ASME Welding Contractor QA/QC Plan Sample

Selected pages (not a complete plan)

Part 1: Project-Specific Quality Plan
Part 3: Submittal Forms

Contact:
FirstTimeQuality
410-451-8006
## PROJECT-SPECIFIC WELDING QUALITY PLAN

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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 fabrication.

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

COMPLIANCE WITH INDUSTRY WELDING STANDARDS

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

<table>
<thead>
<tr>
<th>Division</th>
<th>Description</th>
<th>Reference Standard No.</th>
<th>Reference Standard Title</th>
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<td>5</td>
<td>Minimum spacings and edge distances for screws</td>
<td>AISI SG02-KIT</td>
<td>North American Specification for the Design of Cold-Formed Steel Structural Members</td>
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<td>5</td>
<td>Installation of bracing and permanent bracing and bridging</td>
<td>CFSEI</td>
<td>Field Installation Guide for Cold-Formed Steel Roof Trusses</td>
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<tr>
<td>5</td>
<td>Installation of chimneys, vents, and smokestacks</td>
<td>NFPA 211</td>
<td>Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances</td>
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<tr>
<td>5</td>
<td>Framing and reinforcing openings through a steel deck</td>
<td>SDI DDP</td>
<td>Deck Damage and Penetrations</td>
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<tr>
<td>5</td>
<td>Install high-strength bolts</td>
<td></td>
<td>RCSC’s “Specification for Structural Joints Using ASTM A 325 or A 490 Bolts”</td>
</tr>
<tr>
<td>5</td>
<td>Beveling, alignment, heat treatment, and inspection of weld</td>
<td>ASME B31.1</td>
<td>Power Piping</td>
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<tr>
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<td>Requirements for piping of fluids</td>
<td>ASME B31.3</td>
<td>Process Piping</td>
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PROJECT - SPECIFIC WELDING PROCEDURE STANDARDS

The Quality Manager approves welding procedures before they can be used to fabricate metal.
Form QW-483 Welding Procedure Qualification Record

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Procedure Qualification Record No.</th>
<th>Date</th>
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WPS No.  

**JOINTS (QW-402)**

Groove Design of Test Coupon  
(For combination qualifications, the deposited weld metal thickness shall be recorded for each filler metal and process used.)

<table>
<thead>
<tr>
<th>BASE METALS (QW-403)</th>
<th>POSTWELD HEAT TREATMENT (QW-407)</th>
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<tr>
<td>Material Spec.</td>
<td>Temperature</td>
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<tr>
<td>Type/Grade, or UNS Number</td>
<td>Time</td>
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<tr>
<td>P-No. _____ Group No. _____ to P-No. _____ Group No.</td>
<td>Other</td>
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<tr>
<td>Thickness of Test Coupon</td>
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<tr>
<td>Diameter of Test Coupon</td>
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<tr>
<td>Maximum Pass Thickness</td>
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<td>Other</td>
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<table>
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<th>FILLER METALS (QW-404)</th>
<th>POSTWELD HEAT TREATMENT (QW-407)</th>
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<tr>
<td>1</td>
<td>Temperature</td>
</tr>
<tr>
<td>2</td>
<td>Time</td>
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GAS (QW-408)  
Percent Composition (Mixture)  
Flow Rate

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<tr>
<th>Shielding</th>
<th>Trailing</th>
<th>Backing</th>
<th>Other</th>
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</table>

ELECTRICAL CHARACTERISTICS (QW-409)  
Current  
Polarity
Amps.  
Vols.
Tungsten Electrode Size
Mode of Metal Transfer for GMAW (FCAW)
Heat Input
Other

<table>
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<th>POSITION (QW-405)</th>
<th>TECHNIQUE (QW-410)</th>
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<tr>
<td></td>
<td>Travel Speed</td>
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<tr>
<td></td>
<td>String or Weave Bead</td>
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<td></td>
<td>Oscillation</td>
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<td></td>
<td>Multipass or Single Pass (Per Side)</td>
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<td></td>
<td>Single or Multiple Electrodes</td>
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<td>Other</td>
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<th>TECHNIQUE (QW-410)</th>
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<td>Travel Speed</td>
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<td>Oscillation</td>
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<td>Multipass or Single Pass (Per Side)</td>
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<td>Single or Multiple Electrodes</td>
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<td>Other</td>
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## Metals Material Receiving Inspection Report

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Project Name</th>
<th>P.O.#</th>
<th>Supplier</th>
<th>Receipt Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ProjectNumber]</td>
<td>[ProjectName]</td>
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<table>
<thead>
<tr>
<th>Type of Material (i.e., steel plate)</th>
<th>Material Description (nominal dimensions)</th>
<th>Heat Number/Serial Number/Markings</th>
<th>Condition / Damage</th>
<th>Color Code Marking</th>
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<thead>
<tr>
<th>Receiving Inspector Approval Signature / Date</th>
<th>Government Representative Name/Approval Date</th>
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- Material Receiving Inspection Passed
<table>
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<tr>
<th>SPECIFICATION SECTION AND PARAGRAPH NUMBER</th>
<th>SCHEDULE ACTIVITY ID</th>
<th>TEST REQUIRED</th>
<th>ACCREDITED/ APPROVED LAB YES /NO</th>
<th>SAMPLED BY</th>
<th>TESTED BY</th>
<th>LOCATION OF TEST ON/OFF SITE/SITE</th>
<th>DATE COMPLETED</th>
<th>DATE forwarded TO CUSTOMER</th>
<th>REMARKS</th>
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M. WORK TASK QUALITY INSPECTIONS

[CompanyName] identifies a list of work tasks which 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 fabrication 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.

Independent quality audits are conducted to verify that the task quality controls are operating effectively.

Fabrication 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.

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.
Form P-4A Welded Piping Inspection

FORM P-4A MANUFACTURER’S DATA REPORT FOR FABRICATED PIPING
As Required by the Provisions of the ASME Code Rules, Section I

1. Manufactured by ______________________ Order No. ______________________ P-4A ID No. ______________________
   (Name and address of manufacturer)

2. Manufactured for ______________________ Order No. ______________________
   (Name and address of purchaser)

3. Location of installation ______________________ Boiler Registration No. ______________________

4. Identification ______________________ Piping Registration No. ______________________
   (Main steam, boiler feed, blow-off, or other service piping — state which)

5. Design Conditions of Piping (Pressure) ______________________ (Temperature) ______________________
   Specified by ______________________ (Name of Co.)
   Code Design by ______________________

6. The chemical and physical properties of all piping meet the requirements of material specifications of the ASME BOILER AND PRESSURE VESSEL CODE. The construction and workmanship conform to Section I of the ASME BOILER AND PRESSURE VESSEL CODE ______________________ (Year).

   Addenda to ______________________ (if applicable), and Code Cases ______________________
   Numbers ______________________

7. Description of Piping (include material identifications by ASME specification or other recognized Code designation).

8. Shop Hydrostatic Test: ______________________

9. Remarks

CERTIFICATE OF SHOP COMPLIANCE

We certify the statement in this data report to be correct and that all details of design, material, construction, and workmanship of the described piping conform to Section I of the ASME BOILER AND PRESSURE VESSEL CODE.

Our Certificate of Authorization No. ______________________ to use the (A) or (FP) Designator ______________________ Expires ______________________

Date ______________________ Signed ______________________
   (Manufacturing Facility) / ______________________ (Authorized Representative)

CERTIFICATE OF SHOP INSPECTION

I, the undersigned, holding a valid commission issued by the National Board of Boiler and Pressure Vessel Inspectors and employed by ______________________ have inspected the piping described in this Manufacturer’s Data Report and state that, to the best of my knowledge and belief, the manufacturer has constructed this piping in accordance with the applicable sections of the ASME BOILER AND PRESSURE VESSEL CODE.

By signing this certificate, neither the Inspector nor his employer makes any warranty, expressed or implied, concerning the piping described in this Manufacturer’s Data Report. Furthermore, neither the Inspector nor his employer shall be liable in any manner for any personal injury or property damage or a loss of any kind arising from or connected with this inspection.

Date ______________________
   (National Board Commission Number and Endorsement)

[Signature] ______________________
   (Authorized Inspector)

Commission ______________________

[Signature] ______________________
   (Authorizing Inspector)

[Signature] ______________________
   (Authorizing Inspector)
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7. PROCESS CONTROLS

HOW WORK IS CARRIED OUT

7.1. OVERVIEW

The fabrication process plan defines how project work is to be done and approved for the overall project. The fabrication process plan is communicated to all key personnel, subcontractors and suppliers in a startup meeting. As the project proceeds, work task plans provide additional details of how each individual work task is carried out. Work tasks planning meetings are used to communicate expectations of the work task plan to key personnel responsible for carrying out the work task.

7.2. PROJECT STARTUP AND QUALITY CONTROL COORDINATION MEETING

Prior to the commencement of work, the Project Manager holds a meeting to discuss and coordinate how project work will be performed and controlled. Key personnel from [Company Name], subcontractors and suppliers meet to review expectations for project quality results as well as quality assurance and quality control policies and procedures including:

- Key requirements of the project
- The Project Quality Assurance/Quality Control Plan
- Required quality inspections and tests
- The project submittal schedule
- Quality policies and heightened awareness of critical quality requirements
- Project organization chart and job responsibilities
- Methods of communication and contact information
- Location of project documents and records

7.3. PREPARATORY PROJECT QUALITY ASSURANCE/QUALITY CONTROL PLAN PLANNING

7.3.1. WORK TASK REQUIREMENTS REVIEW

In preparation for the start of an upcoming work task, the Superintendent reviews an integrated and coordinated set of documents that collectively define quality requirements for the work task including:

- Objectives and acceptance criteria of the work task
- Quality standards that apply to the work task
- Work instructions, process steps, and product installation instructions that apply to the work task
- Shop drawings
- Submittals
- Tools and equipment necessary to perform the work
- License, certification, or other qualification requirements of personnel assigned to work
- Required records of the process and resulting product
- The subcontractor contracted to perform the work, if applicable
- Customer contract requirements
- Required quality inspections and tests
- Method for clearly marking nonconformances to prevent inadvertent use
- Location of quality system records and documents
- Personnel training
7.3.2. **PREPARATORY SITE INSPECTION**

The Superintendent also 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 work task to begin
- Identifies potential problems

7.3.3. **WORK TASK PREPARATORY QUALITY PLANNING MEETINGS**

Prior to the start of a work task, the Superintendent conducts a meeting with key company, subcontractor personnel responsible for carrying out, supervising, or inspecting the work, and interested customer representatives.

During the meeting, the Superintendent communicates the work task quality requirements and reinforces heightened awareness for critical requirements. Topics for a work task quality plan meeting include:

- Conflicts that need resolution
- Required quality documents and a verification of availability to personnel carrying out, supervising, or inspecting the work task
- Record keeping requirements and the availability of necessary forms
- Review methods and sequences of installation
- Special details and conditions
- Standards of workmanship
- Heightened awareness of critical quality requirements
- Quality risks
- Work tasks quality inspection form

7.4. **WEEKLY QUALITY PLANNING AND COORDINATION MEETINGS**

The Superintendent conducts a meeting with key company, subcontractor and supplier personnel responsible for carrying out, supervising, or inspecting the work, and interested customer representatives.
9. NONCONFORMANCES AND CORRECTIVE ACTIONS

9.1. OVERVIEW

Should a nonconformance be identified by an inspection there is a systematic method to control the item, correct it, and ensure that project quality is not adversely impacted by the event.

A nonconformance is any item that does not meet project specifications or [Company Name] Quality System requirements.

9.2. NONCONFORMANCES

9.2.1. 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.

9.2.2. 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.

9.2.3. NONCONFORMANCE REPORT

9.2.3.1. 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.

9.2.3.2. QUALITY MANAGER DISPOSITION OF NONCONFORMANCE REPORTS

When the Quality Manager receives a Nonconformance Report, he or she makes an assessment of the affect the reported nonconformance has on form, fit, and function. The Quality Manager may assign a disposition of either:
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
# Nonconformance Report

**[CompanyName][CompanySuffix]**

**Nonconformance Report**

Version 20131125

<table>
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<tr>
<th>Nonconformance Report Control ID</th>
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<th>Project Name</th>
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<th>Preparer Signature/ Submit Date</th>
<th>Quality Manager Signature / Disposition Date</th>
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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: ________________________________