Electrical Quality Control Plan

Sample - Selected pages (not a complete plan)

Part 1: Project-Specific Quality Plan

Part 2: Company Quality Manual

Part 3: Submittal Forms

Part 4: Inspection Checklists

Contact:
First Time Quality
410-451-8006

PROJECT-SPECIFIC ELECTRICAL QUALITY PLAN

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I. Electrical Project Quality Specifications

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.

[CompanyName] personnel and subcontractors and suppliers are accountable for compliance to standards-based written specifications.

To achieve expectations reliably and consistently, specifications are clearly spelled out, not only for results but also for processes. Specifications apply to materials, work steps, qualified personnel and subcontractors and suppliers, safe work rules, and environmental work conditions.

Standards ensure that results are specified rather than left to discretionary practices.

All [CompanyName] construction activities comply with generally accepted good workmanship practices and industry standards.

Local construction Codes

Applicable construction codes that apply to this project are listed on the Project Building Codes form. A Project construction Codes form exhibit is included in this subsection.

Compliance with Industry Electrical Standards

Codes that may apply to this project include those listed below.

Regulatory Codes and Industry Standards

Division	Description	Reference Standard No.	Reference Standard Title
26	Splicing and general conductor installation	NFPA 70	National Electrical Code
26	Mounting height of wall-mounted outlet and switch boxes	ICC/ANSI A117.1	Accessible and Usable Buildings and Facilities
26	Install Control devices and protective devices	NFPA 70	National Electrical Code
26 27 28	Grounding and bonding requirements	NFPA 70	National Electrical Code
26	Workmanship	NFPA 70	National Electrical Code

L. Work Task Quality Inspections

[CompanyName] identifies a list of work tasks which will be quality controlled. Each work task is subject to a series of inspections; before, during, and after completion.

Each inspection verifies compliance with full scope of the relevant specifications; not limited to inspection form checkpoints.

The initial work task-ready inspection occurs when work is ready to start 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 quality expectations. Work continues only when it does not adversely impact quality results.

At completion of the work task an inspection verifies that work has been completed in accordance with project quality requirements.

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

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 as set of requirements for quality control inspections before, during and after work tasks.

Independent quality audits are conducted to verify that the task quality controls are operating effectively.

Construction projects may execute a work task multiple times in a project, in which case a series of quality inspections are required for each work task.

Independent quality control audits are conducted to verify that the task quality controls are operating effectively.

Identification of Quality Inspected Work Tasks

A listing of project work tasks is included on the Quality Control work task List and included as an exhibit in this subsection.

Required Inspections For Each Work Task

Each work task is subject to a series of inspections before, during, and at completion as described below. Results of inspections are recorded.

Preparatory Site Inspection

The Superintendent performs a quality inspection of the work area 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

K. Electrical Inspection and Test Plan

The Quality Inspection and Test Plan form lists inspections and tests (other than work task inspections) that will be performed on this project.

Results of inspections and tests will be recorded on the Inspection and Test Form.

Form exhibits are included as an exhibit in this subsection.

Inspection and Testing Electrical Standards

Inspection and testing standards that may apply to this project include those listed below.

Inspection and Testing Standards

Division	Description	Reference Standard No.	Reference Standard Title
26	Direct-current high-potential test for conductors	IEEE 400.2	Guide for Field Testing of Shielded Power Cable Systems Using Very Low Frequency (VLF)
26	Visual and mechanical inspections and electrical tests	NETA ATS	Standard for Acceptance Testing Specifications for Electrical Power Equipment and Systems
26	Ground rod resistance to ground	IEEE 81	Guide for Measuring Earth Resistivity, Ground Impedance, and Earth Surface Potentials of a Ground System
27	Telecommunications cabling inspection, verification, and performance tests	TIA-568-C.1	Commercial Building Telecommunications Cabling Standard
27	Optical fiber end-to-end attenuation tests	TIA-568-C.3	Optical Fiber Cabling Components Standard
27	Fiber optic cables power budget and bandwidth	TIA-455-78-B	FOTP-78 Optical Fibres - Part 1-40: Measurement Methods and Test Procedures – Attenuation
27	Intercommunication system intelligibility test	ASA S3.2	Method for Measuring the Intelligibility of Speech Over Communication Systems

[CompanyName]
Quality Inspection and Test Plan

CONTRACT NUMBER	PROJECT NAME	CONTRACTOR
[ProjectNumber]	[ProjectName]	[CompanyName]

SPECIFICATION SECTION AND PARAGRAPH NUMBER		SCHEDULE ACTIVITY ID	TEST REQUIRED	ACCREDITED/ APPROVED LAB YES /NO		SAMPLED BY	TESTED BY	LOCATION OF TEST ON/OFF SITE/SITE		DATE COMPLETED	DATE FORWARDED TO CUSTOMER	REMARKS

M. Control of Corrections 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.

Marking of Nonconformances and Observations

When the Quality Manager, Project Foreman, 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 Project Foreman 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 Project Foreman 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 resolved. The Project Foreman identifies the limits of the affected area. The Project Foreman 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 Project Foreman or inspector records the nonconformances on a nonconformance report.

The Project Foreman 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 makes an assessment of 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.

USE AS-IS: When the nonconforming item is satisfactory for its intended use. Any use as-is items that do not meet all specification requirements must be approved by the customer.

Corrective Actions

The Project Foreman verifies that corrective actions eliminate the nonconformance to the requirements of the original specifications or as instructed by the disposition of the nonconformance report, and then removes, obliterates, or covers the nonconformance marker.

Furthermore, the Project Foreman ensures that previously completed work is reinspected for similar nonconformances and corrective actions are taken to avert future occurrences (see section 9.3 Corrective Actions).

Control of Corrective Actions

When a nonconformance is found, the Project Foreman ensures that:

- Previously completed work is reinspected for similar nonconformances
- Corrective actions are taken to avert future occurrences

The Quality Manager identifies requirements for corrective actions with respect to frequency, severity, and detectability of quality nonconformances items found during and after completion of work activities.

When a solution requires changes to [CompanyName] quality standards, the Quality Manager makes modifications as necessary by making changes to:

[CompanyName]
Nonconformance Report

Version 20130813

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 Electrical Inspection Forms

- 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

Electrical-Conduit for Electrical Systems 26.05.33.13

Sep2011

Project:	Phase:	Contract#:	Organization: 9101 Field Operations	Crew:

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:

Heightened Awareness Checkpoints

FTQ	2TQ	
☐	☐	Cuts for Conduits in structural members approved by ENGINEER **1652**
☐	☐	Firestops installed at penetrations through fire partitions// fire walls// smoke partitions// or floors **1653**
☐	☐	Penetrations through floor// exterior wall and roof sealed and made watertight **1654**
☐	☐	Excess wiring// insulation// ties// etc. removed from Conduits **1655**
☐	☐	Conduits secured to prevent movement and chafe **1656**
☐	☐	Remaining snake lines labeled at both ends **1657**
☐	☐	Conduit bends do not exceed minimum for size of Conduit used and are even **1658**
☐	☐	Metal Conduits bonded and grounded **1659**
☐	☐	Conduits are mechanically continuous **1660**
☐	☐	Flexible connections to equipment subject to vibrations **1661**

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 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: _____

Task has been 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 problems*	*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*

Electrical-Electrical and Cathodic Protection 26.40.00

Sep2011

Project:	Phase:	Contract#:	Organization: 9101 Field Operations	Crew:

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:

Heightened Awareness Checkpoints

FTQ	2TQ	
☐	☐	Anti-oxidant paste applied to connections of dissimilar metals **1741**
☐	☐	Connections tight and free of corrosion// paint// and other non-conductive materials **1742**
☐	☐	Ground rods / plates not located in rock or stone fill **1743**
☐	☐	Conductors secured to prevent movement and chafe **1744**
☐	☐	Multi-strand wire or strap connectors utilized on movable connections **1745**
☐	☐	System tested for continuity **1746**
☐	☐	Grounding conductors routed in most direct path possible **1747**
☐	☐	No sharp bends or turns in conductors **1748**
☐	☐	Underground and submerged splices made waterproof **1749**
☐	☐	Anodes not supported by lead wiring **1750**
☐	☐	Anodes not located in rock or stone fill **1751**

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 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: _____

Task has been 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 problems*	*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*

Industry-Specific Information Available by Division		
03 Concrete	08 Openings	27 Communications
04 Masonry	09 Finishes	28 Electronic Safety and Security
05 Metals	21 Fire Suppression	31 Earthwork
06 Wood Plastic Composite	22 Plumbing	32 Exterior Improvements
07 Thermal and Moisture Protection	23 HVAC	33 Utilities
	26 Electrical	

Company Quality Manual

Operating Policies of the [CompanyName] Quality System

Version: 20130813

QUALITY MANUAL

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7. Process Controls

HOW WORK IS CARRIED OUT

7.1. Overview

The construction process plan defines how project work is to be done and approved for the overall project. The construction process plan is communicated to all key personnel, subcontractors and suppliers in a startup meeting. As the project proceeds, work task plans provide additional details of how each individual work task is carried out. Work tasks planning meetings are used to communicate expectations of the work task plan to key personnel responsible for carrying out the work task.

7.2. Project Startup and Quality Control Coordination Meeting

Prior to the commencement of work, the Project Manager holds a meeting to discuss and coordinate how project work will be performed and controlled. Key personnel from [CompanyName], subcontractors and suppliers meet to review expectations for project quality results as well as quality assurance and quality control policies and procedures including:

- Key requirements of the project
- The Project Quality Assurance/Quality Control Plan
- Required quality inspections and tests
- The project submittal schedule
- Quality policies and heightened awareness of critical quality requirements
- Project organization chart and job responsibilities
- Methods of communication and contact information
- Location of project documents and records

7.3. Preparatory Project Quality Assurance/Quality Control Plan Planning

7.3.1. Work Task Requirements Review

In preparation for the start of an upcoming work task, the Project Foreman reviews an integrated and coordinated set of documents that collectively define quality requirements for the work task including:

- Objectives and acceptance criteria of the work task
- Quality standards that apply to the work task
- Work instructions, process steps, and product installation instructions that apply to the work task
- Shop drawings
- Submittals
- Tools and equipment necessary to perform the work
- License, certification, or other qualification requirements of personnel assigned to work
- Required records of the process and resulting product
- The subcontractor contracted to perform the work, if applicable
- Customer contract requirements
- Required quality inspections and tests
- Method for clearly marking nonconformances to prevent inadvertent use
- Location of quality system records and documents
- Personnel training

7.3.2. Preparatory Site Inspection

The Project Foreman also performs a quality inspection of the work area 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 work task to begin
- Identifies potential problems

7.3.3. Work Task Preparatory Quality Planning Meetings

Prior to the start of a work task, the Project Foreman conducts a meeting with key company, subcontractor personnel responsible for carrying out, supervising, or inspecting the work, and interested customer representatives.

During the meeting, the Project Foreman communicates the work task quality requirements and reinforces heightened awareness for critical requirements. Topics for a work task quality plan meeting include:

- Conflicts that need resolution
- Required quality documents and a verification of availability to personnel carrying out, supervising, or inspecting the work task
- Record keeping requirements and the availability of necessary forms
- Review methods and sequences of installation
- Special details and conditions
- Standards of workmanship
- Heightened awareness of critical quality requirements
- Quality risks
- Work tasks quality inspection form

7.4. Weekly Quality Planning and Coordination Meetings

The Project Foreman conducts a meeting with key company, subcontractor and supplier personnel responsible for carrying out, supervising, or inspecting the work, and interested customer representatives.

The meeting is held on a nominal weekly schedule. During the meeting, the Project Foreman facilitates coordination among the participants, communication among the participants, and reinforces heightened awareness for critical requirements.

The Project Foreman maintains a record of the meeting event on the Daily Quality Control Report.

7.5. Process Control Standards

7.5.1. Job-ready Start Work Standards

Work on a work task starts only when conditions do not adversely impact quality, comply with government regulations, contract technical specifications, industry standards, or product installation instructions.

The Quality Manager identifies supplemental start-work requirements that apply to a specific project when they are necessary to assure quality results.

7.5.2. Work in Process Standards

Work is conducted only when conditions do not adversely impact quality, comply with government regulations, contract technical specifications, industry standards, or product installation instructions.

The Quality Manager identifies supplemental work in process requirements that apply to a specific project when they are necessary to assure quality results.

7.5.3. Protection of Completed Work Standards

Completed work is protected from damage as specified by government regulations, contract technical specifications, industry standards, or product installation instructions.

The Quality Manager identifies supplemental protection requirements that apply to a specific project when they are necessary to assure quality results.

7.5.4. Material storage

The Project Foreman ensures all materials will be delivered, stored and handled in a manner that protects them from damage, moisture, dirt and intrusion of foreign materials.

Delivery of materials will be planned according to the work progress to minimize storage on site, where there are higher possibilities of damages and deterioration of materials.

Stored materials will be segregated to prevent cross contamination and limit losses should a delivery be rejected.

The Project Foreman surveys stored materials during daily jobsite reviews and identifies any material that have incurred damage or otherwise become defective and therefore unfit for use.

7.5.5. Controlled Use of Materials

The Project Manager ensures that contracts and purchase orders are awarded only to outside organizations qualified to perform the work task and/or supply materials as required for the specific project.

Only approved materials are used in the construction process. Only approved materials are specified in purchase and/or subcontracts.

Materials that are defective, deteriorated, damaged, or not approved are not used. The Project Foreman clearly marks such materials for non-use or otherwise holds them aside.

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

When subcontractor–supplied materials are damaged or otherwise found unsuitable for use, the Project Foreman reports such findings to the subcontractor.

The Project Foreman ensures that construction uses only materials specified in the contract technical specifications, contract drawings, and approved submittals. Substitutions are made only by agreement of the customer and documented by a change order (see section 2.1.3.6).

7.5.5.1. Controlled Product Use and Installation

[CompanyName] construction activities conform to manufacturers' product use and installation instructions that apply to the construction process.

When installing a product, the Project Foreman has access to all applicable product installation instructions.

7.6. Daily Quality Control Report

The Project Foreman 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

7.7. Monthly Quality Control Report

When a monthly quality control report is required by the Project Quality Plan, the Project Foreman records a monthly status report. The report includes:

- A summary of work completed and work in progress
- Outstanding issues
- Issues resolved during the reporting period
- Outstanding potential change orders
- Project status with current project costs and estimated completion date
- A cost analysis summarizing actual costs to date and estimated future costs
- Project pictures as appropriate

List of Included Forms

Military Forms:

- Preparatory Phase Checklist
- Initial Phase Checklist Form
- Contractor Production Report
- Contractor Quality Control Report
- Testing Plan and Log

Standard Forms:

- Project Organization Chart Form
- Quality Manager Appointment Form
- Project Manager Appointment Form
- Project Superintendent Appointment Form
- Project Design Manager Appointment Form
- Project Personnel Qualification Form
- Personnel Certifications and Licenses Form
- Quality Controlled Task List Form
- Quality Inspection and Test Plan Form
- Project Quality Communications Plan Form
- Point Of Contact List Form
- Project Quality Training Plan Form
- Task Training Plan and Log Form
- Project Quality Records Plan Form
- Project Submittal Form
- Change Order Form
- Project Design Process Plan Form
- Design Review Meeting Participant Form
- Design Review Form
- Project Regulatory Building Codes Form
- Test Equipment Calibration Form
- Lot Controlled Materials Form
- Project Subcontractor or Supplier Qualification Form
- Subcontractor and Supplier Certifications and Licenses Form
- Source of Supply Form
- Preconstruction Meeting Form
- Task Project Quality Control Plan Form
- Task Project Quality Control Planning Meeting Form

- Daily Quality Control Report Form
- Monthly Quality Control Report Form
- Task Inspection Form
- Project Completion Inspection Form
- Inspection and Test Report Form
- Nonconformance Report Form
- Nonconformance Report Control Log Form
- Training Record Form
- Project Quality System Audit Form
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