

**BOP D.02.B01**

**Effective: 9/01/2007**

**Revision: 0: 9/01/2007**

**The controlled copy is stored electronically.**

**Document Title:** Quality System Documentation  
**Approval Authority:** Bureau Chief

## **A. PURPOSE AND SCOPE**

This Bureau Operating Procedure (BOP) defines the quality system used by the Education, Training and Technical Assistance (ETTA) Bureau. This procedure applies to any bureau personnel who develop or approve policies, plans, or procedures as part of the organization's quality system.

### **A. PURPOSE AND SCOPE**

This section states why this procedure is necessary and identifies the bureau activities or processes it encompasses. Include any constraints or exceptions, if any.

### **B. ACTION STEPS**

This section describes the sequential steps that must be done and by whom. If necessary, details about how the procedural steps are to be carried out are included. This section may be more general in nature and simply outline a process, or it may refer the reader to an attachment that details the action steps in the procedure.

### **C. REFERENCES**

This section lists any external or internal documents that may provide background information for the procedure. Numbers and names of each reference are included. The notation "latest revision" may be included, unless a specific revision applies. The references listed are not considered part of the ETTA document control system.

### **D. ATTACHMENTS**

This section lists any documentation required by the procedure. Attachments may be affixed to the end of a document electronically, or the document may reference who is responsible for maintaining the attachment and how or where it can be obtained. The documents listed are considered part of the ETTA document control system.

### **E. REVISIONS**

This section identifies changes to the previous version of this procedure, including revision date and summary explanation of change.

## **B. ACTION STEPS**

None

**C. REFERENCES**

None

**D. ATTACHMENTS**

None

**E. REVISIONS**

None.

Reviewed: 3/2011.

Reviewed: 12/2016.

Reviewed: 9/2019.

Reviewed: 5/2021.

Reviewed: 6/2023.