The SOP report will include a list of SOPs that have been updated or created.
- User feedback – The user feedback report will summarize responses from users and any follow-up actions taken.

4.0 CORRECTIVE ACTION

If routine reviews or procedural changes require the modification or replacement of a Quality Assurance Report, re-approval must be obtained according to this SOP.

Issues in violation of this *Quality Assurance Reports* SOP will be reported according to CIWQS SOP: *Corrective Action.*

5.0 REFERENCES

Corrective Action. California Integrated Water Quality Management System Standard Operating Procedure. October 30, 2007.

Document Management. California Integrated Water Quality Management System Standard Operating Procedure. October 30, 2007.