



Finishing Essentials QA/QC PlanSample

Good for smaller projects and bid qualifications

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

Contact:
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410-451-8006

Questions? Call First Time Quality 410-451-8006

[CompanyName]

Quality Assurance/Quality Control Plan

[ProjectName]

[ProjectNumber]

Version: 20141209

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Version	Version notes
20141209	Initial issue

Approved

[QualityManagerName], Quality Manager

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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:

- Audit the operation of the quality system on each project for conformance to the Project Quality Assurance/Quality Control Plan and the [CompanyName] Quality System requirements.
- Conduct annual company-wide audits to evaluate effectiveness of the [CompanyName] Quality System and improve its operation.

Employee Qualifications. [CompanyName] ensures that only knowledgeable, capable employees carry out the planning, execution, and control of our projects. We:

- Identify employee qualification requirements, including licensing requirements, training qualifications, responsibilities, and authority for each job position.
- Train field employees on quality standards and procedures for their job position.
- Validate employee capabilities before they are assigned to carry out quality job responsibilities.

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Review ongoing employee qualifications and evaluate quality practices and performance as part of the employee performance management process.

Qualification of Subcontractors and Suppliers. [CompanyName] purchases only from subcontractors and suppliers that consistently meet [CompanyName] standards for quality. We:

- Clearly define outside organization qualification requirements including licensing requirements, compliance with specific quality standards, quality responsibilities, qualification of personnel and quality improvement processes.
- Validate capabilities to meet project quality requirements at planned production levels.
- Verify ongoing quality performance.

Project-Specific Quality Standards. [CompanyName] clearly defines standards and specifications that apply to each project. We:

- Identify all relevant regulations, codes and industry standards.
- Identify specifications for materials that meet contract as well as regulatory requirements.
- Specify quality and certification requirements for materials and equipment that affect quality.
- Identify special requirements for calibration of quality measuring devices.
- Supplement the contract and published standards with [CompanyName] quality standards as required to reduce quality risks and assure quality results.

Inspections and Test Plan. [CompanyName] quality inspection processes ensure that all work activities comply with the documented standards and specifications. We:

- Identify inspections and tests required by contract specifications and industry standards.
- Record the result of each quality inspection and test.
- Use independent laboratories certified by nationally recognized accreditation agencies

Work Task Quality Inspections. [CompanyName] quality inspection processes ensure that all work activities comply with the documented standards and specifications. We:

- Identify required quality inspections and tests at key milestones during the project.
- Identify each work task that is subject to a series of quality inspections and quality control activities
- Conduct a series of quality inspections for each construction task: before work begins, at first article completion, while work is in process, and at completion.
- Inspect all materials before use.
- Record the result of each work task inspection.

Quality Control of Corrections and Nonconformances. [CompanyName] nonconformance control processes ensure that we prevent all nonconformances from cover-up, inadvertent use, and corrected. We:

E. PERSONNEL QUALIFICATIONS

[CompanyName] ensures that only knowledgeable, capable employees carry out the planning, execution, and control of the project.

We train our employees on quality standards and procedures based on project requirements as well as their job positions. Then we validate their capabilities before they are assigned to carry out their quality job responsibilities on the project. Ongoing monitoring of performance continually validates qualifications of each employee.

The Quality Manager qualifies employee capabilities to ensure that they are capable of completely carrying out their assigned quality responsibilities including the following capabilities:

- Knowledge of Company quality standards
- Knowledge of job responsibilities and authority
- Demonstrated skills and knowledge
- Demonstrated ability
- Demonstrated results
- Required training
- Required experience

The Quality Manager also evaluates independent contractor personnel on the same standards that apply to employees.

TRAINING

We train our employees on quality standards and procedures based on project requirements as well as their job positions. Then we validate their capabilities before they are assigned to carry out their quality job responsibilities on the project. Ongoing monitoring of performance continually validates qualifications of each employee.

After a training activity is completed, [CompanyName] keeps of record of both the training activity and the training participants.

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

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

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[CompanyName] Daily Production Report <small>Version 20141209</small>		
Project ID	Project Name	Preparer*/Date
[ProjectNumber]	[ProjectName]	
<small>* 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.</small>		
	Description	
Job-ready and WIP Inspections (Active work tasks)		
Work Tasks Completion Inspections		
Sampling/Tests Performed		
Nonconformance Reports		
Problems encountered, actions taken, problems, and delays		
On Site Subcontractors and Suppliers, Company Crews, and Visitors		
Meetings held and decisions made		
General Remarks and improvement ideas		
Weather conditions	Temperature: Low: ____ F High: ____ F Precipitation: <input type="checkbox"/> No <input type="checkbox"/> Yes, type and amount: _____	

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[CompanyName] Work Task Inspection Form <small>Version 20141209</small>		
Work Task :		
Project: Id# [ProjectNumber]	Project Name: [ProjectName]	Subcontractor and Supplier Company ID/Name:
Location/Area:	Reference drawing version #:	Crew ID/Name
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	Heightened Awareness Checkpoints <input type="checkbox"/> [Insert items identified at project startup and preparatory meetings] <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Production Notes:		
Reported Nonconformances:		
Verification of Work Task Completion (sign and date)		
Subcontractor and Supplier Sign and date*: Work task verified complete to specifications (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	
<small>* 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.</small>		

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LIST OF INCLUDED INSPECTION FORMS FOR FINISHING

WOOD/PLASTICS/AND COMPOSITES

- Architectural Wood Casework
- Exterior Finish Carpentry
- Interior Finish Carpentry
- Sheathing
- Wood Decking
- Wood Framing

OPENINGS

- Door Hardware
- Doors and Frames
- Louvers and Vents

FINISHES

- Acoustic Treatment
- Acoustical Ceilings
- Back Boards and Underlayments
- Plaster and Gypsum Board
- Textured Ceilings
- Wall Coverings

THERMAL AND MOISTURE PROTECTION

- Applied Fireproofing
- Blanket Insulation
- Dampproofing and Waterproofing
- Exterior Insulation and Finish Systems
- Firestopping
- Flashing and Sheet Metal
- Siding
- Wall Panels
- Weather Barriers

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.

Quality Score
On-Time Score
Safety Score

5 = 100% NO problems
5 = On Time
5 = 100% NO problems

4 = 1 minor problems
4 = Late
4 = 1 minor problem

3 = Hotspot or 2-3 minor
3 = Late by 1 day
3 = Hotspot or 2-3 minor

2 = 6+ or major problems
2 = Late by 2 days
2 = 4+ or major problem

1 = Excessive problems
1 = Late more than 2 days
1 = Injury

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Wood// Plastics// and Composites - Interior Finish Carpentry 06.20.23

Project:	Phase:	Contract#:	Subcontractor:	Crew:
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- ☐ Compliance with inspection and test plan
- ☐ Compliance with safety policies and procedures

Reported Nonconformances and incomplete items:

FTQ 2TQ Heightened Awareness Checkpoints

- ☐ ☐ Wood type/ size and profile: per plans and specifications
- ☐ ☐ Nails and fasteners: correct size and heads
- ☐ ☐ Nails or staples; set for painter prep. past flush
- ☐ ☐ Edges and joints: aligned and flush
- ☐ ☐ All joints: coped or scarfed; sharp cuts
- ☐ ☐ Caulks and glues: none on faces/ type per specifications
- ☐ ☐ Warp/ split and saw damage free; no hammer marks
- ☐ ☐ Flashings and drip edges: per plans and specifications
- ☐ ☐ Correct fit: no visible spaces
- ☐ ☐ Assembly reveals: correct/consistent/ per plans and specifications

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:

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