[CompanyName]

Industrial Painting and Coatings
Quality Assurance/Quality Control Plan

[ProjectName]
[ProjectNumber]

Management approval

This Quality Assurance/Quality Control Plan has been reviewed and approved.

Approved By: (Name / Title)	[PresidentName], President		
Signature:	*[PresidentName]*	Signature:	*[PresidentName]*
Version	1.0	Version	1.0

PROJECT-SPECIFIC QUALITY PLAN

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A. [COMPANYNAME] QUALITY POLICY

[CompanyName] is committed to quality. Our objective is to safely deliver 100 percent complete construction projects that meet all contract and customer expectations the first time, every time. Our commitment to quality means:

- Every [CompanyName] employee is responsible for fully implementing and complying with all provisions of the [CompanyName] quality system.
- Our quality standards meet or exceed all applicable regulations, codes, industry standards, and manufacturer specifications as well as with our customers' contract and individual requirements.
- We stand behind our work. We inspect every work task to assure conformance to the project requirements. Should problems be found, we correct them.
- We are always improving. All employees receive regular training to make systematic improvements to remove quality risks and enhance quality performance.

We conduct our work with dignity and respect for the customer, our subcontractor and supplier partners, and ourselves.

E. PERSONNEL QUALIFICATIONS

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

We train our employees in 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. Personnel Certification Requirements

PERSONNEL QUALIFICATION REQUIREMENTS

[CompanyName] assigns personnel based on their qualifications and the qualification requirements of the job.

PERSONNEL QUALIFICATION – INDUSTRIAL COATING CONSTRUCTION		
Description	**Reference Standard No.**	**Reference Standard Title**
Project Manager – Industrial Coating	5+ years managing industrial or marine coating projects; understanding of SSPC/AMPP, NACE, and project specifications.	OSHA 30-hour; hazard communication and lead awareness; basic coating and corrosion training.
Coating Superintendent / Foreman	5+ years supervisory experience in industrial or marine coating; strong understanding of surface preparation, application, and safety requirements.	OSHA 30-hour; respirator and fit testing; lead abatement or hazardous coatings training where applicable; fall protection training.
Blaster / Painter – Industrial	3–5+ years' experience in abrasive blasting and coating of steel; ability to follow procedures and use equipment safely.	Respirator use and fit testing; abrasive blasting and coating application training; hazardous coatings/lead training where applicable; OSHA 10-hour.
Coating Inspector	3–5+ years coating inspection experience; familiarity with SSPC/AMPP and ASTM inspection practices.	NACE/AMPP CIP Level 1 or higher (or equivalent); SSPC-PCI or similar;

		environmental and safety training; OSHA 10-hour.
Industrial Hygienist / Environmental Technician (as applicable)	Experience monitoring air quality, noise, and exposure levels; knowledge of regulatory requirements.	OSHA and industrial hygiene training; lead and hazardous materials awareness; sampling and monitoring methods training.
Helper / Laborer – Coating	Entry-level industrial painting or construction experience; ability to work safely around blasting and coating operations.	OSHA 10-hour or company safety orientation; hazard communication; PPE and respirator awareness.

TRAINING

We train our employees in 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 a record of both the training activity and the training participants.

G. 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.

INDUSTRY STANDARDS

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

The Quality Manager identifies supplemental requirements for industry standards that apply to a specific project when it is not otherwise specified by the contract, contract technical specifications, or approved drawings. Supplemental industry standards that may apply to this project include those listed below.

INDUSTRIAL COATINGS INDUSTRY STANDARDS		
Description	**Reference Standard No.**	**Reference Standard Title**
Procedures for coating inspection tasks and documentation	ASTM D3276	Standard Guide for Painting Inspectors (Metal Substrates)
Measurement of surface profile of blast-cleaned steel	ASTM D4417	Standard Test Methods for Field Measurement of Surface Profile of Blast Cleaned Steel
Evaluating cleanliness of compressed air for blasting	ASTM D4285	Standard Test Method for Indicating Oil or Water in Compressed Air
Measurement of dry film thickness of coating systems	SSPC-PA 2 and ASTM D7091	Procedure for Determining Conformance to Dry Coating Thickness Requirements / Standard Practice for Nondestructive Measurement of Dry Film Thickness of Nonmagnetic Coatings on Ferrous Metals and Nonconductive Coatings on Non-Ferrous Metals

Adhesion testing of coatings by tape test	ASTM D3359	Standard Test Methods for Rating Adhesion by Tape Test
Adhesion testing of coatings by pull-off method	ASTM D4541	Standard Test Method for Pull-Off Strength of Coatings Using Portable Adhesion Testers
Holiday (pin-hole) detection on nonconductive coatings over conductive substrates	ASTM D5162	Standard Practice for Discontinuity (Holiday) Testing of Nonconductive Protective Coating on Metallic Substrates
Determination of soluble salt contamination on steel surfaces	ISO 8502 series (e.g., ISO 8502-3, -6, -9) or project-specified methods	Preparation of Steel Substrates Before Application of Paint and Related Products – Tests for the Assessment of Surface Cleanliness
Environmental condition monitoring during coating work	ASTM D3276 and project specification	Guide for Painting Inspectors (Metal Substrates)
Visual assessment of blast-cleaned steel and coated surfaces	SSPC-VIS 1 / SSPC-VIS 2 / SSPC-VIS 3 / SSPC-VIS 4 (as applicable)	Visual Standards for Abrasive Blast Cleaned Steel and Coating Conditions

H. INSPECTION AND TEST PLAN

[CompanyName] identifies inspections and tests that will be performed during the project. A test report is completed for each test. The test reports are then used for monitoring compliance to the plan and tracking results.

If independent laboratories are required to perform tests or quality inspections, we ensure that the laboratories are certified by a nationally recognized testing accreditation organization as appropriate for the scope of the inspection or test.

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.

INDUSTRY INSPECTION AND TESTING STANDARDS

Inspection and testing standards that may apply to this project are listed on the table below.

INDUSTRIAL COATINGS INDUSTRY STANDARDS		
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Environmental condition monitoring during coating work	ASTM D3276 and project specification	Guide for Painting Inspectors (Metal Substrates)

Visual assessment of blast-cleaned steel and coated surfaces	SSPC-VIS 1 / SSPC-VIS 2 / SSPC-VIS 3 / SSPC-VIS 4 (as applicable)	Visual Standards for Abrasive Blast Cleaned Steel and Coating Conditions

CONTROL OF INSPECTION, MEASURING, AND TEST EQUIPMENT

Inspection, measuring, and test equipment that will be controlled, calibrated, and maintained.

The Quality Manager evaluates the project requirements and determines if there are measuring devices that require controls to assure quality results.

For each type of device, the Quality Manager identifies:

- Restrictions for selection
- Limitations on use.
- Calibration requirements including the frequency of calibration. All calibrations must be traceable to national measurement standards.

When a measurement device is found not to conform to operating tolerances, the Quality Manager validates the accuracy of previous measurements.

[CompanyName]
Testing Plan and Log

Project ID	Project Name	Notes
[ProjectNumber]	[ProjectName]	

Item	Specification Section	Applicable Standard	Inspection & Test Description	Test and Inspection Method	Frequency	Acceptance Criteria	Inspection/Test By	Unique QC Notes
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

J. Quality Control of Corrections, Repairs, 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 the 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.

[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:_____	

K. 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.

[CompanyName]
Punch List

Project ID	Project Name	Punch List Type
[ProjectNumber]	[ProjectName]	☐ Features of Work _____ ☐ Project Final Punch ☐ Pre-Final Customer Inspection ☐ 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

For More Information:

Visit our Online Store at:

www.firsttimequalityplans.com

or

Contact: First Time Quality

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