**QAPP Worksheet #4, 7 & 8: Personnel Qualifications and Sign-off Sheet**

**(UFP-QAPP Manual Sections 2.3.2 – 2.3.4)**

**(EPA 2106-G-05 Section 2.2.1 and 2.2.7)**

This worksheet is used to identify key project personnel for each organization performing tasks defined in this QAPP. In this example, organizations include the prime contractor and laboratory. Add spaces for addition organizations and personnel as needed. This worksheet lists individuals’ project titles or roles; qualifications; and any specialized/non-routine training, certifications, or clearances required by the project, e.g., explosives and ordnance disposal (EOD) technician, Professional Engineer, Certified Professional Geologist, etc.

ORGANIZATION: Prime Contractor

| **Name** | **Project Title/Role** | **Education/Experience** | **Specialized Training/Certifications** | **Signature/Date** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

ORGANIZATION: Laboratory

| **Name** | **Project Title/Role** | **Education/Experience** | **Specialized Training/Certifications** | **Signature/Date** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*Signatures indicate personnel have read and agree to implement this QAPP as written