

# QUALITY CONSIDERATIONS FOR SUBCONTRACTING AGC WORK AND IVS MEMORANDUM REQUIREMENTS DISCUSSION

M2G2/NAOC September 2023  
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# SUBCONTRACTING ACCREDITED AGC WORK



DAGCAP did not specifically address the many types of subcontractor agreements that would be used to carry out AGC work. We will walk through a few scenarios to provide clarification on what USACE expects to see from the designated GCO on a project.



A couple notes:

- The goal is not to prevent subcontracting AGC work
- This presentation only addresses work sub-contracted by the designated GCO
- All SOPs related to AGC must be managed under an accredited QMS

## Especially Relevant ISO 17025/ DoD QSR Sections:

- 6.6 Externally provided products and services
- 7.2.1 Selection and verification of methods
- 7.8.1.1 Reporting of Results



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# SCENARIO 1

The GCO is renting validated sensors and/or software from another accredited organization, but is planning to do all work in-house.

- All relevant SOPs need to be established under the QMS of the GCO
  - Equipment and software manuals should be referenced in the GCO's SOPs
- The GCO **cannot** include SOPs from other accredited organizations





# SCENARIO 2



- A. The GCO has rented validated sensors for data collection to be performed by GCO personnel and has sub-contracted out the data processing to **another accredited organization**.
- B. The GCO has rented validated sensors for data collection to be performed by GCO personnel and has sub-contracted out the data processing to a **non-accredited company**.

- **A/B:** All data collection SOPs need to be established under the QMS of the GCO
  - Equipment manuals should be referenced in the GCO's SOPs
- **A:** The GCO **may** include the data processing SOPs from the subcontracted accredited organization
- **B:** All relevant SOPs need to be established under the QMS of the GCO
- **A/B:** The GCO **must** have SOPs that describe responsibilities and procedures for performing internal data review before data are transmitted to the client



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# SCENARIO 3

The GCO is subcontracting all data collection and data processing to another accredited organization.

- The GCO **may** include the data collection and data processing SOPs from the subcontracted accredited organization
- The GCO **must** have SOPs that describe responsibilities and procedures for performing internal data review before data are transmitted to the client





# QUALITY CONTROL PROCEDURES



## ISO 17025 Section 7.8.1.1:

The organization shall have SOPs that describe responsibilities and procedures for performing internal data review before data are transmitted to the client. Personnel performing internal data review shall be independent of the activity generating the data. The SOP shall describe who performs internal review, how it is performed, and how it is documented.

- The GCO should:
  - Understand the processes and procedures being used by the subcontractor and be able to explain this information to the client
  - Confirm Subcontractor procedures are sufficient for meeting all project requirements
  - Confirm subcontractors are following all procedures and making decisions in accordance with those procedures
  - This **must** be addressed in the GCOs SOP(s)

# DISCUSSION



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# IVS MEMORANDUM REQUIREMENTS



Summary of the issue as I understand it:

- NAOC requested additional USACE guidance for required content in an IVS Memo
- An NAOC/USACE working group was established
- Format for guidance has wavered between something similar to a toolkit or template, and something similar to a DID
- USACE does not currently have an easy method for publishing this type of guidance
- Current recommendation is to include guidance as an attachment to the PWS
  - Draft EM200-1-15 language is the recommended starting point
    - Currently out for internal USACE review/comments
    - NAOC review/comments will follow
    - We can begin discussions here



# POTENTIAL GUIDANCE FOR DISCUSSION



After installing and testing the geophysical and geodetic equipment at the IVS the contractor will submit an IVS memorandum for review and approval by the USACE Project Geophysicist. The memorandum must contain all information to confirm the sensor is functioning properly and the project objectives are achievable, to include the following:

- As-built drawing of the IVS test plot.
- Pictures of all seed items used in the IVS.
- Geophysical data maps.
- Average amplitude peak responses for IVS seeds or AGC fit information.
- Establish expected blind QC seed minimum responses for all critical target selection parameters.
- Background noise.
- Static spike values or function tests.
- Summary of the IVS results and MQO discussion.
- Information relevant to anomaly selection criteria.
- Any other pertinent data/information used in the decision-making process.

The IVS Memorandum should be digitally delivered to the USACE geophysicist and should contain the following files:

- IVS Memorandum in Microsoft Word format.
- All raw and processed geophysical data.
- Geophysical maps in their native format (e.g., Surfer®, Geosoft Oasis Montag™, Intergraph, or ESRI ArcView format) and as raster bit-map images such as BMP, JPEG, TIFF, or GIF.
- Seed item location table in Microsoft Excel or Access format.
- Microsoft Access tables in USACE database table format that includes entries in the seed item table for target IDs per dataset.
- Table in Microsoft Access format of all control points, survey points, and benchmarks established or used during the location surveying task.

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