

# [CompanyName]

## Demolition

### Quality Assurance/Quality Control Plan

[ProjectName]

[ProjectNumber]

Management acceptance

This Construction Quality Assurance/Quality Control Plan has been reviewed and accepted.

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

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# PROJECT-SPECIFIC DEMOLITION QUALITY PLAN

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## A. [COMPANYNAME] QUALITY POLICY

[CompanyName] is committed to quality. Our objective is to safely deliver 100 percent complete construction projects that meet all contract and customer expectations the first time, every time. Our commitment to quality means:

- Every [CompanyName] employee is responsible for fully implementing and complying with all provisions of the [CompanyName] quality system.
- 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.

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## B. KEY ELEMENTS OF THE DEMOLITION QUALITY PLAN

Key elements of the [CompanyName] Quality Assurance/Quality Control Plan include:

**Quality Management and Responsibilities.** [CompanyName] fully integrates its quality management system into the organizational structure and performance management systems for each project. We:

- Maintain a documented quality system consisting of a quality manual with policies and procedures.
- Tightly control exceptions to the quality system so company standards are applied uniformly to every project
- Systematically maintains quality system documents and records.

**Quality Control Personnel.** [CompanyName] fully integrates its quality management system into the organizational structure and performance management systems for each project. We:

- Appoint a Quality Manager, Superintendent, and Project Manager to each project, each with well-defined quality responsibilities and the authority to carry them out.
- Have well-defined quality responsibilities for every employee with specific quality responsibilities for key job positions.
- Plan project quality records and documentation that will be maintained.
- Tightly control exceptions to the quality system so company standards are applied uniformly to every project
- Enforce policies that monitor work conditions before and during work so that quality results are assured.

**Project Quality Coordination and Communication.** [CompanyName] tightly controls the construction process to ensure quality results. We:

- Plan quality communications through meetings, reporting requirements, and points of contact.
- Have a project startup meeting to communicate project goals and expectations.
- Conduct preparatory meetings in advance of each scheduled work task to communicate requirement details and coordinate work activities.

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- Review ongoing employee qualifications and evaluate quality practices and performance as part of the employee performance management process.

**Qualification of Subcontractors and Suppliers.** [CompanyName] purchases only from subcontractors and suppliers that consistently meet [CompanyName] standards for quality. We:

- Clearly define outside organization qualification requirements including licensing requirements, compliance with specific quality standards, quality responsibilities, qualification of personnel and quality improvement processes.
- Validate capabilities to meet project quality requirements at planned production levels.
- Verify ongoing quality performance.

**Project-Specific Quality Standards.** [CompanyName] clearly defines standards and specifications that apply to each project. We:

- Identify all relevant regulations, codes and industry standards.
- Identify specifications for materials that meet contract as well as regulatory requirements.
- Specify quality and certification requirements for materials and equipment that affect quality.
- Identify special requirements for calibration of quality measuring devices.
- Supplement the contract and published standards with [CompanyName] quality standards as required to reduce quality risks and assure quality results.

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**Quality Control of Corrections and Nonconformances.** [CompanyName] nonconformance control processes ensure that we prevent all nonconformances from cover-up, inadvertent use, and corrected. We:

- Mark the item to clearly identify it for correction.
- Make corrections in a timely manner and validate their effectiveness.
- Require customer approval before accepting any nonconforming items.
- Identify nonconformance items for future prevention.
- Address nonconformance causes systematically by updating standards and specifications; improving process and employee capabilities; setting new requirements for outside organizations; and enhancing the effectiveness of field and third party quality inspections.
- Validate actions taken to prevent nonconformances and their effectiveness.

**Project Completion Inspections.** [CompanyName] conducts a series of inspection near the completion of major milestones and end of the project to assure that the contracted work is completed to specifications. We:

- Perform a rigorous inspection by senior managers independent of production.
- Correct any deviations and reinspect prior to submittal to the customer for final review.
- Participate in the customer's final inspection quickly address any issues found.

## C. PROJECT QUALITY COORDINATION AND COMMUNICATION

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

The process begins when we hold a pre-construction 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.

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<b>[CompanyName] Point of Contact List</b>				
Project ID	Project Name	Preparer	Date	
[ProjectNumber]	[ProjectName]	[ProjectManagerName]		

Company	Name	Job Position(s)	Phone Contact Numbers	Email
[CompanyName]	[PresidentName]	President		
[CompanyName]	[ProjectManagerName]	Project Manager		
[CompanyName]	[SuperintendentName]	Superintendent		
[CompanyName]	[QualityManagerName]	Quality Manager		
[CompanyName]	[SafetyManagerName]	Safety Manager		



**[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 personnel listed on contact list

**Project startup meeting participants, date, location:**

TBD

**Work task quality plan meeting participants, nominal location:**

TBD

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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

## D. PROJECT QC PERSONNEL

[CompanyName] ensures that quality control personnel remain independent from the pressures of production through our organizational lines of authority as defined by our QC Organization Chart.

The President appoints a Quality Manager, Superintendent, and Project Manager, and then assigns each with specific quality responsibilities and authorities of their job position.

### PROJECT QC JOB POSITION ASSIGNMENTS

Table D-1 shows the job positions assigned to personnel on this project.

Table D-1

QC Personnel Name	Job Position
[PresidentName]	President
[ProjectManagerName]	Project Manager
[SuperintendentName]	Superintendent
[QualityManagerName]	Quality Manager
[SafetyManagerName]	Safety Manager

### DUTIES, RESPONSIBILITIES, AND AUTHORITY OF QC PERSONNEL

The President has overall responsibility for implementation safety including performance and results of the [CompanyName] Quality System, including quality on this project.

QC personnel assigned to this project have the duties, responsibilities and authority defined by their job position.

Key project personnel have accepted their appointments and declared their ability to carry out the appointments.

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- Implement and manage all phases of quality control
- Communicating project-specific quality requirements to all affected departments, subcontractors and suppliers, and customers
- Ensuring that the Quality System is established and implemented by persons doing work that impacts quality
- Monitoring progress of activities
- Ensuring that the Quality System is maintained
- Acting as the project quality liaison with parties outside the company on matters relating to quality
- Reporting to senior management on performance of the Quality System, including needed improvements
- Review and approval of all project Quality System records

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#### **SUPERINTENDENT: QUALITY DUTIES, RESPONSIBILITIES, AND AUTHORITY**

A Superintendent verifies that work performed by subcontractors and suppliers and [CompanyName] work crews conforms to [CompanyName] quality standards. The 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-

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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.

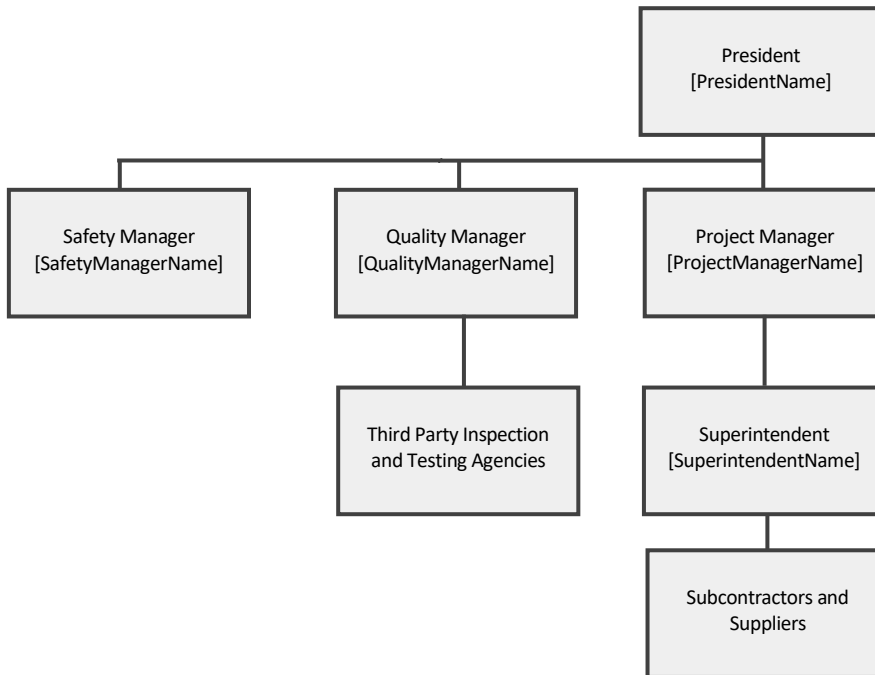
## PROJECT QC ORGANIZATION CHART

The Project QC Organization Chart shows the QC organizational structure. The chart includes job positions along with the name of each person appointed to that position. Figure A-1 shows the QC Organization Chart for this project.

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The President assesses the qualification requirements for each position on the project organization chart, qualifications of each person, and then appoints only qualified persons to the project organization.

Figure A-1



## E. PERSONNEL QUALIFICATIONS

[CompanyName] ensures that only knowledgeable, capable employees carry out the planning, execution, and control of the project.

We train our employees on quality standards and procedures based on project requirements as well as their job positions. Then we validate their capabilities before they are assigned to carry out their quality job responsibilities on the project. Ongoing monitoring of performance continually validates qualifications of each employee.

The Quality Manager qualifies employee capabilities to ensure that they are capable of completely carrying out their assigned quality responsibilities including the following capabilities:

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The Quality Manager also evaluates independent contractor personnel on the same standards that apply to employees.

## TRAINING

We train our employees on quality standards and procedures based on project requirements as well as their job positions. Then we validate their capabilities before they are assigned to carry out their quality job responsibilities on the project. Ongoing monitoring of performance continually validates qualifications of each employee.

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## **F. QUALIFICATION OF THIRD PARTY INSPECTION/TESTING COMPANIES AND SUBCONTRACTORS AND SUPPLIERS**

[CompanyName] evaluates outside organizations to ensure that the quality of their materials or services will meet contract requirements, and that they have the capacity and equipment to carrying out the contract on schedule.

Our subcontractors and suppliers meet the project 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.

Ongoing monitoring of performance continually validates qualifications of each subcontractor and supplier.

Key outside organizations that will be used on this project are listed on the Subcontractor and Supplier List form. A Subcontractor and Supplier List form exhibit is included in this subsection. The qualifications of listed suppliers have been verified.

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**[CompanyName]  
Project Subcontractor and Supplier List**

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

Work Tasks	Subcontractor and Supplier Name	Description of Services	Remarks

## **G. DEMOLITION PROJECT QUALITY SPECIFICATIONS**

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.

[CompanyName] personnel and subcontractors and suppliers are accountable for compliance to standards-based written specifications.

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## H. DEMOLITION INSPECTION AND TEST PLAN

[CompanyName] identifies inspections and tests that will be performed during the project. A test report is completed for each test. The test reports are then used for monitoring compliance to the plan and tracking results.

If independent laboratories are required to perform tests or quality inspections, we ensure that the laboratories are certified by a nationally recognized testing accreditation organization as appropriate for the scope of the inspection or test.

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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]  
Inspection and Test Plan and Log**

<b>Project Number</b>	<b>Project Name</b>	
[ProjectNumber]	[ProjectName]	(All tests verified by Superintendent and/or QC Manager)

Item	Spec Section Number and Title	Applicable Standard	Inspections & Tests Description	Test and Inspection Methods	Number required	Time Schedule/Frequency	Inspection/ Test By	Sample Req. Yes/No	Unique characteristics of QC Service
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									

# I. DEMOLITION WORK TASK QUALITY INSPECTIONS

[CompanyName] identifies a list of work tasks, phases of production, which will be quality controlled.

## WORK TASKS SERIES OF INSPECTIONS

Each work Task is subject to a series of inspections; before, during, and after the work is complete. Each inspection verifies compliance with full scope of the relevant specifications; not limited to checkpoints for heightened awareness.

- The initial task-ready inspection occurs when crews are ready to start work and ensures that work begins only when it does not adversely impact quality results.

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inspection or testing and determines if continuous work in process inspections are required. For these special processes, a qualified inspector continuously inspects the work process.

### MATERIAL QUALITY INSPECTION AND TESTS

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.

## 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

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## [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	

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improvement ideas	
Weather conditions	Temperature: Low: ____ F High: ____ F Precipitation: <input type="checkbox"/> No <input type="checkbox"/> Yes, type and amount: _____

## Existing Conditions - Demolition 02.41.00

Project:	Phase:	Contract#:	Subcontractor:	Crew:
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<p><b><u>Compliance Verification</u></b></p> <p><input type="checkbox"/> Compliance with initial job-ready requirements</p> <p><input type="checkbox"/> Compliance with material inspection and tests</p>	<p style="text-align: center;"><b>YES NO <u>Heightened Awareness Checkpoints</u></b></p> <p><input type="checkbox"/> <input type="checkbox"/> Remaining items not damaged</p> <p><input type="checkbox"/> <input type="checkbox"/> Existing items protected from weather damage</p> <p><input type="checkbox"/> <input type="checkbox"/> Utilities not damaged</p> <p><input type="checkbox"/> <input type="checkbox"/> Dust and debris controlled</p>
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### 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 verified complete and in compliance with contract drawings and specifications except for non-conformances and incomplete items reported above.

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

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## [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]
- 

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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.

## **J. QUALITY CONTROL OF CORRECTIONS, REPAIRS, AND NONCONFORMANCES**

Should a problem occur in the quality of work, we systematically contain the issue and quickly make corrections. Our first action is to clearly mark the item by tape, tag, or other easily observable signal to prevent inadvertent cover-up.

Then we expedite a corrective action that brings the workmanship or material issue into conformance by repair, replacement, or rework. Previously completed work is reinspected for similar nonconformances. If we cannot correct the item to meet contract specifications, the customer will be notified, and customer approval of corrective actions is required before proceeding.

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<b>[CompanyName] Nonconformance Report</b>		
Nonconformance Report Control ID	Project ID	Project Name
	[ProjectNumber]	[ProjectName]
Preparer Signature/ Submit Date		Quality Manager Signature / Disposition Date
Description of the requirement or specification		
Description of the nonconformance, location, affected area, and marking		
Disposition	<input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Rework <input type="checkbox"/> Use As-is	
	Approval of disposition required by customer representative? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Customer approval signature /date: _____	

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	<input type="checkbox"/> Preventive actions completed Name/Date: _____
--	--

## **K. PROJECT COMPLETION INSPECTIONS**

[CompanyName] conducts a series of inspections near the end of each project to assure that the contracted work is completed to specifications.

Near the end of the project, or a milestone, the Quality Manager, Superintendent, and Project Manager participate in the inspection of the completed project and verify conformance to contract specifications. Any deviations are corrected and reinspected before submitting the project to the customer for final inspection.

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**[CompanyName]  
Punch List**

Project ID	Project Name	Punch List Type
[ProjectNumber]	[ProjectName]	<input type="checkbox"/> Work Tasks _____ <input type="checkbox"/> Project Final Punch <input type="checkbox"/> Pre-Final Customer Inspection <input type="checkbox"/> Final Acceptance Inspection
Inspection Date	Preparer	
		<b>Item Completion</b>

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Punch List Completion Date	Final QA Sign-off	Remaining Nonconformances Reported ID # and Description				

**[CompanyName]  
Project Completion Inspection Form**

<b>Project: ID:</b>	<b>Project Name:</b>	<b>Location/Area:</b>	
[ProjectNumber]	[ProjectName]		
<b>Compliance Verification</b> <input type="checkbox"/> Compliance with material inspection and tests <input type="checkbox"/> Compliance with inspection requirements		<b>Heightened Awareness Checkpoints</b> <input type="checkbox"/> [Insert items identified at project startup, preparatory and status meetings]	

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Reported Nonconformances:	
<b>Verification of Project Completion (sign and date)</b>	
Project Superintendent verified complete to specifications (sign and date)	Sign and date*:
Quality Manager verified complete to specifications (sign and date)	Sign and date*:
<small>* 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.</small>	

## **L. CONTROL OF QUALITY RECORDS AND DOCUMENTS**

On this project, [CompanyName] will keep quality documents and records of quality activities that occur throughout the duration of the project.

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## **M. SERVICING AND WARRANTY**

[CompanyName] will provide warranty service per the contract specifications, regulatory requirements.

[CompanyName] will maintain the capability to provide the necessary service by having the required resources available. This includes materials, equipment, and personnel.