**Recommended QASP Development Flow (in accordance with the FAR, NFS, NPR 8735.2, and OSMA QASP Guidance)**

1. The **Purchase Requester** prescribes contract quality requirements, such as inspection and testing requirements as well as leads the preparation of the quality assurance surveillance plan (QASP). The QASP must be consistent with and may be included within the over-arching project QASP (PQASP).
2. The Contracting Officer (CO) is responsible for receiving specifications for inspection, testing, and other contract quality requirements essential to ensure the integrity of the supplies or services from the “activity” (i.e. purchase requester) responsible for technical requirements. The CO, in consultation with the requirements owner and a representative from the Safety and Mission Assurance Directorate (Code Q), includes in solicitations and contracts the appropriate requirements for the contractor’s control of quality for the supplies or services to be acquired.
3. The Project Manager (PM), if applicable, Contracting Officer’s Representative (COR) and a representative from the Code Q/SMA, if resources allow, coordinate to develop the QASP in conjunction with the writing of the requirements document (e.g., Statement of Work or Performance Work Statement).
4. The CO, in consultation with the PM, COR, and SMA representative, shall ensure that the requirements called out in FAR 46.401, NPR 8735.2C, and the OSMA QASP Guidance are included in the QASP. If the Project has a surveillance plan manager, then that individual would review the draft QASP. If no project surveillance plan manager has been assigned, then the assigned Code Q/SMA representative on the project would review the draft. If the QASP is developed as part of a Source Evaluation Board (SEB), then it would be presented to the Code Q/SMA representative assigned to the SEB. If there is no SMA Representative per the previous scenarios, then the PM along with the COR would provide resources for support from the Procurement Quality Assurance (PQA) office.
5. The CO and PM shall ensure that the contract is surveilled with the appropriate number of COR(s), and that they have the requisite training and experience to perform the surveillance required.
6. After review and acceptance of the QASP, it will be included in the official contract file but not provided to the contractor. Contractors should be briefed on surveillance requirements and responsibilities at a post-award conference. The surveillance methods to be used should be discussed to confirm that they are fully understood. Surveillance should be comprehensive, systematic, and well documented.
7. The PM is responsible to coordinate the execution of the QASP with the personnel (i.e., CORs) who will perform the government contract quality assurance work and with the contractor where the work will be performed.