

OQ Plan

Development & Maintenance

49 CFR 192 (Subpart N) 195 (Subpart G)



Process Overview

- Initial Assessment** • Identification of Regulatory requirements and Scope to the organization.
- Planning** • Identify key stakeholders involved in OQ compliance and outline OQ plan timeline for implementation.
- OQ Plan Development** • Review and define the following:
covered task identification; evaluation process; performance of covered tasks by non-qualified individuals; individuals performance related to qualification status; communication of changes; training requirements.
- Implementation** • Determine effective date of program and ensure successful implementation for all applicable personnel.
- Monitoring and Evaluation** • Continuous compliance monitoring to ensure effective program implementation and compliance with Regulatory requirements.
- Updates and Revisions** • On an annual basis, discuss and review concerns, potential program improvements, etc. with Company to ensure the program meets Company needs/requirements.

The following are some potential discussion/review topics:

- o Compliance with the written program
- o Adequacy/timeliness of the written program
- o Adequacy/timeliness of the covered task list
- o Adequacy/timeliness of task-specific evaluation criteria
- o Appropriateness of task-specific re-qualification intervals
- o Appropriateness/effectiveness of task-specific span of control limits
- o Compliance with regulatory and other external requirements
- o Issues/challenges discovered as a result of Quality Assurance efforts
- o Program modifications since date of last annual meeting
- o Issues/challenges encountered to date
- o Proposed program improvements/enhancements
- o Performance related to OQ rule & DOT/OPS enforcement-related activities
- o Other issues

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