OCCAR Management Procedure

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This document replaces: OMP 7 – Issue 4 dated 18/09/2015

Record of changes

Date	Issue	Changes
11/03	1	Creation of the document. OMP approved by the BoS.
11/06	2	▪ Insertion of new paragraphs covering GQA Management, Risk Management and the formal establishment of a "Quality Assurance Working Group" with Terms of Reference; ▪ Flexibility in RGQA distribution for Consortiums where consortium members are located in different Nations; ▪ Clarification of cost for GQA; ▪ Alignment with updated reference documents; ▪ Restructuring of the document to bring it in line with OMPs published after 2003 and conversion to the OCCAR-EA graphical house style; ▪ Updating of existing forms.
11/01/12	3	Reviewed and amended from lessons learned and to align with the latest version of AQAP 2070.
18/09/15	4	Additional guidance on how GQA tasking in non OCCAR Member States can be achieved; Insertion of new instruction to clarify how GQA is achieved on civilian type components destined for military platforms.
07/10/19	5	Reviewed and amended following revision of: ▪ ISO 9000 QMS – Fundamentals & Vocabulary; ▪ ISO 9001 QMS – Requirements; ▪ AS/EN 9100 QMS – Requirement; ▪ STANAG 4107 – NATO Standardisation Agreement on Mutual Acceptance of GQA and usage of AQAPs; and ▪ AQAP 2070 – NATO Mutual GQA Process. Document streamlined to reflect the decision by NATO LCMG (AC/327) dated 09/11/2017 (Ref. AC/327-DS(2017)0003 that OCCAR-EA: ▪ Is allowed to use contractual AQAPs; and ▪ Can expect other NATO Nations to provide mutual GQA in accordance with STANAG 4107, where OCCAR is the contracting authority for NATO Nations. Document streamlined to adopt AQAP 2070 within OMP 7 regarding the implementation of mutual GQA and retain OCCAR specific aspects following confirmation by the Chairman of the NATO AC/327.

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List of terms/definitions/explanations

Term	Definition / Explanation
Acquirer	OCCAR-EA, that enters into a contractual relationship with a supplier, defining the product and quality requirements.
Quality Assurance Service Provider	An organisation that has been awarded a contract to carry out Quality Assurance activities on behalf of the acquirer or State.
Board of Supervisors	The highest decision-making level within OCCAR, which comprises of the ministers of defence or their delegates from each Member State. It directs and supervises the Executive Administration and the corporate committees.
Certificate of Conformity	A document, signed by the supplier, which states that the product conforms to contractual requirements.
Consortium	An association of several business companies.
Contract	An agreement in support of an OCCAR programme, concluded between an acquirer and a supplier, or any sub-agreement arising there from, including all specifications, plans, drawings, schedules and other documentation, expressly made part of such an agreement.
Customer	Organisation or person that receives a product.
Delegatee	The appropriate national authority performing GQA after acceptance of the RGQA.
Delegator	The appropriate authority requesting GQA.
Government Quality Assurance	Process by which the appropriate National Authorities establish confidence that the contractual requirements relating to quality are met.
Government Quality Assurance Representative	The representatives are the personnel with responsibility for Government Quality Assurance, acting on behalf of the acquirer.
GQA Surveillance Plan	A document identifying the activities, which should be performed by the GQAR with respect to the accepted RGQA.
Member State	A State that has ratified the OCCAR Convention.
National Quality Assurance Authority	The national/ Government authority in Member or Participating States, which is responsible for the implementation of the provisions of this document.
National Focal Point	The recipient of incoming RGQAs in a State where GQA is to be performed.
Nonconformity (Major/Minor)	Major A nonconformity that is a departure from the specified technical or functional requirements, which may affect i.e. safety, reliability, maintainability, interchange ability, service/ storage life, performance/ function, cost, health/ environment, appearance, time or other area that may reduce the ability to meet the specified requirements. Minor A nonconformity that is a departure from the specified technical or functional requirements not meeting the criteria of major.
Non-Programme Participating State	A State that has / has not ratified the OCCAR Convention and does not participate in an OCCAR programme.
Other State	A Non Member State and Non Participating State, in which GQA tasks have to be performed for an OCCAR programme.

Term	Definition / Explanation
Programme Committee	OCCAR decision body established to oversee the running of an OCCAR-managed Programme.
Programme Participating State	A State, which has signed the Board of Supervisors Programme Decision or accepted it or signed a Programme Board Decision.
Pre-Contract Award Evaluation	A systematic evaluation of a potential supplier's ability to meet contract requirements prior to contract award.
Product	Result of activities, processes, and tasks. A product may include service, hardware, processed materials, software or a combination thereof. A product can be tangible (e.g. assemblies or processed materials) or intangible (e.g. knowledge or concepts), or a combination thereof. A product can be either intended (e.g. offering to Customers) or unintended (e.g. pollutant or unwanted effects).
Programme	For OCCAR purposes, a programme is to be understood as a collaborative armament programme, which is managed by OCCAR-EA. This includes Technology Demonstrator Programme (TDP).
Programme Decision	A legally binding decision approved and signed by the representatives of the Programme Board of the Programme Participating States involved in the activities covered by this Programme Decision. It sets out all the commitments of these Participating States and defines inter alia the scope, High Level Objectives, organisation and management of the Programme Stage.
Programme Manager	Head of the Programme Division and responsible to the OCCAR-EA Director for meeting the Programme High Level Objectives. The PM heads and manages a Programme Division.
Quality Plan	A quality plan is a supplier's document that specifies which procedures and associated resources shall be applied by whom and when to a specific project, product, process or contract requirement.
Request for Government Quality Assurance	The formal request from the Delegator to the Delegatee to perform GQA.
Risk	An uncertain event or condition that if it occurs has a positive or negative effect on a project's objective.
Supplier / Contractor	Organisation that acts in a contract as the provider of products to the Acquirer.
Task	The work requested by the Delegator in the RGQA.

List of acronyms

AQAP	Allied Quality Assurance Publication
BoS	Board of Supervisors
CoC	Certificate of Conformity
CM	Configuration Management
DFB	Delegation Feedback
GQA	Government Quality Assurance
GQACR	Government Quality Assurance Closure Report
GQAR	Government Quality Assurance Representative
ISO	International Organisation for Standardisation
MoU	Memorandum of Understanding
MS	Member State(s)
NATO	North Atlantic Treaty Organisation
NPC	National Programme Coordinator
NPPS	Non-Programme Participating State(s)
NQAA	National Quality Assurance Authority
OMP	OCCAR Management Procedure
PC	Programme Committee
PPS	Programme Participating State(s)
QA	Quality Assurance
QAWG	Quality Assurance Working Group
RGQA	Request for Government Quality Assurance
RIAC	Risk, Identification, Assessment and Communication

1. Purpose

The purpose of this OCCAR Management Procedure (OMP) is to ensure that OCCAR manages Government Quality Assurance (GQA) activities for all OCCAR programmes in order to establish confidence that the contractual requirements relating to quality are met.

It defines the principles of GQA, the roles and responsibilities of the States and the relevant processes and procedures under which GQA is to be managed by OCCAR-EA and performed by the appropriate GQA organisation(s).

2. Scope

This document covers the management of GQA services requested by OCCAR-EA and provided by OCCAR Member States (MS), Programme Participating States (PPS), and Non-Programme Participating States (NPPS).

Support services that could be provided by Quality Assurance (QA) service providers on behalf of OCCAR-EA or a State are also part of the scope of this OMP.

This document also covers the instances where other national / international organisations contribute to GQA and forms the basis of separate arrangements with any other State when necessary noting that MS and PPS may already have MoUs with the other State.

3. Related documentation

- OMP 1 Principle Programme Management Procedure
- OMP 2 Programme Integration
- OMP 4 Legal Issues
- OMP 6 Contract Terms and Conditions
- OMP 11 Security Regulations
- OMP 12 Handling of unclassified Sensitive Information
- OMP 13 Airworthiness
- OMP 14 Programme Qualification Management
- AQAP-2070 NATO Mutual Government Quality Assurance Process[1]
- AQAP-2105 NATO requirements for quality plan
- AQAP-2110 NATO QA requirements for design, development and production
- AQAP-2131 NATO QA requirements for final inspection and test
- AQAP-2210 NATO Supplementary Software QA requirements to AQAP 2110 or AQAP 2310
- AQAP-2310 NATO QMS Requirements for Aviation, Space and Defence Suppliers
- AS/EN 9100 QMS Requirements for Aviation, Space and Defence Organisations
- ISO 9000 Quality Management Systems – Fundamentals and Vocabulary
- ISO 9001 Quality Management Systems – Requirements

[1] See also hyperlink to current AQAPs: http://nso.nato.int/nso/nsdd/listpromulg.html

4. Related forms and templates

The forms and templates listed below are to be used for all OCCAR Programme related GQA unless otherwise agreed by OCCAR-EA.

Form OMP 7-1	Risk Identification, Assessment and Communication
Form OMP 7-2	Request for Government Quality Assurance
Form OMP 7-3	Response to Government Quality Assurance Request
Form OMP 7-4	Government Quality Assurance Closure Report
Form OMP 7-5	Delegation Feedback
Template OMP 7-6	Certificate of Conformity
Form OMP 7-7	Request for Deviation Permit / Concessions
Form OMP 7-8	Appropriate National Authorities and Focal Points

5. Government Quality Assurance Principles

This OMP does not modify the current situation implemented through the STANAG 4107 and the various bilateral agreements between States.

5.1 Provision

In accordance with the provisions of this OMP and any related agreement in the Programme Decision (ProgD), after contract signature OCCAR-EA is entitled to request:

- MS to provide GQA for all[2] OCCAR programmes;
- PPS to provide GQA for the programmes in which they are involved;
- Other State(s) to provide GQA for OCCAR programmes subject to a separate arrangement between such State(s) and OCCAR-EA on behalf of the PPS. Where Other States are NATO nations that have ratified STANAG 4107 then OCCAR may request GQA services from these nations providing that:
  - All the PPS are NATO nations,
  - The end customer nations are all NATO nations.

  If these conditions are not satisfied, then GQA arrangements will be considered on a case-by-case basis.

OCCAR-EA is also entitled to request States to assist with risk mitigation activities after a contract award decision and prior contract signature.

GQA shall be requested in accordance with AQAP 2070, considering the OCCAR programme specifics as stated in this OMP.

Where a State practice is not to conduct GQA or where a State cannot provide GQA services for any reason, the Contracting Authority[3] may contract a QA Service Provider[4] to perform QA services. It is understood that this provider will perform

[2] Irrespective of their programme involvement.
[3] OCCAR-EA or the respective State.
[4] The QA Service Provider must have personnel with internationally recognised training to carry out QA (e.g. welding engineers, aircraft inspectors, vehicle inspectors).

activities for and on behalf of the Contracting Authority acting as an agent for the authority, so the supplier(s) shall recognise to them all the rights applicable to the Acquirer in the contractual AQAPs in relation to the specific contract(s). Furthermore any objective evidence (Statement of Conformity or any kind of reports) shall be endorsed by signature of an appropriate Official belonging to the Contracting Authority that has let the contract to the QA Service Provider.

The National Authorities of the OCCAR MS and PPS responsible for the implementation of GQA are listed in Form OMP 7-8.

5.2 Costs

The MS recognise that the provision of GQA is costly and often involves the commitment of significant resources.

The following arrangements for the costs of GQA shall be considered at any RGQA and sub-delegation level:

- MS not involved in the programme – preferably – at no cost to the programme, but reserves the right to charge for their service;
- PPS at no cost to the programme; provided a suitable clause in a programme arrangement signed by all the PPS;
- Other State(s), subject to a separate arrangement between such State(s) and PPS or OCCAR-EA; and
- Depending to the contractual Authority, if a Quality Assurance service provider has been contracted, the corresponding funding needed for such a service shall either be reflected in the Programme Decision or dealt with at national level.

Where costs for common or non-common elements of an OCCAR programme are arising from GQA services, those costs shall be apportioned in accordance with the agreed cost share(s) and reflected in the respective Programme Decision.

5.3 Liability

The Delegatee shall not be liable for any damage arising from acts or omissions during the implementation of GQA arranged in accordance with this OMP. This shall not apply to any damage that has been caused by gross negligence or wilful misconduct of the staff employed by the Delegatee.

The fact that the Delegatee has signed a Statement of GQA on a Certificate of Conformity (CoC) will not relieve the supplier of the responsibility to furnish supplies that meet all requirements of the contract. In the event that any defects are discovered on or subsequent to delivery of product, no liability shall be attached to the Delegatee. The Delegatee shall, however, assist the Delegator in the investigation of such defects. The Delegator shall notify the supplier of the defects and will provide the Delegatee with a full description of the defects with supporting evidence, and if possible, samples of the affected parts / items.

5.4 GQA Management

5.4.1 General

(1) GQA provides confidence to OCCAR-EA that the supplier is complying with the terms of the relevant contract by mitigating risk areas that have been identified against the product or supplier.

(2) In order to assure that contracts contain the appropriate clauses regarding GQA, specific reference may be made to AQAP 2000 series publications as part of the contractual requirements.

(3) The Programme Manager (PM) shall decide whether or not to establish a Quality Assurance Working Group (QAWG). The QAWG objectives and composition are detailed in Annex OMP 7-A.

(4) After the risk assessment, the PM determines the need for GQA. The corresponding forms and templates are referenced in paragraph 4 and shall be used to support the GQA process and standardise communications between GQA participants.

(5) Where an OCCAR-EA contract is awarded to a Consortium with industrial members located in different States, a Request for Government Quality Assurance (RGQA) may be issued to each relevant National Quality Assurance Authority (NQAA).

(6) GQA activities can only be conducted by NQAAs. Where a State is unable to provide GQA, the Delegator shall consider other arrangements; this may include the use of Quality Assurance service providers.

5.4.2 GQA Sub-Delegation

The sub-delegation shall follow AQAP 2070 process.

5.4.3 Pre Contract Award GQA Meeting

A pre contract award GQA meeting between OCCAR-EA and PPS should be considered to ensure that the following points are addressed:

- Clarification on how expected GQA should be achieved[5];
- Reaching common understanding on national requirements and agree on type and content of CoC Part I & II (Template OMP 7-6);
- Clarification on contractual requirements[6] in case where performance of QA surveillance activities is to be contracted to a Quality Assurance service provider and/or (partially) conducted by other national / international organisations; and
- Reaching a common understanding of risk associated with the Tenderer and the associated bid.

[5] This is important where components, destined for military products, will be certified for use (in part or completely) by a combination of GQA surveillance and civil certification.

[6] E.g. granting access rights, sharing of contract related information as AQAP 2110 arrangements are normally not sufficient due to its limitation to governmental resource.

The preparation and execution of such a meeting is considered as GQAR assistance and should formally be initiated through the application of the RGQA process in accordance with para. 6.2.

5.4.4 Post Contract Award GQA Meeting

When considered beneficial either the Delegator or GQAR may propose a post contract award GQA meeting with the supplier in order to discuss or clarify QA requirements. The meeting shall identify and/or clarify issues as defined in AQAP 2070.

5.4.5 Plans

Following the acceptance of a RGQA by the Delegatee, the GQAR is required to generate and maintain a GQA plan in accordance with AQAP 2070.

When the contract requires the involvement of multiple organisations and / or Quality Assurance service providers to ensure GQA surveillance activities at supplier premises, their roles and responsibilities as well as the corresponding activities shall be adequately defined and reflected in the GQA plan. This plan shall be agreed between OCCAR-EA, the PPS (and authorities where applicable) and supported by the supplier.

Where multiple delegations and GQA plans are expected, a QA Programme Management Plan shall be produced to define the arrangements under which QA is to be managed by the QA Manager of OCCAR-EA in accordance with this OMP and OCCAR-EA procedures.

6. Process

6.1 General

The process for requesting and implementing GQA in OCCAR programmes shall follow the AQAP 2070 – NATO Mutual Government Quality Assurance and contains the following major steps:

- Risk Identification, Assessment and Communication;
- GQA Request and Confirmation of Receipt;
- Response to GQA Request;
- GQA Planning;
- GQA Performance; and
- GQA Closure.

Where tailoring to OCCAR specific needs is required, the relevant information is reflected in the forthcoming paragraphs.

6.2 Risk Identification, Assessment and Communication

The "Risk Identification, Assessment and Communication" shall be conducted in accordance with AQAP 2070; its result shall be captured by using Form OMP 7-1.

6.3 Request for Government Quality Assurance and Confirmation of Receipt

The "Request for GQA" shall be prepared and conducted in accordance with AQAP 2070; its result shall be captured by using Form OMP 7-2. This explicitly includes a confirmation of the RGQA receipt.

The OCCAR-EA PM as Delegator shall issue the RGQA(s) to National Focal Points (Delegatee), as listed in Form OMP 7-8, with a copy to the National Programme Coordinator (NPC)[7] according to the recommendations of the QAWG.

Any changes to the contract shall be forwarded to the Delegatee without delay. The Delegator shall ensure that the Delegatee is promptly supplied with any amendments, modifications or changes to the information originally supplied, together with the contract. The Delegator shall inform the Delegatee about any correspondence between the Delegator and the Supplier pertaining to matters that could affect the quality of the Product.

The format, media and number of copies of these documents should be as jointly decided by the Delegator and Delegatee. If such documents are not forwarded with the request, the Delegator shall arrange for adequate access or copies to be provided to the Delegatee by the supplier.

6.4 Response to GQA Request

The "Response to GQA Request" shall be prepared and conducted in accordance with AQAP 2070; its result shall be captured using Form OMP 7-3.

6.5 Government Quality Assurance Planning

The Delegatee shall establish and maintain a GQA Plan according AQAP 2070 that meets the Delegator's stated RGQA requirements. When requested, the Delegatee shall, prior to GQA commencing, submit the GQA Plan for the Delegator's comments.

6.6 Government Quality Assurance Performance

"GQA Performance" shall be conducted in accordance with AQAP 2070 and the GQA Plan.

Where the GQAR issues a Quality Deficiency Report to a supplier following identified nonconformities, a copy of the report should be sent to the Delegator and consider updating the RIAC (Form OMP 7-1) to highlight the unsatisfactory condition to the Delegator.

6.7 Government Quality Assurance Closure

The "GQA Closure" shall be performed in accordance with AQAP 2070; its result shall be captured by using the GQA Closure Report – Form OMP 7-4 and the Delegation Feedback – Form OMP 7-5.

6.8 Risk Information Feedback

The feedback of risk information, between the Delegator and the GQAR is extremely important to the continued success of the mutual GQA process. The GQAR provides risk information feedback (status of identified risks) at RGQA completion or on a

[7] Limited to the RGQA and corresponding RIAC.

continuing basis during GQA performance as agreed with the Delegator using Form OMP 7-1. This information must be maintained by the Delegator to assist in RGQA planning for future contracts with the same supplier.

6.9 Deviation Permit and Concessions

OCCAR contracts require the supplier to provide products that fully meet the contract requirements. When the supplier intends to deliver nonconforming products, the following applies:

(1) Due to the difference in national practices regarding the acceptance and processing of deviation permits and concessions, the Delegator at OCCAR-EA shall specify the Delegatee's involvement in the deviation permits / concessions process in the RGQA form. The Delegator shall ensure that any contractual requirement regarding the processing of deviation permits and concessions is clearly identified in the RGQA.

(2) Unless stated otherwise in the contract, the supplier is responsible for properly documenting the non-compliance(s), classifying the non-conforming product(s) as major or minor and for recommending a disposition for the non-conforming material (use as it is, repair, rework etc.). The supplier shall submit the deviation permit / concession application by using Form OMP 7-7.

(3) When jointly decided in the accepted RGQA, the Delegatee's responsibilities with regard to minor deviation permit/ concession applications are to:

- Ensure the supplier has accurately documented and described the non-conformance on each application;
- Ensure supplier's corrective actions are effective, as necessary;
- Concur with the supplier's classification of the application as a minor on behalf of the Delegator;
- Indicate concurrence or non-concurrence with the application by signing the supplier's documentation (Form OMP 7-7), where required;
- Notify the Delegator when an unfavourable trend develops concerning deviation permits and concessions presented by the Supplier.

(4) Acceptance or rejection authority for major deviation permits and/or concession applications shall never be delegated to the Delegatee. This authority remains with the Delegator. The supplier shall prepare applications for major deviation permits and/or concessions by using Form OMP 7-7. When jointly decided in the accepted RGQA the Delegatee's responsibilities are limited to:

- Checking major deviations permits and/or concessions are properly documented and classified by the supplier;
- Provide comments and/or recommendations on the supplier's application for major deviation permits and/or concessions.

Then the supplier shall forward it to the Delegator for decision.

(5) In situations where the supplier's application for a major deviation permit and concession exceeds the Delegatee's technical expertise / competence, the

Delegatee shall notify the Delegator so that appropriate support can be provided.

(6) Cancellation of concessions should be dealt with at the same level as which it was approved.

6.10 Nonconforming Product

"Nonconforming Products" shall be managed in accordance with AQAP 2070.

The GQAR coordinates the investigation with the supplier per instructions received from the Delegator. The GQAR verifies and validates supplier's investigation and corrective / preventive actions and provides the results and findings to the Delegator.

The GQAR also has to maintain records of all activities associated with the investigation of the nonconforming product in accordance with national practices or as requested on the RGQA by the Delegator. Copies of non-conformance reports should be made available to the Delegator upon request.

OCCAR-EA and the supplier shall coordinate arrangements concerning the supplier's cost of investigations or product expended in the course of investigations. The GQAR shall not authorise the supplier to incur costs without expressed written authorisation of the Delegator. All matters, which may have contractual consequences (e.g. effect on cost), must be referred to the Delegator for coordination with OCCAR-EA (if different).

6.11 Exchange of Information

While performing GQA, the Delegator and Delegatee shall co-operate in accordance with the provisions of this OMP. They shall keep each other informed of any event, which is likely to affect the implementation of GQA or the quality of the products.

The Delegatee shall be informed by the Delegator of all correspondence pertaining to quality between the Delegator and the supplier.

As the need arises, GQARs shall meet to exchange information and experience regarding GQA matters and to discuss any problems.

6.12 Protection of Classified and Sensitive Information

Information, which has been classified in the interest of security – hereafter – referred to as Classified Information – and which may need to be exchanged between – or made accessible to – the Delegatee or representatives of the Delegatee in connection with this OMP shall be handled and protected in accordance with the provisions stated in OMP 11.

Any release of Classified Information to the Delegatee or representatives of the Delegatee shall be in compliance with Programme specific security requirements.

The recipients shall not use such Classified Information for purposes other than those for which it was provided and shall comply with any distribution and access restrictions stated by the originator.

The Delegatee shall also comply with distribution and access limitations, which may pertain to any other information, such as commercially sensitive information, which

occasionally is marked as "Commercial in Confidence". The Delegatee shall protect such information in compliance with appropriate regulations applicable to the Delegatee or requirements stated by the originator of such information. This information shall only be disclosed to aid the performance of the Delegatee's duties. OCCAR-EA shall handle and protect such Sensitive Information in accordance with OMP 12.

OCCAR-EA shall ensure that information received from GQARs containing supplier performance, non-conformance, etc. shall not be shared with Quality Assurance service providers without prior agreement.

7. Conflict Resolution

In the event of difficulties or disputes about the implementation or interpretation of this OMP, the Delegatees or representatives of the Delegatees involved shall endeavour to settle the dispute through consultation and in accordance with OMP 4.

8. Documentation Control

Changes made to the corresponding forms and templates listed in paragraph 4 are allowed providing they have no impact in the content of this OMP.

The Forms and Templates shall be controlled by OCCAR-EA. Any change shall be forwarded to the National Quality Authorities and Points of Contact.

9. Annexes

Annex OMP 7-A	Terms of Reference of the Quality Assurance Working Group

1. Introduction

Government Quality Assurance (GQA) provides confidence to OCCAR-EA that the supplier is complying with the terms of the relevant contract by reducing or eliminating quality risks that have been identified for the product or supplier.

The Programme Manager (PM) may establish a forum for the exchange of GQA information and the provision of advice on QA matters.

2. Objective of the Group

The objective of the group is to provide support and advice to the QA Manager on all aspects of GQA within a specified OCCAR programme. The QAWG is partially or fully tasked with:

- Providing advice during the definition of the appropriate QA contractual requirements;
- Advising on the Programme GQA strategy including any proposals for concession / deviation procedure;
- Contributing to the establishment of the initial risks list[8];
- Updating OCCAR-EA with contract risk information to enable risk list to be maintained;
- Aiding definition of the GQA tasks to be performed;
- Reviewing planned GQA activities;
- Presenting GQA aspects[9] during the Programme Review Meeting; and
- Harmonising and promoting consistency in the performance of GQA.

The forum, established under the mandate of the PM as a Quality Assurance Working Group (QAWG), is intended to remain in existence for the duration of the programme or contract unless otherwise agreed.

3. Authority

The group will act under the direction of the PM within OCCAR-EA to whom it will report its findings.

4. Methodology

The group will meet as required to fulfil the assigned tasks within the mandated period, normally where the Programme Division is located. The meeting will be held in a timely manner prior the Programme Committee (PC) Meeting / Programme Review Meeting, and the format may consist of both an open (with Industry) and a closed (only OCCAR-EA and PPS) session.

[8] Risks regarding compliance with contractual requirements.

[9] Providing review of the risk status related to Quality Issues in the programme with the provision of an issue summary, impact/risk, root cause, preventive / corrective action, the follow-up activities and its closure.

5. Chairmanship

OCCAR-EA will chair the QAWG.

6. Membership

The QAWG is composed of national delegates from States involved in the Programme/Contract.

7. External Participants as required

The QAWG may meet with the attendance of supplier QA / sub-supplier QA representatives as liaison and as advisors on request (preferable as a regular participant).