**[Project Address / Title]
[20XX.XXXXE]**

**Quality Assurance/Quality Control Plan**

This is the Quality Assurance/Quality (QA/QC) Control Plan for the [INSERT PROJECT NAME] Project. To assure a high level of professional quality and technical accuracy of deliverables, [INSERT PROJECT CONSULTANT MANAGER NAME], will act as overall QA/QC Manager who will ensure that the QA/QC plan has been implemented and will sign off on all major deliverables.

## QA/QC Team

The QA/QC Team includes the document authors, the QA/QC Manager, the Technical Reviewer(s), and the Technical Editor. The responsibilities of each QA/QC Team member are listed below*.* The timing of each of the various QA/QC reviews is shown on the attached *QA/QC Plan: Deliverable Review Timeline*. The overall quality achieved on a project is determined by the quality of the work produced by the individual project team members. Each project team member is responsible for the quality of his or her contribution to the project. As each step towards developing a project deliverable (draft chapter, etc.) is completed, the project team member should carefully check for accuracy and completeness before submitting the product to the next- level reviewer.

## QA/QC Manager

The QA/QC Manager is responsible for the quality of the document delivered to the client. The QA/QC Manager is responsible for:

* Assigning Technical Reviewers to the project, in consultation with the Project Manager.
* Verifying that the project meets the client’s requirements as described in the scope of work and associated documents.
* Striving to exceed the City’s expectations for quality and service.
* Ensuring that the City’s document review comments are addressed.
* Signing off on each completed *Consultant Checklist for Document Submittal* that must accompanyeach deliverable.

## Technical Reviewers

The Technical Reviewers are responsible for the review of the technical aspects of the document at appropriate document preparation milestones. The technical aspects consist of: 1) technical accuracy of the data; 2) completeness; and 3) clarity of presentation. Technical Reviewers will consist of senior staff who will conduct reviews of particular document sections or technical discussions. The primary Technical Reviewer selects the Technical Editor.

The technical reviewer will focus on:

* Accuracy of project assumptions;
* Appropriateness of assessment methodologies;
* Appropriateness of data sources;
* Completeness of issues identification and evaluation;
* Technical accuracy;
* Compliance with CEQA and the City’s Administrative Code; and
* Completeness of responses to comments on draft documents provided by EP; and
* Consistency of EIR sections with the San Francisco Planning Department’s *Environmental Review Guidelines*. The Technical Reviewer must initial each checklist item listed under sections titled “General” and “Impact Analysis.” The initialed checklist must be attached to the front of the draft document.

## Primary Author

The primary author is responsible for:

* Preparing a technically accurate and complete document in accordance with CEQA and City Administrative Code and that is consistent with the San Francisco Planning Department’s *Environmental Review Guidelines;*
* Adhering to project deliverable schedule;
* Citing all references used and individuals contacted, and completion of records of communication;
* Coordinating graphics preparation;
* Maintaining hard copies of all references for the CEQA Administrative Record; and
* Addressing City comments on draft documents.

## Technical Editor

The Technical Editor is responsible for reviewing the document for internal consistency, correct formatting, grammar, presentation, and print quality. The Technical Editor must check for consistency with *Consultant Checklist for Document Submittal*. The Technical Editor must initial each checklist item listed under the section titled “Format/Grammar.” The initialed checklist must be attached to the front of the draft document.

## Subconsultant Deliverable Review

Subconsultants will be responsible for the quality and technical accuracy of the submittals to the prime consultant and must be prepared to respond to comments from the prime consultant. The prime consultant is ultimately responsible for the quality of subconsultant deliverables.

## QA/QC Documentation

A QA/QC form will be completed for each QA/QC review performed. The *QA/QC Review Form* is attached. A completed and signed form will be submitted to Environmental Planning by the consultant for all major deliverables. In addition, a signed *Consultant Checklist for Document Submittal* will accompany each deliverable to Environmental Planning.

**QA/QC PLAN: DELIVERABLE REVIEW TIMELINE**

Primary Author prepares document;
Technical Reviewer reviews document

Primary Author addresses

comments

QA/QC Manager reviews document

Primary Author addresses

comments

Technical Editor edits document

QA/QC Manager reviews revised document, signs QA/QC Form

QA/QC Manager submits document to Environmental Planning

**QA/QC REVIEW FORM**

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| --- |
| **Deliverable:****Review Due Date:****Deliverable Due Date:****Author:** |

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| --- | --- | --- |
| **Reviewer/Role** | **Name (Firm)** | **Date Review(s) Completed** |
| **Technical Reviewer(s)** | Senior Staff as assigned |  |
| **Technical Editor** | Staff as assigned |  |
| **QA/QC Reviewer** | Staff as assigned |  |