

## **Question 10.5**

**Topic:** QA Plan Format

**Question:** Does our QA Plan need to have a standard format? We refer to other documents, such as manuals provided by vendors, but the information in these documents is not included in the QA Plan. Do we need to retype/reword the information in the manual and include it in the QA Plan?

**Answer:** No standard format is required and it is not necessary to retype the information from the other manuals. If the QA Plan references the other documents, these documents should be available on site. If it is in electronic format, it must be capable of being printed out at the time of inspection.

**References:** Appendix B, Section 1

**History:** First published in March 2000, Update #12; revised in 2013 Manual