



yo° #-/NAVFAC Essentials Maintenance Plan Sample

Good for smaller projects and bid qualifications

*Has All the Essential Elements of a well-founded
j ° j # Plan*

Contact:

7 ° j

410-451-8006

[CompanyName]

Quality Control Plan

[ProjectName]

[ProjectNumber]

Version: 20150202

Effective Date: 20150202

Version	Version notes
20150202	Initial issue

Approved

[QCManagerName], QC Manager

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PROJECT-SPECIFIC QUALITY PLAN

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The Project Quality Control Plan contents correspond with USACE / NAVFAC / AFCEA / NASA UFGS-01 45 00.00 20 (November 2011) Construction Quality Control (QC) Plan requirements.

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I. PROCEDURES COMPLETION OF REWORK ITEMS

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

Nonconformances and their resolution are recorded on a Nonconformance Report form. A Nonconformance Report form exhibit is included in this subsection.

NONCONFORMANCE CONTROLS

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 [CompanyName] Quality System requirements.

MARKING OF NONCONFORMANCES AND OBSERVATIONS

When the QC 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.

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.

RECORDING OF NONCONFORMANCES

If nonconformances or observed items exist by the feature of work completion inspection, the Superintendent or inspector records the nonconformances on a nonconformance report.

The Superintendent sends the nonconformance report to the QC Manager.

QC MANAGER DISPOSITION OF NONCONFORMANCE REPORTS

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

REPLACE: The nonconformance can be brought into conformance with the original specification requirements by replacing the nonconforming item with a conforming item.

REPAIR: The nonconformance can be brought into conformance with the original requirements through completion of required repair operations.

[CompanyName]
Quality Controlled Work Task List

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Contract ID	Contract Name	Preparer	Date
[ProjectNumber]	[ProjectName]		

	Task Order	Weekly	Monthly	Quarterly	Semi-Annually	Annually
				Quarterly	Semi-Annually	
					Semi-Annually	
				Quarterly		
						Annually
			Monthly	Quarterly	Semi-Annually	Annually
		Weekly	Monthly	Quarterly	Semi-Annually	Annually
		Weekly	Monthly	Quarterly	Semi-Annually	Annually
					Semi-Annually	Annually
					Semi-Annually	Annually
					Semi-Annually	Annually
					Semi-Annually	Annually

L. PROCEDURES FOR PERFORMING THE THREE PHASES OF CONTROL

Three phases of control and a feature of work completion inspection will be performed for each defined feature of work.

The controls and the forms that will be used to record control activities are included on table L-1.

Table L-1

Control	Form
Phase 1: Preparatory Phase	Preparatory Phase Checklist
Phase 2: Initial Phase	Initial Phase Checklist
Phase 3: Follow-up Phase	Contractor Quality Control Report
Feature of Work Completion Inspection	Feature of Work Inspection Form

Three Phases of Control and FOW Completion Inspection forms exhibits are included as an exhibit in this subsection.

PHASE 1: PREPARATORY PHASE

PREPARATORY FEATURE OF WORK QUALITY CONTROL PLANNING

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

- Objectives and acceptance criteria of the feature of work
- Quality standards that apply to the feature of work
- Work instructions, process steps, and product installation instructions that apply to the feature of work
- 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

[CompanyName] Feature of Work Work Order Form Version 20150202					
Request Date :			Fixed Price :		
Company Name:			Location:		
Address:			Project Number: [ProjectNumber]		
City State Zip Code:			Contact Person:		
Telephone Number:			Email Address:		
Fax Number:			Contact Phone Number:		
Description of Work and Explanation for Repairs and Parts					
Service Dates:					
Labor Hours:					
Description/Explanation:					
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 feature of work completion inspection requirements <input type="checkbox"/> Compliance with inspection and test plan				
Verification of Feature of Work Completion (sign and date)					
Supervisor Sign and date*:	Feature of work verified complete to specifications (sign and date):				
* 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.					
Completion of Work Order: To be Signed Off by Customer					
Customer Signature: (Sign and Date)					

List of Included Forms

Military Forms:

- Preparatory Phase Checklist
- Initial Phase Checklist Form
- Contractor Production Report
- Contractor Quality Control Report
- Testing Plan and Log

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

[CompanyName] Project Subcontractor and Supplier List				
Version 20150202				
Project ID	Project Name			Preparer/ Date
[ProjectNumber]	[ProjectName]			

Features of Work	Subcontractor and Supplier Name	Description of Services	Quality Control Method (Not Applicable/ Subcontractor and Supplier QC/ [CompanyName] QC)	Remarks

[CompanyName] Project License and Qualifications			
Version 20150202			
Project ID	Project Name	Approval	Approved By
[ProjectNumber]	[ProjectName]	<input type="checkbox"/> Yes <input type="checkbox"/> Conditional <input type="checkbox"/> No	
Review Topics	Project quality–related credential requirements		
	Licenses required:	License and expiration dates:	
	Certification required:	Certifications and expiration dates:	
	Training required:	Training completed and expiration date:	
	Type and length of experience required:	Certifications and expiration dates:	
	Personnel license, certification, and training required:	List each person’s credentials on the Subcontractor and Supplier Certifications and Licenses form.	
	Qualifications		
	QUALIFICATION NOTES:		



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