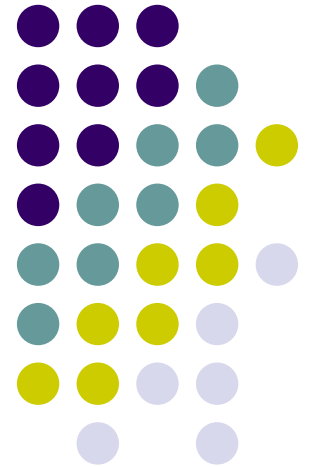


Vendor Quality Assurance Evaluation Program

Training Session 2





Overview

- Introduction
- Prerequisites
- Document Control
- Evaluation Activities
- Mock Evaluation
- Questions and Answers



Introduction

- Remember from Session 1
 - Basic Quality Definitions
 - Vendor Quality Assurance Program History
 - Basic Tools and Processes used in VQA Program



Prerequisites

- Completion of Training Session 1
- Fundamental Knowledge of Quality Assurance Systems
 - Basic ISO9000 Understanding
 - Familiarity with Document Control Activities
 - Familiarity with Quality Related Activities
 - Familiarity with Quality Terminology
- Computer Literacy



Document Control

- Forms
 - *VQA-Eval Survey-2006-06*
 - <http://www.dot.state.fl.us/TrafficOperations//pdf/VQA-Eval%20Survey-2006-06.pdf>
 - *VQA-Eval WS-2006-06*
 - \\Bahcomm10\quality\1Operations\Documents & Forms\Forms
- Reference Documents
 - *VQA-OPS Manual-2006-06*
 - *VQA-PreEval Pro-2006-06*
 - *VQA-Eval Pro-2006-06*
 - *VQA-Eval GL-2006-06*
 - \\Bahcomm10\quality\1Operations\Documents & Forms\Documents
- Report Templates
 - *VQA-PreEval-Pass~Fail-Vendor Name-yyyy-mm-dd*
 - *VQA-Eval-Pass-Vendor Name-yyyy-mm-dd*
 - *VQA-Eval-Fail-Vendor Name-yyyy-mm-dd*
 - \\Bahcomm10\quality\1Operations\Documents & Forms\Report Templates

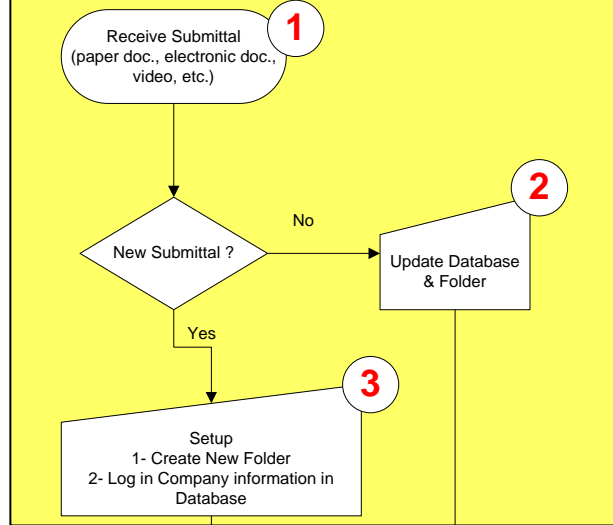
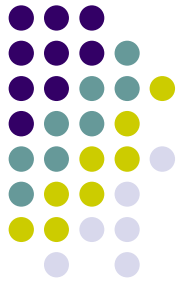


Document Uses

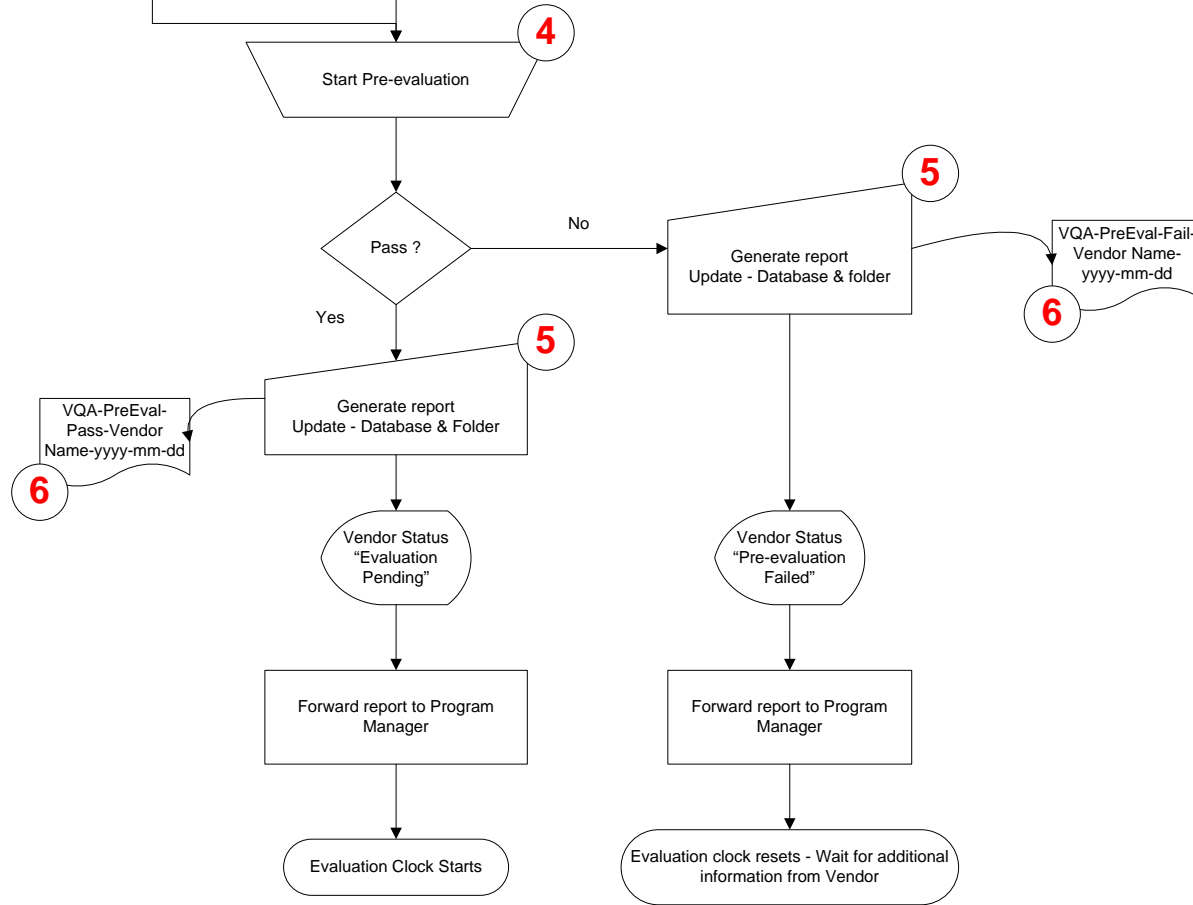
- Receiving
 - Document: *VQA-PreEval Pro-2006-06*
- Pre-Evaluation
 - Document: *VQA-PreEval Pro-2006-06*
- Evaluation
 - Document: *VQA-Eval WS-2006-06*
 - Document: *VQA-Eval Pro-2006-06*
 - Document: *VQA-Eval GL-2006-06*
- Reports
 - Pre-Evaluation: Automatic Report Generation
 - Evaluation: Manually Generate using Template
 - Document: *VQA-Eval-Pass-Vendor Name-yyyy-mm-dd*
 - Document: *VQA-Eval-Fail-Vendor Name-yyyy-mm-dd*

QA Pre-Evaluation

FC-PE 1/1



Procedure





Procedure Cont.

- Time stamp new submittal (page 1)
- Login to VQA Database (page 2)
 - <http://potentia.eng.fsu.edu/qrtddb/login.php>
- Go to Main Page of Database (page 4)
 - Click **Main Page** on Info Page (page 3)
- If new first time submittal, scroll to bottom (page 5) and select **Add Manufacturer**, otherwise find vendor from list

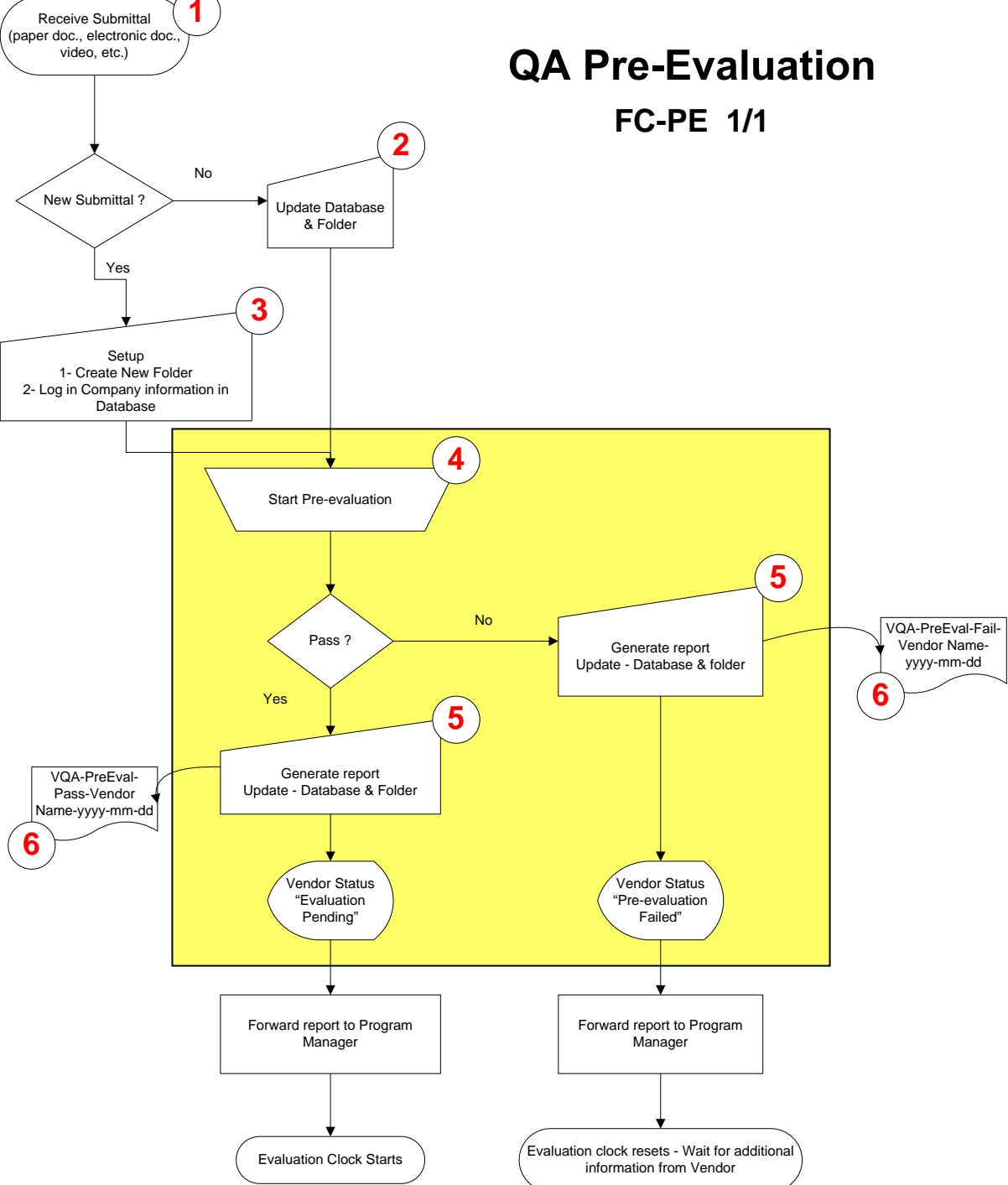
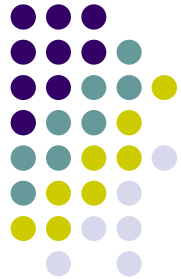


Procedure Cont.

- Fill in required info on the New Entry page (page 6), and select **Insert Information**
- At Company Page (page 7), select **Generic Events** to enter the submittal
- Enter required info on Event Update Page (page 8), select **Done**
 - Event log keeps a record of interactions between vendor and TERL (page 11)

QA Pre-Evaluation

FC-PE 1/1





Procedure Cont.

- Select **Reserve Task** on company page to hold vendor; **Pre-Evaluation** button will appear (page 9); others will not see this button (page 10)
- Select **Pre-Evaluation** to be taken to the Pre-Evaluation Page (page 12)
 - Answer all questions to complete Pre-Evaluation
 - Questions must be answered in one session
 - Note: Number at end of footer (example 131) corresponds to vendor's submittal box location

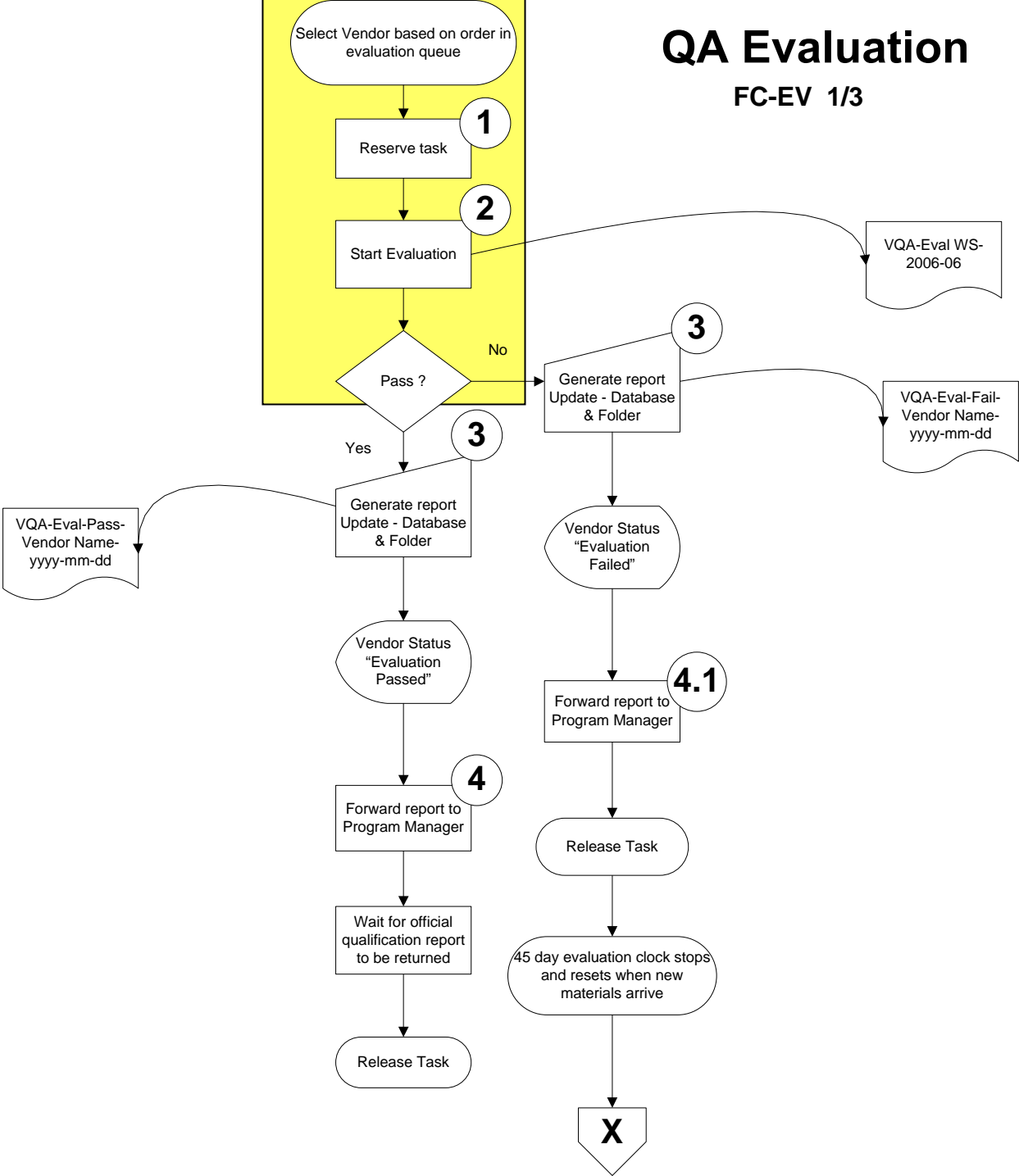
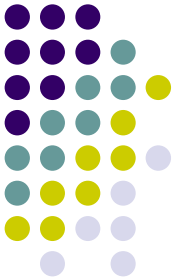


Procedure Cont.

- After completion of Pre-Evaluation, go back to the Company Page and download the Pre-Evaluation report from the Event Log
 - Pre-Evaluation pass or fail event was automatically added to the event log
 - Save this report on the server
 - File Name: *VQA-PreEval-Pass~Fail-Vendor Name-yyyy-mm-dd*
 - Example of passing report (page 13)
 - Example of failing report (page 14)

QA Evaluation

FC-EV 1/3



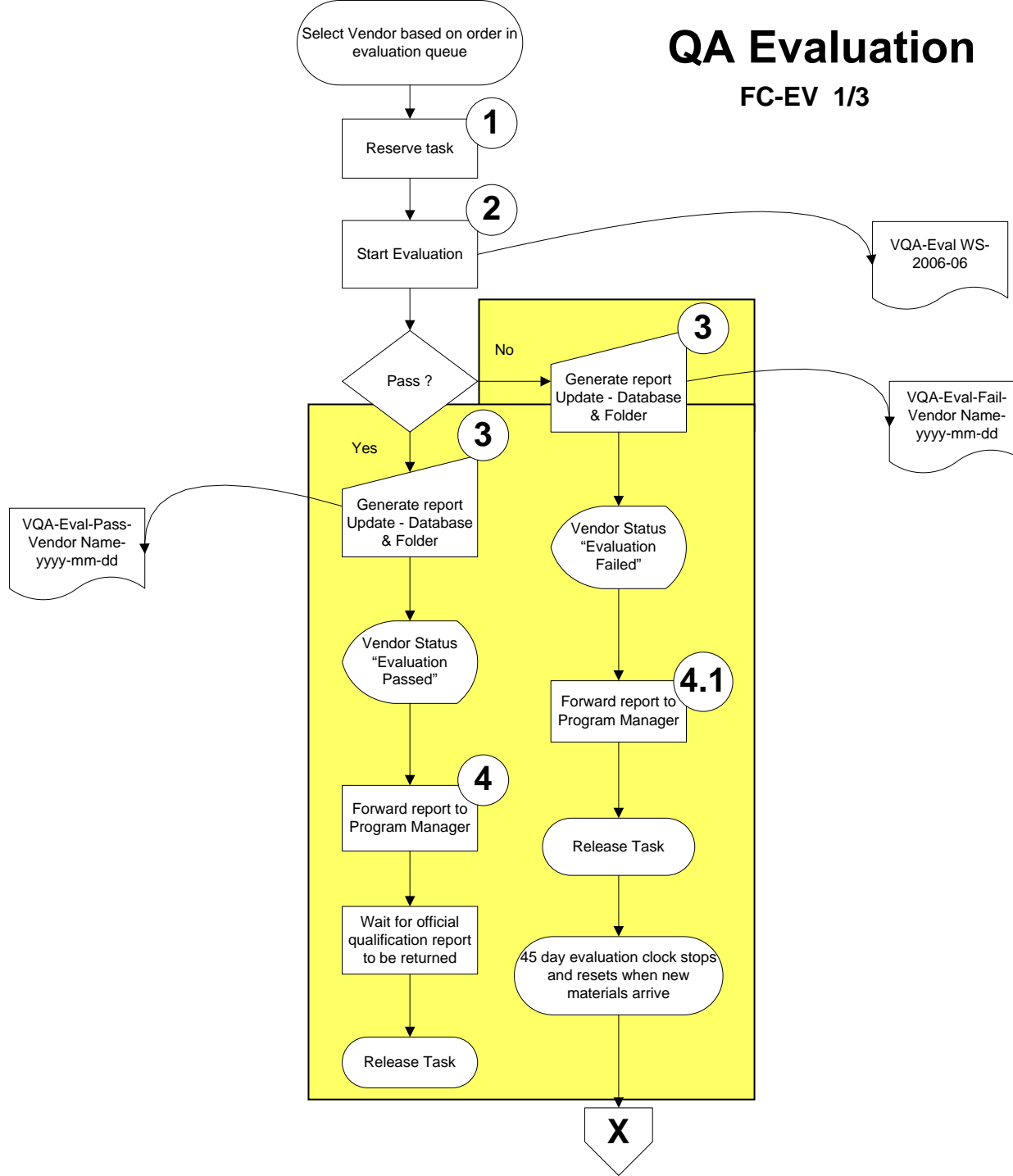
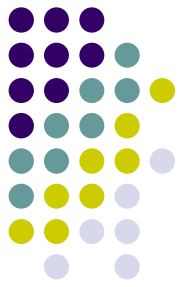


Procedure Cont.

- If vendor passes Pre-Evaluation, begin Evaluation
- Open *VQA-Eval WS-2006-06* and save as *VQA-Eval WS-vendor name-yyyy-mm-dd* to the companies folder on the server
 - Answer all questions on the **Grade Sheet** tab
 - Find final score and grade on the **Calculations** tab
 - Use **Status Report to Vendor** tab for creating final evaluation report

QA Evaluation

FC-EV 1/3





Procedure Cont.

- Upon completion of the Evaluation
 - Create final report using templates
 - Passing: *VQA-Eval-Pass-Vendor Name-yyyy-mm-dd*
 - Failing: *VQA-Eval-Fail-Vendor Name-yyyy-mm-dd*
 - Submit grade and report to database
 - Return to the Company Page
 - Select **Evaluation** to enter Evaluation Page
 - Enter grade and final report as .pdf (page 16)
 - Evaluation process is over, 45 day window closes, program manager notifies vendor of status



Mock Evaluation

- Perform Full Evaluation Cycle
- Deadline: 1 Week
- Details
 - Company Name: QRTyourlastname
 - Create and Store documents in \\Bahcomm10\quality\1Operations\Companies'Evaluations\0-TRAINING-0\QRTyourlastname
 - Obtain Database Login Information – Contact Administrator

Questions/Comments

