

[CompanyName]

Contractor Quality Control Plan

[ProjectName]

[ProjectNumber]

Management acceptance

This Contractor Quality Control Plan has been reviewed and accepted.

Endorsed By: (Name / Title)	[QualityManagerName], Quality Manager		
Signature:	[QualityManagerName]	Date:	[Date]
Version	1.0	Notes	Initial Issue

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CONTRACTOR QUALITY CONTROL PLAN

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A. MANAGEMENT ACCEPTANCE AND APPROVALS

This Contractor Quality Control Plan was prepared in accordance with the contract specifications and requirements of the [CompanyName] Quality Management System and is approved by:

Plan Preparer

This [CompanyName] Project Quality Control Plan was prepared in accordance with the contract specifications and requirements of the [CompanyName] quality system and approved by:

[QualityManagerName] / [Date]

[QualityManagerName], Quality Manager /Date

Approval by Company Officer

This [CompanyName] Project Quality Control Plan is approved by:

[SeniorManagerName] / [Date]

[SeniorManagerName] Senior Manager /Date

Plan Concurrence

[CompanyName] Project Quality Control Plan concurrence by:

[ProjectManagerName] / [Date]

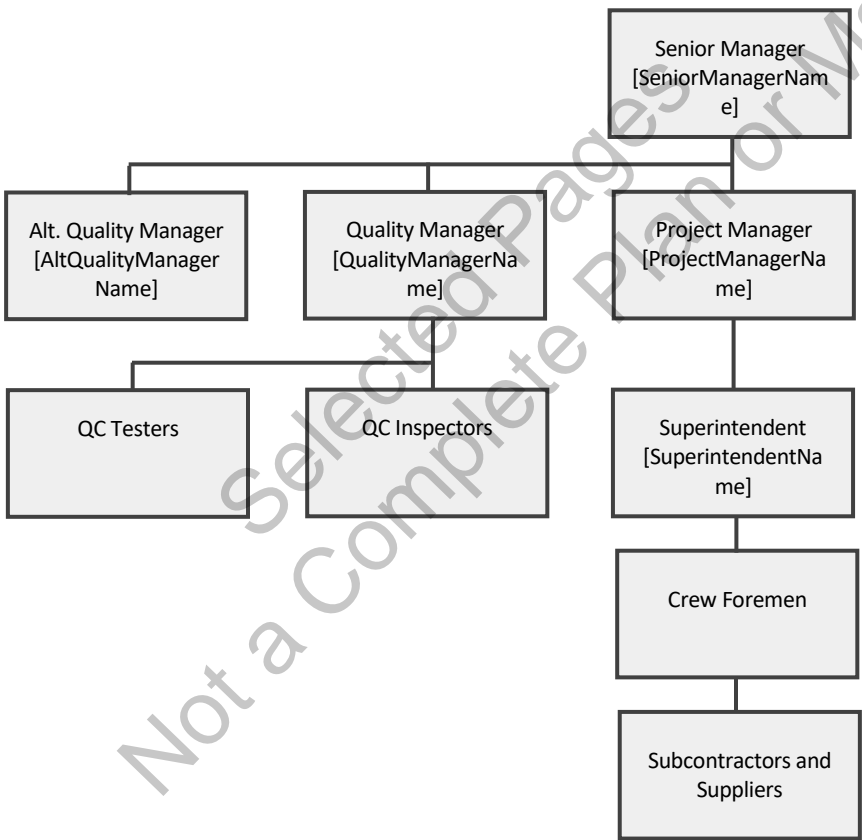
[ProjectManagerName], Project Manager /Date

C. QUALITY CONTROL PERSONNEL AND QUALIFICATIONS

QUALITY CONTROL ORGANIZATION CHART

The Project QC Organization Chart defines the QC structure and clearly illustrates reporting relationships, lines of authority, and communication. . Figure C-1 shows the QC Organization Chart for this project.

Figure C-1



D. QUALITY CONTROL PLAN AND PROCEDURES

QUALITY CONTROL PROCEDURES OVERVIEW

This section describes detailed quality control processes and procedures for inspection, testing, and management of quality activities.

PHASES OF CONTROL

PREPARATORY PHASE

- Conduct preparatory meetings before each major work activity
- Review contract requirements, drawings, specifications, and applicable submittals
- Verify readiness of equipment, materials, and personnel
- Identify and document potential quality control issues

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PRODUCTION PHASE

- Continuous inspections and testing during work activities
- Ensure adherence to contract specifications
- Identify and promptly correct deficiencies
- Maintain detailed daily inspection and test records

COORDINATION AND COMMUNICATION

[CompanyName] has regular, planned communications with customers, subcontractors, and suppliers to coordinate quality expectations, priorities, activities, and improvements.

The process begins when we hold a project startup meeting where we discuss how quality of the

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interested customer representatives. We review quality requirements, coordinate quality inspections, and hold points. In the process, we listen to each stakeholder to understand their concerns for critical details. We add critical details to inspection checklists. We also train production personnel in these details in weekly and toolbox talk meetings.

E. DOCUMENTATION AND REPORTING

All Quality Control documentation, forms, logs, and reporting mechanisms essential for demonstrating compliance with FP-14 Section 153 are centrally maintained and clearly organized within the appendices of this Quality Control Plan.

Each form or log used throughout the Quality Control processes is listed below, along with its specific appendix location and brief usage description:

Form/Log ID	Form/Log Title	Appendix Location	Description and Usage
QC-01	Preparatory Phase Checklist	Appendix A	Verification of readiness prior to commencing work tasks
QC-02	Start-up Phase Checklist	Appendix A	Verification of initial task execution quality
QC-03	Production Phase Checklist	Appendix A	Routine inspections during work task execution
QC-04	Daily QC Report	Appendix B	Daily documentation of QC activities and outcomes
QC-05	Inspector's Daily Record of Construction Operations (FHWA Form 1413)	Appendix B	Comprehensive daily log of all construction activities
QC-06	Notification of Completion of Work	Appendix B	Official documentation of task or milestone completion
QC-07	Project Startup Meeting Form	Appendix B	Documentation of initial project kickoff meeting and quality planning
QC-08	Work Task Quality Management Planning Meeting Form	Appendix B	Documentation of preparatory meetings and task-specific quality discussions
QC-09	Testing & Inspection Control Chart	Appendix C	Continuous monitoring of quality testing results
QC-10	Testing Agency Test and Inspection Report	Appendix C	Formal report documenting testing and inspections
QC-11	Test Equipment Calibration Log	Appendix C	Record of calibration and certification status for test equipment
QC-12	Nonconformance Report	Appendix D	Identification and handling of nonconforming items
QC-13	Nonconformance Report Control Log	Appendix D	Tracking and status update for nonconformances
QC-14	Qualified QC Inspector List	Appendix E	Documentation of inspectors qualified to perform QC tasks
QC-15	Personnel Qualifications & Appointment Letters	Appendix E	Verification of QC personnel qualifications and appointments
QC-01	Preparatory Phase Checklist	Appendix A	Verification of readiness prior to commencing work tasks

F. QUALITY CONTROL SAMPLING AND TESTING

The Quality Inspection and Test Plan lists inspections and tests that will be performed on this project. The Quality Inspection and Test Plan is included in Appendix C.

Results of inspections and tests will be recorded as follows:

- Task inspection results will be recorded on the Task Inspection Form.
- Test results will be recorded on the Inspection and Test Form.
- Daily inspections of work in process will be recorded on the Daily Quality Control Report.

REQUIRED SAMPLING AND TESTING

Sampling and testing will be provided as listed in Table 153-1, included Appendix C.

PREPARATION OF INSPECTION AND TEST PLAN

The Quality Manager prepares quality inspection and test plans for a project that identifies:

- Each required quality inspection and/or test
- Inspection and test specifications for each required quality inspection or test
- Hold points for customer quality inspection
- Specification requirements for each quality inspection and test

SAMPLE LABELING

All samples will be labeled with the following information:

- Project number
- Source of material
- Pav item number

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- Type of test required on sample.

RECORDS OF QUALITY CONTROL TEST RESULTS

Results of each test will be recoded. The record will include all the sample labeling information listed above.

INSPECTION AND TEST STATUS

The status of each quality control inspection or test is clearly marked by tape, tag, or other easily observable signal to ensure that only items that pass quality inspections is accepted.

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CERTIFICATIONS, RECORD KEEPING AND CONTROL CHARTS

The Quality Manager ensures that all types of materials, equipment, and work that affect quality are identified and controlled and will perform or have a qualified person perform the following:

CERTIFICATIONS

- Obtain, review, and verify certifications for all materials and work items as required by FP-14
- Maintain organized records of certifications readily accessible for review
- Submit certifications promptly upon request

RECORD KEEPING

- Maintain comprehensive records of daily inspections, testing activities, certifications,

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CONTROL CHARTS

- Maintain detailed control charts for tracking the variability of test results
- Clearly mark upper and lower specification limits and test results
- Regularly review and update charts to reflect current project conditions and testing outcomes
- Use control charts proactively to identify and address quality issues

APPENDIX A: QC CHECKLISTS

[CompanyName] Preparatory Phase Inspection Checklist			
Project: Id# [ProjectNumber]	Project Name: [ProjectName]	Subcontractor and Supplier Company ID/Name:	
Location/Area:	Reference drawing version #:	Crew ID/Name	
Checkpoints/Inspection Items	Pass	Fail	N/A
Contract drawings and specifications reviewed and available at site			
All required permits obtained and on-site			
Submittals and shop drawings approved and available			
Material certifications received and verified compliant			
Test reports and/or samples verified as compliant			
Equipment and tools checked, calibrated, and ready for use			
Site conditions meet requirements for starting work			
Weather and environmental conditions suitable			
Required safety measures and equipment in place			
Work procedures reviewed, understood by field personnel			
Qualified personnel assigned and present on-site			
Quality control testing procedures defined and understood			
Communication and coordination plan reviewed and understood			
Hold-points identified and communicated to all stakeholders			
Special conditions or customer requirements reviewed			
Production Notes:			
Reported Nonconformances:			
Verification of Work Task Completion (sign and date)			
Inspector Name		Date of Inspection:	

US DEPARTMENT OF TRANSPORTATION Federal Highway Administration INSPECTOR'S DAILY RECORD OF CONSTRUCTION OPERATIONS		Description and Location of Work A _____ B _____ C _____ D _____ E _____ F _____ G _____ H _____ I _____ J _____											
Project _____ Contractor/Subcontractor _____ Date _____ Shift _____ To _____ Weather/Temp. _____													
NO.	LABOR CLASSIFICATION	A	B	C	D	E	F	G	H	I	J	TOTAL WORK TIME	
		PRODUCTION TIME (Work Hours)											

FHWA 1413.WFF

It is hereby certified that the information contained in this record is accurate, and that all work documented herein complies with the requirements of the contract. Any exceptions to this certification are documented as a part of this record.

DESCRIPTION	LOCATION - STATIONS	QTY.	RE

WFLHD 470

Notification of Completion of Work

Date/Time: _____

Project: _____

Item Number: _____ Item Description: _____

Location: _____

I certify that the work identified above has been completed according to the contract requirements and checked for compliance. I further certify that I am qualified and designated, in writing, to perform this Quality Control/Assurance function on this project.

Name (printed)

Signature

Remarks:

[FHWA use below line]

If box one or two is checked, the contractor can proceed immediately with the next phase of work.

Received by: _____ (name: signature/print) _____ (date/time)

- ☐ 1. This work will not be inspected.
- ☐ 2. This work was inspected and no deficiencies were found.
- ☐ 3. This work was inspected and deficiencies were found as noted below. The contractor must resubmit a WFLHD 470 upon correction of this work.
- ☐ 4. This work was inspected and deficiencies were found as noted below. The contractor can proceed with the next phase of work as noted below.

Remarks:

Completed by: _____ (name: signature/print) _____ (date/time)

Returned to Contractor by: _____ (name: signature/print) _____ (date/time)

[CompanyName] Quality Inspection and Test Plan

Project ID	Project Name	CONTRACTOR
[ProjectNumber]	[ProjectName]	[CompanyName]

[illegible]