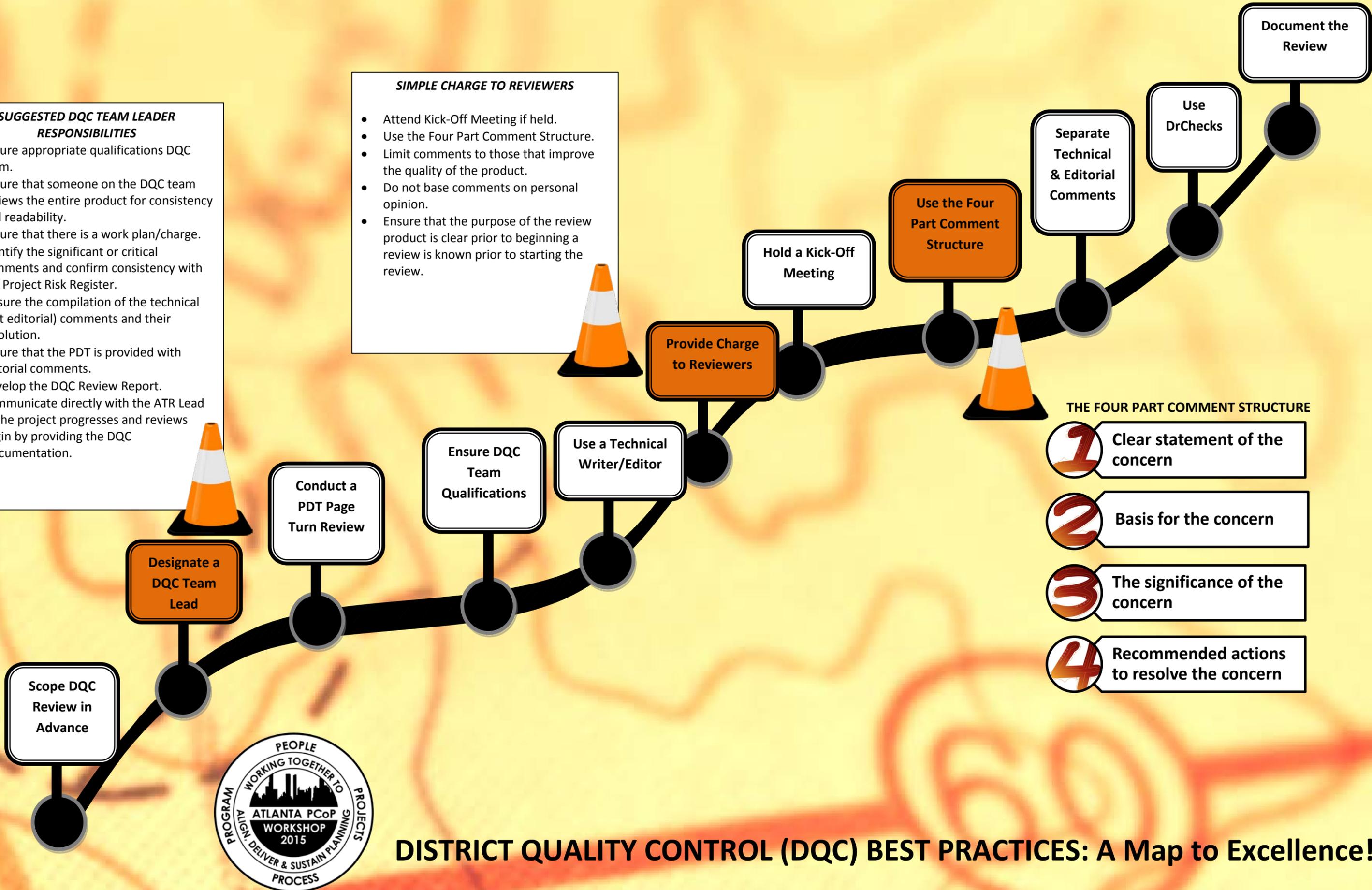


- SUGGESTED DQC TEAM LEADER RESPONSIBILITIES**
- Ensure appropriate qualifications DQC team.
  - Ensure that someone on the DQC team reviews the entire product for consistency and readability.
  - Ensure that there is a work plan/charge.
  - Identify the significant or critical comments and confirm consistency with the Project Risk Register.
  - Ensure the compilation of the technical (not editorial) comments and their resolution.
  - Ensure that the PDT is provided with editorial comments.
  - Develop the DQC Review Report.
  - Communicate directly with the ATR Lead as the project progresses and reviews begin by providing the DQC .documentation.

- SIMPLE CHARGE TO REVIEWERS**
- Attend Kick-Off Meeting if held.
  - Use the Four Part Comment Structure.
  - Limit comments to those that improve the quality of the product.
  - Do not base comments on personal opinion.
  - Ensure that the purpose of the review product is clear prior to beginning a review is known prior to starting the review.



**DISTRICT QUALITY CONTROL (DQC) BEST PRACTICES: A Map to Excellence!**