



Construction Contractor QA/QC Plan Sample

Selected pages (not a complete plan)

Part 1: Project-Specific Quality Plan

Part 2: Quality Manual

Part 3: Submittal Forms

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PROJECT-SPECIFIC DESIGN QUALITY PLAN

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B. KEY ELEMENTS OF THE DESIGN QUALITY PLAN

Key elements of the [CompanyName] Design 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 DQC Manager, Design Engineer, and Project Design 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 design 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 Design 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.

Design Reviews. [CompanyName] ensures that designs we prepare fulfill the intended goals of all stakeholders. We:

- Ensure that designs have well defined expectations, are clearly understood, and the necessary details are provided.
- Involve stakeholders for input and feedback from stakeholders at planned milestones throughout the design process and systematically incorporate their input into the design process.
- Plan out each step in the design process and use it to control activities, persons responsible, and deliverables.

- Ensure that completed designs meet regulatory requirements and customer expectations.

Design Controls. [CompanyName] ensures that designs we prepare fulfill the intended goals of all stakeholders. We:

- Ensure that designs have well defined expectations, are clearly understood, and the necessary details are provided.
- Involve stakeholders for input and feedback from stakeholders at planned milestones throughout the design process and systematically incorporate their input into the design process.
- Plan out each step in the design process and use it to control activities, persons responsible, and deliverables.
- Ensure that completed designs meet regulatory requirements and customer expectations.

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I. DESIGN REVIEW PROCESS

Design design controls are in place to assure the quality of design designs for this project.

A design plan is used to document the design control process. The Design Plan is included as an exhibit in this subsection.

Intermediate reviews will be carried out as indicated on the design control plan. The last review is the design output review.

A record of all reviews will be recorded on the Design Review form. A Design Review form exhibit is included in this subsection.

The President has appointed [DesignerRecordName] as the Designer of Record. [DesignerRecordName] will control the design process with specific quality responsibilities, duties, and the authority to carry them out.

DESIGN REVIEWS

The DQC Manager holds review meetings with interested parties at key design milestones. The DQC Manager identifies the key design milestones, the design output required for the review, and a list of reviewers.

Two design reviews are required: one is an input design review and the other is the final design review. The DQC Manager identifies other design reviews necessary to ensure a quality result. Design reviews may be specified at the completion of design work tasks, site assessments, preliminary engineering, preliminary design, percentage completion stages, and on a calendar schedule.

The DQC Manager identifies customer and company reviewers appropriate for each design milestone. Reviewers may include persons that have a stake in any of the following: quality, safety, constructability, scheduling, maintenance, purchasing, estimating, or cost control.

At each review, the DQC Manager reviews reviewer recommendations for amendments to the design specifications. The DQC Manager submits selected design amendments for customer approval. Customer approved design amendments are design requirements.

DESIGN OUTPUT REVIEWS

The DQC Manager ensures that design output documents are verified by qualified personnel independent of the person performing the work. The person responsible must verify:

- The completed design meets requirements specified by the design input
- The completed design meets approved design amendments
- Engineering calculations are correct
- Completeness of records per the Design Project Design Quality Control Plan including inputs, reviews, communications, and verification activities.

DESIGN REVIEW PLAN

The DQC Manager prepares a project-specific design review plan that includes:

**[CompanyName]
Project Design Review Plan**

Version 20140629

Project ID	Project Name	Preparer	Date		
[ProjectNumber]	[ProjectName]				
Design Appointments					
Designer of Record					
Designer(s)					
Design QC Reviewer					
Design Review Milestones					
	Ref#	Work Task	Output required for review	Scheduled date/milestone	Review participants
Design Input Review					
Work in Process Review:					
Work in Process Review:					
Final Design Review:					

J. DESIGN INSPECTION AND TEST PLAN

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.

CALIBRATION OF INSPECTION, MEASURING, AND TEST EQUIPMENT

The DQC Manager determines inspection, measuring, and test equipment that will be controlled, calibrated, and maintained.

Records of calibrations will be maintained including calibration certificates documenting of traceability to national standards.

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**[CompanyName]
Quality Inspection and Test Plan**

Project ID			Project Name						CONTRACTOR			
[ProjectNumber]			[ProjectName]						[CompanyName]			
SPECIFICATION SECTION AND PARAGRAPH NUMBER		SCHEDULE ACTIVITY ID	TEST REQUIRED	ACCREDITED/ APPROVED LAB YES /NO		SAMPLED BY	TESTED BY	LOCATION OF TEST ON/OFF SITE/SITE		DATE COMPLETED	DATE FORWARDED TO CUSTOMER	REMARKS

K. 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.

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 DQC Manager identifies each Task that is a phase of design 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.

Design 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.

TASK-READY INSPECTIONS

For each work task, the Design Engineer 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 Design Engineer or a qualified inspector performs an initial work in process inspection when the first representative portion of a work activity is completed.

The Design Engineer 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 DQC 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.

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<div style="text-align: center;"> [CompanyName][CompanySuffix] Nonconformance Report <small>Version 20131125</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"/> Use As-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: _____	

Industry-Specific Information Available by Division		
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04 Masonry	09 Finishes	28 Electronic Safety and Security
05 Metals	21 Fire Suppression	31 Earthwork
06 Wood Plastic Composite	22 Plumbing	32 Exterior Improvements
07 Thermal and Moisture Protection	23 HVAC	33 Utilities
	26 Electrical	



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