Gap Analysis of ASTM Standards in relation to ISCO Quality Program

* **Assignee:**

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* **Estimated Completion Date:**

July 1, 2016

* **Purpose:**

The purpose of this task is to

1. Identify ASTM standards that ISCO currently refers to within current SOPs, Operations policies or procedures, job aids, and/or training documents
2. Identify ASTM standards that ISCO **should** reference or use (i.e. gap analysis) but are not documented with SOPs, Operations policies or procedures, job aids, and/or training documents
3. Communicate items 1 & 2 to upper management or other ISCO stakeholders

* **Scope Limitations:**

1. The analysis will only identify areas of reference or gaps within ISCO documentation (i.e. this task will not work towards updating SOPs, etc.)

* **General Strategy:**

The general strategy is composed of four steps:

* + Search all SOPs for “ASTM” or ASTM-like ids (i.e. “D2620”) and known ASTM titles to find “hits” for likely documents where ASTM is an important facet.
    - Example of hits:
      * “This procedure is meant to conform to ASTM Standards.”
      * “This procedure is meant to conform to D3350-14.”
      * “This procedure is meant to conform to ASTM Standard Specification for Polyethylene Plastics Pipe and Fittings Materials.”
  + Group ASTM Standards based on the most common categories. Categories would be the following: Pipe, Fittings, PE, HDPE, Systems, Schedule, PVC, and Gas. Identify and filter this grouping by the ASTM Standards that apply to ISCO. Retain mapping for later use.
  + Map ASTM Standards to SOPs currently written. Identify and group SOPs based on a combination of which ASTM Standards they reference and which categories (see step above) they represent. Analyze SOPs without ASTM Standard reference for potential ASTM Standard applicability and grouping.
* **Products:**

The products of this gap analysis are:

* + A list of unfiltered hits of ASTM Standard references in current SOPs, Operations policies or procedures, job aids, and/or training documents.
  + A list of hits of ASTM Standard references in current SOPs, Operations policies or procedures, job aids, and/or training documents filtered by ASTM product grouping.
  + A spreadsheet and map of ASTM Standards grouped by most common categories in the set, along with a list of ungrouped ASTM Standards.
  + The main document, a gap analysis of ISCO SOPs and ASTM Standards, based on product or program groupings. The document will composed of a list of ASTM references in current SOPs, a list of possibilities for incorporating ASTM Standards into current SOPs, and a list of any ASTM standards that are deemed under ISCO’s scope but not in current SOPs or current SOP possibilities.