

# OPMF92 – Quality item procedure checklist

## Relevant text from the IQA section of the OPM: **Quality Assurance Action Procedure**

All information relating to Quality Assurance received from any source is to be categorised as an open Quality Item by the Administrator who shall complete a Quality item Process checklist (OPMF 92):

1. In the first instance determine if further information or reporting is required, and initiate information gathering (if required); and
2. Determine the level of urgency in consultation with Executive Council members if required; and
3. Prepare documentation for consideration immediately or at the next Executive Council meeting as required.

The Executive Council shall;

1. Determine if corrective action is required,
2. Appoint an individual Executive Council member to Head any item requiring action.

## **Administrator checklist** (File in IQA folder in “quality items) section)

1. What Information does this checklist correlate to: (eg “A 2009 internal audit of *Paragliding Tandem Adventures Ltd* of Queenstown”)?
2. When was the information received?
3. Is there any further information or reporting required? Y / N
4. If yes to question 3, what is required?
5. If yes to question 3, has the gathering of this information been initiated? (Describe how)
6. Has the president been informed of the need to discuss this at the next Executive meeting?  
Y / N
7. What was the outcome of that meeting? (circle one)  
a. No further action?      b. Preventative Action required?      c. Corrective action required?      d. Another outcome? (Describe)
8. If action is required, which individual Executive Council member has been appointed to head that action: (Name):

Signed by Administrator..... date...../...../.....