

# INSTRUCTIONS FOR PREPARING YOUR USACE QUALITY PLAN SUBMITTAL

## SAVE A COPY OF YOUR TEMPLATE

Save a copy of your template under a different name. Keep one master copy for future use and save project specific copies separately.

## COMPLETE FORMS IN THE PROJECT-SPECIFIC SECTION

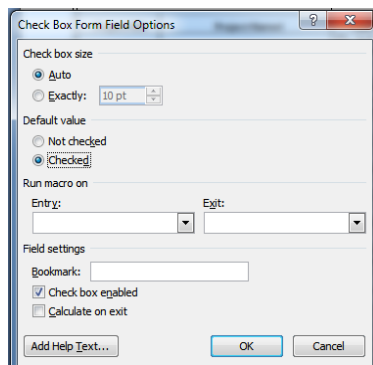
Complete the applicable forms in the Project-Specific Quality Plan section by inserting project-specific information on the form.

You can complete the form on the computer or print it out and write in the information by hand during the final preparations.

- List major subcontractors and suppliers on Source of Supply form
- List inspections and tests on the Inspection and Tests Plan form
- List Features of Work on the Quality Controlled Features of Work List form
- Copy and special contract quality requirements into the Special Requirements form.

## SEE ATTACHED EXAMPLES FOR ADDITIONAL HELP

Tip: You can always insert extra rows into forms by placing the cursor where you want to insert a row, right click the mouse, and select insert.



**To check boxes:** If you'd like to electronically check boxes on the forms, Place your cursor next to the box you want to check, and then double click. A dialogue box will appear like the one shown to the left. Under "Default value" click "Checked", then click OK. An "X" should now appear in the box on your form.

You always have the option of completing forms by hand during final preparations (see below).

## INSERT RESUMES

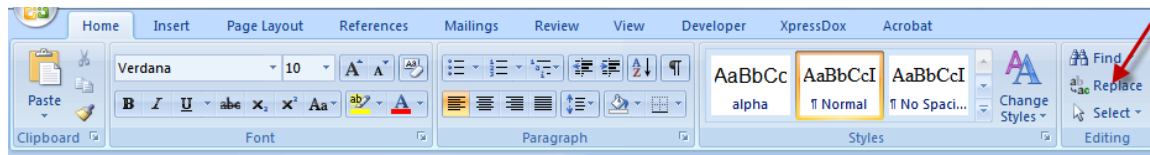
Insert resumes in the Names and Qualifications Section. You can use the resume form or replace it with your own information.

## ADD PROJECT SPECIFIC INFORMATION

### REPLACE PLACEHOLDER TEXT

Your document contains placeholder text so that you can change the project-specific information for different contracts. For Bid/Pre-Qualifications, you can leave the placeholder text as it is since you do not know who will be working on the project.

**Tip: to search and replace placeholder text**, start with your cursor at the beginning of the document and then, do a find and replace for all/each of the bracketed [] placeholder text, e.g., [ProjectLocation]. As a final check search for the bracket symbol [ to make sure that you have not missed any placeholder replacements.



## UPDATE PAGE NUMBERS AND CROSS REFERENCES

- Keep the Word document in one file to preserve automatic updating of cross-references.
- Use control-a keys to select the whole document, and then
- Press F9 to update page numbers and table of contents (update entire table) – Note: you may need to do this more than once if it does not work the first time.

## ADD SIGNATURES - FINAL PREPARATIONS

Add electronic signatures or print out the document and sign where required.

- Signature sheet signed by President and Managers
- President and Managers sign appointment forms

Also complete any forms that you chose to fill out by hand.

The final step is to scan the document into a PDF format document file. Submit your files in PDF format only.

**QUESTIONS? CALL US AT 410-451-8006**

# First Time Quality, LLC Feature of Work Inspection Form

Version February 29, 2012

Work Task :

**Sandstone Installation**

Project: Id#  
[ProjectNumber]

Project Name:  
[ProjectName]

Subcontractor Company  
ID/Name:

Location/Area:

Reference drawing version #:

Crew ID/Name

### Compliance Verification

- Compliance with initial job-ready requirements
- Compliance with material inspection and tests
- Compliance with work in process first article inspection requirements
- Compliance with work in process inspection requirements
- Compliance with work task completion inspection requirements
- Compliance with inspection and test plan

### Heightened Awareness Checkpoints

- Shop drawings, product data, and samples have been submitted and approved.
- All materials are as designed, specified, and approved.
- Site conditions are in compliance with requirements for installation.
- Substrate examined and acceptable.
- Anchoring devices and reinforcing dowels properly installed.
- Patterns are per approved samples.
- Defective or damaged stone masonry has been removed or replaced.
- Joints are full, tight, and solid; raked back for sealing/pointing as required.

Production Notes:

Reported Nonconformances:

### Verification of Work Task Completion (sign and date)

Project Superintendent Sign and date\*:  
Work task verified complete to specifications (sign and date)

Project Superintendent score subcontractor/crew performance and feedback notes

**Quality: 5 4 3 2 1**  
**Safety: 5 4 3 2 1**  
**Delivery: 5 4 3 2 1**

**Quality Manager Sign and date\*:**  
Work task verified complete to specifications (sign and date)

Quality Manager score quality performance and feedback notes

**Quality: 5 4 3 2 1**

\* On behalf of the contractor, I certify that this report is complete and correct and equipment and material used and work performed during this reporting period is in compliance with the contract drawings and specifications to the best of my knowledge except as noted in this report.

## First Time Quality, LLC Quality Controlled Feature of Work List

Version February 29, 2012

Project ID	Project Name	Preparer	Date
[ProjectNumber]	[ProjectName]		

Project Work Tasks / Contract Section	Quality Controlled work task	Method for identification of Approved Inspection Status
Building1 Halls Holton, Merrill, Pearse		
04 02 00	1240 Install Sandstone N. Elev Bldg 1	CV-04 02 00 – Sandstone Restoration A) PRE-INSTALLATION CHECKS
		CV-04 02 00 – Sandstone Restoration B) INSTALLATION CHECKS
		First Time Quality Sandstone Installation Task Completion Checklist
04 02 00	1250 Tuckpointing & Cleaning N. Elev. Bldg 1	CV-04 02 00 – Sandstone Restoration C) FINISHING AND CLEANING CHECKS
		First Time Quality Tuckpointing and Cleaning Task Completion Checklist
04 02 00	1220 Apply Caulking N. Elev. Bldg 1	First Time Quality Exterior Caulking Completion Checklist
04 21 10	1190 Install Terra Cotta N. Elev. Bldg 1	CV-04 21 10 – Architectural Terra Cotta A) PRE-INSTALLATION CHECKS
		CV-04 21 10 – Architectural Terra Cotta B) INSTALLATION CHECKS
		First Time Quality Terra Cotta Installation Task Completion Checklist
04 21 10	1400 Tuckpointing & Cleaning E. Elev. Bldg 1	CV-04 21 10 – Architectural Terra Cotta C) FINISHING AND CLEANING CHECKS
		First Time Quality Tuckpointing and Cleaning Completion Checklist
07 90 05	1370 Apply Caulking E. Elev. Bldg 1	First Time Quality Exterior Caulking Completion Checklist
04 21 10	1520 Install Terra Cotta E. Elev. Bldg 1	CV-04 21 10 – Architectural Terra Cotta A) PRE-INSTALLATION CHECKS
		CV-04 21 10 – Architectural Terra Cotta B) INSTALLATION CHECKS
		First Time Quality Terra Cotta Installation Task Completion Checklist
04 72 00	1300 Install Precast Bldg 1	CV-04 72 00 – Cast Stone Masonry A) PRE-INSTALLATION CHECKS

## Division 26 Electrical Quality Inspection and Test Plan

Contract Number		Project Name					
Contract Activity/ Specification Reference #	Description	Reference Standard Number	Reference Standard Title	Remarks	Trigger Event/ Frequency	Responsible Person/ Organization(s)	Test Report Date
	Direct-current high-potential test for conductors	IEEE 400.2	Guide for Field Testing of Shielded Power Cable Systems Using Very Low Frequency (VLF)	Upon successful completion of the dielectric absorption tests			
	Visual and mechanical inspections and electrical tests	NETA ATS	Standard for Acceptance Testing Specifications for Electrical Power Equipment and Systems	In accordance with the manufacturer's recommendations			
	Ground rod resistance to ground	IEEE 81	Guide for Measuring Earth Resistivity, Ground Impedance, and Earth Surface Potentials of a Ground System				

## A. ADDITIONAL QUALITY CONTROL REQUIREMENTS

Below is a list of project quality control requirements that have not been included elsewhere in this Project Quality Assurance/Quality Control Plan, if any.

Additional Quality Control Requirements as Required by Contract Specifications or Quality Assurance:  
(with reference to the section amended)

At the Pre-Construction Meeting, the Contractor shall provide DSF a full description of the Contractor's quality control and inspection system and method of implementation.

Prior to the start of significant on-site work by any trade DSF's Project Representative, the related prime Contractor's Superintendent and the Subcontractor's foreman shall conduct a pre-installation conference. The purpose of the meeting is to review and discuss Contract requirements applicable to the Subcontractor's work, samples required, level of quality necessary, and find answers to any questions that may arise. Such meeting is in addition to regularly scheduled progress meetings and will be arranged on-site by DSF's Project Representative.

The Contractor shall maintain complete inspection records and test data to ensure that quality of the Work is in strict compliance with the terms of the Contract Documents. These records shall be available to DSF's Project Representative at all reasonable times and places. The doctrine of "substantial conformity" to the quality

Construction Verification: A quality control verification process performed by the installer as building assemblies, components, equipment and systems are being installed which documents that the materials, installation procedures, interfaces with other trades, start-up, testing and operation are correct, complete, in compliance with contract documents and manufacturer's recommendations and are ready for functional performance testing.

### MEETINGS

Each contractor is required to attend meetings related to commissioning (pre-construction, construction progress, etc.) and have personnel requested by CxP in attendance to facilitate quality control and coordinate commissioning efforts.

Provide copies of all quality assurance testing reports.

### QUALITY ASSURANCE

The Contractor shall retain the services of an independent materials testing consulting A/E to conduct sampling, testing and analysis as required by this section and elsewhere in the Contract Documents. The materials testing consulting A/E shall meet the requirements of ASTM E329, and shall be subject to approval by the DSF Construction Representative.

Collection of concrete test specimens shall be complete in accordance with ASTM C172 and ASTM C31M.

When collecting cylinders for compressive strength testing, collect and cure one (1) set of cylinders, consisting of three (3) cylinders and one (1) extra cylinder, for each required test. Extra cylinders may be used in the event that one of the primary cylinders is damaged.