

**ROMULUS, LLC**  
**POLICY NUMBER 8**  
**QUALITY ASSURANCE POLICY**

**RESPONSIBILITY:** The Quality Assurance Officer is responsible for updating this Policy Statement.

**PURPOSE:** In the course of doing work for our Customers we must be ever mindful of our obligation to provide deliverables that meet or exceed our Customer expectations. Our Romulus Quality Assurance Program is designed to ensure that we delight our Customers.

**SCOPE:** Applicable to all Romulus Services provided.

**POLICY:** Quality assurance is an integrated system of management activities involving planning, implementation, assessment, and corrective action to ensure that a process, item, or service is of the type and quality needed and expected by the client.

All Romulus Activities will incorporate the process defined by Enclosure (1) Romulus Quality Assurance Manual. The Risk Management Process will be incorporated throughout the following Activities:

- Planning
  - ROMULUS proposals for specific deliverable services all start with a work breakdown structure that outlines all of the steps necessary for product delivery. Certain Romulus Risk Mitigation Strategies are routinely incorporated by implementing proven strategies from lessons learned.
- Implementation
  - Work execution schedules and planned expenditures flow from the work breakdown structure used to win the proposal. Progress and expenditures are reviewed monthly by senior company officials. Decisions are made based on the reality of where the project is in both progress and financial performance and where the company wants it to be in both areas. Risk is continuously assessed with mitigation strategies incorporated as required.
- Assessment
  - The assessment activity includes not only routine reports required by a particular contract but also the evaluation of the risk of late or non-delivery of deliverables. Risk must be continuously managed throughout the Planning and Implementation Activities. Risk Mitigation strategies must be implemented based on the evaluation of risk.
- Corrective Action
  - The Corrective Action Activity consists of the implementation of specific remedies identified by going through the Risk Management Process Steps. Corrective Actions are implemented, assessed and risk is reevaluated on a continuous basis through task/contract completion.