

# INSTRUCTIONS FOR PREPARING YOUR QUALITY PLAN SUBMITTAL

## SAVE A COPY OF YOUR TEMPLATE

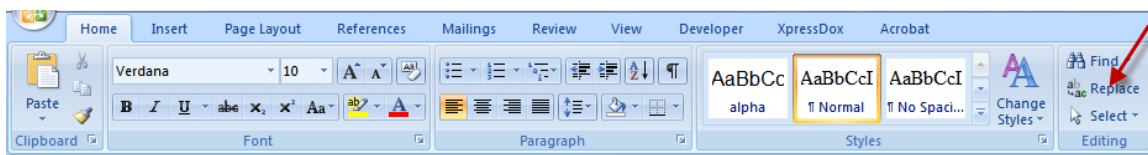
Save a copy of your template under a different name. Keep one master copy for future use and save project specific copies separately.

## ADD PROJECT SPECIFIC INFORMATION

### REPLACE PLACEHOLDER TEXT

Your document contains placeholder text so that you can change the project-specific information for different contracts. For Bid/Pre-Qualifications, you can leave the placeholder text as it is since you do not know who will be working on the project.

**Tip: to search and replace placeholder text**, start with your cursor at the beginning of the document and then, do a find and replace for all/each of the bracketed [] placeholder text, e.g., [ProjectLocation]. As a final check search for the bracket symbol [ to make sure that you have not missed any placeholder replacements.



## COMPLETE FORMS IN THE PROJECT-SPECIFIC SECTION

Complete the applicable forms in the Project-Specific Quality Plan section by inserting project-specific information on the form.

You can complete the form on the computer or print it out and write in the information by hand during the final preparations.

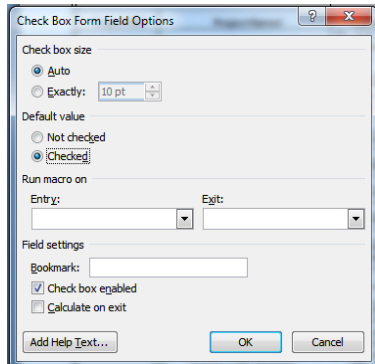
Forms may include (but are not limited to) the following:

- Complete the Point of Contact list
- Complete the Communications Plan (or remove if not necessary)
- List major subcontractors and suppliers on Source of Supply form
- List tasks on the Quality Controlled Task form
- List inspections and tests on the Inspection and Tests Plan form
- Copy contract special quality requirements into the Special Requirements form.

### SEE ATTACHED EXAMPLES FOR ADDITIONAL HELP

When additional forms are necessary, copy the form from the Standard Operating Procedures section at the back of your master template and paste it into the appropriate view section of the project-specific Quality Assurance/Quality Control Plan.

**Tip:** You can always insert extra rows into forms by placing the cursor where you want to insert a row, right click the mouse, and select insert.



**To check boxes:** If you'd like to electronically check boxes on the forms, Place your cursor next to the box you want to check, and then double click. A dialogue box will appear like the one shown to the left. Under "Default value" click "Checked", then click OK. An "X" should now appear in the box on your form.

You always have the option of completing forms by hand during final preparations (see below).

## UPDATE PAGE NUMBERS AND CROSS REFERENCES

- Keep the Word document in one file to preserve automatic updating of cross-references.
- Use control-a keys to select the whole document, and then
- Press F9 to update page numbers and table of contents (update entire table)

## FINAL PREPARATIONS

Print out the document and sign where required.

Also complete any forms that you chose to fill out by hand.

The final step is to scan the document into a PDF format document file. Submit your files in PDF format only.

**QUESTIONS? CALL US AT 410-451-8006**

# First Time Quality, LLC. Project Quality Communications Plan

Version February 29, 2012

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

## Distribution of project organization chart and assigned responsibility and authority of the Project Manager, Quality Manager, and Superintendent:

All personnel listed on contact list.

## Points of contact list distribution:

All personnel listed on contact list.

## Project startup meeting participants, date, location:

Completed

## Bi-Weekly project communication meeting participants, and nominal day of week, time, and location:

TBD

## Daily quality report distribution, frequency, and due date:

Friday of every week for the previous 7 days.

## Monthly project quality status report distribution and due date:

Third day of every month

## Distribution of quality inspection and test records, and due date:

Friday of every week for the previous 7 days.

## Nonconformance report distribution and customer approval authority:

Immediately

## Location of project quality records storage and point of contact for records access:

In the job office trailer. Superintendent is point of contact.

**Nominal frequency of project quality audits and the job position that will conduct the audits:**

Nominally every week by Quality Manager.

**Warehousing of customer supplied materials/equipment location, security, damage prevention.**

n/a

Example

# First Time Quality, LLC Work Task Inspection Form

Version February 29, 2012

Work Task :

## Sandstone Installation

Project: Id#  
[ProjectNumber]

Project Name:  
[ProjectName]

Subcontractor 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

- Shop drawings, product data, and samples have been submitted and approved.
- All materials are as designed, specified, and approved.
- Site conditions are in compliance with requirements for installation.
- Substrate examined and acceptable.
- Anchoring devices and reinforcing dowels properly installed.
- Patterns are per approved samples.
- Defective or damaged stone masonry has been removed or replaced.
- Joints are full, tight, and solid; raked back for sealing/pointing as required.

Production Notes:

Reported Nonconformances:

### Verification of Work Task Completion (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.

## First Time Quality, LLC Quality Controlled Work Task List

Version February 29, 2012

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

| Project Work Tasks / Contract Section   | Quality Controlled work task                 | Method for identification of Approved Inspection Status                  |
|---|--|--|
| Building1 Halls Holton, Merrill, Pearse |  |  |
| 04 02 00                                | 1240 Install Sandstone N. Elev Bldg 1        | CV-04 02 00 – Sandstone Restoration A) PRE-INSTALLATION CHECKS           |
|   |  | CV-04 02 00 – Sandstone Restoration B) INSTALLATION CHECKS               |
|   |  | First Time Quality Sandstone Installation Task Completion Checklist      |
| 04 02 00                                | 1250 Tuckpointing & Cleaning N. Elev. Bldg 1 | CV-04 02 00 – Sandstone Restoration C) FINISHING AND CLEANING CHECKS     |
|   |  | First Time Quality Tuckpointing and Cleaning Task Completion Checklist   |
| 04 02 00                                | 1220 Apply Caulking N. Elev. Bldg 1          | First Time Quality Exterior Caulking Completion Checklist                |
| 04 21 10                                | 1190 Install Terra Cotta N. Elev. Bldg 1     | CV-04 21 10 – Architectural Terra Cotta A) PRE-INSTALLATION CHECKS       |
|   |  | CV-04 21 10 – Architectural Terra Cotta B) INSTALLATION CHECKS           |
|   |  | First Time Quality Terra Cotta Installation Task Completion Checklist    |
| 04 21 10                                | 1400 Tuckpointing & Cleaning E. Elev. Bldg 1 | CV-04 21 10 – Architectural Terra Cotta C) FINISHING AND CLEANING CHECKS |
|   |  | First Time Quality Tuckpointing and Cleaning Completion Checklist        |
| 07 90 05                                | 1370 Apply Caulking E. Elev. Bldg 1          | First Time Quality Exterior Caulking Completion Checklist                |
| 04 21 10                                | 1520 Install Terra Cotta E. Elev. Bldg 1     | CV-04 21 10 – Architectural Terra Cotta A) PRE-INSTALLATION CHECKS       |
|   |  | CV-04 21 10 – Architectural Terra Cotta B) INSTALLATION CHECKS           |
|   |  | First Time Quality Terra Cotta Installation Task Completion Checklist    |
| 04 72 00                                | 1300 Install Precast Bldg 1                  | CV-04 72 00 – Cast Stone Masonry A) PRE-INSTALLATION CHECKS              |

## Division 26 Electrical Quality Inspection and Test Plan

| Contract Number                                    |  | Project Name                    |  |   |                             |   |                     |
|--|--|---------------------------------|--|---|-----------------------------|---|---------------------|
|  |  |                                 |  |   |                             |   |                     |
| Contract Activity/<br>Specification<br>Reference # | Description  | Reference<br>Standard<br>Number | Reference<br>Standard Title  | Remarks   | Trigger Event/<br>Frequency | Responsible<br>Person/<br>Organization(s) | Test Report<br>Date |
|  | Direct-current high-potential test for conductors      | IEEE 400.2                      | Guide for Field Testing of Shielded Power Cable Systems Using Very Low Frequency (VLF)                   | Upon successful completion of the dielectric absorption tests |                             |   |                     |
|  | Visual and mechanical inspections and electrical tests | NETA ATS                        | Standard for Acceptance Testing Specifications for Electrical Power Equipment and Systems                | In accordance with the manufacturer's recommendations         |                             |   |                     |
|  | Ground rod resistance to ground                        | IEEE 81                         | Guide for Measuring Earth Resistivity, Ground Impedance, and Earth Surface Potentials of a Ground System |   |                             |   |                     |