



Facilities Maintenance Essentials QA/QC Plan Sample

Good for smaller projects and bid qualifications

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

**Contact:
FirstTimeQuality
410-451-8006**

[CompanyName]

Maintenance

Quality Assurance/Quality Control Plan

[ProjectName]

[ProjectNumber]

Effective Date: [Date]

Version	Version notes
[Date]	Initial issue

Approved

[QualityManagerName], Quality Manager

CONTRACT-SPECIFIC MAINTENANCE QUALITY PLAN

TABLE OF CONTENTS

A. [CompanyName] Quality Policy	3
B. Key Elements of the Maintenance Quality Plan	4
C. Contract Quality Coordination and Communication.....	7
D. Contract QC Personnel.....	11
Contract QC Job Position Assignments.....	11
Duties, Responsibilities, and Authority of QC Personnel.....	11
Quality Responsibilities	11
Contract QC Organization Chart.....	14
E. Personnel Qualifications	15
Training.....	15
F. Qualification of Third Party Inspection/Testing Companies and Subcontractors and Suppliers	17
Qualification of Testing Laboratories	17
G. Maintenance Contract Quality Specifications	19
H. Maintenance Inspection and Test Plan	20
Control of Inspection, Measuring, and Test Equipment.....	20
I. Maintenance Work Task Quality Inspections	22
Work Tasks Series of Inspections	22
Daily Quality Control Report.....	22
J. Quality Control of Corrections, Repairs, and Nonconformances	31
K. Quality Assurance Surveillance	34
L. Control of Quality Records and Documents	36
M. Servicing and Warranty	37

I. MAINTENANCE 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 contract 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 contract quality requirements. When appropriate, functional tests are performed.

Inspection results are recoded and maintained as part of the contract 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. The Superintendent inspects or ensures that a qualified inspector inspects materials prior to use for conformance to contract quality requirements.

The Superintendent ensures that each work task that uses the source inspected materials proceed only after the material has been accepted by the material quality inspection or test.

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] Quality Controlled Work Task List			
Contract ID	Contract Name	Preparer	Date
[ProjectNumber]	[ProjectName]		

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

Selected Pages

[CompanyName] Quality Controlled Work Task List			
Contract ID	Contract Name	Preparer	Date
[ProjectNumber]	[ProjectName]		

	Task Order	Weekly	Monthly	Quarterly	Semi-Annually	Annually
				Quarterly	Semi-Annually	
					Semi-Annually	
				Quarterly		
						Annually
			Monthly	Quarterly	Semi-Annually	Annually
		Weekly	Monthly	Quarterly	Semi-Annually	Annually
		Weekly	Monthly	Quarterly	Semi-Annually	Annually
					Semi-Annually	Annually
					Semi-Annually	Annually
					Semi-Annually	Annually
					Semi-Annually	Annually

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[CompanyName] Work Task Work Order Form	
Request Date :	Fixed Price :
Company Name:	Location:
Address:	Contract Number: [ProjectNumber]
City State Zip Code:	Contact Person:
Telephone Number:	Email Address:
Fax Number:	Contact Phone Number:
Description of Work and Explanation for Repairs and Parts	
Service Dates:	
Labor Hours:	
Description/Explanation:	
Compliance Verification	<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 work task completion inspection requirements <input type="checkbox"/> Compliance with inspection and test plan
Verification of Work Task Completion (sign and date)	
Supervisor Sign and date*:	Feature of work verified complete to specifications (sign and date):
* 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.	
Completion of Work Order: To be Signed Off by Customer	
Customer Signature: (Sign and Date)	

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.

Selected Pages

[CompanyName][CompanySuffix] Nonconformance Report <small>Version 20131117</small>		
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: _____	

Questions? Call First Time Quality 410-451-8006



**For More Information:
Contact: FirstTimeQuality**

410-451-8006

www.FirstTimeQuality.com

EdC@FirstTimeQuality.com

For More Information, contact: CaldeiraQuality, LLC • First TimeQualitySM.
410-451-8006 • www.firsttimequality.com • EdC@FirstTimeQuality.com