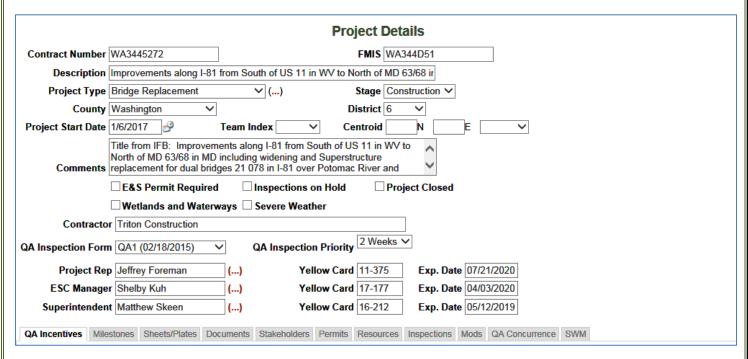
Submitting for a QA Concurrence

QA Concurrences are to be submitted through the QA Toolkit for review by the REC assigned to the project. This system is not to be utilized for Modifications. The following is a step by step description of the process in the Toolkit.

Select the "Projects" Tab at the top of the page to see a list of your assigned projects.



Select the edit icon to enter or update the project record as allowed by your user role.



The user will see the project information. Data fields that are shaded may not be edited although some of the information under the available sub-tabs may.

QA Concurrence Sub-Tab



The **QA Concurrence** sub-tab shows details about existing modification request and status. There are several buttons to select from depending on the desired action



The New Request button is utilized to create a new concurrence request. This button should not be used to respond to an existing request.



The View button will open the request input form submitted by the contractor representatives or the CPE. This will allow you to see the request details and status.

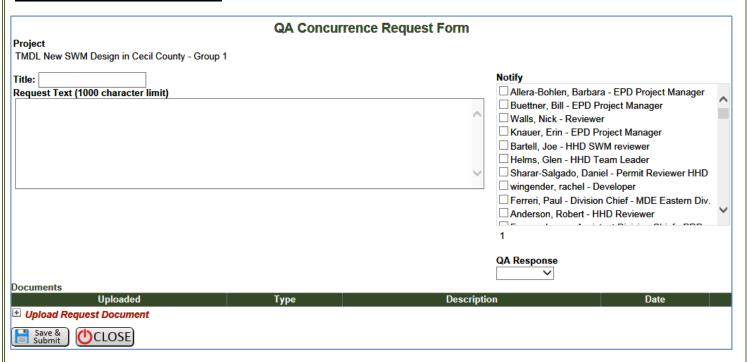


The Respond button is utilized to post new comments, questions or responses to a request. This is also how the REC will approve or deny concurrence

Clicking on # Responses will expand the information to include all the comments and responses related to the specific modification request.

Select the magnifying glass to view the details of the comment

A New QA Concurrence Request



Click on the "New Request" button will open a QA Concurrent Request Form. Fill in the needed information and then click "Save and Submit". The REC will automatically be notified that a concurrence request is in the system for review.