



Fencing & Exterior Improvements Essentials QA/QC Plan Sample

Good for smaller projects and bid qualifications

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

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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.

[CompanyName] Work Task Inspection Form Version 20140623		
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	
* 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.		

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. In the event that 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.

<div style="text-align: center;"> [CompanyName] Nonconformance Report <small>Version 20140623</small> </div>		
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	<input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Rework <input type="checkbox"/> UseAs-is	
	Approval of disposition required by customer representative? Yes <input type="checkbox"/> No <input type="checkbox"/> Customer approval signature /date: _____	
Corrective Actions	<input type="checkbox"/> Corrective actions completed Name/Date: _____ Customer acceptance of corrective actions required? Yes <input type="checkbox"/> No <input type="checkbox"/> Name/Date: _____	
Preventive Actions		
	<input type="checkbox"/> Preventive actions completed Name/Date: _____	

LIST OF INCLUDED INSPECTION FORMS FOR FENCING & EXTERIOR IMPROVEMENTS

From CSI Divisions

- Exterior Improvements – 32

Forms:

- Base Courses
- Curbs// Gutters// Sidewalks// and Driveways
- Fences and Gates
- Flexible Paving
- Irrigation
- Planting
- Retaining Walls
- Rigid Paving

Selected Pages

Exterior Improvements - Fences and Gates 32.31.00

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

- ☐ ☐ Posts installed plumb and true
- ☐ ☐ End// corner// and pull posts firmly anchored and supported
- ☐ ☐ Fabric and tension wires tight// secure// and of proper gage
- ☐ ☐ Fabric in continuous lengths between stretch bars
- ☐ ☐ Wire ties/hog rings are same material as fencing fabric
- ☐ ☐ Salvage treatments (knuckled vs. twisted and barbed) as per specifications
- ☐ ☐ Mesh coatings continuous and intact
- ☐ ☐ Gates installed plumb// level// and secure
- ☐ ☐ Gates swing/move freely and without binding
- ☐ ☐ Gate operators firmly mounted and grounded
- ☐ ☐ Fence rails placed parallel with the finished grade

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

5 = 100% NO problems

4 = 1 minor problems

3 = Hotspot or 2-3 minor

2 = 6+ or major problems

1 = Excessive problems

On-Time Score

5 = On Time

4 = Late

3 = Late by 1 day

2 = Late by 2 days

1 = Late more than 2 days

Safety Score

5 = 100% NO problems

4 = 1 minor problem

3 = Hotspot or 2-3 minor

2 = 4+ or major problem

1 = Injury

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Exterior Improvements - Retaining Walls 32.32.00

Project:	Phase:	Contract#:	Subcontractor:	Crew:
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<p><u>Compliance Verification</u></p> <ul style="list-style-type: none"> <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 Task completion inspection requirements <input type="checkbox"/> Compliance with inspection and test plan <input type="checkbox"/> Compliance with safety policies and procedures <p>Reported Nonconformances and incomplete items:</p>	<table border="0" style="width:100%;"> <tr> <td style="width:10%;">FTQ</td> <td style="width:10%;">2TQ</td> <td><u>Heightened Awareness Checkpoints</u></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Wall foundation extends below frost line</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Drainage aggregate / layer installed behind wall</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Weep holes protected from soil blockage and angled downward</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Toe drain day-lighted</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Backfill free of organic matter// trash// and debris</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Wall block units and Gabions installed with staggered joints (bricklayer pattern)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Geogrid / geotextile reinforcement installed</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Wall block units have a consistent face color// texture// and appearance</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Gabion cages individually wired shut and wired to adjoining cages</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Block Units// Timbers// Cribbing// Gabions// etc. placed tight// level// and secure</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Wall foundation extends below frost line</td> </tr> </table>	FTQ	2TQ	<u>Heightened Awareness Checkpoints</u>	<input type="checkbox"/>	<input type="checkbox"/>	Wall foundation extends below frost line	<input type="checkbox"/>	<input type="checkbox"/>	Drainage aggregate / layer installed behind wall	<input type="checkbox"/>	<input type="checkbox"/>	Weep holes protected from soil blockage and angled downward	<input type="checkbox"/>	<input type="checkbox"/>	Toe drain day-lighted	<input type="checkbox"/>	<input type="checkbox"/>	Backfill free of organic matter// trash// and debris	<input type="checkbox"/>	<input type="checkbox"/>	Wall block units and Gabions installed with staggered joints (bricklayer pattern)	<input type="checkbox"/>	<input type="checkbox"/>	Geogrid / geotextile reinforcement installed	<input type="checkbox"/>	<input type="checkbox"/>	Wall block units have a consistent face color// texture// and appearance	<input type="checkbox"/>	<input type="checkbox"/>	Gabion cages individually wired shut and wired to adjoining cages	<input type="checkbox"/>	<input type="checkbox"/>	Block Units// Timbers// Cribbing// Gabions// etc. placed tight// level// and secure	<input type="checkbox"/>	<input type="checkbox"/>	Wall foundation extends below frost line
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Field Mgmt. -91.45.01

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**For More Information:
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