

CCOE Annual Quality Assurance Plan 2014				
Course	Iteration	Level of Review <i>(Internal, ACT, ACO, CIV)</i>	Periode	Comments
NCHCC (CQM: LTC M. Vaanhold)	MAR (2014-01)	Internal	02-03 APR	("series" IAW Annex 4)
NCSWC (CQM: CAPT R. Baur)	SEP (2014-03)	Internal	14-16 OCT	("series" IAW Annex 4)
	DEU (JUL 14)	Visit by DH + CQM	09-11 JUL	
	MNCG (APR)	Visit by DH + CQM	13-15 APR	
	SVN (APR 14)	Visit by DH + CQM	15-17 APR	
	POL (JUN 14)	Visit by DH + CQM	11-13 JUN	
NCFWC (CQM: CAPT S. Groothedde)	HUN (OCT 14)	Visit by DH + CQM	08-10 OCT	
	SEP (2014-03)	Internal	14-16 OCT	("series" IAW Annex 4)
	DEU (JUL 14)	Visit by DH + CQM	09-11 JUL	
	MNCG (APR)	Visit by DH + CQM	13-15 APR	
	SVN (APR 14)	Visit by DH + CQM	15-17 APR	
NCFSC (CQM: MAJ L. Ozvald)	POL (JUN 14)	Visit by DH + CQM	11-13 JUN	
	HUN (OCT 14)	Visit by DH + CQM	08-10 OCT	
NCLC CQM: MAJ L. den Hollander)	JUN (2014-02)	Internal	15-16 JUL	("series" IAW Annex 4)
NCAC (ADL) (CQM: CAPT S. Groothedde)	FEB (2014-01)	Internal	24-25 MAR	("series" IAW Annex 4)
COMPASS	NOV	Internal	12 NOV	("series" IAW Annex 4)
NCCOC (CQM: CAPT S. Groothedde)	Cancelled in 2014			
	NSO (SEP 14)	Visit by DH + CQM	24-26 SEP	

The review schedule will be aligned with the course specific quality control and assessment plans.

2014 Kick Off meeting: 30 JAN 2014.

Participants: DDIR, BC PC, T&E, BC CIC and PC COORD. IKM not available.

Aim: To discuss and coordinate way ahead including procedures, participants, timings for the different revisions/visits etc.

Plans for policy and procedure improvement:

- Revise CCOE QA Policy, JUN 2013 version IAW ACT comments NLT 01 June 2014 (OPR BC PC).
- Revise Annex 5: CCOE support to E&IT NLT 01 MAR 2014 (OPR BC PC)

Evaluation.

- The CQM is to check and adjust the “Survey Monkey” questionnaire IRT to own Course, NLT 30 APR. NCFWC/NCSWC though NLT 04 APR 2014.
- CD is to check and adjust the daily evaluation questionnaire IRT to Course execution ASAP, priority to NCFWC/NCSWC NLT 28 MAR 2014.

Course documentation.

The minimum requirement for each course is to have a filled in “Content Matrix” spread sheet using the example from NCFWC/NCSWC ending up in “Lessons Plans” NLT the end of 2014.

Authorization

Signature of Director