Paint & Wallcoverings Quality Plan Sample

Selected pages (not a complete plan)

Sample includes:

- ✓ Quality Plan Pages
- ✓ Forms Examples

Contact:
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[CompanyName]

Project-specific
Paint and Wallcovering
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:	*[QualityManagerName]*	Date:	

PROJECT-SPECIFIC PAINT AND WALLCOVERING QUALITY PLAN

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D. Project QC Personnel

[CompanyName] ensures that quality control personnel remain independent from the pressures of production through our organizational lines of authority as defined by our QC Organization Chart.

The President appoints a Quality Manager, Superintendent, and Project Manager, and then assigns each with specific quality responsibilities and authorities of their job position.

Project QC Job Position Assignments

Table D-1 shows the job positions assigned to personnel on this project.

Table D-1

QC Personnel Name	Job Position
[PresidentName]	President
[ProjectManagerName]	Project Manager
[SuperintendentName]	Superintendent
[QualityManagerName]	Quality Manager
[SafetyManagerName]	Safety Manager

H. QUALITY TRAINING

[CompanyName] will conduct project-specific training to assure all company and supplier personnel have the knowledge necessary to carry out their quality responsibilities.

The Quality Manager ensures that all employees receive training relevant to their quality responsibilities.

The Quality Manager ensures that all subcontractors and suppliers receive training on relevant elements of the [CompanyName] Quality System, Project Quality Management System, and quality standards.

The Quality Manager identifies the training needs of all personnel performing activities that affect quality. Training topics may include:

- The [CompanyName] Quality System
- The [CompanyName] Quality Policy
- Operating policies identified in the Quality Manual
- Quality standards cited in the Quality Manual, or project documents, or records
- Relevant quality standard operating procedures

Training assessments will be conducted during the preparatory planning for each work task, and findings will be recorded on the Training Plan and Log form.

Customer training related to operations and maintenance will be provided as the project nears its end. Specific customer training topics will be assessed at coordination meetings during the project. A record of planned customer training activities will be included on the Training Plan and Log form.

After a training activity is completed, a record of both the training activity and the training participants will be maintained on a Training Plan and Log form. A Training Plan and Log form is included as an exhibit in this subsection.

[CompanyName]
Training Plan

Project ID	Project Name	Preparer	Date	
[ProjectNumber]	[ProjectName]	[QualityManagerName]	September 25, 2016	

Training Title/ID	Training Description	When Required (date, milestone or event)	Planned Participants (Job Position/Organization)	Notes

[CompanyName]
Training Log

Project ID	Project Name				
[ProjectNumber]	[ProjectName]				

Training Title/ID	Training Date	Participant Name	Participant Signature	Trainer Signature Of Completion	Notes

I. Paint and Wallcovering 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 Quality Manager ensures that the information in customer contracts clearly defines customer expectations and that the necessary details are provided to set requirements for Paint and Wallcovering.

[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] Paint and Wallcovering activities comply with generally accepted good workmanship practices and industry standards.

Compliance with Industry Paint and Wallcovering Standards

Industry standards that may apply to this project include those listed below.

Description	Reference Standard No.	Reference Standard Title
Finishing Contractor Association	September 2015	The Interior Systems Guide: A comprehensive guide to finishing and decorating interior gypsum board surfaces
Painting and Decorating Contractors of America	PDCA P4	Responsibility for Inspection and Acceptance of Surfaces Prior to Painting and Decorating
Painting and Decorating Contractors of America	PDCA P6	Acceptance of Completed Wallcovering
Painting and Decorating Contractors of America	PDCA P8	Owner's Responsibility for Maintenance of Paints and Coatings
Painting and Decorating Contractors of America	PDCA P11	Painter's Caulk, Implied Requirements

Controlled Paint and Wallcovering Materials

Controlled Paint and Wallcovering materials include:

- Interior Paint, Sealers, and Primers
- Exterior Paint, Sealers, and Primers
- Wallcoverings
- Fillers, Caulks and Sealants

PAINT AND WALLCOVERING EQUIPMENT SPECIFICATIONS

The selection and use of equipment are controlled to assure the use of only correct and acceptable equipment on the project.

The Quality Manager determines specifications of required equipment that affect quality and the specifications of quality-controlled equipment.

When equipment is received, the Superintendent verifies that equipment is as specified.

CONTROLLED PAINT AND WALLCOVERING EQUIPMENT

Controlled Paint and Wallcovering equipment includes:

- Spray guns and systems
- Compressors
- Application hand tools including brushes, rollers, and squeegees
- Wet painting measuring devices
- Dry painting measuring devices

K. Work Task Quality Inspections

[CompanyName] identifies a list of work tasks that 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 Paint and Wallcovering 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.

Paint and Wallcovering 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.

Quality Controlled Painting and Wallcovering Tasks may include:

- Interior painting
  - Interior Paint Initial Field Assessment
  - Interior Pre-Paint Readiness Inspection
  - Interior Paint First Pass
  - Interior Paint Second Pass
  - Interior Paint Final Completion Inspection
- Exterior painting
  - Exterior paint Initial Field Assessment
  - Exterior Pre-Paint Readiness Inspection
  - Exterior paint First Pass
  - Exterior paint Second Pass

  - Exterior paint Final Completion Inspection
- Wallcovering installation
  - Wallcovering Initial Field Assessment
  - Wallcovering Readiness Inspection
  - Wallcovering Primer Application
  - Wallcovering Installation Inspection
  - Wallcovering Final Project Completion Inspection

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

Task-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.

Work in process quality inspections

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.

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.

Work Task completion quality 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.

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

[CompanyName]
Quality Controlled Work Task List

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

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

[CompanyName]
Daily Quality Control Report

Project ID	Project Name	Preparer*/Date
[ProjectNumber]	[ProjectName]	

* 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.

	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: ❑ No ❑ Yes, type and amount: _____

[CompanyName]
Painting and Coating Inspection Form

Project: Id# [ProjectNumber]	Project Name: [ProjectName]	Subcontractor and Supplier 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

YES	NO	*Heightened Awareness Checkpoints*
☐	☐	Painting / coating style// texture// and pattern approved by ARCHITECT
☐	☐	Painting / coating compatibility with substrate and application thickness approved by ENGINEER
☐	☐	Painting / coating is solid// smooth// and even thickness free of runs and drips
☐	☐	Surfaces are free of entrapped dust / particles// bubbles// and staining
☐	☐	Coatings applicable for the environment (wet// moist// dry)
☐	☐	Finished coating application free of voids// pin holes// and scratches
☐	☐	Coatings do not impede operation of sensors (light// fire// temperature// etc.)
☐	☐	Coatings applied in accordance with manufacturer's environmental recommendations
☐	☐	Coatings completely cured prior to placement in service
☐	☐	Compressed air used in spraying is free of moisture and oil

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)	
Quality Manager Sign and date*: Work task 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.

[CompanyName]
Work Task Inspection Form

Work Task :

Project: Id# [ProjectNumber]	Project Name: [ProjectName]	Subcontractor and Supplier 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

- ☐ [Insert items identified at project startup and preparatory meetings]
- ☐
- ☐
- ☐
- ☐

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)	
Quality Manager Sign and date*: Work task 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.

L. 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. If 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, Superintendent, 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 Superintendent 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 Superintendent 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 Superintendent identifies the limits of the affected area. The Superintendent 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 Superintendent or inspector records the nonconformances on a nonconformance report.

The Superintendent 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 assesses 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 Superintendent 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 Superintendent ensures that previously completed work is reinspected for similar nonconformances and corrective actions are taken to avert future occurrences.

Control of Corrective Actions

When a nonconformance is found, the Superintendent 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:

- Material specifications
- Personnel qualifications
- Subcontractor and Supplier qualifications
- Company standards
- Inspection processes

Corrective Action Training

The Superintendent initiates corrective action training to address quality nonconformances. Personnel and subcontractors and suppliers performing or inspecting work participate in the training.

Heightened awareness during quality inspections verifies and documents compliance with the corrective action improvement items. A qualified Superintendent inspects corrective actions during regular quality inspections and records observations on the quality inspection form.

The Superintendent notifies affected subcontractors and suppliers of selected preventive action training requirements.

The Superintendent evaluates the effectiveness of the improvements. The Quality Manager reviews improvement results recorded on quality inspection records and monthly field reviews. When the Quality Manager determines that the improvement actions are effective, the item is no longer treated as a preventive action.

NONCONFORMANCE PREVENTIVE ACTIONS

Fixing problems found during quality inspections is not sufficient. Systematic prevention of recurrences is essential for improving quality.

[CompanyName] makes changes to solve the problem. Solutions may involve a combination of enhanced process controls, training, upgrade personnel qualifications, improved processes, or use of higher-grade materials.

Follow-up ensures that a problem is completely resolved. If problems remain, the process is repeated.

[CompanyName]
Nonconformance Report

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:_____	

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