



° s h # QA/QC Plan Sample

Selected pages (not a complete plan)

☐ QA/QC Plan Sample

☐ Project-Specific Quality Plan

☐ Quality Manual

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Quality Assurance/Quality Control Plan

[ProjectName]

[ProjectNumber]

Version Date: September 14, 2011

PROJECT-SPECIFIC PAVING QUALITY PLAN

TABLE OF CONTENTS

Background Information	7
Project Name	7
Project Number	7
Project Location.....	7
Project Description	7
Project Scope	7
A. [CompanyName] Quality Policy	8
B. Key Elements of the Pave Quality Plan.....	9
Project Quality Assurance/Quality Control Plan Overview	12
C. Project Quality Coordination and Communication	13
D. Project QC Personnel	17
Project QC Job Position Assignments	17
Project QC Organization Chart	18
E. Duties, Responsibilities, and Authority of QC Personnel	19
F. Personnel Qualifications and Technical Certifications	25
G. Qualification of Third Party Inspection/Testing Companies and Subcontractors And Suppliers	27
Paving Inspection/Testing Laboratory Qualification Requirements	27
Qualification	27
Purchase Order Approval	28
H. Quality Training	30
I. Pave Project Quality Specifications	33
Local Building Codes	33
Compliance with Industry Paving Standards	33
J. Design Control	35
K. Material Inspection Traceability and Quality Controls	36
Identification of Lot Controlled Materials	36
Material Receiving and Inspection	36
L. Pave Inspection and Test Plan	41
Inspection and Testing Paving Standards	41
Control of Inspection, Measuring, and Test Equipment.....	42
M. Paving Work Task Quality Inspections	45
Identification of Quality Inspected Paving Work Tasks	45
Required Inspections For Each Paving Work Task	45
Daily Quality Control Report.....	46

N. Control of Punch Items and Nonconformances.....	50
Marking of Nonconformances and Observations.....	50
Control the Continuation of Work.....	50
Recording of Nonconformances	50
Quality Manager Disposition of Nonconformance Reports	51
Corrective Actions	51
Nonconformance Preventive Actions.....	52
O. Project Completion Inspections	54
Punch-Out QC Inspection	54
Pre-Final Customer Inspection	54
Final Acceptance Customer Inspection	55
P. Project Quality Records and Documents	58
Q. Quality Assurance Surveillance.....	61
Project Quality Performance Surveillance.....	61
Project Quality Audits.....	61
Project Audit Plan	62
Project Audit Requirements	62
R. Additional Quality Control Requirements	64

Selected Pages

M. PAVING WORK TASK QUALITY INSPECTIONS

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

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 workmanship expectations. Work continues only when it does not adversely impact quality results.

At completion of the work task an inspection verifies that work, materials, and tests have been completed in accordance with project quality requirements. When appropriate, functional tests are performed.

Inspection results are recoded 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 a 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 PAVING 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 PAVING WORK TASK

Each work task is subject to a series of inspections before, during, and at completion including:

- Preparatory site inspection
- Material inspections
- Work task-ready inspections
- Work in process inspections
- Work task Completion inspections

Results of inspections will be recorded as follows:

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

Each item is described below.

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.

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.

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.

<div style="text-align: center;"> [CompanyName] Quality Inspection and Test Plan </div>												
CONTRACT NUMBER				PROJECT NAME						CONTRACTOR		
[ProjectNumber]				[ProjectName]						[CompanyName]		
SPECIFICATION SECTION AND PARAGRAPH NUMBER		SCHEDULE ACTIVITY ID	TEST REQUIRED	ACCREDITED/ APPROVED LAB YES /NO		SAMPLED BY	TESTED BY	LOCATION OF TEST ON/OFF SITE/SITE		DATE COMPLETED	DATE FORWARDED TO CUSTOMER	REMARKS

N. CONTROL OF PUNCH ITEMS 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. In the event that 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 paint, 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 marks 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.

<div style="text-align: center;"> [CompanyName] Nonconformance Report <small>Version July 22, 2012</small> </div>		
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: _____	
Corrective Actions	<input type="checkbox"/> Corrective actions completed Name/Date: _____ Customer acceptance of corrective actions required? Yes <input type="checkbox"/> No <input type="checkbox"/> Name/Date: _____	
Preventive Actions		
	<input type="checkbox"/> Preventive actions completed Name/Date: _____	

QUALITY MANUAL

TABLE OF CONTENTS

1. Quality System Management and Responsibilities	7
1.1. Overview	7
1.2. [CompanyName] Quality Policy	7
1.3. Quality Duties, Responsibilities, and Authority	7
1.4. Quality System Performance Measures	10
1.5. Customer Satisfaction Performance Measures	10
1.6. Exceptions	10
2. Project Quality Assurance/Quality Control Plan	11
2.1. Overview	11
2.2. [CompanyName] Project License and Qualification Requirements	11
2.3. Project Personnel and Qualifications	11
2.4. Project Quality Assurance/Quality Control Plan	12
2.5. Identification of Quality Controlled Work Tasks	13
2.6. Project Quality Inspection and Test Plan	13
2.7. Project Quality Communications Plan	13
2.8. Project Quality Training Plan	13
2.9. Customer Training On Operation And Maintenance	13
2.10. Project Records and Documentation Plan	13
2.11. Project Audit Plan	14
3. Contract Specifications	15
3.1. Overview	15
3.2. Contract Technical Specifications	15
3.3. Contract Drawings	15
3.4. Contract Submittals	15
3.5. Customer Submittal Approval	17
3.6. Contract Warranty	17
3.7. Contract Review and Approval	18
4. Design Control	19
4.1. Overview	19
4.2. Design Input Review	19
4.3. Project Design Quality Assurance/Quality Control Plan	19
4.4. Design Progress Reviews	20
4.5. Design Output Verification and Approval	20
5. Project-Specific Quality Standards	21
5.1. Overview	21
5.2. Regulatory Codes	21

5.3. Industry Quality Standards	21
5.4. Material and Equipment Specifications.....	21
5.5. Work Process Specifications.....	22
5.6. Controlled Material Identification and Traceability	22
5.7. Measuring Device Control and Calibration	23
5.8. [CompanyName] Quality Standards	23
5.9. Application of Multiple Sources of Specifications	23
6. Project Purchasing	24
6.1. Overview.....	24
6.2. Qualification of Outside Organizations and Company Departments	24
6.3. Quality Responsibilities of Key Subcontractor Personnel.....	25
6.4. Requirements for Subcontractor QC Plan	26
6.5. subcontractor and supplier Quality Policy.....	26
6.6. Project subcontractor and supplier List.....	27
6.7. Purchase Order Requirements	27
6.8. Project Purchase Order Approvals.....	27
7. Process Controls.....	29
7.1. Overview.....	29
7.2. Project Startup and Quality Control Coordination Meeting.....	29
7.3. Preparatory Project Quality Assurance/Quality Control Plan Planning.....	29
7.4. Weekly Quality Planning and Coordination Meetings.....	30
7.5. Process Control Standards.....	30
7.6. Daily Quality Control Report.....	31
7.7. Monthly Quality Control Report	32
8. Inspections and Tests	33
8.1. Overview.....	33
8.2. Required Work Task Quality Inspections and Tests.....	33
8.3. Additional Inspection Requirements for Process Tasks.....	34
8.4. Inspection of Special Processes	34
8.5. Independent Measurement and Tests	35
8.6. Commissioning Functional Acceptance Tests.....	35
8.7. Hold Points for Customer Inspection.....	35
8.8. Quality Inspection and Test Specifications	35
8.9. Inspection And Test Acceptance Criteria.....	35
8.10. Inspection and Test Status.....	36
8.11. Independent Quality Assurance Inspections	36
8.12. Inspection and Test Records.....	36
8.13. Project Completion and Closeout Inspection	37
9. Nonconformances and Corrective Actions	39
9.1. Overview.....	39
9.2. Nonconformances	39
9.3. Corrective Actions	40

10. Preventive Actions	41
10.1. Overview.....	41
10.2. Identify Preventive Actions for Improvement	41
10.3. Train Preventive Actions for Improvement	41
11. Quality System Audits	43
11.1. Overview.....	43
11.2. Project Quality System Audit.....	43
11.3. Company-wide Quality System Audit	43
12. Record and Document Controls.....	44
12.1. Overview.....	44
12.2. Quality System Documents	44
12.3. Document Controls.....	44
12.4. Record Controls	45
13. Appendix.....	47
13.1. Definitions of Terms	47

Selected Pages

7. PROCESS CONTROLS

HOW WORK IS CARRIED OUT

7.1. OVERVIEW

The painting process plan defines how project work is to be done and approved for the overall project. The painting process plan is communicated to all key personnel, subcontractors and suppliers in a startup meeting. As the project proceeds, work task plans provide additional details of how each individual work task is carried out. Work tasks planning meetings are used to communicate expectations of the work task plan to key personnel responsible for carrying out the work task.

7.2. PROJECT STARTUP AND QUALITY CONTROL COORDINATION MEETING

Prior to the commencement of work, the Project Manager holds a meeting to discuss and coordinate how project work will be performed and controlled. Key personnel from [CompanyName], subcontractors and suppliers meet to review expectations for project quality results as well as quality assurance and quality control policies and procedures including:

- Key requirements of the project
- The Project Quality Assurance/Quality Control Plan
- Required quality inspections and tests
- The project submittal schedule
- Quality policies and heightened awareness of critical quality requirements
- Project organization chart and job responsibilities
- Methods of communication and contact information
- Location of project documents and records

7.3. PREPARATORY PROJECT QUALITY ASSURANCE/QUALITY CONTROL PLAN PLANNING

7.3.1. WORK TASK REQUIREMENTS REVIEW

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

- Objectives and acceptance criteria of the work task
- Quality standards that apply to the work task
- Work instructions, process steps, and product installation instructions that apply to the work task
- Shop drawings
- Submittals
- Tools and equipment necessary to perform the work
- License, certification, or other qualification requirements of personnel assigned to work
- Required records of the process and resulting product
- The subcontractor contracted to perform the work, if applicable
- Customer contract requirements
- Required quality inspections and tests
- Method for clearly marking nonconformances to prevent inadvertent use
- Location of quality system records and documents
- Personnel training

7.3.2. PREPARATORY SITE INSPECTION

The Superintendent also 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 work task to begin
- Identifies potential problems

7.3.3. WORK TASK PREPARATORY QUALITY PLANNING MEETINGS

Prior to the start of a work task, the Superintendent conducts a meeting with key company, subcontractor personnel responsible for carrying out, supervising, or inspecting the work, and interested customer representatives.

During the meeting, the Superintendent communicates the work task quality requirements and reinforces heightened awareness for critical requirements. Topics for a work task quality plan meeting include:

- Work tasks quality requirements as identified in section 7.3.1
- Findings of the work task preparatory quality inspection in section 7.3.2
- Conflicts that need resolution
- Required quality documents and a verification of availability to personnel carrying out, supervising, or inspecting the work task
- Record keeping requirements and the availability of necessary forms
- Review methods and sequences of installation
- Special details and conditions
- Standards of workmanship
- Heightened awareness of critical quality requirements
- Quality risks
- Work tasks quality inspection form

LIST OF INCLUDED INSPECTION FORMS FOR ASPHALT PAVING

FROM CSI DIVISIONS

- Earthwork – 31
- Exterior Improvements - 32

FORMS:

- Excavating and Fill
- Grading
- Base Courses
- Curbs// Gutters// Sidewalks// and Driveways
- Flexible Paving

Selected Pages



Exterior Improvements-Curbs// Gutters// Sidewalks// and Driveways 32.16.00

Project:	Phase:	Contract#:	Organization: 9101 Field Operations	Crew:
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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:

FTQ 2TQ Heightened Awareness Checkpoints

- ☐ ☐ Reinforcement secured and placed at appropriate depth **1981**
- ☐ ☐ All concrete loads placed within specified batch time limits **1982**
- ☐ ☐ Slump and strength tests provided to ENGINEER **1983**
- ☐ ☐ Curbing type (slanted// rolled// vertical// etc.) approved by the ENGINEER **1984**
- ☐ ☐ Concrete of even thickness **1985**
- ☐ ☐ Control and expansion joints installed **1986**
- ☐ ☐ Specified driveway flare installed **1987**
- ☐ ☐ Curves// curb returns// and transitions smooth and consistent **1988**
- ☐ ☐ Surfaces evenly finished **1989**
- ☐ ☐ Detectable warning surfaces aligned with direction of travel (parallel and perpendicular NOT diagonal) **1990**
- ☐ ☐ Valve boxes// clean-outs// and other accessories flush with finished surface **1991**

FTQ Scores and Completion Sign-off

Field Mgmt.-Superintendent Inspection **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.

Field Mgmt.-QA Inspection **91.45.02**

Quality 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

LIBRARY OF INCLUDED QA/QC PLAN FORMS

MILITARY FORMS:

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

STANDARD FORMS:

- Point Of Contact List Form
- Project Quality Communications Plan Form
- Quality Manager Appointment Letter Form
- Project Manager Appointment Letter Form
- Superintendent Appointment Letter Form
- Project Personnel Resumes Form
- Training Plan Form
- Training Log Form
- Project Design Process Plan Form
- Design Review Form
- Controlled Materials Form
- Metals Material Receiving Inspection Report Form
- Material Inspection and Receiving Report Form
- Quality Inspection and Test Plan Form
- Test Equipment Calibration Plan and Log Form
- Quality Controlled Work Task List Form
- Daily Production Report Form
- Work Task Inspection Form
- Punch List Form
- Project License and Qualifications Form
- Project Organization Chart Form
- Project Personnel Qualification Form
- Personnel Certifications and Licenses Form
- Subcontractor And Supplier Quality Communications Plan Form
- Project Quality Training Plan Form
- Project Quality Records Plan Form
- Project Submittals Schedule and Log Form
- Project Submittal Form
- Change Order Form
- Project Design Process Plan Form
- Project Regulatory Building Codes Form

- Laboratory Qualification Form
- Subcontractor And Supplier Qualification Form
- Subcontractor And Supplier Certifications and Licenses Form
- Subcontractor And Supplier Quality Control Policy Requirements Form
- Project Startup Meeting Form
- Work Task Quality Assurance/Quality Control Plan Form
- Work Task Quality Control Planning Meeting Form
- Monthly Quality Control Report Form
- Inspection and Test Report Form
- Project Completion Inspection Form
- Nonconformance Report Form
- Nonconformance Report Control Log Form
- Corrective Action Report Form
- Training Record Form
- Jobsite Quality Review Planning and Log Sheet Form
- Quality System Audit Form
- System Document Control Form
- Project Records Control Form

Selected Pages

INCLUDES REGULATORY CODES, INDUSTRY STANDARDS, AND INSPECTION AND TEST STANDARDS

FROM CSI DIVISIONS

- Earthwork – 31
- Exterior Improvements - 32

INSPECTION AND TESTING STANDARDS FOR DIVISION 32 EXTERIOR IMPROVEMENTS		
Description	Reference Standard No.	Reference Standard Title
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
Drainage layer density and moisture content tests	ASTM D 6938	Standard Test Method for In-Place Density and Water Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth)
Samples for the determination of mix properties, thickness and density of the completed pavements	ASTM D 979	Sampling Bituminous Paving Mixtures

INSPECTION AND TESTING STANDARDS FOR DIVISION 31 EARTHWORK		
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	ASTM D 6938	Standard Test Method for In-Place Density and Water Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth)

Industry-Specific Information Available by Division		
03 Concrete	08 Openings	27 Communications
04 Masonry	09 Finishes	28 Electronic Safety and Security
05 Metals	21 Fire Suppression	31 Earthwork
06 Wood Plastic Composite	22 Plumbing	32 Exterior Improvements
07 Thermal and Moisture Protection	23 HVAC	33 Utilities
	26 Electrical	

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