



Finishing Contractor Essentials QA/QC Plan Sample

Good for smaller projects and bid qualifications

*Has All the Essential Elements of a well-founded
Quality Control Plan*

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PROJECT-SPECIFIC CONSTRUCTION QUALITY PLAN

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B. KEY ELEMENTS OF THE CONSTRUCTION QUALITY PLAN

Key elements of the [CompanyName] Quality Assurance/Quality Control Plan include:

Quality Management and Responsibilities. [CompanyName] fully integrates its quality management system into the organizational structure and performance management systems for each project. We:

- Maintain a documented quality system consisting of a quality manual with policies and procedures.
- Tightly control exceptions to the quality system so company standards are applied uniformly to every project
- Systematically maintains quality system documents and records.

Quality Control Personnel. [CompanyName] fully integrates its quality management system into the organizational structure and performance management systems for each project. We:

- Appoint a Quality Manager, Superintendent, and Project Manager to each project, each with well-defined quality responsibilities and the authority to carry them out.
- Have well-defined quality responsibilities for every employee with specific quality responsibilities for key job positions.
- Plan project quality records and documentation that will be maintained.
- Tightly control exceptions to the quality system so company standards are applied uniformly to every project
- Enforce policies that monitor work conditions before and during work so that quality results are assured.

Project Quality Coordination and Communication. [CompanyName] tightly controls the construction process to ensure quality results. We:

- Plan quality communications through meetings, reporting requirements, and points of contact.
- Have a project startup meeting to communicate project goals and expectations.
- Conduct preparatory meetings in advance of each scheduled work task to communicate requirement details and coordinate work activities.

Quality Assurance Surveillance. [CompanyName] audits the quality system to assure it is operating effectively. We:

I. CONSTRUCTION WORK TASK QUALITY INSPECTIONS

[CompanyName] identifies a list of work tasks, phases of production, which will be quality controlled.

WORK TASKS SERIES OF INSPECTIONS

Each work Task is subject to a series of inspections; before, during, and after the work is complete. Each inspection verifies compliance with full scope of the relevant specifications; not limited to checkpoints for heightened awareness.

- The initial task-ready inspection occurs when crews are ready to start work and ensures that work begins only when it does not adversely impact quality results.
- Incoming material inspections verify that materials are as specified and meet all requirements necessary to assure quality results.
- Work-in-process inspections continuously verify that work conforms to project specifications and workmanship expectations. Work continues only when it does not adversely impact quality results.
- At completion of the Task an inspection verifies that work, materials, and tests have been completed in accordance with project quality requirements. When appropriate, functional tests are performed.

Inspection results are recoded and maintained as part of the project files.

SPECIAL PROCESS INSPECTIONS

The Quality Manager identifies special processes where the results cannot be verified by subsequent inspection or testing and determines if continuous work in process inspections are required. For these special processes, a qualified inspector continuously inspects the work process.

MATERIAL QUALITY INSPECTION AND TESTS

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

DAILY QUALITY CONTROL REPORT

J. QUALITY CONTROL OF CORRECTIONS, REPAIRS, AND NONCONFORMANCES

Should a problem occur in the quality of work, we systematically contain the issue and quickly make corrections. Our first action is to clearly mark the item by tape, tag, or other easily observable signal to prevent inadvertent cover-up.

Then we expedite a corrective action that brings the workmanship or material issue into conformance by repair, replacement, or rework. Previously completed work is reinspected for similar nonconformances. In the event that we cannot correct the item to meet contract specifications, the customer will be notified and customer approval of corrective actions is required before proceeding.

Fixing problems found is not sufficient. [CompanyName] systematically prevents recurrences to improve quality. First enhanced controls and management monitoring are put into place to assure work proceeds without incident. Then using a structured problem solving process, [CompanyName] identifies root causes and initiates solutions. Solutions may involve a combination of enhanced process controls, training, upgrading of personnel qualifications, improved processes, and/or the use of higher-grade materials. Follow-up ensures that a problem is completely resolved. If problems remain, the process is repeated.

Nonconformances and their resolution are recorded on a Nonconformance Report form. A Nonconformance Report form exhibit is included in this subsection.

Select Pages

[CompanyName] Nonconformance Report Version 20141209		
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	☐ Replace ☐ Repair ☐ Rework ☐ Use As-is	
	Approval of disposition required by customer representative? Yes ☐ No ☐ Customer approval signature /date: _____	
Corrective Actions	☐ Corrective actions completed Name/Date: _____ Customer acceptance of corrective actions required? Yes ☐ No ☐ Name/Date: _____	
Preventive Actions		
	☐ Preventive actions completed Name/Date: _____	

LIST OF INCLUDED INSPECTION FORMS FOR FINISHES

FROM CSI DIVISIONS

- Finishes - 09
- Openings – 08
- Thermal and Moisture Protection - 07
- Wood// Plastic// and Composites - 06

FORMS:

- Acoustic Treatment
- Acoustical Ceilings
- Backing Boards and Underlayments
- Plaster and Gypsum Board
- Textured Ceilings
- Wall Coverings
- Door Hardware
- Doors and Frames
- Louvers and Vents
- Applied Fireproofing
- Blanket Insulation
- Board Insulation
- Dampproofing and Waterproofing
- Exterior Insulation and Finish Systems
- Firestopping
- Flashing and Sheet Metal
- Siding
- Wall Panels
- Weather Barriers
- Architectural Wood Casework
- Exterior Finish Carpentry
- Interior Finish Carpentry
- Sheathing
- Wood Decking
- Wood Framing

Finishes - Plaster and Gypsum Board 09.20.00

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:

FTQ 2TQ Heightened Awareness Checkpoints

- ☐ ☐ Boards are securely mounted and free of movement
- ☐ ☐ Surface is smooth and even.
- ☐ ☐ Proper type of wall board used (standard// fire rated// acoustically enhanced// water resistant// and mold resistant)
- ☐ ☐ Proper thickness of wall board installed
- ☐ ☐ Gypsum board installed with screws not nails
- ☐ ☐ Gaps between floor/ceiling and wall board sealed
- ☐ ☐ All joints taped and sealed
- ☐ ☐ Ends and edges of gypsum board located over framing members or solid backing
- ☐ ☐ Plaster free of organic matter and consistently shaded
- ☐ ☐ Plaster is free of staining/bleed through// dust// particles// and other foreign materials

FTQ Scores and Completion Sign-off

Field Mgmt.-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 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 problems	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

Thermal and Moisture Protection - Exterior Insulation and Finish Systems 07.24.00

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Reported Nonconformances and incomplete items:

FTQ 2TQ Heightened Awareness Checkpoints

- ☐ ☐ Layout/ minimum panel sizes per manufacturer's specifications
- ☐ ☐ Manufacturer's system as specified by plans
- ☐ ☐ Finish coat/ substrates/ panels and reinforcement match mfrs. specifications
- ☐ ☐ Fasteners; correct set for substrates/ rough and finish coats
- ☐ ☐ Edges and joints: aligned and flush
- ☐ ☐ Flashings/ drip edges and corners: per plans
- ☐ ☐ Expansion joints: damage and finish coat free channels
- ☐ ☐ Moisture and drainage system: per specifications and functional
- ☐ ☐ Finish coat: color/ pattern correct/ no scaffold lines or cold joints
- ☐ ☐ Water traps: none; correct slopes on sills and decorative elements
- ☐ ☐ Aggregates: correct size and type; uniform application

FTQ Scores and Completion Sign-off

Field Mgmt.-91.45.01

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