



Comprehensive Ericsson Quality Plan

Selected pages (not a complete plan)

Sample includes:

- ✓ Ericsson Requirements Cross-reference Table
- ✓ Project-specific Quality Plan Pages
- ✓ Forms Examples

Contact:

First Time Quality

410-451-8006

www.firsttimequalityplans.com

[CompanyName]

PROJECT-SPECIFIC

QUALITY ASSURANCE/QUALITY CONTROL PLAN

[ProjectName]
[ProjectNumber]

Management acceptance

This Project-specific Quality Control Plan has been reviewed and excepted

Endorsed By: (Name / Title)	[QualityManagerName], Quality Manager		
Signature:	[QualityManagerName]	Date:	[Date]
Version	1.0	Notes	Initial Issue

The documents provided by [CompanyName] disclose proprietary company information that is copyright registered. Please hold these quality documents in confidence and do not share them with other organizations, even if you do not charge a fee.

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CROSS REFERENCES

The [CompanyName] Quality Plan complies Ericsson Quality Assurance Plan Guidelines

Ericsson Quality Assurance Plan Guidelines	Quality Control Manual Section
How your company controls documentation	Section A. Control of Quality Records and Documents
The responsible parties for Quality and On-Site project listed in the Organizational Chart	Section B. Project Quality Management Organization, Responsibilities and Authority
How your company controls purchasing and warehousing	Section C. Subcontractor and Supplier Purchasing Section D. Control of Materials and Customer-supplied Products
How your company controls inspections and corresponding test equipment	Section E. Required Inspection for Quality Controlled Work Tasks Section F. Construction Inspection and Test Plan Section G. Project Completion Inspections Section H. Control of Inspection, Measuring, and Test Equipment
How your company validates processes	Section I. Process Controls
Include your company's procedure of service acceptance	Section J. Contract Review and Approval
Include your company's process of controlling non-conforming service (corrective and preventive action when errors occur)	Section K. Control of Nonconformances Section L. Corrective and Preventive Action
Include your company's training and employee documentation	Section M. Training and Employee Documentation
Include your company's warranty service process	Section N. Servicing and Warranty
Include your company's statistical methodology in tracking quality	Section O. Statistical Methods

A. CONTROL OF QUALITY RECORDS AND DOCUMENTS

On this project, [CompanyName] will keep specific documents and records of quality activities that occur throughout the duration of the project.

Project quality records will be stored in the project field office. As a backup, copies of records will be held offsite. The exact location will be determined at quality coordination meeting.

A Record of current version of project documents is listed on the Document Control Form included as an exhibit in this subsection. When new version approved, the Quality Manager updates the Project Document Control form.

A Record of records is listed on the Project Records Control Form included as an exhibit in this subsection.

DOCUMENT CONTROLS

The Quality Manager controls documents related to the [CompanyName] Quality System including:

- Quality System Procedures
- Project Management Procedures (including interface and coordination with customers and regulatory agencies with jurisdiction over insites)
- Government regulations
- Industry standards
- Procurement specifications

The Quality Manager ensures that records of the distribution of Quality System documents are kept. When new versions are distributed, obsolete versions are destroyed or controlled to prevent inadvertent use.

The Project Manager controls documents related to specific customer contracts including:

- Customer contracts
- Contract technical specifications
- Contract drawings
- Shop drawing submittals and approvals
- Product data submittals and approvals
- Allowances and unit price submittals and approvals
- Requests for information and customer responses
- Subcontracts
- Inspection and test plans

The Quality Manager ensures that records of the distribution of project documents are kept. When new versions are distributed, obsolete versions are destroyed or controlled to prevent inadvertent use.

PROJECT QUALITY RECORD PLAN

The Quality Manager identifies the quality records that will be maintained during the planning and execution of the project. Considerations include:

- Contract requirements for maintaining records
- The size of the project

- Types of activities
- The complexity of processes and their interactions
- The competence of personnel
- The duration of the project
- The need to demonstrate completion of work
- The need to demonstrate due diligence for quality system related activities
- Balancing the cost and benefits of maintaining the record

DOCUMENT CONTROL PROCEDURE

Procedure:

1. The Responsible Person reviews and approves all controlled documents prior to release and is responsible for future control of the document. The Responsible Person records the title of the document, approval date, name, job position, and the method of document control: either 'hard copy' or 'computer file'. A record is maintained on the Project Document Control Form contained in this procedure.
2. When controlled documents are revised, the Responsible Person records the title of the document, the version, and date. Each subsequent document version cancels the previous versions of the document. The status of any controlled document can be verified by the Responsible Person.
3. The Responsible Person ensures that current issues of all documents are readily available at locations where activities essential to the effective functioning of the quality system are performed.
4. For distribution of controlled documents stored on computer media:
 - The Responsible Person designates one or more directory folders where all files in the folder are designated as either approved documents, current versions or controlled documents. Access to change or delete the files is restricted to the Responsible Person by password.
 - The Responsible Person removes obsolete versions of controlled documents from the directory folder.
5. Computerized records of controlled documents are backed up daily. Retrieval of backups can recover all controlled documents in effect as of any selected day.
6. Controlled documents stored on computer media are marked "Uncontrolled Copy When Printed" as the Responsible Person deems practical.
7. For the distribution of hard copies of controlled documents:
 - Only the Quality Manager is authorized to copy controlled documents.
 - When the Quality Manager distributes copies of controlled documents, the following record is made of the document: the version date, to which person it was distributed, and the document's location.
8. Uncontrolled copies are marked "Uncontrolled Copy"
9. When a controlled document is superseded:
 - The first page of superseded documents is destroyed or marked "VOID". The superseded document is removed from areas where quality inspection, test, or work is in progress.
 - The superseded document is replaced with a currently approved version of the document
10. Quality documents are stored in their original condition, in a suitable environment to prevent damage, deterioration and loss. Quality Records are readily retrievable for review upon request. Access to Quality system documents is not limited but is subject to normal building security.
11. Quality documents are stored for a period of seven years to demonstrate conformance to specified requirements and the effective operation of the quality system. No quality system document is destroyed without written approval of the Quality Manager.

PROJECT DOCUMENT AND RECORD CONTROL PROCEDURE

Procedure:

**[CompanyName][CompanySuffix]
System Document Control Form**

Project ID	Project Name	Responsible Person				
[ProjectNumber]	[ProjectName]					

Document Title	Version Identifier	Approved by	Approval Date	Document Distribution (Name / Organization)	Method of Control (hard copy or computer file)	Document Return Date
Quality Standard Operating Procedures	Version Date	Quality Manager	[Date]	Field Office	Computer file	n/a
Quality Assurance/Quality Control Plan	Version Date	Quality Manager	[Date]	Field Office	Computer file	n/a
Drawings	Version Date	Quality Manager	[Date]	Field Office	Computer file	n/a
Specifications	Version Date	Quality Manager	[Date]	Field Office	Computer file	n/a
Inspection Procedures	Version Date	Quality Manager	[Date]	Field Office	Computer file	n/a
Test Procedures	Version Date	Quality Manager	[Date]	Field Office	Computer file	n/a
Operational Procedures	Version Date	Quality Manager	[Date]	Field Office	Computer file	n/a
QA Program and Procedures	Version Date	Quality Manager	[Date]	Field Office	Computer file	n/a

[CompanyName][CompanySuffix] Project Records Control Form						
Project ID	Project Name	Responsible Person				
[ProjectNumber]	[ProjectName]					

Document/Record Title	Version Identifier	Approved by	Approval Date	Document Distribution (Name / Organization)	Method of Control (hard copy or computer file)	Document Return Date

Selected Pages

D. CONTROL OF MATERIALS AND CUSTOMER-SUPPLIED PRODUCTS

Care will be exercised for customer property used by or under [CompanyName] control. [CompanyName] will identify, inspect, verify, control, and protect customer property with the procedures that apply to company purchased materials. If any customer property is lost, damaged, or otherwise found to be unsuitable for use [CompanyName] will report this to the customer.

Customer supplied equipment, products and materials will be received, identified, inspected, protected, used, traced, and nonconformances controlled using policies and procedures that [CompanyName] uses for products and materials it produces and purchases.

Customer supplied product will be identified and controlled as specified in the "Product Identification and Traceability" section of this Quality Assurance/Quality Control Plan.

Customer supplied products will be verified to meet specified requirements as specified in the "Inspection and Testing" section of this Quality Assurance/Quality Control Plan.

Nonconforming customer supplied product will be controlled as specified in the "Control of Nonconforming Product" section of this Quality Assurance/Quality Control Plan.

When customer-supplied materials are lost, damaged, or otherwise found unsuitable for use, the Superintendent reports such findings to the customer.

PRODUCT IDENTIFICATION AND TRACEABILITY

Product and materials are controlled to assure the use of only correct and acceptable items. Controls include identification of the inspection status. Materials that require lot control traceability and the method of traceability are listed on the Controlled Materials form included as an exhibit in this subsection.

IDENTIFICATION OF LOT CONTROLLED MATERIALS

The Quality Manager determines types of project materials that require quality controls.

For each type of quality-controlled material, the Quality Manager determines lot control traceability requirements, if any, and specifies the means of lot identification. Identification methods may include physical labels, tags, markings and/or attached certification documents.

When lot-controlled materials are received, the Superintendent verifies that materials have the specified lot identifications.

The Superintendent maintains lot identification at all production phases from receipt, through production, installation, or assembly, to final completion. Acceptable methods for preserving lot identification include physically preserving observable lot identifications, recording the lot identification on a work task quality inspection form or other work record, or collecting the physical lot identifier as a record along with supplemented with location.

If lot-controlled materials are without lot identification, the Superintendent deems the materials as nonconforming and segregates them and/or clearly marks them to prevent inadvertent use. The

**[CompanyName][CompanySuffix]
Controlled Materials Form**

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

Contract Section/ Activity ID	Material	Intended Use (If description is necessary)	Lot Traceability Requirements	Method for identification of Approved Inspection Status

E. REQUIRED INSPECTIONS FOR QUALITY CONTROLLED WORK TASKS

The Quality Manager identifies each Task that is a phase of construction that requires separate quality controls to assure and control quality results. Each Task triggers a set of requirements for quality control inspections before, during and after work tasks.

A series of inspections will be performed on each work task including

- Material inspections
- Work task Job-ready inspections
- Daily work in process inspections
- Work task Completion inspections

Results of inspections and tests will be recorded as follows:

- Task inspection results will be recorded on the Task Inspection Form
- Daily inspections of work in process will be recorded on the Daily Quality Control Report

LISTING OF QUALITY CONTROLLED CONSTRUCTION WORK TASKS

Each work task is subject to a series of job-ready, work in process, and completion inspections. A project Quality Control Work Task List is included as an exhibit in this subsection.

The Quality Manager identifies each phase of construction work task that requires separate quality controls. Each work task triggers a set of requirements for quality control inspections before, during and after work tasks.

PREPARATORY SITE INSPECTION

The Superintendent performs a quality inspection prior to starting work and:

- Assesses completion of required prior work
- Verifies field measurements
- Assures availability and receiving quality inspection status of required materials
- Identifies any nonconformances to the requirements for the task to begin
- Identifies potential problems

MATERIAL QUALITY INSPECTIONS

Material quality inspections and tests ensure that purchased materials meet purchase contract quantity and quality requirements.

TASK-READY INSPECTIONS

For each work task, the Superintendent or a qualified inspector performs job-ready quality inspections to ensure that work activities begin only when they should begin. Job-ready quality inspections verify that conditions conform to the project quality requirements.

WORK IN PROCESS QUALITY INSPECTIONS

For each work task, the Superintendent or a qualified inspector performs an initial work in process inspection when the first representative portion of a work activity is completed.

The Superintendent or a qualified inspector performs ongoing work in process quality inspections to ensure that work activities continue to conform to project quality requirements.

TASK COMPLETION QUALITY INSPECTIONS

For each work task, the Quality Manager or a qualified inspector inspects the completion of each work task to verify that work conforms to project quality requirements.

Completion quality inspections are performed for each work task. Completion quality inspections are conducted before starting other work activities that may interfere with an inspection.

Any outstanding punch items remaining after the work task completion inspection is deemed a nonconformance.

HOLD POINTS FOR INDEPENDENT INSPECTIONS

The Superintendent stops work when reaching a hold point specified on the inspection and test plan. The Superintendent ensures that work proceeds only with customer approval.

INSPECTION STATUS OF CONSTRUCTION WORK TASKS

The method for identifying the inspection and test status for each quality-controlled material and quality-controlled work tasks are listed on the Quality Controlled Work Tasks Form and the Quality Controlled Materials Form, each of which is included as an exhibit in this subsection.

The status of each quality control inspection or test is clearly marked by tape, tag, or other easily observable signal to ensure that only items that pass quality inspections is accepted.

For each quality-controlled work task, the Quality Manager determines the appropriate method of identification to show inspection and test status.

For each quality-controlled material, the Quality Manager determines the appropriate method for identifying quality inspection and test status.

DAILY QUALITY CONTROL REPORT

The Superintendent records a summary of daily work activities. The report will include:

- Schedule Activities Completed
- General description of work activities in progress.
- Problems encountered, actions taken, problems, and delays
- Meetings held, participants, and decisions made
- Subcontractor and Supplier and Company Crews on site
- Visitors and purpose
- General Remarks
- Improvement Ideas
- Weather conditions

**[CompanyName][CompanySuffix]
Quality Controlled Work Task List**

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

Project Work Tasks / Contract Section	Quality Controlled work task	Method for identification of Approved Inspection Status

**[CompanyName][Suffix]
Material Inspection and Receiving Report**

Contract ID	Contract Name	Purchase Order No.	Supplier			Bill of Lading No.	Date
[ProjectNumber]	[ProjectName]						

Item No.	Stock/Part No.	Description	Quantity Received	Condition	Marking	Accept	Conditional Use	Reject
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Receiving Quality Control
<p>ACCEPTANCE</p> <p>Listed items have been accepted by me or under my supervision</p> <p><input type="checkbox"/> Conform to contract specifications EXCEPT as noted herein or on supporting documents.</p> <p><input type="checkbox"/> Received in apparent good condition EXCEPT as noted</p> <p>Signature of authorized person and date: _____</p>
<p>EXCEPTIONS:</p>

[CompanyName][CompanySuffix] Work Task Inspection Form

Work Task:

Project: Id#
[ProjectNumber]

Project Name:
[ProjectName]

Subcontractor and Supplier 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

- ☐ [Insert items identified at project startup and preparatory meetings]
- ☐
- ☐
- ☐
- ☐

Production Notes:

Reported Nonconformances:

Verification of Work Task Completion (sign and date)

Subcontractor and Supplier Sign and date*:
Work task verified complete to specifications (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.

**[CompanyName][CompanySuffix]
Daily Production Report**

Project ID	Project Name	Preparer*/Date
[ProjectNumber]	[ProjectName]	
* 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.		
	Description	
Job-ready and WIP Inspections (Active work tasks)		
Work Tasks Completion Inspections		
Sampling/Tests Performed		
Nonconformance Reports		
Problems encountered, actions taken, problems, and delays		
On Site Subcontractors and Suppliers, Company Crews, and Visitors		
Meetings held and decisions made		
General Remarks and improvement ideas		
Weather conditions	Temperature: Low: _____ F High: _____ F Precipitation: <input type="checkbox"/> No <input type="checkbox"/> Yes, type and amount: _____	

H. CONTROL OF INSPECTION, MEASURING, AND TEST EQUIPMENT

Inspection, measuring, and test equipment that will be controlled, calibrated, and maintained is listed on the Test Equipment Calibration Plan and Log included as an exhibit in this subsection.

The Quality Manager evaluates the project requirements and determines if there are measuring devices that require controls to assure quality results.

For each type of device, the Quality Manager identifies:

- Restrictions for selection
- Limitations on use.
- Calibration requirements including the frequency of calibration. All calibrations must be traceable to national measurement standards.

When a measurement device is found not to conform to operating tolerances, the Quality Manager validates the accuracy of previous measurements.

Selected Pages

**[CompanyName][CompanySuffix]
Test Equipment Calibration Plan and Log**

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

Type of measuring device	Calibration Type and Frequency	Measuring Device ID	Calibrated By/ Calibration Date	Calibration certificate #	Next Calibration Due Date
					Project Start

J. CONTRACT REVIEW AND SUBMITTALS

The contract for this project, [ProjectName] - [ProjectNumber], has been reviewed, approved, and signed by the Senior Manager, Project Manager, and the Quality Manager.

Fulfilling customer contract expectations is a primary objective of the [CompanyName] Quality System. To ensure that customer expectations will be fulfilled, [CompanyName] clearly defines the requirements for each contract before it is approved.

The Project Manager ensures that the information in customer contracts clearly defines customer expectations and that the necessary details are provided to set requirements for construction.

CONTRACT REVIEW AND APPROVAL

The Senior Manager conducts customer contract reviews to ensure that:

- Customer requirements and specifications are complete
- Customer requirements and specifications are compatible with the relevant regulations, [CompanyName] quality standards, and Quality System requirements
- [CompanyName] has the capability to deliver the completed project in the time allotted

Before construction begins, the Senior Manager makes sure that all contract requirements are clearly understood, all discrepancies are resolved, and all requirements are agreed upon. Once these requirements are met, the Senior Manager signs the contract.

SUBMITTALS

Lists of documents and records that will be submitted to the customer appear on the Submittal Schedule and Log form. The Submittal Schedule and Log Form exhibit is included in this subsection.

SUBMITTAL SCHEDULE AND LOG

The Project Manager identifies submittals that apply to a specific contract and when they should be submitted, including:

- Contract requirement reference (if applicable)
- Submittal type: Shop drawing, product data, quality inspection and test plan, request for information, or allowances and unit prices
- Description
- Due date for submission to customer by [CompanyName]
- Due date for approval by the customer. Due dates may be a number of days after a project plan milestone.
- Approval date

SUBMITTAL REVIEW AND APPROVAL

The Quality Manager prepares submittals that provide additional details of how [CompanyName] plans to carry out quality-related aspects of the customer contract, contract technical specifications, and contract drawings and reporting of quality records to the customer.

The Quality Manager lists, schedules, and approves all quality-related submittals that are required by the project including submittals prepared by subcontractors and suppliers. The Quality Manager must review all submittals for compliance with the requirements of the [CompanyName] Quality System. The Quality Manager must sign approval of each contract submittal.

[CompanyName] extends compliance to contract specifications to all customer approved submittals. All [CompanyName] activities comply with customer approved submittals.

SUBMISSION TO CUSTOMER

See Submittal Forms exhibits in this subsection for all the forms that will be used to submit submittals on this project.

CUSTOMER APPROVED SUBMITTALS

The Project Manager obtains the signature of an authorized customer representative on the submittal form.

[CompanyName] extends compliance to contract specifications to customer approved submittals.

Work in the affected area of a pending submittal requirement does not start until the customer approves the submittal.

CONTRACT SUBMITTAL SCHEDULE

The Project Manager identifies submittals that apply to a specific contract and when they should be submitted, including:

- Contract requirement reference (if applicable)
- Submittal type: Shop drawing, product data, quality inspection and test plan, request for information, or allowances and unit prices
- Description
- Due date for submission to customer by [CompanyName]
- Due date for approval by the customer. Due dates may be a number of days after a project plan milestone.
- Approval date

CONTRACT WARRANTY

The Project Manager ensures that customer contracts clearly specify warranty coverage including:

- Scope
- Starting date
- Duration

The Project Manager ensures that customer contracts also clearly specify owner responsibility for:

- Restrictions of use
- Maintenance requirements
- Exclusions for customer supplied materials or equipment
- Timely notification of problems

**[CompanyName][CompanySuffix]
Project Submittal Form**

Submittal ID#	Project ID	Project Name	Date
	[ProjectNumber]	[ProjectName]	
To:		From: [CompanyName] Location:	
Type of Submittal: <input type="checkbox"/> Shop drawing <input type="checkbox"/> Product data <input type="checkbox"/> Request for information <input type="checkbox"/> Completed form or quality record <input type="checkbox"/> Quality system document <input type="checkbox"/> Other:		Description of submittal:	
List of attachments:		Remarks:	
Submittal Prepared by: [CompanyName] Name: Title: Signature / Date:		Submittal Approved by [CompanyName] Quality Manager: Name: Title: Signature / Date:	
Customer Disposition: <input type="checkbox"/> Approved <input type="checkbox"/> Conditionally approved, resubmission not required (see comments) <input type="checkbox"/> Disapproved, resubmission required <input type="checkbox"/> Other:		Customer Representative: Name: Title: Signature / Date:	
Comments:			

**[CompanyName][CompanySuffix]
Project Submittals Schedule and Log**

Contract ID	Contract Name	Preparer	Date	Notes
[ProjectNumber]	[ProjectName]	[ProjectManagerName]		

Contract Section Activity ID	Technical Specification Reference / Version Date	Type/Description of Submittal	Version /Date	Required Submittal Date	Date Submitted to Customer	Required Customer Approval Date	Customer Approval Date

K. CONTROL OF NONCONFORMANCES

Should a nonconformance be identified by an inspection, a systematic method will be used to control the item, correct it, and ensure that project quality is not adversely impacted by the event.

Nonconformances and their resolution are recorded on a Nonconformance Report form. A

MARKING OF NONCONFORMANCES AND OBSERVATIONS

When the Quality Manager, Superintendent, inspector, or customer identifies a nonconformance or an observation, the item is quickly and clearly marked by tape, tag, or other easily observable signal to prevent inadvertent cover-up.

CONTROL THE CONTINUATION OF WORK

After the item is marked, the Superintendent determines if work can continue in the affected area:

CONTINUE WORK: When continuing work does not adversely affect quality or hide the defect, work may continue in the affected area while the disposition of the item is resolved. The Superintendent may place limitations on the continuation of work.

STOP WORK ORDER: When continuing work can adversely affect quality or hide the defect, work must stop in the affected area until the disposition of the item is resolved. The Superintendent identifies the limits of the affected area. The Superintendent quickly and clearly identifies the boundaries of the stop work area.

RECORDING OF NONCONFORMANCES

If nonconformances or observed items exist by the work task completion inspection, the Superintendent or inspector records the nonconformances on a nonconformance report.

The Superintendent sends the nonconformance report to the Quality Manager.

QUALITY MANAGER DISPOSITION OF NONCONFORMANCE REPORTS

When the Quality Manager receives a Nonconformance Report, he or she assesses the affect the reported nonconformance has on form, fit, and function. The Quality Manager may assign a disposition of either:

REPLACE: The nonconformance can be brought into conformance with the original specification requirements by replacing the nonconforming item with a conforming item.

REPAIR: The nonconformance can be brought into conformance with the original requirements through completion of required repair operations.

REWORK: The nonconformance can be made acceptable for its intended use, even though it is not restored to a condition that meets all specification requirements. The Quality Manager may specify standards that apply to the completion of rework. Rework nonconformances must be approved by the customer.

**[CompanyName][CompanySuffix]
Nonconformance Report**

Nonconformance Report Control ID	Project ID	Project Name
	[ProjectNumber]	[ProjectName]
Preparer Signature/ Submit Date	Quality Manager Signature / Disposition Date	
Description of the requirement or specification		
Description of the nonconformance, location, affected area, and marking		
Disposition	<input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Rework <input type="checkbox"/> Use As-is	
	Approval of disposition required by customer representative? Yes <input type="checkbox"/> No <input type="checkbox"/> Customer approval signature / date: _____	
Corrective Actions	<input type="checkbox"/> Corrective actions completed Name/Date: _____ Customer acceptance of corrective actions required? Yes <input type="checkbox"/> No <input type="checkbox"/> Name/Date: _____	
Preventive Actions		
	<input type="checkbox"/> Preventive actions completed Name/Date: _____	

**[CompanyName][CompanySuffix]
Nonconformance Report Control Log**

Project ID	Project Name	Preparer	Date		
[ProjectNumber]	[ProjectName]				
Nonconformance Report ID #	Description of Nonconformance	Report Date	Disposition Decision Date	Corrective Action Completion	
				Initial	Date

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Metals - Metal Railings	05.52.00
Metals - Metal Stairs	05.51.00
Metals - Structural Steel Framing	05.12.00
Utilities - Culverts	33.42.00
Utilities - Public Water Utility Distribution Piping	33.11.13
Utilities - Sanitary Utility Sewerage Force Mains	33.34.00
Utilities - Sanitary Utility Sewerage Piping	33.31.00
Utilities - Storm Drainage Structures	33.49.00
Utilities - Storm Utility Water Drains	33.44.00
Utilities - Subdrainage	33.46.00
Utilities - Water Utility Distribution Equipment	33.12.00

Concrete - Concrete Placement 03.35.00

Project:	Phase:	Contract#:	Subcontractor:	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:

YES NO Heightened Awareness Checkpoints

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

Scores and Completion Sign-off

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.

Quality Score

5 = 100% NO problems

4 = 1 minor problem

3 = Hotspot or 2-3 minor

2 = 6+ or major problems

1 = Excessive problems

On-Time Score

5 = On Time

4 = Late

3 = Late by 1 day

2 = Late by 2 days

1 = Late more than 2 days

Safety Score

5 = 100% NO problems

4 = 1 minor problem

3 = Hotspot or 2-3 minor

2 = 4+ or major problem

1 = Injury

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Concrete - Concrete Reinforcing 03.20.00

Project:	Phase:	Contract#:	Subcontractor:	Crew:
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<u>Compliance Verification</u>	<u>YES NO Heightened Awareness Checkpoints</u>
<input type="checkbox"/> Compliance with initial job-ready requirements <input type="checkbox"/> Compliance with material inspection and tests <input type="checkbox"/> Compliance with work in process first article inspection requirements <input type="checkbox"/> Compliance with work in process inspection requirements <input type="checkbox"/> Compliance with Task completion inspection requirements <input type="checkbox"/> Compliance with inspection and test plan <input type="checkbox"/> Compliance with safety policies and procedures Reported Nonconformances and incomplete items:	<input type="checkbox"/> <input type="checkbox"/> Correct gauge/size/class/type/coating of reinforcing is used <input type="checkbox"/> <input type="checkbox"/> Support chairs and ties are compatible with reinforcing type <input type="checkbox"/> <input type="checkbox"/> Store and handle coated reinforcing in a manner which will not damage the coating <input type="checkbox"/> <input type="checkbox"/> Reinforcing coating is intact and complete prior to placement <input type="checkbox"/> <input type="checkbox"/> Reinforcing is stable for concrete placement <input type="checkbox"/> <input type="checkbox"/> Welded Wire Reinforcing supported so as not to be movable by foot traffic <input type="checkbox"/> <input type="checkbox"/> Stressed Tendon Reinforcing anchor points are stable and secure <input type="checkbox"/> <input type="checkbox"/> Fiber Reinforcement added to concrete just prior to concrete placement <input type="checkbox"/> <input type="checkbox"/> Concrete Reinforcement reviewed with ENGINEER before lowering into forms or placement of concrete

Scores and Completion Sign-off

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.

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

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Earthwork - Excavating and Fill 31.23.00

Project:	Phase:	Contract#:	Subcontractor:	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:

YES NO Heightened Awareness Checkpoints

- ☐ ☐ Underground Facilities are located and marked
- ☐ ☐ Prevent damage to Underground Facilities in equipment traffic areas
- ☐ ☐ Understand regulatory requirements for disposal of excavation water
- ☐ ☐ Prevent utility trenches from directing muddy runoff into structures
- ☐ ☐ Trenches allow for proper utility separation distances (horiz. +& vert.)
- ☐ ☐ Compaction / moisture inspection services are scheduled as needed
- ☐ ☐ Compact where utilities enter structures to prevent settlement damage
- ☐ ☐ Do not backfill in excessive lifts that cannot be adequately compacted
- ☐ ☐ Below grade walls are properly supported prior to adjacent backfilling
- ☐ ☐ Protect appurtenances and openings from intrusion by Flowable Fill

Scores and Completion Sign-off

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.

Quality Score

5 = 100% NO problems

4 = 1 minor problem

3 = Hotspot or 2-3 minor

2 = 6+ or major problems

1 = Excessive problems

On-Time Score

5 = On Time

4 = Late

3 = Late by 1 day

2 = Late by 2 days

1 = Late more than 2 days

Safety Score

5 = 100% NO problems

4 = 1 minor problem

3 = Hotspot or 2-3 minor

2 = 4+ or major problem

1 = Injury

Copyright 2012 First Time Quality

Earthwork - Grading 31.22.00

Project:	Phase:	Contract#:	Subcontractor:	Crew:
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<p><u>Compliance Verification</u></p> <p><input type="checkbox"/> Compliance with initial job-ready requirements</p> <p><input type="checkbox"/> Compliance with material inspection and tests</p> <p><input type="checkbox"/> Compliance with work in process first article inspection requirements</p> <p><input type="checkbox"/> Compliance with work in process inspection requirements</p> <p><input type="checkbox"/> Compliance with Task completion inspection requirements</p> <p><input type="checkbox"/> Compliance with inspection and test plan</p> <p><input type="checkbox"/> Compliance with safety policies and procedures</p> <p>Reported Nonconformances and incomplete items:</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%; text-align: center;">YES</th> <th style="width: 10%; text-align: center;">NO</th> <th style="text-align: left;"><u>Heightened Awareness Checkpoints</u></th> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Protect Site stake-out / grade stakes</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Clearly mark Existing Facilities to prevent damage during grading</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Observe wetland setbacks</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Compaction / moisture inspection are services scheduled as needed</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Below grade walls are properly supported prior to adjacent grading</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Quality of topsoil is acceptable</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Surface drainage is maintained away from structures and as per Plans</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Protect vegetation from excessive adjacent soil buildup</td> </tr> </table>	YES	NO	<u>Heightened Awareness Checkpoints</u>	<input type="checkbox"/>	<input type="checkbox"/>	Protect Site stake-out / grade stakes	<input type="checkbox"/>	<input type="checkbox"/>	Clearly mark Existing Facilities to prevent damage during grading	<input type="checkbox"/>	<input type="checkbox"/>	Observe wetland setbacks	<input type="checkbox"/>	<input type="checkbox"/>	Compaction / moisture inspection are services scheduled as needed	<input type="checkbox"/>	<input type="checkbox"/>	Below grade walls are properly supported prior to adjacent grading	<input type="checkbox"/>	<input type="checkbox"/>	Quality of topsoil is acceptable	<input type="checkbox"/>	<input type="checkbox"/>	Surface drainage is maintained away from structures and as per Plans	<input type="checkbox"/>	<input type="checkbox"/>	Protect vegetation from excessive adjacent soil buildup
YES	NO	<u>Heightened Awareness Checkpoints</u>																										
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<input type="checkbox"/>	<input type="checkbox"/>	Observe wetland setbacks																										
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<input type="checkbox"/>	<input type="checkbox"/>	Surface drainage is maintained away from structures and as per Plans																										
<input type="checkbox"/>	<input type="checkbox"/>	Protect vegetation from excessive adjacent soil buildup																										

Scores and Completion Sign-off

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.

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

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Electrical - Electrical and Cathodic Protection 26.40.00

Project:	Phase:	Contract#:	Subcontractor:	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:

YES NO Heightened Awareness Checkpoints

- ☐ ☐ Anti-oxidant paste applied to connections of dissimilar metals
- ☐ ☐ Connections tight and free of corrosion// paint// and other non-conductive materials
- ☐ ☐ Ground rods / plates not located in rock or stone fill
- ☐ ☐ Conductors secured to prevent movement and chafe
- ☐ ☐ Multi-strand wire or strap connectors utilized on movable connections
- ☐ ☐ System tested for continuity
- ☐ ☐ Grounding conductors routed in most direct path possible
- ☐ ☐ No sharp bends or turns in conductors
- ☐ ☐ Underground and submerged splices made waterproof
- ☐ ☐ Anodes not supported by lead wiring
- ☐ ☐ Anodes not located in rock or stone fill

Scores and Completion Sign-off

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.

Quality Score

5 = 100% NO problems

4 = 1 minor problem

3 = Hotspot or 2-3 minor

2 = 6+ or major problems

1 = Excessive problems

On-Time Score

5 = On Time

4 = Late

3 = Late by 1 day

2 = Late by 2 days

1 = Late more than 2 days

Safety Score

5 = 100% NO problems

4 = 1 minor problem

3 = Hotspot or 2-3 minor

2 = 4+ or major problem

1 = Injury

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Electrical - Grounding and Bonding for Electrical Systems 26.05.26

Project:	Phase:	Contract#:	Subcontractor:	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:

YES NO Heightened Awareness Checkpoints

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

Scores and Completion Sign-off

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.

Quality Score

5 = 100% NO problems

4 = 1 minor problem

3 = Hotspot or 2-3 minor

2 = 6+ or major problems

1 = Excessive problems

On-Time Score

5 = On Time

4 = Late

3 = Late by 1 day

2 = Late by 2 days

1 = Late more than 2 days

Safety Score

5 = 100% NO problems

4 = 1 minor problem

3 = Hotspot or 2-3 minor

2 = 4+ or major problem

1 = Injury

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Electrical - Identification for Electrical Systems 26.05.53

Project:	Phase:	Contract#:	Subcontractor:	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:

YES NO Heightened Awareness Checkpoints

- ☐ ☐ Labels and markers are permanent
- ☐ ☐ Labels are securely mounted or attached
- ☐ ☐ Cabling and wiring labeled on both ends
- ☐ ☐ Label material compatible with operational environment
- ☐ ☐ Names of rooms approved by OWNER before labels are purchased or mounted
- ☐ ☐ Instruction and warning signs are clearly located
- ☐ ☐ Panel circuit schedules complete and accurate
- ☐ ☐ Wiring schematics supplied to the OWNER

Scores and Completion Sign-off

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.

Quality Score

5 = 100% NO problems

4 = 1 minor problem

3 = Hotspot or 2-3 minor

2 = 6+ or major problems

1 = Excessive problems

On-Time Score

5 = On Time

4 = Late

3 = Late by 1 day

2 = Late by 2 days

1 = Late more than 2 days

Safety Score

5 = 100% NO problems

4 = 1 minor problem

3 = Hotspot or 2-3 minor

2 = 4+ or major problem

1 = Injury

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Electrical - Low-Voltage Transformers 26.22.00

Project:	Phase:	Contract#:	Subcontractor:	Crew:
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<u>Compliance Verification</u>	<u>YES NO Heightened Awareness Checkpoints</u>
<input type="checkbox"/> Compliance with initial job-ready requirements <input type="checkbox"/> Compliance with material inspection and tests <input type="checkbox"/> Compliance with work in process first article inspection requirements <input type="checkbox"/> Compliance with work in process inspection requirements <input type="checkbox"/> Compliance with Task completion inspection requirements <input type="checkbox"/> Compliance with inspection and test plan <input type="checkbox"/> Compliance with safety policies and procedures Reported Nonconformances and incomplete items:	<input type="checkbox"/> <input type="checkbox"/> Transformer set plumb and level <input type="checkbox"/> <input type="checkbox"/> Transformers mounted to suppress noise and vibrations <input type="checkbox"/> <input type="checkbox"/> Transformer enclosure applicable to the surrounding environment (NEMA 1// NEMA 3R// etc.) <input type="checkbox"/> <input type="checkbox"/> Ventilation openings protected from intrusion of water// dirt// debris// and insects <input type="checkbox"/> <input type="checkbox"/> Flexible conduit connection to raceway systems <input type="checkbox"/> <input type="checkbox"/> Anti-oxidant paste applied to copper/aluminum connection junctions <input type="checkbox"/> <input type="checkbox"/> Electrical connections tight and secure <input type="checkbox"/> <input type="checkbox"/> Proper secondary phase-to-phase and phase-to-neutral voltages determined prior to connecting loads <input type="checkbox"/> <input type="checkbox"/> Clear access distances maintained as per local code <input type="checkbox"/> <input type="checkbox"/> Oil-filled Transformers certified free of PCB's

Scores and Completion Sign-off

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.

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

Metals - Metal Decking 05.30.00

Project:	Phase:	Contract#:	Subcontractor:	Crew:
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<p><u>Compliance Verification</u></p> <p><input type="checkbox"/> Compliance with initial job-ready requirements</p> <p><input type="checkbox"/> Compliance with material inspection and tests</p> <p><input type="checkbox"/> Compliance with work in process first article inspection requirements</p> <p><input type="checkbox"/> Compliance with work in process inspection requirements</p> <p><input type="checkbox"/> Compliance with Task completion inspection requirements</p> <p><input type="checkbox"/> Compliance with inspection and test plan</p> <p><input type="checkbox"/> Compliance with safety policies and procedures</p> <p>Reported Nonconformances and incomplete items:</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%; text-align: center;">YES</th> <th style="width: 10%; text-align: center;">NO</th> <th style="text-align: left;"><u>Heightened Awareness Checkpoints</u></th> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Decking securely fastened to structural supports</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Deck units span 3 or more supports</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Shop applied primer and galvanizing intact and without blemishes</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Welded connections continuous, even, clean, and free of blow holes or other irregularities</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Ridge and valley plates provide tight fitting closures</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Spray-on fireproofing evenly applied and without gaps</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Sound absorbing filler material securely placed in webs / cells</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Concrete form decking free of deflection and movement</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Joints in raceway decking assemblies fully sealed</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Holes and openings for service and other projections are neatly fitted and free of rough edges</td> </tr> </table>	YES	NO	<u>Heightened Awareness Checkpoints</u>	<input type="checkbox"/>	<input type="checkbox"/>	Decking securely fastened to structural supports	<input type="checkbox"/>	<input type="checkbox"/>	Deck units span 3 or more supports	<input type="checkbox"/>	<input type="checkbox"/>	Shop applied primer and galvanizing intact and without blemishes	<input type="checkbox"/>	<input type="checkbox"/>	Welded connections continuous, even, clean, and free of blow holes or other irregularities	<input type="checkbox"/>	<input type="checkbox"/>	Ridge and valley plates provide tight fitting closures	<input type="checkbox"/>	<input type="checkbox"/>	Spray-on fireproofing evenly applied and without gaps	<input type="checkbox"/>	<input type="checkbox"/>	Sound absorbing filler material securely placed in webs / cells	<input type="checkbox"/>	<input type="checkbox"/>	Concrete form decking free of deflection and movement	<input type="checkbox"/>	<input type="checkbox"/>	Joints in raceway decking assemblies fully sealed	<input type="checkbox"/>	<input type="checkbox"/>	Holes and openings for service and other projections are neatly fitted and free of rough edges
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Scores and Completion Sign-off

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.

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

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Metals - Structural Steel Framing 05.12.00

Project:	Phase:	Contract#:	Subcontractor:	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:

YES NO Heightened Awareness Checkpoints

- ☐ ☐ Shop applied primer and galvanizing intact and without blemishes
- ☐ ☐ Drainage holes installed to prevent water traps with unobstructed openings
- ☐ ☐ Bearing base plates fully and evenly supported
- ☐ ☐ Connecting bolts, washers, and nuts tight and clean of dirt/rust
- ☐ ☐ Welded connections continuous, even, clean, and free of blow holes or other irregularities
- ☐ ☐ Connecting hardware and welds primed with paint of the same quality as the shop coat
- ☐ ☐ Openings in structural members approved by ENGINEER
- ☐ ☐ Spray-on fireproofing evenly applied and without gaps
- ☐ ☐ Framing members free of twist, bow, buckle, or other directional irregularity
- ☐ ☐ Framing members installed plumb, level, and true to line

Scores and Completion Sign-off

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.

Quality Score

5 = 100% NO problems

4 = 1 minor problem

3 = Hotspot or 2-3 minor

2 = 6+ or major problems

1 = Excessive problems

On-Time Score

5 = On Time

4 = Late

3 = Late by 1 day

2 = Late by 2 days

1 = Late more than 2 days

Safety Score

5 = 100% NO problems

4 = 1 minor problem

3 = Hotspot or 2-3 minor

2 = 4+ or major problem

1 = Injury

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Utilities - Public Water Utility Distribution Piping 33.11.13

Project:	Phase:	Contract#:	Subcontractor:	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:

YES NO Heightened Awareness Checkpoints

- ☐ ☐ Piping has sufficient cover for anticipated traffic
- ☐ ☐ Piping bury below frost line
- ☐ ☐ Proper separation between water and sewer lines maintained (10' horizontal// 18" vertical with water on top)
- ☐ ☐ Mechanically restrained joints tight and secure
- ☐ ☐ Push-on joints fully inserted
- ☐ ☐ Thrust blocking and anchors in contact with piping and firmly attached
- ☐ ☐ Fittings and accessories compatible (material// pressure rating// connection type) with the piping utilized
- ☐ ☐ Protective coating/wrap is intact// uniform// and free of damage
- ☐ ☐ Valve boxes do not rest on the piping
- ☐ ☐ Indicator tape or tracer wire installed above piping

Scores and Completion Sign-off

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.

Quality Score

5 = 100% NO problems

4 = 1 minor problem

3 = Hotspot or 2-3 minor

2 = 6+ or major problems

1 = Excessive problems

On-Time Score

5 = On Time

4 = Late

3 = Late by 1 day

2 = Late by 2 days

1 = Late more than 2 days

Safety Score

5 = 100% NO problems

4 = 1 minor problem

3 = Hotspot or 2-3 minor

2 = 4+ or major problem

1 = Injury

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