



Earthwork Comprehensive Quality Plan & Manual

Selected pages (not a complete plan or manual)

Sample includes:

- ✓ Project Quality Plan Pages
- ✓ Quality Manual Pages
- ✓ Submittal Forms Examples
- ✓ Inspection Checklist Forms Examples

Contact:

First Time Quality

410-451-8006

www.firsttimequalityplans.com

[CompanyName]

Quality Assurance/Quality Control Plan

[ProjectName]

[ProjectNumber]

Management acceptance

This project-specific quality plan has been reviewed and excepted

Endorsed By: (Name / Title)	[QualityManagerName], Quality Manager		
Signature:	<i>[QualityManagerName]</i>	Date:	

This quality plan is the property of [CompanyName]. The information contained herein is confidential and for internal use only. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior written permission of [CompanyName].

PROJECT-SPECIFIC EXCAVATING QUALITY PLAN

TABLE OF CONTENTS

Background Information	6
Customer	6
Project Name	6
Project Number	6
Project Location	6
Overall Project Description	6
[CompanyName] Scope of Work	6
A. [CompanyName] Quality Policy	7
B. Key Elements of the Excavation Quality Plan	8
Project Quality Assurance/Quality Control Plan Overview	11
C. Project Quality Coordination and Communication	12
D. Project QC Personnel	16
Project QC Job Position Assignments	16
Project QC Organization Chart	17
E. Duties, Responsibilities, and Authority of QC Personnel	18
F. Personnel Qualifications and Technical Certifications	24
G. Qualification of Third-Party Inspection/Testing Companies and Subcontractors and Suppliers	26
Qualification	26
Purchase Order Approval	27
H. Quality Training	29
I. Excavation Project Quality Specifications	32
Compliance with Industry Excavating Standards	33
J. Material Inspection Traceability and Quality Controls	34
Identification of Lot Controlled Materials	34
Material Receiving and Inspection	34
K. Excavation Inspection and Test Plan	38
Inspection and Testing Excavating Standards	39
Calibration of Inspection, Measuring, and Test Equipment	39
L. Work Task Quality Inspections	42
Identification of Quality Inspected Work Tasks	42
Required Inspections For Each Work Task	42
Daily Quality Control Report	43
M. Control of Corrections and Nonconformances	47
Marking of Nonconformances and Observations	47

Control the Continuation of Work.....	47
Recording of Nonconformances	47
Quality Manager Disposition of Nonconformance Reports	48
Corrective Actions	48
Nonconformance Preventive Actions.....	49
N. Project Completion Inspections	51
Punch-Out QC Inspection	51
Pre-Final Customer Inspection	51
Final Acceptance Customer Inspection	52
O. Project Quality Records and Documents.....	55
P. Quality Assurance Surveillance	58
Project Quality Performance Surveillance.....	58
Project Quality Audits.....	58
Project Audit Plan	59
Project Audit Requirements	59
Q. Additional Quality Control Requirements.....	61

E. DUTIES, RESPONSIBILITIES, AND AUTHORITY OF QC PERSONNEL

QC personnel assigned to this project have the duties, responsibilities and authority defined by their job position.

Each appointment is recorded on a Letter of Appointment. The project-specific Letter of Appointment exhibits are included as exhibits in this subsection. Key project personnel have accepted their appointments and declared their ability to carry out the appointments as indicated by their signature.

SENIOR MANAGER: QUALITY DUTIES, RESPONSIBILITIES, AND AUTHORITY

The Senior Manager is responsible for ensuring company-wide effectiveness of the Quality System. Regardless of other duties, the Senior Manager is responsible for:

- Fully implementing all provisions of the [CompanyName] Quality System and related documents.
- Manage the operation of the [CompanyName] Quality System
- Implement and manage all phases of quality control
- Ensuring that the Quality System is established and implemented by persons doing work that impacts quality
- Ensuring that the Quality System is maintained
- Acting as [CompanyName] liaison with parties outside the company on matters relating to quality
- Review and approval of all Quality System documents

QUALITY MANAGER: QUALITY DUTIES, RESPONSIBILITIES, AND AUTHORITY

The Quality Manager is responsible for ensuring the overall effectiveness of the Quality System for a specific project. Regardless of other duties, the Quality Manager is responsible for:

- Planning project quality controls required by the [CompanyName] quality systems and contract requirements
- Fully implementing all provisions of the [CompanyName] Quality System and related documents on the project.
- Manage the operation of the [CompanyName] Quality System on the project.
- Implement and manage all phases of quality control
- Communicating project-specific quality requirements to all affected departments, subcontractors and suppliers, and customers
- Ensuring that the Quality System is established and implemented by persons doing work that impacts quality
- Monitoring progress of activities
- Ensuring that the Quality System is maintained
- Acting as the project quality liaison with parties outside the company on matters relating to quality
- Reporting to senior management on performance of the Quality System, including needed improvements
- Review and approval of all project Quality System records
- Review and approval of project quality-related contract submittals
- Managing all project inspection and quality control activities
- Controlling corrective actions
- Resolving quality nonconformances

The Quality Manager has the authority to:

COMPLIANCE WITH INDUSTRY EXCAVATING STANDARDS

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

Description	Reference Standard No.	Reference Standard Title
Bedding for buried piping	AWWA C600	Installation of Ductile-Iron Water Mains and Their Appurtenances
Welding lengths of pipe together for bore holes	AWS D1.1/D1.1M	Structural Welding Code - Steel
Geotextile storing and handling	ASTM D 4873	Identification, Storage, and Handling of Geosynthetic Rolls and Samples
Shoring installation	EM 385-1-1	Safety and Health Requirements Manual
Precast prestressed concrete pile installation	PCI JR-382	Recommended Practice for Design, Manufacture and Installation of Prestressed Concrete Piling
Drilled shaft foundation installation	ACI 336.1	Specification for the Construction of Drilled Piers

J. MATERIAL INSPECTION TRACEABILITY AND QUALITY CONTROLS

Products 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 Superintendent treats the material according to the company policy for nonconformances. Only the Quality Manager can re-identify or re-certify the materials.

MATERIAL RECEIVING AND INSPECTION

When lot-controlled materials are received, the Operations Manager inspects the materials and verifies that materials have the specified lot identifications. Received materials are listed on the Material Receiving and Inspection Report form or Metals Materials Receiving and Inspection form included as an exhibit in this subsection.

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 project 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.

[CompanyName] 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>								

N. PROJECT COMPLETION INSPECTIONS

[CompanyName] conducts a series of inspections near the end of each project to assure that the contracted work is completed to specifications.

Near the end of the project, or a milestone, the Quality Manager, Superintendent, and Project Manager participate in the inspection of the completed project and verify conformance to contract specifications. Any deviations are corrected and reinspected before submitting the project to the customer for final inspection.

If the customer performs a final inspection, corrections are quickly addressed, reinspected by the Quality Manager, and then submitted for customer final review.

A Record of each of the inspections will be maintained on the Project Completion Inspection form. If punch items are discovered during the inspection, a record of the punch items and their correction will be maintained on the Punch List form. Project Completion Inspection and Punch List form exhibits are included as an exhibit in this subsection.

PUNCH-OUT QC INSPECTION

Near the end of the project, or a milestone established in the Project Quality Inspection and Test Plan, the Quality Manager will inspect the completed project and verify conformance to contract specifications.

The Quality Manager records nonconforming items.

The Superintendent assigns a planned date by which the deficiencies will be corrected. The date may be assigned for all items or individual items as necessary. After corrections have been made, the Superintendent verifies the completion of each item.

Then the Quality Manager conducts a follow-up inspection and verifies that all nonconforming items have been corrected to meet contract specifications. Any remaining deficiencies are recorded and managed as nonconformances.

When the pre-final [CompanyName] inspection process is complete, the Quality Manager then notifies the customer that the project is ready for the customer's final inspection. The customer is also notified of any remaining nonconformances and their planned resolution.

PRE-FINAL CUSTOMER INSPECTION

If the customer performs a pre-final inspection, the Quality Manager records nonconforming items and assigns a planned date by which the deficiencies will be corrected.

The Superintendent assigns a planned date by which the deficiencies will be corrected. The date may be assigned for all items or individual items as necessary. After corrections have been made, the Superintendent verifies the completion of each item.

After corrections have been made, the Quality Manager will conduct a follow-up inspection and verify that all nonconforming items have been corrected to meet contract specifications. Any remaining deficiencies are recorded and then managed as nonconformances.

[CompanyName] Punch List						
Project ID		Project Name		Punch List Type		
[ProjectNumber]		[ProjectName]		<input type="checkbox"/> Work Tasks _____ <input type="checkbox"/> Project Final Punch <input type="checkbox"/> Pre-Final Customer Inspection <input type="checkbox"/> Final Acceptance Inspection		
Inspection Date		Preparer				
Item	Location	Description	Due Date	Compl. Date	Item Completion Verification	
					Super Initial	QA Initial
Punch List Completion Date		Final QA Sign-off		Remaining Nonconformances Reported ID # and Description		

[CompanyName]

Construction

Quality Manual

Operating Policies of the [CompanyName] Quality System

Effective Date: [Date]

Version	Version notes
[Date]	Initial issue

Approval Signature: _____ / _____
President / Date

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.

QUALITY MANUAL

TABLE OF CONTENTS

1. Quality System Management and Responsibilities	6
1.1. Overview	6
1.2. [CompanyName] Quality Policy	6
1.3. Quality Duties, Responsibilities, and Authority	6
1.4. Quality System Performance Measures	9
1.5. Customer Satisfaction Performance Measures	9
1.6. Exceptions	9
2. Project Quality Assurance/Quality Control Plan	10
2.1. Overview	10
2.2. [CompanyName] Project License and Qualification Requirements	10
2.3. Project Personnel and Qualifications	10
2.4. Project Quality Assurance/Quality Control Plan	11
2.5. Identification of Quality Controlled Work Tasks	12
2.6. Project Quality Inspection and Test Plan	12
2.7. Project Quality Communications Plan	12
2.8. Project Quality Training Plan	12
2.9. Customer Training On Operation and Maintenance	12
2.10. Project Records and Documentation Plan	13
2.11. Project Audit Plan	13
3. Contract Specifications	14
3.1. Overview	14
3.2. Contract Technical Specifications	14
3.3. Contract Drawings	14
3.4. Contract Submittals	14
3.5. Customer Submittal Approval	16
3.6. Contract Warranty	16
3.7. Contract Review and Approval	17
4. Design Review and Control	18
4.1. Overview	18
4.2. Design Input Review	18
4.3. Project Design Quality Assurance/Quality Control Plan	18
4.4. Design Progress Reviews	19
4.5. Design Output Verification and Approval	19
5. Project-Specific Quality Standards	20
5.1. Overview	20
5.2. Regulatory Codes	20

5.3. Industry Quality Standards	20
5.4. Material and Equipment Specifications.....	20
5.5. Work Process Specifications.....	21
5.6. Controlled Material Identification and Traceability	21
5.7. Measuring Device Control and Calibration.....	21
5.8. [CompanyName] Quality Standards	22
5.9. Application of Multiple Sources of Specifications	22
6. Project Purchasing	23
6.1. Overview.....	23
6.2. Qualification of Outside Organizations and Company Departments	23
6.3. Quality Responsibilities of Key Subcontractor and Supplier Personnel.....	24
6.4. Requirements for Subcontractor QC Plan	25
6.5. Subcontractor and Supplier Quality Policy	25
6.6. Project Subcontractor and Supplier List	26
6.7. Purchase Order Requirements	26
6.8. Project Purchase Order Approvals.....	26
7. Process Controls.....	27
7.1. Overview.....	27
7.2. Project Startup and Quality Control Coordination Meeting.....	27
7.3. Preparatory Project Quality Assurance/Quality Control Plan Planning.....	27
7.4. Weekly Quality Planning and Coordination Meetings.....	28
7.5. Process Control Standards.....	28
7.6. Daily Quality Control Report.....	30
7.7. Monthly Quality Control Report.....	30
8. Inspections and Tests	31
8.1. Overview.....	31
8.2. Required Work Task Quality Inspections and Tests.....	31
8.3. Material Inspections and Tests.....	31
8.4. Work in Process Inspections.....	32
8.5. Work Task Completion Inspections	32
8.6. Inspection of Special Processes	33
8.7. Independent Measurement and Tests	33
8.8. Commissioning Functional Acceptance Tests.....	33
8.9. Hold Points for Customer Inspection.....	33
8.10. Quality Inspection and Test Specifications.....	33
8.11. Inspection and Test Acceptance Criteria	33
8.12. Inspection and Test Status.....	34
8.13. Independent Quality Assurance Inspections	34
8.14. Inspection and Test Records.....	34
8.15. Project Completion and Closeout Inspection	35
9. Nonconformances and Corrective Actions	37
9.1. Overview.....	37

9.2. Nonconformances	37
9.3. Corrective Actions	38
10. Preventive Actions	39
10.1. Overview	39
10.2. Identify Preventive Actions for Improvement	39
10.3. Train Preventive Actions for Improvement	39
11. Quality System Audits	41
11.1. Overview	41
11.2. Project Quality System Audit	41
11.3. Company-wide Quality System Audit	41
12. Record and Document Controls.....	42
12.1. Overview	42
12.2. Quality System Documents	42
12.3. Document Controls.....	42
12.4. Record Controls	43
13. Appendix.....	44
13.1. Definitions of Terms	44

3. CONTRACT SPECIFICATIONS

DEFINE CUSTOMER QUALITY EXPECTATIONS

3.1. OVERVIEW

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.

3.2. CONTRACT TECHNICAL SPECIFICATIONS

The Project Manager obtains contract technical specifications from the customer.

For each specific contract, The Senior Manager identifies supplemental technical specifications on the Project Quality Assurance/Quality Control Plan when they are not otherwise specified by the contract or the approved drawings. Superintendents have jobsite access to contract technical specifications for the construction activities they supervise.

All [CompanyName] activities comply with the contract technical specifications.

3.3. CONTRACT DRAWINGS

The Project Manager obtains customer supplied drawings that have been approved by local government regulators. Superintendents have jobsite access to approved architectural drawings for the construction they supervise.

All [CompanyName] activities comply with the drawing details and specifications cited in the drawings.

3.3.1.1. AS-BUILT RED-LINE DRAWINGS

As the project progresses, the Superintendent will mark the original design drawings to indicate as-built conditions including changes to specified materials, dimensions, locations, or other features.

3.4. CONTRACT SUBMITTALS

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.

3.4.1. 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

3.4.2. SHOP DRAWING SUBMITTALS

The Project Manager or Purchasing and Estimating Manager prepare shop drawing submittals that supplement contract drawings. Shop drawings are required when additional details are necessary for fabrication or installation. The following information is included, as applicable:

- Dimensions established by field measurement
- Relationships to adjoining construction
- Identification of products and materials
- Fabrication and installation drawings
- Diagrams showing locations of field-installations
- Shop fabricated manufacturing instructions
- Templates and patterns
- Design calculations
- Compliance with specified standards
- Seal and signature of professional engineer if required
- Additional requirements as specified in the contract, contract technical requirements, or contract drawings.

[CompanyName] extends contract specifications to include customer approved shop drawings.

3.4.3. PRODUCT DATA SUBMITTALS

The Project Manager prepares product data submittals that consist of the manufacturer's product information. The information included in this submittal is:

- Manufacturer, trade name, model or type number
- Description
- Intended use
- Size and physical characteristics including drawings when applicable
- Finish and color characteristics
- Product manufacturer's installation instructions, when applicable
- Additional requirements as specified in the contract, contract technical requirements, or contract drawings.

3.4.4. ALLOWANCES AND UNIT PRICES SUBMITTALS

When customer contracts specify allowances and unit prices that the customer will select after the contract is awarded, the Project Manager prepares an allowance and unit price submittal for customer approval.

When a customer selects or approves an allowances and unit prices, the customer indicates the allowance and unit price selection on the signed submission return.

[CompanyName] extends compliance to contract specifications to customer approved allowances and unit prices.

3.4.5. REQUEST FOR INFORMATION (RFI) SUBMITTALS

The Project Manager submits a request for additional information to the customer when errors are found or when required information is not contained in the contract, contract technical specifications, or contract drawings.

Should any number of contract technical specifications or contract drawings result in conflicting requirements, the Quality Manager submits a request for information to the customer to select the standard that applies.

[CompanyName] extends compliance to contract specifications to customer requests for information.

3.4.6. CHANGE ORDER SUBMITTALS

Contract requirements or contract technical specifications may require a change after the contract is awarded. The Project Manager submits the change order to the customer for approval, including any contract price adjustments.

When a customer approves a change order, the customer signs the submission return.

[CompanyName] extends contract specifications to include customer approved change orders.

3.4.7. MOCK-UP SUBMITTALS

The Superintendent prepares mock-up submittals as required by contract. Additionally, the Quality Manager specifies mock-up requirements when they are necessary to ensure customer expectations are clearly identified.

The Quality Manager ensures that each mock-up demonstrates specific elements of form and/or function, and that they are specified in the submittal documents.

[CompanyName] extends contract specifications to include customer approved mock-up submittals.

3.5. CUSTOMER SUBMITTAL APPROVAL

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.

3.6. CONTRACT WARRANTY

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

- Scope
- Starting date
- Duration

8. INSPECTIONS AND TESTS

ASSURE COMPLIANCE

8.1. OVERVIEW

Inspections are necessary to verify that work processes and results conform to both contract requirements and [CompanyName] quality standards.

Qualified personnel inspect every project throughout the construction process. Additional reviews validate the accuracy of the field quality inspections and ensure that the quality standards apply uniformly.

An inspection and test plan defines the quality inspections and tests required for a specific project.

Personnel may only inspect work activities for which they have been qualified by the Quality Manager.

8.2. REQUIRED WORK TASK QUALITY INSPECTIONS AND TESTS

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.

Tasks are divided into two categories:

- Discrete Tasks are standard type of work where a completion inspection is performed one time at the completion of a phase of work.
- Process Tasks are tasks where completion inspections are performed continuously. Continuous inspections are required when there is a limited window of time to perform a completion inspection before the next task begins. Process tasks may also be characterized by independent monitoring of a work process, such as welding, where the observer verifies conformance to work procedures.

Process tasks undergo additional quality controls that continuously monitor compliance to specifications.

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.

8.3. MATERIAL INSPECTIONS 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 project 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.

8.3.1.1. SOURCE INSPECTIONS

Source quality inspections are required when quality characteristics cannot or will not be verified during subsequent processing. The Quality Manager determines if a source inspection is necessary to validate supplier quality before materials are delivered to the project jobsite.

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

8.4. WORK IN PROCESS INSPECTIONS

Work in process quality inspections continuously verify compliance project quality standards beginning at the start of a work task, as work is conducted, and continues until the work task is complete.

8.4.1.1. INITIAL JOB-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.

8.4.1.2. INITIAL WORK IN PROCESS INSPECTION

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.

8.4.1.3. FOLLOW-UP WORK IN PROCESS INSPECTIONS

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. Punch Items

If the Superintendent or inspector observes an item for correction prior to a work task completion inspection, the item is identified for correction. During the work task completion inspection each punch item correction is verified.

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

8.4.2. ADDITIONAL INSPECTION REQUIREMENTS FOR PROCESS TASKS

For each process task, a qualified person inspects the ongoing completion work for conformance to project quality requirements. This is in addition to discrete task completion inspections that are performed one time at the end of a phase of work.

The continuous monitoring inspections are conducted before starting other work activities that may interfere with an inspection.

8.5. WORK TASK COMPLETION 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.

Questions? Call First Time Quality 410-451-8006

Questions? Call First Time Quality 410-451-8006

List of Included Forms

Standard Forms:

- Point Of Contact List
- Project Organization Chart
- Project Quality Communications Plan
- Quality Manager Appointment Letter
- Project Manager Appointment Letter
- Superintendent Appointment Letter
- Personnel Certifications and Licenses
- Project Personnel Resumes
- Project Subcontractor and Supplier List
- Training Plan
- Training Log
- Regulatory Codes and Industry Standards
- Project Regulatory Building Codes
- Controlled Materials Form
- Metals Material Receiving Inspection Report
- Material Inspection and Receiving Report
- Inspection and Testing Standards
- Quality Inspection and Test Plan
- Test Equipment Calibration Plan and Log
- Quality Controlled Work Task List
- Daily Production Report
- Work Task Inspection Form
- Nonconformance Report
- Punch List
- Project Completion Inspection Form
- System Document Control Form
- Project Records Control Form
- Project Quality System Audit Form

[CompanyName][CompanySuffix] Nonconformance Report <small>Version 20131125</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: _____	

LIST OF INCLUDED INSPECTION FORMS FOR EARTHWORK

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

Selected Pages

Earthwork - Grading 31.22.00

Project:	Phase:	Contract#:	Subcontractor:	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:

FTQ 2TQ Heightened Awareness Checkpoints

- ☐ ☐ Protect Site stake-out / grade stakes
- ☐ ☐ Clearly mark Existing Facilities to prevent damage during grading
- ☐ ☐ Observe wetland setbacks
- ☐ ☐ Compaction / moisture inspection are services scheduled as needed
- ☐ ☐ Below grade walls are properly supported prior to adjacent grading
- ☐ ☐ Quality of topsoil is acceptable
- ☐ ☐ Surface drainage is maintained away from structures and as per Plans
- ☐ ☐ Protect vegetation from excessive adjacent soil buildup

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.

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

Copyright 2012 First Time Quality



For More Information:

Visit our Online Store at:

www.firsttimequalityplans.com

or

Contact: First Time Quality

410-451-8006

edc@firsttimequality.com