



Design-Build Comprehensive Quality Plan & Manual Sample

Selected pages (not a complete plan or manual)

Sample includes:

- ✓ Project Quality Plan Pages
- ✓ Quality Manual Pages
- ✓ Submittal Forms
- ✓ Additional QA/QC Forms Examples

Contact:

First Time Quality

410-451-8006

www.firsttimequalityplans.com

[CompanyName]
Design-Build Construction
Quality Assurance/Quality Control Plan

[ProjectName]
[ProjectNumber]

Effective Date: [Date]

Version	Version notes
[Date]	Initial issue

Approved

[QualityManagerName], Quality Manager

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PROJECT-SPECIFIC CONSTRUCTION QUALITY PLAN

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J. DESIGN CONTROLS

Construction design controls are in place to assure the quality of construction 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.

The first control point will be of the review of design inputs. The Design Manager will assure that all necessary information is available to perform the required design work. The Design Manager will also assure that expectations for design outputs are well defined.

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 [DesignManagerName] as the Design Manager. [DesignManagerName] will control the design process with specific quality responsibilities, duties, and the authority to carry them out.

DESIGN REVIEWS

DESIGN INPUT REQUIREMENTS REVIEW

The Quality Manager ensures that the information in design inputs clearly defines customer expectations and that the necessary details are provided to set requirements for design.

The Quality Manager obtains design specifications from the customer and conducts a customer design input review to ensure that:

- Customer design input requirements and specifications are complete
- Design process review milestones are specified when necessary
- Customer design output requirements and specifications are complete for review milestones as well as the completed design
- Customer design requirements and specifications are compatible with the relevant regulations, [CompanyName] quality standards, and Quality System requirements
- [CompanyName] has the capability to deliver the completed design in the time allotted

The Quality Manager identifies supplemental design specifications that supplement customer specifications when they are needed to ensure a quality design.

Before design work begins, the Quality Manager makes sure that all design requirements are clearly understood, all discrepancies are resolved, and all requirements are agreed upon. Once these requirements are met, the Quality Manager approves the design input.

The Quality Manager ensures that design input documents are verified by qualified personnel. The person responsible must verify:

- Design input specification are approved by a customer authority
- Design input specifications are complete
- Design input requirements and specifications are compatible with the relevant regulations, [CompanyName] quality standards, and Quality System requirements

- [CompanyName] has the capability to deliver the completed project in the time allotted

The Quality Manager holds review meetings with interested parties at key design milestones. The Quality 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 Quality 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 Quality 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 Quality Manager reviews reviewer recommendations for amendments to the design specifications. The Quality Manager submits selected design amendments for customer approval. Customer approved design amendments are design requirements.

DESIGN OUTPUT REVIEWS

The Quality 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 Quality Assurance/Quality Control Plan including inputs, reviews, communications, and verification activities.

DESIGN REVIEW PLAN

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

- A listing of company and customer stakeholders, reviews they will participate in, and how their input will be used to amended design requirements. The project organization chart Includes interfaces between various groups and personnel for producing and reviewing the design.
- Design output deliverables, including required drawings, and engineering calculations
- Identification of who will perform design output verification activities and the criteria they will use.
- The Quality Manager reviews the design process project plan with the customer and other interested parties. The customer approves the plan after any discrepancies are resolved and the plan is agreed upon. Design work may begin only after the customer approves the plan.

[CompanyName] Design Review Form			
Project ID	Project Name	Design Review Ref#	Date
[ProjectNumber]	[ProjectName]		
Review milestone:		Performing Department/Crew/Subcontractor and Supplier:	
Reference design documents under review			
Item #	Title or Description	Version / Issue Date	
Review recommendations			
Item#	Recommendation (reference supporting documents)	[CompanyName] Acceptance/ Rejection Signature / Date:	Customer Acceptance/ Rejection Signature / Date:
		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Approval not required
		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Approval not required
		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Approval not required
		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Approval not required

K. MATERIAL INSPECTION TRACEABILITY AND QUALITY CONTROLS

Products and materials are controlled to assure the use of only correct and acceptable items. Controls include identification of the inspection status. Materials that require lot control traceability and the method of traceability are listed on the Controlled Materials form included as an exhibit in this subsection.

IDENTIFICATION OF LOT CONTROLLED MATERIALS

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.

MATERIAL RECEIVING AND INSPECTION

When lot-controlled materials are received, the Operations Manager inspects the materials and verifies that materials have the specified lot identifications. Received materials are listed on the Material Receiving and Inspection Report form or Metals Materials Receiving and Inspection form included as an exhibit in this subsection.

Material quality inspections and tests ensure that purchased materials meet purchase contract quantity and quality requirements. The Superintendent inspects or ensures that a qualified inspector inspects materials prior to use for conformance to project quality requirements.

The Superintendent ensures that each work task that uses the source-inspected materials proceed only after the material has been accepted by the material quality inspection or test.

[CompanyName] Controlled Materials Form				
Contract ID	Contract Name	Preparer	Date	
[ProjectNumber]	[ProjectName]			

Contract Section/ Activity ID	Material	Intended Use (if description is necessary)	Lot Traceability Requirements	Method for identification of Approved Inspection Status

[CompanyName] Metals Material Receiving Inspection Report				
Project ID	Project Name	P.O.#	Supplier	Receipt Date
[ProjectNumber]	[ProjectName]			
Type of Material (i.e., steel plate)	Material Description (nominal dimensions)	Heat Number/ Serial Number/Markings	Condition / Damage	Color Code Marking
Receiving Inspector Approval Signature / Date		Government Representative Name/Approval Date		
				<input type="checkbox"/> Material Receiving Inspection Passed

[CompanyName] Material Inspection and Receiving Report								
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>								
<p>EXCEPTIONS:</p>								

L. CONSTRUCTION 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 Quality 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.

A list of controlled and calibrated test equipment is listed on the Test Equipment Calibration Plan and Log included as an exhibit in this subsection.

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.

[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

[CompanyName] Test Equipment Calibration Plan and Log					
Project ID	Project Name	Preparer	Date		
[ProjectNumber]	[ProjectName]				

Type of measuring device	Calibration Type and Frequency	Measuring Device ID	Calibrated By/ Calibration Date	Calibration certificate #	Next Calibration Due Date
					Project Start

Questions? Call First Time Quality 410-451-8006

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List of Included Forms

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]

QA/QC Forms

Selected Pages

QUALITY SYSTEM FORMS

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[CompanyName] Project Submittal Form			
Submittal ID#	Project ID	Project Name	Date
	[ProjectNumber]	[ProjectName]	
To:		From: Precision Plant Services Location:	
Type of Submittal: <input type="checkbox"/> Shop drawing <input type="checkbox"/> Product data <input type="checkbox"/> Request for information <input type="checkbox"/> Completed form or quality record <input type="checkbox"/> Quality system document <input type="checkbox"/> Other:		Description of submittal:	
List of attachments:		Remarks:	
Submittal Prepared by: Precision Plant Services Name: Title: Signature / Date:		Submittal Approved by Precision Plant Services Quality Manager: Name: Title: Signature / Date:	
Customer Disposition: <input type="checkbox"/> Approved <input type="checkbox"/> Conditionally approved, resubmission not required (see comments) <input type="checkbox"/> Disapproved, resubmission required <input type="checkbox"/> Other:		Customer Representative: Name: Title: Signature / Date:	
Comments:			

[CompanyName] Change Order Form			
Change Order ID#	Project ID	Project Name	Preparer and Date
	[ProjectNumber]	[ProjectName]	
Requestor Name : _____ Date: _____ Request Reference Document: _____		Contract change requested by: <input type="checkbox"/> Precision Plant Services <input type="checkbox"/> Client <input type="checkbox"/> Architect/Engineer <input type="checkbox"/> Project Manager <input type="checkbox"/> Code Enforcement Official <input type="checkbox"/> Other: _____	
Change order description:		Reason(s) for change order: Supporting documentation provided:	
Time Extension Required: <input type="checkbox"/> Yes <input type="checkbox"/> No Number of Days*: _____ Reason: Supporting documentation attached:		Cost Change Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount* \$ _____ Reason: Supporting documentation attached:	
Customer Approval: Name/Date _____		Precision Plant Services Approval: Name/Date _____	

[CompanyName] Subcontractor and Supplier Qualification Form			
Company Name:		Scope of Work (specification sections):	
Project ID	Project Name	Approval	Approved By
[ProjectNumber]	[ProjectName]	<input type="checkbox"/> Yes <input type="checkbox"/> Conditional <input type="checkbox"/> No	
Subcontractor and Supplier Quality System: <input type="checkbox"/> Works under Precision Plant Services Quality System <input type="checkbox"/> Approved to Work under subcontractor's quality system		Subcontractor and Supplier site quality inspection <input type="checkbox"/> Site quality inspection required before approval <input type="checkbox"/> Site quality inspection of product/material required before delivery	
Review Topics	Project-Related Job Credentials		
	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		
	<input type="checkbox"/> Senior person designated as Quality Manager <input type="checkbox"/> Knowledge of Company quality standards <input type="checkbox"/> Demonstrated capability to complete work to Company quality standards <input type="checkbox"/> Demonstrated skills and knowledge <input type="checkbox"/> Demonstrated experience		<input type="checkbox"/> Demonstrated results <input type="checkbox"/> Effective self-inspection process <input type="checkbox"/> Access to codes, standards and product instructions <input type="checkbox"/> Equipment availability <input type="checkbox"/> Production capacity <input type="checkbox"/> Staffing availability
	QUALIFICATION NOTES:		
	Provisional Approval: Action plan for improvement		
Follow-up results and date			

Questions? Call First Time Quality 410-451-8006



For More Information:

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