[CompanyName]

Road Construction

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:	*[QualityManagerName]*	Date:	[Date]
Version	1.0	Notes	Initial Issue

SIGNATURE SHEET

Plan Preparer

This [CompanyName] Project Quality Assurance/Quality Control Plan was prepared in accordance with the contract specifications and requirements of the [CompanyName] quality system and approved by:

[QualityManagerName] / [Date]

[QualityManagerName], Quality Manager /Date

Approval by Company Officer

This [CompanyName] Project Quality Assurance/Quality Control Plan is approved by:

[SeniorManagerName] / [Date]

[SeniorManagerName], Senior Manager /Date

Plan Concurrence

[CompanyName] Project Quality Assurance/Quality Control Plan concurrence by:

[ProjectManagerName] / [Date]

[ProjectManagerName], Project Manager /Date

[SuperintendentName] / [Date]

[SuperintendentName], Superintendent /Date

PROJECT-SPECIFIC CONSTRUCTION QUALITY PLAN

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H. SUBMITTALS

CONTRACT SUBMITTALS

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.

SHOP DRAWING SUBMITTALS

The Project Manager or Purchasing and Estimating Manager prepare shop drawing submittals that supplement contract drawings. Shop drawings are required when additional details are necessary for fabrication or installation. The following information is included, as applicable:

- Dimensions established by field measurement
- Relationships to adjoining construction
- Identification of products and materials
- Fabrication and installation drawings
- Diagrams showing locations of field-installations
- Shop fabricated manufacturing instructions
- Templates and patterns
- Design calculations
- Compliance with specified standards
- Seal and signature of professional engineer if required
- Additional requirements as specified in the contract, contract technical requirements, or contract drawings.

[CompanyName] extends contract specifications to include customer approved shop drawings.

PRODUCT DATA SUBMITTALS

The Project Manager prepares product data submittals that consist of the manufacturer's product information. The information included in this submittal is:

- Manufacturer, trade name, model or type number
- Description
- Intended use
- Size and physical characteristics including drawings when applicable
- Finish and color characteristics
- Product manufacturer's installation instructions, when applicable
- Additional requirements as specified in the contract, contract technical requirements, or contract drawings.

ALLOWANCES AND UNIT PRICES SUBMITTALS

When customer contracts specify allowances and unit prices that the customer will select after the contract is awarded, the Project Manager prepares an allowance and unit price submittal for customer approval.

When a customer selects or approves an allowances and unit prices, the customer indicates the allowance and unit price selection on the signed submission return.

[CompanyName] extends compliance to contract specifications to customer approved allowances and unit prices.

Request for Information (RFI) Submittals

The Project Manager submits a request for additional information to the customer when errors are found or when required information is not contained in the contract, contract technical specifications, or contract drawings.

Should any number of contract technical specifications or contract drawings result in conflicting requirements, the Quality Manager submits a request for information to the customer to select the standard that applies.

[CompanyName] extends compliance to contract specifications to customer requests for information.

Change Order Submittals

Contract requirements or contract technical specifications may require a change after the contract is awarded. The Project Manager submits the change order to the customer for approval, including any contract price adjustments.

When a customer approves a change order, the customer signs the submission return.

[CompanyName] extends contract specifications to include customer approved change orders.

Mock-up Submittals

The Superintendent prepares mock-up submittals as required by contract. Additionally, the Quality Manager specifies mock-up requirements when they are necessary to ensures customer expectations are clearly identified.

The Quality Manager ensures that each mock-up demonstrates specific elements of form and/or function, and that they are specified in the submittal documents.

[CompanyName] extends contract specifications to include customer approved mock-up submittals.

Submittal Schedule and Log

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

- Contract requirement reference (if applicable)
- Submittal type: Shop drawing, product data, quality inspection and test plan, request for information, or allowances and unit prices
- 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.

[CompanyName]
Project Submittal Form

Submittal ID#	Project ID	Project Name	Date
	[ProjectNumber]	[ProjectName]	

To:	From: [CompanyName] Location:
Type of Submittal: ☐ Shop drawing ☐ Product data ☐ Request for information ☐ Completed form or quality record ☐ Quality system document ☐ 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: ☐ Approved ☐ Conditionally approved, resubmission not required (see comments) ☐ Disapproved, resubmission required ☐ Other:	Customer Representative: Name: Title: Signature / Date:
Comments:	

[CompanyName]
Project Submittals Schedule and Log

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

Contract Section Activity ID	Technical Specification Reference / Version Date	Type/Description of Submittal	Version /Date	Required Submittal Date	Date Submitted to Customer	Required Customer Approval Date	Customer Approval Date

K. Material and Equipment 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 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.

Equipment Inspections

All equipment is inspected and maintained daily or prior to use based on manufacturer's instructions. This includes all equipment whether in use or not while on the jobsite.

The Superintendent ensures that each work task that uses equipment proceed only after the equipment has been accepted by the equipment quality inspection or test.

The equipment inspection includes a verification of the following:

- Equipment is in good working condition and that there is no need for repair
- Equipment maintenance has been performed to meet manufacturer's specifications
- Equipment is safe to use

Preservation and Protection of Materials and Completed Work

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

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

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

Material and Equipment Storage

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

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

Preventive maintenance based on the manufacturer's recommendations will be performed on all stored materials and equipment if required.

If preventive maintenance is required:

- The Superintendent or qualified receiving inspector will record the item(s) on the Material and Equipment Receiving Inspection form and note that preventive maintenance is required
- Tag or label the material / equipment
- Record, on the tag or label, the type of preventive maintenance required, how often preventive maintenance is to be performed, and the date it was performed

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

The Superintendent surveys stored materials and equipment during daily jobsite reviews to verify preventive maintenance requirements are being performed as required, and to identify if any material any material and/or equipment that have incurred damage or otherwise become defective and therefore unfit for use.

Measuring and Test Equipment Control and Calibration

The Quality Manager evaluates the project requirements and determines if there are measuring and test equipment 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.

Utilization of Measuring and Test Equipment

Measuring and testing equipment utilized will be appropriate to the work performed and in good repair and working condition. At prescribed intervals, or prior to each use, all MTE and devices used for inspection or testing shall be calibrated and adjusted against certified equipment having a known valid relationship to nationally recognized standards. When no national standards exist, the basis employed for calibration shall be documented. The Quality Manager shall:

- Identify MTE and provide a tag, sticker, or other suitable means to show the calibration status.
- Maintain calibration records and maintain traceability of calibrated equipment. Calibration documentation shall provide traceability by demonstrating an unbroken chain of calibration or comparisons linking them to relevant national standards or physical constants.

MTE that will be controlled, calibrated, and maintained is listed on a Test Equipment Calibration Plan and Log form included in the Forms section at the end of the manual.

If MTE is found to be out of calibration, the equipment and the tests performed with the out-of-calibration equipment shall be evaluated. The equipment shall be tagged and segregated (if space permits) and shall not be used until it has been calibrated, repaired, and found acceptable for use. If it cannot be repaired, the equipment shall be properly dispositioned. If the results of the testing performed with the equipment are not valid, a nonconformance shall be written.

Calibration and control measures are not required for commercial equipment such as rulers, tape measures, and if such equipment is not used for Quality Control or quality verification purposes and provides the required accuracy.

[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]
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
						☐	☐	☐
						☐	☐	☐
						☐	☐	☐
						☐	☐	☐
						☐	☐	☐
						☐	☐	☐

Receiving Quality Control

ACCEPTANCE

Listed items have been accepted by me or under my supervision

☐ Conform to contract specifications EXCEPT as noted herein or on supporting documents.
☐ Received in apparent good condition EXCEPT as noted

Signature of authorized person and date: _____

EXCEPTIONS:

[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

M. Work Task Quality Inspections

[CompanyName] identifies a list of work tasks which will be quality controlled. Each work task is subject to a series of inspections; before, during, and after completion.

Each inspection verifies compliance with full scope of the relevant specifications; not limited to inspection form checkpoints.

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

Incoming material inspections verify that materials are as specified and meet all requirements necessary to assure quality results.

Work-in-process inspections continuously verify that work conforms to project specifications and quality expectations. Work continues only when it does not adversely impact quality results.

At completion of the work task an inspection verifies that work has been completed in accordance with project quality requirements.

Inspection results are recorded and maintained as part of the project files.

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 as set of requirements for quality control inspections before, during and after work tasks.

Independent quality audits are conducted to verify that the task quality controls are operating effectively.

Construction projects may execute a work task multiple times in a project, in which case a series of quality inspections are required for each work task.

Independent quality control audits are conducted to verify that the task quality controls are operating effectively.

Identification of Quality Inspected Work Tasks

A listing of project work tasks is included on the Quality Control work task List and included as an exhibit in this subsection.

Required Inspections For Each Work Task

Each work task is subject to a series of inspections before, during, and at completion as described below. Results of inspections are recorded.

Preparatory Site Inspection

The Superintendent performs a quality inspection of the work area and:

- Assesses completion of required prior work
- Verifies field measurements
- Assures availability and receiving quality inspection status of required materials
- Identifies any nonconformances to the requirements for the task to begin
- Identifies potential problems

Task-ready Inspections

For each work task, the Superintendent or a qualified inspector performs job-ready quality inspections to ensure that work activities begin only when they should begin. Job-ready quality inspections verify that conditions conform to the project quality requirements.

First Work and Follow-up 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.

The Superintendent or a qualified inspector performs ongoing work in process quality inspections to ensure that work activities continue to conform to project quality requirements.

Work Task completion quality inspections

For each work task, the Quality Manager or a qualified inspector inspects the completion of each work task to verify that work conforms to project quality requirements.

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.

Inspection of Special Processes

The Quality Manager identifies special processes where the results cannot be verified by subsequent inspection or testing and determines if continuous inspections are required. For these special processes, a qualified inspector continuously inspects the work process.

Special Process Controls

Should a special process be required, the Quality Manager will prepare the procedure and submit it to the project customer for approval prior to the work being performed.

Inspection and Test Status

The status of each quality control inspection or test is clearly marked by tape, tag, or other easily observable signal to ensure that only items that pass quality inspections is accepted.

For each quality-controlled work task, the Quality Manager determines the appropriate method of identification to show inspection and test status.

For each quality-controlled material, the Quality Manager determines the appropriate method for identifying quality inspection and test status.

Daily Quality Control Report

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

- Schedule Activities Completed
- General description of work activities in progress.
- Problems encountered, actions taken, problems, and delays

- Meetings held, participants, and decisions made
- Subcontractor and Supplier and Company Crews on site
- Visitors and purpose
- General Remarks
- Improvement Ideas
- Weather conditions

[CompanyName]
Quality Controlled Work Task List

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

Project Work Tasks / Contract Section	Quality Controlled work task	Method for identification of Approved Inspection Status

[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: ❑ No ❑ Yes, type and amount: _____

[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 inspection requirements
- ☐ Compliance with work in process inspection requirements
- ☐ Compliance with work task completion inspection requirements
- ☐ Compliance with inspection and test plan

Heightened Awareness Checkpoints

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

Production Notes:

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.

L. Road Construction Inspection and Test Plan

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 purchaser quality inspection
- Specification requirements for each quality inspection and test

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. An Inspection and Test Plan and Log form exhibit is included as an exhibit in this subsection.

Independent Measurement and Tests

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

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

Hold Points for Purchaser Inspection

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

Inspection and Testing Road Construction Standards

Inspection and testing standards that may apply to this project include those listed below.

Description	Reference Standard No.	Reference Standard Title
Field in-place density of soil	ASTM D 1556	Density and Unit Weight of Soil in Place by the Sand-Cone Method
Field in-place density of soil	ASTM D 2167	Density and Unit Weight of Soil in Place by the Rubber Balloon Method
Field in-place density of soil and drainage layer density	ASTM D 6938	Standard Test Method for In-Place Density and Water Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth)
Load tests of driven piles	ASTM D 1143/D 1143M	Piles Under Static Axial Compressive Load
Pile lateral load tests for steel H-piles	ASTM D 3966	Standard Test Methods for Deep Foundations Under Lateral Load
Grout consistency for pressure grouting operations	ASTM C 939	Flow of Grout for Preplaced-Aggregate Concrete (Flow Cone Method)

Bearing capacities of soils	ASTM D 1586	Penetration Test and Split-Barrel Sampling of Soils
Rock and soil anchor performance testing	PTI DC35.1	Recommendations for Prestressed Rock and Soil Anchors
Bituminous mix extraction testing	ASTM D 2172	Quantitative Extraction of Bitumen from Bituminous Paving Mixtures
Bituminous mix sieve analysis	AASHTO T 30	Standard Method of Test for Mechanical Analysis of Extracted Aggregate
Bituminous mix stability and flow testing	ASTM D 1559	Resistance to Plastic Flow of Bituminous Mixtures Using Marshall Apparatus
Binder and wearing course density tests	AASHTO T 230	Determining Degree of Pavement Compaction of Bituminous Aggregate Mixtures
Binder and wearing course density tests	ASTM D2950/D2950M	Density of Bituminous Concrete in Place by Nuclear Methods
Samples for the determination of mix properties, thickness and density of the completed pavements	ASTM D 979	Sampling Bituminous Paving Mixtures
Concrete cylinders for strength testing	ASTM C172/C172M	Standard Practice for Sampling Freshly Mixed Concrete
Concrete cylinders for strength testing	ASTM C 31/C 31M	Standard Practice for Making and Curing Concrete Test Specimens in the Field

[CompanyName]
Inspection and Test Plan and Log

Project Number	Project Name	
[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 Reqd. Yes/No	Unique characteristics of QC Service
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										

[CompanyName]
Testing & Inspection Results Log

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

Report ID /Date of Issue	Description of Inspection / Test	Report Date	Results		Type of Corrective Action
			Approved	Rejected	

M. Control of Corrections 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.

Fixing problems found is not sufficient. [CompanyName] systematically prevents recurrences to improve quality. First enhanced controls and management monitoring are put into place to assure work proceeds without incident. Then using a structured problem-solving process, [CompanyName] identifies root causes and initiates solutions. Solutions may involve a combination of enhanced process controls, training, upgrading of personnel qualifications, improved processes, and/or the use of higher-grade materials. Follow-up ensures that a problem is completely resolved. If problems remain, the process is repeated.

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

Marking of Nonconformances and Observations

When the Quality 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 work task completion inspection, the Superintendent or inspector records the nonconformances on a nonconformance report.

The Superintendent sends the nonconformance report to the Quality Manager.

[CompanyName][CompanySuffix] Nonconformance Report

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	☐Replace ☐ Repair ☐ Rework ☐ Use As-is	
	Approval of disposition required by customer representative? Yes ☐ No ☐ Customer approval signature /date: _____	
Corrective Actions	☐Corrective actions completed Name/Date:_____ Customer acceptance of corrective actions required? Yes ☐ No ☐ Name/Date:_____	
Preventive Actions		
	☐Preventive actions completed Name/Date:_____	

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

List of Included Inspection Forms for Road Construction

Earthwork

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

Utilities

- Culverts
- Public Water Utility Distribution Piping
- Sanitary Utility Sewerage Force Mains
- Sanitary Utility Sewerage Piping
- Storm Drainage Structures
- Storm Utility Water Drains
- Subdrainage
- Water Utility Distribution Equipment

Exterior Improvements

- Base Courses
- Curbs// Gutters// Sidewalks// and Driveways
- Fences and Gates
- Flexible Paving
- Irrigation
- Planting
- Retaining Walls
- Rigid Paving

Exterior Improvements - Rigid Paving 32.13.00

Project:	Phase:	Contract#:	Subcontractor:	Crew:

Compliance Verification

- ☐ Compliance with initial job-ready requirements
- ☐ Compliance with material inspection and tests
- ☐ Compliance with work in process first article inspection requirements
- ☐ Compliance with work in process inspection requirements
- ☐ Compliance with Task completion inspection requirements
- ☐ Compliance with inspection and test plan
- ☐ Compliance with safety policies and procedures

Reported Nonconformances and incomplete items:

Heightened Awareness Checkpoints

FTQ	2TQ	
☐	☐	Paving profile and reinforcing approved by ENGINEER
☐	☐	Reinforcement secured and placed at appropriate depth
☐	☐	All concrete loads placed within specified batch time limits
☐	☐	Slump and strength tests provided to ENGINEER
☐	☐	Expansion joints firmly mounted and flush with adjacent surfaces
☐	☐	Top of joint filler// cap// and sealant even with adjacent surfaces
☐	☐	Paving of even thickness and surface finish
☐	☐	Edge material compacted and brought even with finished surface
☐	☐	Finished pervious paving surface vacuumed// clean// and free sediment/debris
☐	☐	Finished surface free of irregularities and brought to desired grade

FTQ Scores and Completion Sign-off

Field Mgmt.-91.45.01

Quality **5 4 3 2 1** *Notes:*

On-Time **5 4 3 2 1** *Notes:*

Safety **5 4 3 2 1** *Notes:*

Sign and date*: Cell # / ID #:: _____ Signed: _____ Date: _____

Task has been has been verified complete and in compliance with contract drawings and specifications except for non-conformances and incomplete items reported above.

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

For More Information:

Visit our Online Store at:

www.firsttimequalityplans.com

or

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