

Appendix A: Awardee Responsibilities

The Awardee is responsible for the following:

- Designating a Quality Assurance Representative (QAR) for the project.
 - The QAR is responsible for approval of the Technical Assessment Report, prior to submission to Catalyst Connection.
- Assigning Qualified Assessor(s) for the project.
 - The Qualified Assessor is responsible for completing Assessments and the corresponding Technical Assessment Reports under this project.
 - The Qualified Assessor is responsible for reviewing the Technical Assessment Report to confirm collection of all required data.
- Completing Assessments and the corresponding Technical Assessment Reports, in compliance with the following:
 - RISE PA SAT Program Guidance
 - This QAPP
 - Awardee's proposal and all incorporated procedures and work instructions.
- Notifying the Catalyst Connection QA Manager immediately of any conditions, circumstances, or the actions of others prevent completion of an Assessment in compliance with all applicable requirements.
- Responding to nonconformances
 - The Catalyst Connection QA Manager is responsible for documenting nonconformances on the CAR Form., and for forwarding the Form to the QAR.
 - After receiving a CAR Form documenting a nonconformance, the QAR is responsible for documenting the cause and actions taken to prevent a recurrence of the nonconformance, and for returning the completed Form to the QA Manager.
 - CAR responses should be completed as soon as possible, but no later than 7 days after receipt of the Form.