



## **GC's Subcontractor QA/QC Plan Sample**

- Include your Subcontractors in your  
Project Quality Control Plan**

Show your clients your seamless approach to  
controlling subcontractor quality on their project

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# PROJECT-SPECIFIC SUBCONTRACTOR QUALITY PLAN

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# PROJECT QUALITY POLICIES

## [INSERT SUBCONTRACTOR COMPANY NAME] PROJECT QUALITY POLICY

Our objective is to safely deliver 100 percent complete construction work that meet all contract and [GC\_CompanyName] Quality Assurance/Quality Control Plan requirements the first time, every time. Our commitment to quality means:

- Compliance with [GC\_CompanyName] Quality Assurance/Quality Control Plan requirements.
- Compliance for fully implementing and complying with all provisions of this Subcontractor QC Plan.
- Our quality standards meet or exceed all applicable regulations, codes, industry standards, and manufacturer specifications as well as with our customers' contract and individual requirements.
- We ensure that only knowledgeable, capable, and qualified employees carry out the planning, execution, and control of our work.
- We stand behind our work. We conduct a series of quality inspections for each work task: before work begins, at first article completion, while work is in process, and at completion.
- We inspect all materials before use.

Selected Pages

[GC_CompanyName] Point Of Contact List				Type of List:
Version April 30, 2012				<input type="checkbox"/> Company <input type="checkbox"/> Customer <input type="checkbox"/> Suppliers/Subcontractors
Project ID	Project Name	Preparer	Date	
[ProjectNumber]	[ProjectName]	[ProjectManagerName]		
Company	Name and Position	Contact Responsibilities	Phone Contact Numbers	Email

Selected Pages

## PROJECT QUALITY COORDINATION AND COMMUNICATION

[Insert Subcontractor Company Name] has regular, planned communications with customers, subcontractors, and suppliers to coordinate quality expectations, priorities, activities, and improvements.

Throughout the project, [Insert Subcontractor Company Name] holds preparatory meetings prior to the start of upcoming milestones, tasks, or phases of work. These meetings are attended by key company, subcontractor personnel responsible for carrying out, supervising, or inspecting the work, and interested customer representatives. We review quality requirements, coordinate quality inspections and hold points. In the process, we listen to each stakeholder to understand their concerns for critical details. We add the critical details to inspection checklists. We also train production personnel on these details in weekly and toolbox talk meetings.

[Insert Subcontractor Company Name] weekly team toolbox meetings deploy findings of the preparatory meeting to field personnel. The venue is used to train personnel on technical requirements, reinforce critical details for heightened awareness, and institute improvements to work methods. It is also a forum for team communications and coordination.

Selected Pages

## **[GC\_CompanyName] Subcontractor Quality Control Policy Requirements**

This Contract is an unclassified Contract. The Subcontractor is to execute all Work per the plans and specifications. The Subcontractor shall complete the Work in accordance with the Contract Documents, including all labor, materials, equipment, services and other items required to complete such Work. The Work of this Contract is defined by the Contract Documents, and requires the entire and complete performance of the Work described therein, and those things which Subcontractor through his business and professional experience has cause to know are reasonably inferable requirements for a complete and satisfactory job.

Without limiting any other requirements of the Contract Documents, all Work shall be performed in full compliance with the contract requirements, contract technical specifications, contract drawings, and approved contract submittals.

Without limiting any other requirements of the Contract Documents, all Work shall be performed in a professional and workmanlike manner in full compliance with the [GC\_CompanyName] Quality System requirements.

The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work. The Contract Documents are complementary, and what is required by any one shall be as binding as if required by all. Work not specifically covered in the Contract Documents will nonetheless be required if it is consistent therewith and is reasonably inferable there from as being necessary to produce the intended results.

Should conflicts occur in the Contract Documents, the Subcontractor shall request interpretation from [GC\_CompanyName] before proceeding with the Work. If the Subcontractor fails to make such a request, no excuse will thereafter be entertained for failure to carry out the Work in a satisfactory manner.

This project is to be constructed in accordance with governmental regulations including federal regulations; state regulations; state building codes; state, county, city, and township addenda to state building codes; work details and specifications in architectural drawings approved by Government regulatory authorities. Any deviations must be approved in writing by [GC\_CompanyName] and the relevant Government agency. Should a conflict between the Contract Documents and the governmental regulations arise, then the governmental regulations shall supersede and take precedent over the Contract Documents. Subcontractor shall have timely access to all relevant governmental regulations while completing Work at the project site.

The project is to be constructed in accordance with relevant industry standards. Any deviations must be

# Inspection Forms

## Available by Division Sections

### CONCRETE

- Cast Decks and Underlayment
- Concrete Finishing
- Concrete Forming
- Concrete Reinforcing
- Grouting
- Precast Concrete
- Structural Concrete

### MASONRY

- Concrete Form Masonry Units
- Concrete Unit Masonry
- Exterior Stone Cladding
- Maintenance of Masonry
- Manufactured Brick Masonry

### METALS

- Metal Decking
- Metal Railings
- Metal Stairs
- Structural Steel Framing

### WOOD/PLASTICS/AND COMPOSITES

- Architectural Wood Casework
- Exterior Finish Carpentry
- Interior Finish Carpentry
- Sheathing
- Wood Decking
- Wood Framing

### THERMAL AND MOISTURE PROTECTION

- Applied Fireproofing
- Blanket Insulation
- Board Insulation
- Dampproofing and Waterproofing
- Exterior Insulation and Finish Systems
- Firestopping
- Flashing and Sheet Metal
- Joint Protection
- Membrane Roofing
- Thermal and Moisture Protection-Roof Accessories
- Thermal and Moisture Protection-Roof and Deck Insulation
- Thermal and Moisture Protection-Roof Panels 07.41.00
- Roof Tiles
- Roofing and Siding Panels
- Sheet Metal Roofing
- Shingles and Shakes
- Siding
- Wall Panels
- Weather Barriers

## OPENINGS

- Door Hardware
- Doors and Frames
- Glazing 08.80.00
- Louvers and Vents
- Unit Skylights
- Windows

## FINISHES

- Access Flooring
- Acoustic Treatment
- Acoustical Ceilings
- Backing Boards and Underlayments
- Carpeting
- Masonry Flooring
- Painting and Coating
- Plaster and Gypsum Board
- Resilient Flooring
- Stone Facing
- Terrazzo Flooring
- Textured Ceilings
- Tiling
- Wall Coverings
- Wood Flooring

## FIRE SUPPRESSION

- Suppression Water-Service Piping
- Fire Pumps
- Fire-Suppression Sprinkler Systems
- Fire-Suppression Standpipes
- Fire-Suppression Water Storage

## PLUMBING

- Electric Domestic Water Heaters
- Facility Potable-Water Storage Tanks
- Facility Sanitary Sewerage
- Facility Storm Drainage
- Facility Water Distribution
- Fuel-Fired Domestic Water Heaters
- Plumbing Fixtures
- Plumbing Insulation

## HVAC

- Air Outlets and Inlets
- Air Terminal Units
- Breechings//Chimneys// and Stacks
- Central Cooling Equipment
- Commissioning ofHVAC
- Cooling Towers
- Facility Fuel-Oil Piping
- Facility Fuel-Storage Tanks
- Facility Natural-Gas Piping
- Furnaces
- Heating Boilers
- HVAC Air Cleaning Devices
- HVAC Ducts and Casings
- HVAC Fans
- HVAC Insulation
- HVAC Piping and Pumps
- HVAC Water Treatment
- Indoor Central-Station Air-Handling Units
- Instrumentation and Control for HVAC
- Refrigerant Piping
- Testing// Adjusting// and Balancing for HVAC



Project:	Phase:	Contract#:	Organization: <b>9101</b> Field Operations	Crew:
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**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 Task completion inspection requirements
- Compliance with inspection and test plan
- Compliance with safety policies and procedures

Reported Nonconformances and incomplete items:

**FTQ 2TQ Heightened Awareness Checkpoints**

- Concrete Finishing Schedule reviewed with ENGINEER/ARCHITECT prior to Concrete Placement **1030**
- No damage to coated reinforcing exposed during patching activities **1031**
- Adequate water is present to wet finishing equipment and prevent smearing of the finish **1032**
- Color admixture evenly distributed throughout concrete mix (no streaking or color variations) **1033**
- Surface Grooves orientated to direct water off of the slab **1034**
- Adequate form release agent has been applied to concrete stamps **1035**
- Finished surfaces are free of pin holes// spalling// and other surface irregularities **1036**
- Finishing is smooth and ready to receive surface treatment (carpet// tile// etc.) **1037**
- Concrete sealer applied to surfaces free of dust and standing water **1038**
- Site runoff is directed away from placed concrete until properly finished and cured **1039**

## FTQ Scores and Completion Sign-off

**Field Mgmt.-Superintendent Inspection 91.45.01**

**Quality**      5   4   3   2   1   *Notes:*

-----  
**On-Time**      5   4   3   2   1   *Notes:*

-----  
**Safety**        5   4   3   2   1   *Notes:*

Sign and date\*: Cell # / ID #: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Task has been verified complete and in compliance with contract drawings and specifications except for non-conformances and incomplete items reported above.

**Field Mgmt.-QA Inspection 91.45.02**

**Quality**      5   4   3   2   1   *Notes:*

-----  
 Sign and date\*: Cell # / ID #: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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<b><u>Quality Score</u></b>	5 = 100% NO problems	4 = 1 minor problems	3 = Hotspot or 2-3 minor	2 = 6+ or major problems	1 = Excessive problems
<b><u>On-Time Score</u></b>	5 = On Time	4 = Late	3 = Late by 1 day	2 = Late by 2 days	1 = Late more than 2 days
<b><u>Safety Score</u></b>	5 = 100% NO problems	4 = 1 minor problem	3 = Hotspot or 2-3 minor	2 = 4+ or major problem	1 = Injury

## **ELECTRICAL**

- Conduit for Electrical Systems
- Electrical and Cathodic Protection
- Enclosed Bus Assemblies
- Exterior Lighting
- Grounding and Bonding for Electrical Systems
- Identification for Electrical Systems
- Interior Lighting
- Low-Voltage Circuit Protective Devices
- Low-Voltage Controllers
- Low-Voltage Electrical Power Conductors and Cables (<600V)
- Low-Voltage Electrical Service Entrance
- Low-Voltage Switchgear
- Low-Voltage Transformers
- Raceway and Boxes for Electrical Systems
- Switchboards and Panelboards

## **COMMUNICATIONS**

- Audio-Video Communications
- Cable Trays for Communications Systems
- Communications Backbone Cabling
- Communications Equipment Room Fittings
- Data Communications
- Structured Cabling
- Voice Communications

## **ELECTRONIC SAFETY AND SECURITY**

- Commissioning of Electronic Safety and Security
- Conductors and Cables for Electronic Safety and Security
- Electronic Access Control and Intrusion Detection
- Electronic Surveillance
- Fire Detection and Alarm
- Mass Notification Systems
- Pathways for Electronic Safety and Security

## **EARTHWORK**

- Bored Piles
- Caissons
- Clearing and Grubbing
- Driven Piles
- Excavating and Fill
- Grading

## **EXTERIOR IMPROVEMENTS**

- Base Courses
- Curbs// Gutters// Sidewalks// and Driveways
- Fences and Gates
- Flexible Paving
- Irrigation
- Planting
- Retaining Walls
- Rigid Paving

# Electrical-Grounding and Bonding for Electrical Systems 26.05.26

Feb2012

Project:	Phase:	Contract#:	Vendor: <b>9101</b> Field Operations	Crew:
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- Compliance with safety policies and procedures

Reported Nonconformances and incomplete items:

**FTQ 2TQ Heightened Awareness Checkpoints**

- Connections tight and free of corrosion// paint// and other non-conductive materials **1633**
- Anti-oxidant paste applied to connection junctions **1634**
- Shielding grounded across splices and connections **1635**
- Ground cabling entering/exiting buildings are sealed and waterproofed **1636**
- Metal conduits// boxes// panels// etc. bonded to Grounding System **1637**
- Ground rods not located in rock or stone fill **1638**
- Wiring secured to prevent movement and chafe **1639**
- Multi-strand wire or strap connectors utilized on movable connections **1640**
- Ground system tested for continuity **1641**

## FTQ Scores and Completion Sign-off

**Field Mgmt.-Superintendent Inspection 91.45.01**

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## UTILITIES

- Culverts
- Public Water Utility Distribution Piping
- Sanitary Utility Sewerage Force Mains
- Sanitary Utility Sewerage Piping
- Storm Drainage Structures
- Storm Utility Water Drains
- Subdrainage
- Water Utility Distribution Equipment

**Utilities-Sanitary Utility Sewerage Force Mains 33.34.00**

Feb2012

Project:	Phase:	Contract#:	Vendor: <b>9101</b> Field Operations	Crew:
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Reported Nonconformances and incomplete items:

**FTQ 2TQ Heightened Awareness Checkpoints**

- Piping has sufficient cover for anticipated traffic **2147**
- Piping bury below frost line for lines containing standing sewage **2148**
- Proper separation between water and sewer lines maintained (10' horizontal// 18" vertical with water on top) **2149**
- Mechanically restrained joints tight and secure **2150**
- Push-on joints fully inserted **2151**
- Thrust blocking and anchors in contact with piping and firmly attached **2152**
- Fittings and accessories compatible (material// pressure rating// connection type) with the piping utilized **2153**
- Protective coating/wrap is intact// uniform// and free of damage **2154**
- Indicator tape or tracer wire installed above piping **2155**
- Piping pressure tested and free of leaks **2156**

**FTQ Scores and Completion Sign-off**

**Field Mgmt.-Superintendent Inspection 91.45.01**

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For More Information:

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