



Road Construction QA/QC Manual Sample

Selected pages (not a complete plan)

- Quality Manual
- Reporting Forms
- Inspection Forms

Contact:
Ed Caldeira
410-451-8006

[CompanyName]

Road Construction

Quality Manual

Operating Policies of the [CompanyName] Quality System

Version: 20150126

Approval Signature and Date: _____

President/ Date

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QUALITY MANUAL

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5. PROJECT-SPECIFIC QUALITY STANDARDS

APPLICABLE REGULATIONS, INDUSTRY, and COMPANY STANDARDS

5.1. OVERVIEW

[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.

5.2. REGULATORY CODES

All [CompanyName] construction activities comply with the relevant regulations. The Quality Manager identifies regulatory requirements applicable to the jurisdictions served, including:

- Applicable Federal regulations
- Applicable State regulations
- Applicable building codes and local addenda to building codes
- Applicable Fire Code
- Applicable Fuel and Gas Code
- Applicable Mechanical Code
- Applicable Plumbing Code
- Additional regulations specified by the customer contract

The Quality Manager identifies regulatory requirements that apply to a specific project on the Project Quality Assurance/Quality Control Plan.

The Superintendent had jobsite access to relevant codes and government regulations.

5.3. INDUSTRY QUALITY 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 on the Project Quality Assurance/Quality Control Plan when it is not otherwise specified by the contract, contract technical specifications, or approved drawings.

Regulatory Codes and Industry Standards

Division	Description	Reference Standard No.	Reference Standard Title
31	Bedding for buried piping	AWWA C600	Installation of Ductile-Iron Water Mains and Their Appurtenances
31	Welding lengths of pipe together for bore holes	AWS D1.1/D1.1M	Structural Welding Code - Steel
31	Geotextile storing and handling	ASTM D 4873	Identification, Storage, and Handling of Geosynthetic Rolls and Samples
31	Shoring installation	EM 385-1-1	Safety and Health Requirements Manual
31	Precast prestressed concrete pile installation	PCI JR-382	Recommended Practice for Design, Manufacture and Installation of Prestressed Concrete Piling
31	Drilled shaft foundation installation	ACI 336.1	Specification for the Construction of Drilled Piers
32	Storage of bituminous paving mixtures	AASHTO M 156	Standard Specification for Requirements for Mixing Plants for Hot-Mixed, Hot-Laid Bituminous Paving Mixtures

5.4. MATERIAL AND EQUIPMENT SPECIFICATIONS

The Quality Manager ensures that all types of materials and equipment that affect quality are identified and controlled.

The Quality Manager evaluates the expected use of materials and equipment and identifies types of materials and equipment that may affect project quality. For each item, the Quality Manager sets specifications for their intended use, including:

- Compliance to contract requirements
- Compliance to code and industry standards and listing requirements
- Structural integrity
- Performance
- Durability
- Appearance
- Product identification for traceability.

The Quality Manager identifies controlled material and equipment that apply to the project.

The Quality Manager ensures that purchase orders for listed materials and equipment include the relevant specifications as specified in section 6.7 Purchase Order Requirements.

Only approved materials are used in the construction process.

5.5. WORK PROCESS SPECIFICATIONS

The Quality Manager ensures that work processes are controlled to ensure that the specified requirements are met. When appropriate, the Quality Manager will specify project quality standards for work processes that may include:

- References to documented procedures such as manufacturer's installation instructions
- Procedures for carrying out process steps

- Methods to monitor and control processes and characteristics
- Acceptability criteria for workmanship
- Tools, techniques and methods to be used to achieve the specified requirements.

5.6. CONTROLLED MATERIAL IDENTIFICATION AND TRACEABILITY

The Quality Manager determines types of project materials that require quality controls.

For each type of quality controlled material, the Quality Manager determines lot control traceability requirements, if any, and specifies the means of lot identification. Identification methods may include physical labels, tags, markings and/or attached certification documents.

When lot controlled materials are received, the Superintendent verifies that materials have the specified lot identifications.

The Superintendent maintains lot identification at all production phases from receipt, through production, installation, or assembly, to final completion. Acceptable methods for preserving lot identification include physically preserving observable lot identifications, recording the lot identification on a work task quality inspection form or other work record, or collecting the physical lot identifier as a record along with supplemented with location.

If lot controlled materials are without lot identification, the Superintendent deems the materials as nonconforming and segregates them and/or clearly marks them to prevent inadvertent use. The Superintendent treats the material according to the company policy for nonconformances. Only the Quality Manager can re-identify or re-certify the materials.

5.7. MEASURING DEVICE CONTROL AND CALIBRATION

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.

5.8. [COMPANYNAME] QUALITY STANDARDS

[CompanyName] quality standards supplement contract requirements when they are necessary to ensure quality.

The Quality Manager identifies supplemental requirements for [CompanyName] Quality standards that apply to a specific project on the Project Quality Assurance/Quality Control Plan.

When [CompanyName] quality standards differ from industry standards or product manufacturer instructions, the Quality Manager justifies that the standard reliably achieves quality results and then documents the justification.

All [CompanyName] construction activities conform to the company quality standards.

5.9. APPLICATION OF MULTIPLE SOURCES OF SPECIFICATIONS

Should multiple sources of specifications apply to a work task, the higher level of specification applies.

When there are equal levels of specifications that conflict, the specifications are applied in this order:

- Submittals approved by the customer
- Contract technical specifications
- Contract drawings
- Government regulations that exceed requirements of items below
- [CompanyName] quality specifications, including subcontract specifications
- [CompanyName] Quality Manual
- Product installation instructions
- Industry standards
- Generally accepted practices

Should multiple sources of conflicting specifications apply to a project, the Quality Manager defines the standards that apply to the specific project on the Project Quality Assurance/Quality Control Plan.

Select Pages

6. PROJECT PURCHASING

SPECIFY and VERIFY Subcontractor and Supplier QUALITY CAPABILITIES

6.1. OVERVIEW

[CompanyName] verifies the qualifications of subcontractors and suppliers to ensure that they are capable of completely carrying out their assigned responsibilities. Quality requirements are defined, verified, and documented before they are approved for a project.

6.2. QUALIFICATION OF OUTSIDE ORGANIZATIONS AND COMPANY DEPARTMENTS

The Quality Manager qualifies outside organization and company work department capabilities to ensure that they are capable of completely carrying out their assigned quality responsibilities before approving and signing the contract, purchase order, or work order.

Subcontractors and suppliers must meet all Quality System requirements by either 1) working under the [CompanyName] Quality System or 2) operating their own quality program as long as it meets [CompanyName] Quality System requirements.

6.2.1.1. REQUIRED CREDENTIALS

The Quality Manager defines quality-related credentials for each project work task that affects quality including required:

- Organization and personnel licenses
- Personnel training
- Organization and personnel certifications
- Organization and personnel experience

6.2.1.1.1. INDEPENDENT LABORATORY CREDENTIAL REQUIREMENTS

Independent laboratories performing tests or quality inspections have additional requirements for certification by a nationally recognized testing accreditation organization as appropriate for the scope of the inspection or test:

- NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7.
- NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program.
- The American Association of State Highway and Transportation Officials (AASHTO)
- International Accreditation Services, Inc. (IAS)
- U. S. Army Corps of Engineers Materials Testing Center (MTC)
- American Association for Laboratory Accreditation (A2LA) program

6.2.1.2. REQUIRED CAPABILITIES

- Senior person designated as Quality Manager
- Knowledge of Company quality standards
- Demonstrated capability to complete work to Company quality standards
- Demonstrated skills, knowledge, and experience
- Effective self-inspection process
- Access to codes, standards and product instructions

- Equipment availability
- Production capacity
- Demonstrated results

For critical components, the Quality Manager determines if a source quality inspection is necessary to validate supplier quality and delivery capabilities.

6.2.1.3. SUBCONTRACTORS AND SUPPLIERS AND COMPANY DEPARTMENT QUALIFICATION ASSESSMENTS

When the qualification assessment identifies minor nonconformances to the subcontract requirements, the Quality Manager may approve a provisional subcontract. The provisional subcontract supplements the subcontract with requirements for actions that address correction of the nonconformances. All nonconformances must be corrected before work in the affected area begins.

6.3. QUALITY RESPONSIBILITIES OF KEY SUBCONTRACTOR AND SUPPLIER PERSONNEL

A subcontractor senior officer is required to appoint a Subcontractor QC Manager and Superintendent to the project with specific quality responsibilities and authorities.

6.3.1. SUBCONTRACTOR QC MANAGER: QUALITY DUTIES, RESPONSIBILITIES, AND AUTHORITY

The Subcontractor QC Manager is responsible for ensuring effectiveness of the Subcontractor QC Plan for the project. Regardless of other duties, the Subcontractor QC Manager is responsible for:

- Planning and fully implementing project quality controls required by the [CompanyName] quality systems and contract requirements
- Manage the operation of the Subcontractor QC Plan on the project.
- Implement and manage all phases of quality control
- Communicating project-specific quality requirements to all affected departments, subcontractors and suppliers and [CompanyName]
- Ensuring that the Subcontractor QC Plan is established and implemented by persons doing work that impacts quality
- Monitoring progress of activities
- Acting as the project quality liaison [CompanyName] on matters relating to quality
- Review and approval of all project Quality System records
- Review and approval of project quality-related contract submittals
- Managing all project inspection and quality control activities
- Controlling corrective actions
- Resolving quality nonconformances

The Subcontractor QC Manager has the authority to:

- Stop work when continuing work may adversely affect quality or cover up a defect
- Prevent the use of equipment or materials that may adversely affect quality or cover up a defect
- To direct the removal and replacement of any non-conforming work.
- Suspend work and/or supply of materials by any staff member, subcontractor personnel, or supplier as deemed necessary to assure quality results.

Alternate Subcontractor QC Managers acting in the role of the project Subcontractor QC Manager has the same quality duties, responsibilities and authority as the project Subcontractor QC Manager.

6.3.2. SUPERINTENDENT: QUALITY DUTIES, RESPONSIBILITIES, AND AUTHORITY

A Superintendent verifies that work conforms to [CompanyName] quality standards. President appoints one or more Superintendents for each project.

A Superintendent has specific responsibilities for:

- Ensuring that work meets government regulatory and code requirements, customer requirements, contract requirements, contract technical specifications, contract drawings, approved contract submittals, and company quality standards and specifications
- Ensuring that subcontractors and suppliers begin work in accordance with [CompanyName] start-work policies
- Ensuring that subcontractors and suppliers receive a notice to work only when conditions will not adversely affect quality results
- Conducting quality inspections, tests, and recording findings
- Accurately assessing subcontractor quality and on-time performance
- Ensuring that quality standards are achieved before approving subcontractor or work crew completion of work

The Superintendent has the authority to:

- Stop work when continuing work may adversely affect quality or cover up a defect
- Prevent the use of equipment or materials that may adversely affect quality
- Direct the removal or replacement of any non-conforming work, equipment, or material
- Suspend work and/or supply of materials as deemed necessary to assure quality results

Alternate Superintendent has the same quality duties, responsibilities and authority as the Superintendent.

Multiple Superintendents may be assigned to the project.

6.4. REQUIREMENTS FOR SUBCONTRACTOR QC PLAN

The Subcontractor QC Plan extends the [CompanyName] Quality Assurance/Quality Control Plan into the subcontractor operations. The Quality Manager identifies key subcontractors and suppliers that require a Subcontractor QC Plan.

The Quality Manager must approve the Subcontractor QC Plan before the subcontractor can begin work.

Subcontractors and suppliers that do not require a Subcontractor QC Plan work under the [CompanyName] Subcontractor QC Plan.

6.5. SUBCONTRACTOR AND SUPPLIER QUALITY POLICY

The Quality Manager ensures that key subcontractors and suppliers adopt a quality policy that includes the following items:

Our objective is to safely deliver 100 percent complete construction work that meet all contract and [CompanyName] Quality Assurance/Quality Control Plan requirements the first time, every time. Our commitment to quality means:

- Compliance with [CompanyName] Quality Assurance/Quality Control Plan requirements.
- Compliance for fully implementing and complying with all provisions of this Subcontractor QC Plan.
- 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 ensure that only knowledgeable, capable, and qualified employees carry out the planning, execution, and control of our work.
- We stand behind our work. We conduct a series of quality inspections for each work task: before work begins, at first article completion, while work is in process, and at completion.

- We inspect all materials before use.
- Should problems be found, we prevent them from cover-up, inadvertent use, and then quickly correct them.
- We are always improving. We make systematic improvements to remove quality risks and enhance quality performance.

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

6.6. PROJECT SUBCONTRACTOR AND SUPPLIER LIST

The Quality Manager identifies key subcontractors and suppliers for each project work task on the Project subcontractor and supplier List form.

Each selected supplier must be previously qualified as specified in section 6.2 Qualification of Outside Organizations and Company Departments.

The selected suppliers are listed on the Project subcontractor and supplier List form.

6.7. PURCHASE ORDER REQUIREMENTS

The Project Manager ensures that materials, equipment and services are purchased only from the supplier listed on the Project Subcontractor and Supplier List form (see section 6.6 Project Subcontractor and Supplier List.)

The Project Manager holds outside organizations to the same quality requirements that must be met by [CompanyName]. The Project Manager ensures that subcontracts and purchase orders clearly specify quality requirement expectations including:

- Conformance to the [CompanyName] Quality System or the subcontractor's own quality program as long as it meets [CompanyName] Quality System requirements.
- Conformance to contract specifications (Section 3 Contract Specifications)
- Conformance to project quality standards (Section 5 Project-Specific Quality Standards)
- Quality Management practices including
 - Performance of self-inspections.
 - Control of quality non-conformances and responsive corrections
 - Prevention of non-conformances
 - Controls that ensure completion of post-construction service work
 - Participation in quality training
- Preparation of submittals
- Participation in project planning meetings
- Participation in work task planning meetings
- Handling, storage, packaging, and delivery, as applicable
- Product or material identification for traceability

6.8. PROJECT PURCHASE ORDER APPROVALS

The Project Manager ensures that contracts and purchase orders are issued only to qualified outside organizations. The Project Manager must review, approve, and sign each purchase order.

The outside organization must agree to the purchase order terms and specifications, and then sign the contract or purchase order.

7. PROCESS CONTROLS

HOW WORK IS CARRIED OUT

7.1. OVERVIEW

The construction process plan defines how project work is to be done and approved for the overall project. The construction 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 [CompanyName], 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.

The meeting is held on a nominal weekly schedule. During the meeting, the Superintendent facilitates coordination among the participants, communication among the participants, and reinforces heightened awareness for critical requirements.

The Superintendent maintains a record of the meeting event on the Daily Quality Control Report.

7.5. PROCESS CONTROL STANDARDS

7.5.1. JOB-READY START WORK STANDARDS

Work on a work task starts only when conditions do not adversely impact quality, comply with government regulations, contract technical specifications, industry standards, or product installation instructions.

The Quality Manager identifies supplemental start-work requirements that apply to a specific project when they are necessary to assure quality results.

7.5.2. WORK IN PROCESS STANDARDS

Work is conducted only when conditions do not adversely impact quality; comply with government regulations, contract technical specifications, industry standards, or product installation instructions.

The Quality Manager identifies supplemental work in process requirements that apply to a specific project when they are necessary to assure quality results.

7.5.3. PROTECTION OF COMPLETED WORK STANDARDS

[CompanyName] will preserve and protect work in process, completed work, component parts, materials, and when applicable, delivery to the destination so as to maintain so that compliance with project requirements and standards. This includes handling, storage, protection from natural elements, and reducing risks of damage.

Completed work is protected from damage as specified by government regulations, contract technical specifications, industry standards, or product installation instructions.

The Quality Manager identifies supplemental protection requirements that apply to a specific project when they are necessary to assure quality results.

7.5.4. MATERIAL STORAGE

The Superintendent ensures all materials will be delivered, stored and handled in a manner that protects them from damage, moisture, dirt and intrusion of foreign materials.

Delivery of materials will be planned according to the work progress to minimize storage on site, where there are higher possibilities of damages and deterioration of materials.

Stored materials will be segregated to prevent cross contamination and limit losses should a delivery be rejected.

The Superintendent surveys stored materials during daily jobsite reviews and identifies any material that have incurred damage or otherwise become defective and therefore unfit for use.

7.5.5. CONTROLLED USE OF MATERIALS

The Project Manager ensures that contracts and purchase orders are awarded only to outside organizations qualified to perform the work task and/or supply materials as required for the specific project.

Only approved materials are used in the construction process. Only approved materials are specified in purchase and/or subcontracts.

Materials that are defective, deteriorated, damaged, or not approved are not used. The Superintendent clearly marks such materials for non-use or otherwise holds them aside.

When customer-supplied materials are lost, damaged, or otherwise found unsuitable for use, the Superintendent reports such findings to the customer.

When subcontractor-supplied materials are damaged or otherwise found unsuitable for use, the Superintendent reports such findings to the subcontractor.

The Superintendent ensures that construction uses only materials specified in the contract technical specifications, contract drawings, and approved submittals. Substitutions are made only by agreement of the customer and documented by a change order (see section 2.1.3.6).

7.5.6. CONTROLLED PRODUCT USE AND INSTALLATION

[CompanyName] construction activities conform to manufacturers' product use and installation instructions that apply to the construction process.

When installing a product, the Superintendent has access to all applicable product installation instructions.

7.6. DAILY QUALITY CONTROL REPORT

The Superintendent records a summary of daily work activities. The report will include:

- Schedule Activities Completed
- General description of work activities in progress.
- Problems encountered, actions taken, problems, and delays
- Meetings held, participants, and decisions made
- Subcontractor and Supplier and Company Crews on site
- Visitors and purpose
- General Remarks
- Improvement Ideas
- Weather conditions

7.7. MONTHLY QUALITY CONTROL REPORT

When a monthly quality control report is required by the Project Quality Plan, the Superintendent records a monthly status report. The report includes:

- A summary of work completed and work in progress
- Outstanding issues
- Issues resolved during the reporting period
- Outstanding potential change orders
- Project status with current project costs and estimated completion date
- A cost analysis summarizing actual costs to date and estimated future costs
- Project pictures as appropriate

14. FORMS

[CompanyName] Controlled Materials Form	54
[CompanyName] Material Inspection and Receiving Report	55
[CompanyName] Daily Production Report	56
[CompanyName] Work Task Inspection Form	57
[CompanyName] Nonconformance Report	58

Select Pages

[CompanyName] Material Inspection and Receiving Report <small>Version 20150128</small>								
Contract ID	Contract Name	Purchase Order No.	Supplier			Bill of Lading No.	Date	
[ProjectNumber]	[ProjectName]							
Item No.	Stock/Part No.	Description	Quantity Received	Condition	Marking	Accept	Conditional Use	Reject
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receiving Quality Control								
<p>ACCEPTANCE</p> <p>Listed items have been accepted by me or under my supervision</p> <p><input type="checkbox"/> Conform to contract specifications EXCEPT as noted herein or on supporting documents.</p> <p><input type="checkbox"/> Received in apparent good condition EXCEPT as noted</p> <p>Signature of authorized person and date: _____</p>								
EXCEPTIONS:								

LIST OF INCLUDED INSPECTION FORMS

EARTHWORK

- Bored Piles
- Caissons
- Driven Piles
- Excavating and Fill
- Grading
- Clearing and Grubbing

EXTERIOR IMPROVEMENTS

- Base Courses
- Curbs// Gutters// Sidewalks// and Driveways
- Flexible Paving
- Retaining Walls
- Rigid Paving

Select Pages

Earthwork - Bored Piles 31.63.00

Project:	Phase:	Contract#:	Subcontractor:	Crew:
----------	--------	------------	----------------	-------

<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>	<p><u>FTQ 2TQ Heightened Awareness Checkpoints</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> Locate and mark Overhead Utility Crossings in work area and along travel routes <input type="checkbox"/> <input type="checkbox"/> Locate and mark Underground Facilities <input type="checkbox"/> <input type="checkbox"/> Prevent damage to Underground Facilities in equipment traffic areas <input type="checkbox"/> <input type="checkbox"/> Properly support and do not excessively stack stored piles / caissons / piers <input type="checkbox"/> <input type="checkbox"/> Same equipment is utilized for placement of test and production piles <input type="checkbox"/> <input type="checkbox"/> Do not place concrete near active pile placement to prevent aggregate segregation <input type="checkbox"/> <input type="checkbox"/> Limit concrete placement rate and properly vibrate fill to prevent void formation <input type="checkbox"/> <input type="checkbox"/> Prevent "flashes" caused by ignition of volatile gas buildup within hollow piles <input type="checkbox"/> <input type="checkbox"/> Verify placement / stability / protection of construction benchmark <input type="checkbox"/> <input type="checkbox"/> Observe adjacent ground / structures for heave during pressure-injection operations
--	--

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 a n d incomplete items reported above.

<u>Quality Score</u>	5 = 100% NO problems	4 = 1 minor problems	3 = Hotspot or 2-3 minor	2 = 6+ or major problems	1 = Excessive problems
<u>On-Time Score</u>	5 = On Time	4 = Late	3 = Late by 1 day	2 = Late by 2 days	1 = Late more than 2 days
<u>Safety Score</u>	5 = 100% NO problems	4 = 1 minor problem	3 = Hotspot or 2-3 minor	2 = 4+ or major problem	1 = Injury

Exterior Improvements - Base Courses 32.11.00

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>	<p><u>FTQ 2TQ Heightened Awareness Checkpoints</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> Course material source and gradation approved by ENGINEER <input type="checkbox"/> <input type="checkbox"/> Course materials from different sources and for different uses stockpiles separately <input type="checkbox"/> <input type="checkbox"/> Drainage layer / piping outlets to surface or pervious area <input type="checkbox"/> <input type="checkbox"/> Course material free of organic material// silt// clay// or other objectionable material <input type="checkbox"/> <input type="checkbox"/> Aggregate evenly graded and not segregated <input type="checkbox"/> <input type="checkbox"/> Base Course of even thickness and true to grade <input type="checkbox"/> <input type="checkbox"/> Bituminous Base Course joints offset from underlying course joints <input type="checkbox"/> <input type="checkbox"/> Edge material compacted and brought even with finished course surface <input type="checkbox"/> <input type="checkbox"/> Sieve analysis// field density// and moisture content tests provided to ENGINEER <input type="checkbox"/> <input type="checkbox"/> Finished surface free of irregularities// soft spots// debris// and excess moisture
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For More Information:

Contact: Ed Caldeira

410-451-8006

www.firsttimequality.com

EdC@FirstTimeQuality.com

For More Information, contact: Ed Caldeira • Caldeira Quality, LLC • First Time QualitySM

410-451-8006 • www.firsttimequality.com • EdC@FirstTimeQuality.com