

All First Time Quality Samples are Copyright Protected

[CompanyName]

Project Quality Plan

[ProjectName]

[ProjectNumber]

Management acceptance

This Project Quality Plan has been reviewed and accepted

Endorsed By: (Name / Title)	[QualityManagerName], Quality Manager		
Signature:	[QualityManagerName]	Date:	[Date]

This document is the property of [CompanyName]. The information contained herein is confidential and for internal use only. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior written permission of [CompanyName].

All First Time Quality Samples are Copyright Protected

Revision History

DATE	DOCUMENT#	REVISION	COMMENTS	APPROVED BY
[Date]	Project Quality Plan	0	Original Issue	[QualityManagerName]

All First Time Quality Samples are Copyright Protected

Selected Pages
Not a Complete Plan or Manual

PROJECT QUALITY PLAN TABLE OF CONTENTS

The Project-specific Quality Plan conforms to the requirements of ANSI/ISO/ASQ Q9001-2015:
Quality management systems – Guidelines for Quality Plans.

A. Background Information	7
Customer.....	7
Project name	7
Project Number	7
Project location	7
Project description.....	7
Plan Scope	7
Plan Overview.....	7
B. Project Quality Coordination and Communication	9
C. [CompanyName] Quality Policy	13
D. Quality Management Organization, Responsibilities, and Authority.....	14
Project QC Organization Chart	15
Personnel Qualifications	16
Quality Responsibilities.....	16
E. Contract Review and Submittals.....	23
Contract Review and Approval.....	23
Submittals	23
Submittal Schedule and Log.....	23
Submittal Review and Approval.....	23
Submission to Customer	24
Customer Approved Submittals	24
Contract Submittal Schedule.....	24
Contract Warranty.....	24
F. Project Quality Specifications	28
Contract Specifications	28
Applicable Building Codes	28
[CompanyName] Quality Standards	29
Application of Multiple Sources of Specifications	29
G. Subcontractor and Supplier Purchasing.....	30
Qualification of Subcontractors and Suppliers.....	30
Purchase Order Approval.....	30
Qualification of Testing Laboratories	31
H. Control of Customer-supplied Product.....	33

I. Product Identification and Traceability.....	34
Identification of Lot Controlled Materials.....	34
J. Process Controls.....	35
Listing of Quality Controlled Construction Work Tasks	35
Work Task Process Controls.....	35
Storage, Shipping And Handling	36
Process Control Coordination and Communication	36
K. Required Inspections for Quality Controlled Work Tasks	44
Preparatory Site Inspection.....	44
Material quality inspections.....	44
Task-ready Inspections	44
Work in Process Quality Inspections	44
Task Completion Quality Inspections	45
Hold Points for Independent Inspections	45
Daily Quality Control Report	45
L. Required Tests	49
Inspection and Test Register	49
M. Control of Inspection, Measuring, and Test Equipment	54
N. Inspection and Test Status	56
Inspection and Test Status of Quality Controlled Materials	56
Inspection and Test Status of Production Work Tasks	56
Inspection and Test Status	56
O. Control of Nonconformances	58
Marking of Nonconformances and Observations	58
Control the Continuation of Work.....	58
Recording of Nonconformances.....	58
Quality Manager Disposition of Nonconformance Reports.....	58
P. Corrective and Preventive Action	62
Corrective Actions	62
Preventive Actions.....	62
Q. Control of Quality Records and Documents	65
Document Controls.....	65
Project Quality Record Plan	66
R. Quality Audits.....	70
Project Audit Plan	70

Project Audit Requirements.....	70
S. Training.....	73
Project Quality Training	73
Customer Training on Use and Maintenance.....	73
T. Project Completion Inspections	78
Punch-Out QC Inspection.....	78
Pre-Final Customer Inspection	78
Final Acceptance Customer Inspection.....	79
U. Servicing and Warranty.....	82
V. Statistical Methods.....	83
Statistical Methods for Quality System Performance.....	83

All First Time Quality Samples are Copyright Protected

B. PROJECT QUALITY COORDINATION AND COMMUNICATION

(Ref. ISO10005 Quality Plan Requirement 5.10)

[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 project will be controlled and the quality responsibilities of key personnel. We also coordinate a schedule for weekly production meetings, monthly quality management meetings, and protocols for telephone and internet communications.

Throughout the project, [CompanyName] holds preparatory meetings prior to the start of upcoming milestones, tasks, or phases of work. These meetings are attended by key company, subcontractor personnel responsible for carrying out, supervising, or inspecting the work, and 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.

[CompanyName] weekly team meetings deploy findings of the preparatory meeting to field personnel. The venue is used to train personnel on technical requirements, reinforce critical details for heightened awareness, and institute improvements to work methods. It is also a forum for team communications and coordination.

All First Time Quality Samples are Copyright Protected

[CompanyName] Point of Contact List				
Project ID	Project Name	Preparer	Date	
[ProjectNumber]	[ProjectName]			
Company	Name	Job Position(s)	Phone Contact Numbers	Email
[CompanyName]	[PresidentName]	President		
[CompanyName]	[SeniorManagerName]	Senior Manager		
[CompanyName]	[ProjectManagerName]	Project Manager		
[CompanyName]	[DesignManagerName]	Project Design Engineer		
[CompanyName]	[SuperintendentName]	Superintendent		
[CompanyName]	[QualityManagerName]	Quality Manager		
[CompanyName]	[SafetyManagerName]	Safety Manager		

All First Time Quality Samples are Copyright Protected

**[CompanyName]
Project Quality Communications Plan**

Project ID	Project Name	Preparer	Date
[ProjectNumber]	[ProjectName]		
Distribution of project organization chart and assigned responsibility and authority of the Project Manager, Quality Manager, and Superintendent:			
All personnel listed on contact list			
Points of contact list distribution:			
All personnel listed on contact list			
RFI response distribution:			

All First Time Quality Samples are Copyright Protected

Not a Complete Plan or Manual
Selected Pages

Monthly project quality status report distribution and due date:
Third day of every month
Distribution of quality inspection and test records, and due date:

Friday of every week for the previous 7 days

Nonconformance report distribution and customer approval authority:

Immediately

Location of project quality records storage and point of contact for records access:

In the job office trailer. Superintendent is point of contact

Selected Pages
Not a Complete Plan or Manual

E. CONTRACT REVIEW AND SUBMITTALS

(Ref. ISO10005 Quality Plan Requirement 5.11.2)

The contract for this project, [ProjectName] - [ProjectNumber], has been reviewed, approved, and signed by the President, Project Manager, and the Quality Manager.

Fulfilling Customer contract expectations is a primary objective of the [CompanyName] Quality System. To ensure that Customer expectations will be fulfilled, [CompanyName] clearly defines the requirements for each contract before it is approved.

The Project Manager ensures that the information in Customer contracts clearly defines Customer expectations and that the necessary details are provided to set requirements for construction.

CONTRACT REVIEW AND APPROVAL

The President conducts Customer contract reviews to ensure that:

- Customer requirements and specifications are complete
- Customer 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

Before construction begins, the President makes sure that all contract requirements are clearly understood, all discrepancies are resolved, and all requirements are agreed upon. Once these requirements are met, the President signs the contract.

All First Time Quality Samples are Copyright Protected

- Description
- Due date for submission to Customer by [CompanyName]
- Due date for approval by the Customer. Due dates may be a number of days after a project plan milestone.
- Approval date

SUBMITTAL REVIEW AND APPROVAL

The Quality Manager prepares submittals that provide additional details of how [CompanyName] plans to carry out quality-related aspects of the Customer contract, contract technical specifications, and contract drawings and reporting of quality records to the Customer.

The Quality Manager lists, schedules, and approves all quality-related submittals that are required by the project including submittals prepared by subcontractors and suppliers. The Quality Manager must review all submittals for compliance with the requirements of the [CompanyName] Quality System. The Quality Manager must sign approval of each contract submittal.

[CompanyName] extends compliance to contract specifications to all Customer approved submittals. All [CompanyName] activities comply with Customer approved submittals.

SUBMISSION TO CUSTOMER

See Submittal Forms exhibits in this subsection for all the forms that will be used to submit submittals on this project.

CUSTOMER APPROVED SUBMITTALS

The Project Manager obtains the signature of an authorized Customer representative on the submittal form.

[CompanyName] extends compliance to contract specifications to Customer approved submittals.

Work in the affected area of a pending submittal requirement does not start until the Customer approves the submittal.

CONTRACT SUBMITTAL SCHEDULE

The Project Manager identifies submittals that apply to a specific contract and when they should be

All First Time Quality Samples are Copyright Protected

- Approval date

CONTRACT WARRANTY

The Project Manager ensures that Customer contracts clearly specify warranty coverage including:

- Scope
- Starting date
- Duration

[CompanyName] Project Submittal Form			
Submittal ID#	Project ID	Project Name	Date
	[ProjectNumber]	[ProjectName]	
To:		From: [CompanyName] 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: [CompanyName] Name: Title: Signature / Date:		Submittal Approved by [CompanyName] 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:			

I. PRODUCT IDENTIFICATION AND TRACEABILITY

(Ref. ISO10005 Quality Plan Requirement 5.14)

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 Section J. Process Controls.

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

All First Time Quality Samples are Copyright Protected

The Superintendent treats the material according to the company policy for nonconformances. Only the Quality Manager can re-identify or re-certify the materials.

L. REQUIRED INSPECTIONS FOR QUALITY CONTROLLED WORK TASKS

(Ref. ISO10005 Quality Plan Requirement 5.18)

The Quality Manager identifies each Task that is a phase of construction 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.

A series of inspections will be performed on each work task including

- Material inspections
- Work task Job-ready inspections
- Daily work in process inspections
- Work task Completion inspections

Results of inspections and tests will be recorded as follows:

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

Form exhibits are included as an exhibit in this section.

PREPARATORY SITE INSPECTION

The Superintendent performs a quality inspection prior to starting work 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 task to begin
- Identifies potential problems

MATERIAL QUALITY INSPECTIONS

Material quality inspections and tests ensure that purchased materials meet purchase contract

All First Time Quality Samples are Copyright Protected

inspections verify that conditions conform to the project quality requirements.

WORK IN PROCESS QUALITY INSPECTIONS

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

All First Time Quality Samples are Copyright Protected

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.

Any outstanding punch items remaining after the work task completion inspection is deemed a nonconformance.

HOLD POINTS FOR INDEPENDENT INSPECTIONS

The Superintendent stops work when reaching a hold point specified on the inspection and test plan. The Superintendent ensures that work proceeds only with Customer approval.

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

All First Time Quality Samples are Copyright Protected

- Improvement Ideas
- Weather conditions

[CompanyName] Daily Production Report		
Project ID	Project Name	Preparer*/Date
[ProjectNumber]	[ProjectName]	
* 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.		
	Description	
Job-ready and WIP Inspections (Active work tasks)		
Work Tasks Completion Inspections		
Sampling/Tests Performed		
Nonconformance Reports		
Problems encountered, actions taken, problems, and delays		
On Site Subcontractors and Suppliers, Company Crews, and Visitors		
Meetings held and decisions made		
General Remarks and improvement ideas		
Weather conditions	Temperature: Low: _____ F High: _____ F Precipitation: <input type="checkbox"/> No <input type="checkbox"/> Yes, type and amount: _____	

All First Time Quality Samples are Copyright Protected

[CompanyName] Work Task Inspection Form

Work Task:

Project: Id#
[ProjectNumber]Project Name:
[ProjectName]Subcontractor and Supplier Company
ID/Name:

Location/Area:

Reference drawing version #:

Crew ID/Name

Compliance Verification

- ☐ Compliance with initial job-ready requirements
- ☐ Compliance with material inspection and tests
- ☐ Compliance with work in process first article

Heightened Awareness Checkpoints

- ☐ [Insert items identified at project startup and preparatory meetings]
- ☐

All First Time Quality Samples are Copyright Protected

Reported Nonconformances:

Verification of Work Task Completion (sign and date)

Subcontractor and Supplier Sign and date*:
Work task verified complete to specifications (sign and date)

Project Superintendent Sign and date*:
Work task verified complete to specifications (sign and date)

Project Superintendent score subcontractor/crew
performance and feedback notes**Quality:** 5 4 3 2 1**Safety:** 5 4 3 2 1**Delivery:** 5 4 3 2 1

Quality Manager Sign and date*:
Work task verified complete to specifications (sign and date)

Quality Manager score quality performance and
feedback notes**Quality:** 5 4 3 2 1

* 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.

[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>

All First Time Quality Samples are Copyright Protected

M. REQUIRED TESTS

(Ref. ISO10005 Quality Plan Requirement 5.18)

The Quality Manager ensures that quality tests that apply to a specific project are clearly identified. Tests for a project include:

- Customer required quality tests as specified by the contract, contract technical specifications, contract drawings, and approved submittals.
- Additional quality tests necessary to assure quality results.

INSPECTION AND TEST REGISTER

(Ref. ISO10005 Quality Plan Requirement 5.10)

The Quality Inspection and Test Register form lists inspections and tests (other than work task inspections) that will be performed on this project.

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

Results of inspections and tests will be recorded on the Inspection and Test Form.

The completion of the inspection or test will be recorded on the Inspection and Test Register form.

Form exhibits are included as an exhibit in this subsection.

All First Time Quality Samples are Copyright Protected

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

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

Technical Specification Section	Scheduled Activity	Inspection/Test Required	Inspected/ Tested By	Location Of Inspection/Test On/Off Site		Date Conducted	Date Sent to Engineer	Accepted/ Rejected

[CompanyName] Testing & Inspection Results Log

[illegible]

Q. CORRECTIVE AND PREVENTIVE ACTION

(Ref. ISO10005 Quality Plan Requirement 5.17)

When confronted with a nonconformance [CompanyName] makes corrective actions to assure the nonconformance does not adversely impact project quality. [CompanyName] also makes preventive actions to prevent future occurrences.

CORRECTIVE ACTIONS

When a nonconformance is found, the Superintendent ensures that:

- Previously completed work is reinspected for similar nonconformances
- Corrective actions are taken to avert future occurrences

The Quality Manager identifies requirements for corrective actions with respect to frequency,

All First Time Quality Samples are Copyright Protected

- Subcontractor and Supplier qualifications
- Company standards
- Inspection processes

CORRECTIVE ACTION TRAINING

The Superintendent initiates corrective action training to address quality nonconformances. Personnel and subcontractors and suppliers performing or inspecting work participate in the training.

Heightened awareness during quality inspections verifies and documents compliance with the corrective action improvement items. A qualified Superintendent inspects corrective actions during regular quality inspections and records observations on the quality inspection form.

The Superintendent notifies affected subcontractors and suppliers of selected preventive action training requirements.

All First Time Quality Samples are Copyright Protected

Fixing problems found during quality inspections is not enough. Systematic prevention of recurrences is essential for improving quality.

[CompanyName] makes changes to solve the problem. Solutions may involve a combination of enhanced process controls, training, upgrade personnel qualifications, improved processes, or use of higher-grade materials.

Follow-up ensures that a problem is completely resolved. If problems remain, the process is repeated.

IDENTIFICATION OF PREVENTIVE ACTIONS

The Quality Manager identifies preventive action improvement priorities with respect to frequency, severity, and detectability of quality correction items found during and after completion of work activities. The Quality Manager also reviews company quality performance and Customer feedback.

More specifically, the Quality Manager assesses:

- Customer corrective items
- Superintendent quality inspection results
- Code official inspection results
- Post-construction service
- Management field reviews
- Annual system review
- Customer satisfaction surveys

All First Time Quality Samples are Copyright Protected

- Material specifications
- Personnel qualifications
- Subcontractor and Supplier qualifications
- Company standards
- Inspection processes

PREVENTIVE ACTION TRAINING

The Quality Manager initiates preventive action training to address quality improvement items. Personnel and subcontractors and suppliers performing or inspecting work participate in the training.

Heightened awareness during quality inspections verifies and documents compliance with the preventive action improvement items. A qualified Superintendent inspects hotspots during regular quality inspections and records observations on the quality inspection form.

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

All First Time Quality Samples are Copyright Protected

All First Time Quality Samples are Copyright Protected

[CompanyName] Testing Plan and Log								
Project ID		Project Name				CONTRACTOR		
Technical Specification Section	Scheduled Activity	Inspection/Test Required	Inspected/ Tested By	Location Of Inspection/Test On/Off Site		Date Conducted	Date Sent to Engineer	Accepted/ Rejected
DIV 08 OPENINGS								
081113 Hollow Metal Doors and Frames		Fire-Rated Door Inspections						
081113 Hollow Metal Doors and Frames		Egress Door Inspections						
087100 Door Hardware		Functional testing and inspection of fire door assemblies in accordance with NFPA 80						
087100 Door Hardware		Inspection of egress door assemblies in accordance with NFPA 101						
DIV 21 FIRE SUPPRESSION								
211313 Wet Pipe Sprinkler Systems		Sprinkler System Test in accordance with all applicable codes and reviewed by local authorities having jurisdiction						
211313 Wet Pipe Sprinkler Systems		Leak Test						
211313 Wet Pipe Sprinkler Systems		Test and adjust controls for safety						
211313 Wet Pipe Sprinkler Systems		Flush, test, and inspect sprinkler systems according to NFPA 13, "Systems Acceptance" Chapter						
211313 Wet Pipe Sprinkler Systems		Sprinkler system inspection after circuits energized to electrical equipment and devices						
211316 Dry Pipe Sprinkler Systems		Leak Test after installation and charging of system						

All First Time Quality Samples are Copyright Protected

Technical Specification Section	Scheduled Activity	Inspection/Test Required	Inspected/ Tested By	Location Of Inspection/Test On/Off Site		Date Conducted	Date Sent to Engineer	Accepted/ Rejected
223400 Fuel-Fired Domestic Water Heaters		Operational Test after electrical circuitry has been energized						
223400 Fuel-Fired Domestic Water Heaters		Test and adjust controls and safeties						
224700 Drinking Fountain & Water Cooler		Water Cooler Testing after electrical circuitry has been energized						
224700 Drinking Fountain & Water Cooler		Test and adjust controls and safeties						
DIV 23 HVAC								
230593 Testing, Adjusting and Balancing		Balancing Air Systems – Constant-volume air systems and variable air volume systems						
230593 Testing, Adjusting and Balancing		Balancing Hydronic Piping Systems: Constant-flow Variable-flow Primary-secondary						
230593 Testing, Adjusting and Balancing		Testing, adjusting and balancing equipment: Motors Boilers Heat-transfer coils						
231123 Natural Gas Piping		Test, inspect and purge natural gas according to the International Fuel Gas Code and local authority						
232113 Hydronic Piping		Test hydronic piping						
232300 Refrigerant Piping		Test refrigerant piping, specialties and receivers						
232300 Refrigerant Piping		Test high- and low-pressure piping of each system separately						
233113 Metal Ducts		Leakage Test in compliance with SMACNA's HVAC Air Duct Leakage Test Manual. Test no less than 25 percent of total installed duct area for each designated pressure class						
233300 Air Duct Accessories		Test and Inspect Air Duct Accessories						

All First Time Quality Samples are Copyright Protected

Technical Specification Section	Scheduled Activity	Inspection/Test Required	Inspected/ Tested By	Location Of Inspection/Test On/Off Site		Date Conducted	Date Sent to Engineer	Accepted/ Rejected
260543 Underground Ducts and Raceways		Test ducts for joint integrity, bend and out-of-round						
260543 Underground Ducts and Raceways		Test manhole and handhole grounding						
260923 Wiring Devices		Operational Test to confirm proper unit operation						
260923 Wiring Devices		Test and adjust controls and safeties						
262726 Wiring Devices		Inspect/Test Straight-Blade Receptacles						
263213.16 Gas-Engine-Driven Generators		Visual and Mechanical Inspection						
263213.16 Gas-Engine-Driven Generators		Electrical and Mechanical Tests						
263213.16 Gas-Engine-Driven Generators		NFPA 110 Acceptance Tests						
263213.16 Gas-Engine-Driven Generators		Battery-Charger Tests						
263213.16 Gas-Engine-Driven Generators		System Integrity Tests						
263213.16 Gas-Engine-Driven Generators		Exhaust-System Back-Pressure Test						
263213.16 Gas-Engine-Driven Generators		Leak Test after installation, charge exhaust, coolant, and fuel systems						
263213.16 Gas-Engine-Driven Generators		Operational Test to confirm proper motor rotation and unit operation for generator and associated equipment						
263213.16 Gas-Engine-Driven Generators		Test and adjust controls and safeties						
263600 Transfer Switches		Visual and Mechanical Inspections						

All First Time Quality Samples are Copyright Protected

Technical Specification Section	Scheduled Activity	Inspection/Test Required	Inspected/ Tested By	Location Of Inspection/Test On/Off Site		Date Conducted	Date Sent to Engineer	Accepted/ Rejected
263600 Transfer Switches		Electrical Tests: All control wiring with respect to ground Contact/pole-resistance test Automatic transfer tests Operation and timing verification						
263600 Transfer Switches		Phase-to-phase and phase-to-ground Insulation Resistance test						
263600 Transfer Switches		Electrical tests for transfer switches to demonstrate interlocking sequence and operational function for each switch at least three times						
263600 Transfer Switches		Ground-Fault Tests						
264313 Surge Protection for Circuits		Inspect/compare equipment nameplate data for compliance with Drawings and the Specifications						
264313 Surge Protection for Circuits		Inspect anchorage, alignment, grounding, and clearances						
264313 Surge Protection for Circuits		Inspect/verify electrical wiring installation complies with manufacturer's written installation requirements						
265119 LED Interior Lighting		Operational Test to confirm proper operation						
265119 LED Interior Lighting		Test for Emergency Lighting						
265213 Emergency and Exit Lighting		Test for Emergency Lighting						
265619 LED Exterior Lighting		Inspect each installed luminaire for damage						
265619 LED Exterior Lighting		Operational Test to test units to confirm proper operation						
265619 LED Exterior Lighting		Illumination Test to confirm proper operation						
260519 LV Conductors and Cables		Test entrance and feeder conductors for compliance with requirements						

All First Time Quality Samples are Copyright Protected

Technical Specification Section	Scheduled Activity	Inspection/Test Required	Inspected/ Tested By	Location Of Inspection/Test On/Off Site		Date Conducted	Date Sent to Engineer	Accepted/ Rejected
252213 LV Distribution Transformers		Visual and Mechanical Inspections of physical and mechanical condition; anchorage, alignment, and grounding; resilient mounts; unit cleanliness						
252213 LV Distribution Transformers		Manufacturer's recommended inspections and mechanical tests						
252213 LV Distribution Transformers		Test as-left tap connections as per spec.						
252213 LV Distribution Transformers		Test surge arresters for compliance as per spec						
252213 LV Distribution Transformers		Electrical Test measuring resistance at each winding, tap, and bolted connection						
252213 LV Distribution Transformers		Insulation-resistance test of winding-to-winding and each winding-to-ground						
252213 LV Distribution Transformers		Turns-ration test at all tap positions						
252213 LV Distribution Transformers		Test to verify correct secondary voltage, phase-to-phase and phase-to-neutral						
262416 Panelboards		Visual and mechanical inspection and electrical test for low-voltage air circuit breakers and low-voltage serve arrestors as per NETA ATS						
262416 Panelboards		Infrared scan tests and inspections: Initial Infrared Scanning, Follow-up Infrared Scanning, Instruments and Equipment						
262726 Wiring Devices for wall-box dimmers, non-networkable wall-switch occupancy sensors and manual light switches		Test and inspect straight-blade receptacles						
		Visual and Mechanical Inspection of Switches						

All First Time Quality Samples are Copyright Protected

Technical Specification Section	Scheduled Activity	Inspection/Test Required	Inspected/ Tested By	Location Of Inspection/Test On/Off Site		Date Conducted	Date Sent to Engineer	Accepted/ Rejected
262816 Enclosed Switches and Circuit Breakers		Electrical Tests: Resistance measurements through bolted connections; Contact resistance across each switchblade fuseholder; Insulation-resistance for one minute on each pole, phase-to-phase and phase-to-ground with switch closed and across each open pole; Fuse resistance; Ground fault test according to NETA ATS 7.14						
262816 Enclosed Switches and Circuit Breakers		Visual and Mechanical Inspection of Molded Case Circuit Breakers						
262816 Enclosed Switches and Circuit Breakers		Electrical Tests: Resistance measurements through bolted connections; Insulation-resistance for one minute on each pole, phase-to-phase and phase-to-ground with circuit breaker closed and across each open pole; Contact/pole resistance test; Insulation resistance tests on all control wiring; Determine primary current injection for long-time-pickup and delay, short-time pickup and delay, ground-fault pickup and time delay, instantaneous pickup; Functionality of trip unity by means of primary current injection; Minimum pickup voltage tests on shunt trip and close coils in accordance with manufacturer's published data; Correct operation of auxiliary features; Operation of charging mechanism						
263213.16 Gas-Engine-Driven Generators		Visual and Mechanical Inspection						
263213.16 Gas-Engine-Driven Generators		Electrical and Mechanical Tests						
263213.16 Gas-Engine-Driven Generators		NFPA 110 Acceptance Tests						
263213.16 Gas-Engine-Driven Generators		Battery Tests						
263213.16 Gas-Engine-Driven Generators		Battery-Charger Tests						
263213.16 Gas-Engine-Driven Generators		System Integrity Tests						

All First Time Quality Samples are Copyright Protected

Technical Specification Section	Scheduled Activity	Inspection/Test Required	Inspected/ Tested By	Location Of Inspection/Test On/Off Site		Date Conducted	Date Sent to Engineer	Accepted/ Rejected
264313 Surge Protection for Circuits		Inspections and Tests for Surge Protection for Circuits: Compare equipment nameplate data for compliance with drawing and specs; Inspect anchorage, alignment, grounding, and clearance; Verify electrical wiring installation complies with manufacturer's written installation requirements.						
265119 LED Interior Lighting		Operational Test and Test Emergency Lighting						
265213 Emergency and Exit Lighting		Test for Emergency Lighting						
265619 LED Exterior Lighting		Inspect each luminaire for damage						
265619 LED Exterior Lighting		Perform operational test and verify operation of photoelectric controls						
265619 LED Exterior Lighting		Illumination Operational Test						
DIV 27 COMMUNICATIONS								
270536 Cable Trays for Telecommunications Systems		Tests and Inspections: Survey for compliance with requirements; visually inspect cable insulation for damage; verify that the number, size, and voltage of cables in cable trays; verify that there are no intruding items; remove any blockage of tray ventilation; visually inspect each cable tray joint and each ground connection for mechanical continuity; check for improper sized or installed bonding jumpers						
DIV 28 ELECTRONIC SAFETY AND SECURITY								
PLC Hardware for Electronic Security		Inspect and verify that units and controls and properly labeled, and interconnecting wires and terminals are identified						

All First Time Quality Samples are Copyright Protected

Technical Specification Section	Scheduled Activity	Inspection/Test Required	Inspected/ Tested By	Location Of Inspection/Test On/Off Site		Date Conducted	Date Sent to Engineer	Accepted/ Rejected
284621.11 Addressable Fire-Alarm Systems		Visual inspection of addressable fire-alarm system prior to testing based on drawings and system documentation. Comply with NFPA 72 Visual inspection frequencies table.						
284621.11 Addressable Fire-Alarm Systems		System testing in compliance with NFPA 72 (W)						
284621.11 Addressable Fire-Alarm Systems		Test audible appliances for public operating mode in accordance with manufacturer's written instructions (W)						
284621.11 Addressable Fire-Alarm Systems		Test audible appliances for private operating mode in accordance with manufacturer's written instructions (W)						
28500 Miscellaneous Systems for Electronic Security		Inspect and verify that units and controls are properly labeled, and interconnecting wires and terminals are identified						
285123 Integrated Intercom and Paging System for Electronic Security		Inspect and verify that units and controls are properly labeled, and interconnecting wires and terminals are identified						
DIV 31 EARTHWORK								
312000 Earth Moving	Site Clearing & Earth Moving	Subgrade Inspection (H)						
DIV 32 EXTERIOR IMPROVEMENTS								
321313 Concrete Paving		Testing of composite samples of fresh concrete obtained according to ASTM C 172						
DIV 33 UTILITIES								
333000 Sanitary Sewerage		Inspect interior piping for line displacement or other damage						
333000 Sanitary Sewerage		Hydrostatic tests of sanitary sewerage system according to authorities having jurisdiction						
333000 Sanitary Sewerage		Force Main hydrostatic test						

Questions? Call First Time Quality 410-451-8006



For More Information:

Visit our Online Store at:

www.firsttimequalityplans.com

or

Contact: First Time Quality

410-451-8006

edc@firsttimequality.com