



CA-QP7302
Baseline
26 February 2002

Maintenance Center, Albany
Marine Corps Logistics Base, Albany, GA 31704-0325

MCA QUALITY PROCEDURE

CODE 882

FACILITIES AND SYSTEM
DESIGN AND DEVELOPMENT

SIGNATURE/APPROVAL

The signature and date below indicates approval of this procedure for implementation at the Maintenance Center, Albany.

(Signature on File)
S. H. FOREMAN
Commander, Maintenance Center, Albany

26 February 2002
DATE

CHECK THE MASTER LIST - VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Maintenance Center, Albany - Quality Procedure Code 882		
FACILITIES AND SYSTEM DESIGN AND DEVELOPMENT	MCA-QP7302	Revision: Baseline
	Date: 26 February 2002	Page 4 of 4

there is a need for clarification, vendor may be asked for clarifications. The solutions are scored against bid criteria. Winner is chosen.

4.5 Development. The winning supplier works interactively with MCA to review development at selected milestones. These review milestones comply with applicable FARs and other regulations. During reviews, progress towards design objectives is evaluated, issues are identified and action items are assigned. MCA tracks action items to completion to ensure successful disposition. Records of the reviews and action item logs are retained in project files.

4.6 Development Verification. Upon completion of design, supplier records of design verification are evaluated to ensure that all design specifications have been met. Or alternatively, drawings and output specification may be checked against detailed design specs. Records of verification are retained. If any issues are uncovered vendor is contacted for correction. Corrected output is re-verified.

4.7 Acceptance Testing. Final development output is validated using acceptance criteria. This is usually done at MCA but may also be done at supplier's facilities. Acceptance testing records are retained.

4.8 Design and Development Changes. Impact of proposed changes to specifications during any phase of the design and development process is evaluated. Upon acceptance, changes are documented and communicated to appropriate parties including bid respondents or final supplier personnel. Records of design and development changes shall be maintained. All changes shall be reviewed, verified, and approved, as appropriate, prior to design implementation

In-house design: projects follow similar stages, but correspondence is limited to project personnel only.

5. NOTES. None.

6. DATA, FORMS AND REPORTS. None.

7. QUALITY RECORDS.

Design Reviews, Design/Developed Verification, Acceptance Testing, and Design/Developed Changes

Storage Location:	Engineering Office
Indexing:	Fiscal Year
Access:	Engineering Personnel
Filing:	As generated
Storage Medium:	Paper
Maintenance:	Project Folder in File Drawer
Disposition:	Recycle/Shred
Retention:	Until Revised, Superseded, or Replaced

8. FLOW DIAGRAM. None.