



Disclaimer

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DATA QUALITY ASSURANCE PLAN

Required fields are outlined in red.

DATASET DETAILS

Q1 - Dataset label

Q2 - Brief description

Q3 – Data managers

Q4 – Data administrators

Q5 – Data stewards

Q6 - Data technicians

Q7 – DQM plan status

DRAFT:

ISSUED:

Q8a – DQM plan date

Q8b – DQM plan version

DATA INTEGRITY LEVEL

Required fields are outlined in red.

Q9 - Dataset level of complexity

Very simple 1 2 3 4 Complex

Q10 - Dataset level of criticality

Not critical 1 2 3 4 Life critical

Calculated DIL:

Q11 - Does the calculated DIL seem suitable? Yes No

Required fields are outlined in red.

FITNESS FOR PURPOSE

Q12 - How will the dataset user requirements be documented?

DRAFT

Required fields are outlined in *red*.

FITNESS FOR PURPOSE

Q13 - How will the data life cycle be documented?

DRAFT

Required fields are outlined in red.

FITNESS FOR PURPOSE

Q14 - How will the project team approve the dataset user requirements internally?

DRAFT

Required fields are outlined in *red*.

FITNESS FOR PURPOSE

Q15 - How will the customer or customer proxy approve the dataset user requirements?

DRAFT

Required fields are outlined in *red*.

FITNESS FOR PURPOSE

Q16 - How will the objectivity of the dataset user requirements review be ensured?

Required fields are outlined in *red*.

QUALITY PLANNING

Q17 - Describe how the roadmap of data quality procedures will be documented.

DRAFT

Required fields are outlined in red.

QUALITY PLANNING

Q18 - Describe how the implementation progress against the roadmap for data quality procedures will be tracked.

DRAFT

Required fields are outlined in *red*.

QUALITY PLANNING

Q19 - How will the risks associated to developing the dataset be assessed and mitigated?

DRAFT

Required fields are outlined in red.

QUALITY PLANNING

Q20 - How will the potential negative impact on business/
reputation of non-conformities in the dataset be assessed
and mitigated?

Required fields are outlined in red.

QUALITY MONITORING, CONTROL AND IMPROVEMENT

Q21 - How will non-conformities in the dataset be reported?

Required fields are outlined in red.

QUALITY MONITORING, CONTROL AND IMPROVEMENT

Q22 - How will corrective actions on non-conformities in the dataset be logged?

Required fields are outlined in red.

QUALITY MONITORING, CONTROL AND IMPROVEMENT

Q23 - How will non-conformities in the dataset be prevented?

Required fields are outlined in red.

QUALITY MONITORING, CONTROL AND IMPROVEMENT

Q24 - Who will oversee dealing with non-conformities in the dataset?

Required fields are outlined in *red*.

QUALITY ASSURANCE

Q25 - How will data quality be documented and made available for review?

DRAFT

Required fields are outlined in red.

QUALITY ASSURANCE

Q26 - How will the project team review data quality issues?

DRAFT

Required fields are outlined in red.

QUALITY ASSURANCE

Q27 - How will the customer or customer proxy review data quality issues?

Required fields are outlined in *red*.

QUALITY ASSURANCE

Q28 - How will the objectivity of the data quality issue review be ensured?

Required fields are outlined in *red*.

DATA UNDERSTANDABILITY

Q29 - How will the meaning of the data be formalised?

DRAFT

Required fields are outlined in *red*.

DATA UNDERSTANDABILITY

Q30 - How will the structure of the dataset be documented?

DRAFT

Required fields are outlined in *red*.

DATA UNDERSTANDABILITY

Q31 - How will the metadata be documented?

DRAFT

Required fields are outlined in *red*.

DATA UNDERSTANDABILITY

Q32 - How will the customer know how to exploit the dataset?

Required fields are outlined in red.

METROLOGICAL SOUNDNESS

Q33 - Will the dataset contain measurement data or data derived from measurements?

Yes

☐☐

No

Required fields are outlined in *red*.

METROLOGICAL SOUNDNESS

Q34 - How will the main operations applied to the dataset be logged?

DRAFT

Required fields are outlined in *red*.

METROLOGICAL SOUNDNESS

Q35 - How will the operations applied to the dataset be logged?

Required fields are outlined in red.

METROLOGICAL SOUNDNESS

Q36 - Is the dataset generation intended to be repeatable?

Yes

☐☐

No

Required fields are outlined in *red*.

METROLOGICAL SOUNDNESS

Q37 - How will the dataset's repeatability conditions be documented?

DRAFT

Required fields are outlined in red.

METROLOGICAL SOUNDNESS

Q38 - Is the dataset generation intended to be reproducible?

Yes

☐☐

No

Required fields are outlined in *red*.

METROLOGICAL SOUNDNESS

Q39 - How will the dataset's reproducibility conditions be documented?

DRAFT

Required fields are outlined in red.

METROLOGICAL SOUNDNESS

Q40 - How will measurement uncertainty be expressed and evaluated?

DRAFT

Required fields are outlined in red.

METROLOGICAL SOUNDNESS

Q41 - How will confidence in the dataset generation process be demonstrated?