

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**

**AIR NATIONAL GUARD POLICY
DIRECTIVE 90-2107**

15 MAY 2003

Command Policy



**COMPLIANCE AND STANDARDIZATION
REQUIREMENT LIST (C&SRL) QUALITY
ASSURANCE REPRESENTATIVE**

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This directory implements Air Force Policy Directive (AFPD) 90-2, *The Inspection System*, and is applicable to all Air National Guard (ANG) flying units. Compliance with this directory and its parent instruction Air National Guard Instruction (ANGI) 21-101, *Maintenance Management of Aircraft*, is mandatory. Units will supplement this publication with items developed from appropriate technical data, Air Force Occupational Safety and Health (AFOSH) Standards (STD), local operating instructions (OI), etc., to assess internal compliance. Higher Headquarters/Inspector General (HHQ/IG) may use this directory in whole or in part during evaluations and exercises.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units will use this directory in conjunction with the annual unit self-inspection. The objective is to identify deficiencies that preclude attainment of required capabilities.

Table 1. Quality Assurance Representative

ITEM NO.	ITEM AND REFERENCES (All references are to ANGI 21-101 unless otherwise indicated)	YES	NO	N/A
1.	Quality Assurance Representative (QAR) <i>NOTE:</i> This program is not applicable to all quality assurance functions.			
1.1.	Has a QAR been appointed and an effective quality assessment plan established for CLS aircraft or contract field team (CFT) if assigned? (10.25.)			
1.2.	When appointed do QARs attend formal training? (10.25.1.1.)			
1.3.	Does the Wing forward a QAR letter of appointment to ANG/MXGM and appropriate ALC? (10.25.1.2)			
1.4.	Does the wing/QAR ensure services, equipment, and materials, etc. are not provided to the contractor at government expense unless they are authorized in the statement of work or host-tenant support agreements? (10.25.1.3.)			
1.5.	Does the wing/QAR ensure contractor personnel are adequately trained in all local requirements to include, but are not limited to, all applicable safety, environmental, and AFOSH standards? (10.25.1.4.)			
1.6.	Does the wing/QAR establish a quality plan (QP)? (10.25.1.5.)			
1.7.	Does the QP provide written guidance to include, as an example; duties and responsibilities, inspections to be accomplished (as identified by the QAR), FCF procedures, weight and balance, impoundment, and training? (10.25.1.5.)			
1.8.	Does the QAR maintain an updated copy of the respective contract? (10.25.2.1.)			
1.9.	Does the QAR maintain sufficient files to provide an audit trail of all contractual and QAR functions? (10.25.2.2.)			
1.10.	Does the QAR familiarize themselves with applicable maintenance manuals, safety manuals, contract requirements, and other required regulations to effectively perform all assigned QAR duties? (10.25.2.3.)			
1.11.	Does the QAR brief all affected personnel on contract requirements? (10.25.2.4.)			
1.12.	Does the QAR document contractor deficiencies on AF Form 714, Customer Complaint Record, or equivalent, as designated in the quality plan? (10.25.2.5.)			
1.13.	Does the QAR coordinate on the Quality Plan and identifies specific inspections to be accomplished? (10.25.2.6.)			

ITEM NO.	ITEM AND REFERENCES <i>(All references are to ANGI 21-101 unless otherwise indicated)</i>	YES	NO	N/A
1.14.	Does the QAR appoint Quality Assurance Evaluators (QAE) as required? (10.25.2.7.)			

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard