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Selected pages (not a complete plan)

Part 1: Project-Specific Quality Plan

Part 2: Quality Manual

Part 3: Submittal Forms

Contact:

FirstTimeQuality

410-451-8006

PROJECT QUALITY ASSURANCE/QUALITY CONTROL PLAN

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D. SUBMITTAL SCHEDULE

(Ref. FAA 150/5370-10F Requirement 100-05)

Lists of documents and records that will be submitted to the customer appear on the Submittal Schedule and Log form. The Submittal Schedule and Log Form exhibit is included in this subsection.

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.

G. DOCUMENTATION

(Ref. FAA 150/5370-10F Requirement 100-08)

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

Project quality records will be stored in the project field office. As a backup, copies of records will be held offsite. The exact location will be determined at quality coordination meeting.

The [CompanyName] [CompanySuffix] Quality Manual referenced in this quality plan is included as an appendix to this plan.

A Record of current version of project documents is listed on the Document Control Form included as an exhibit in this subsection. When new version approved, the Quality Manager updates the Project Document Control form.

A Record of records is listed on the Project Records Control Form included as an exhibit in this subsection.

DOCUMENT CONTROLS

The Quality Manager controls documents related to the [CompanyName] Quality System including:

- Quality System Manual
- Quality System Procedures
- Project Management Procedures (including interface and coordination with customers and regulatory agencies with jurisdiction over jobsites)
- Government regulations
- Industry standards
- Procurement specifications

The Quality Manager ensures that records of the distribution of Quality System documents are kept. When new versions are distributed, obsolete versions are destroyed or controlled to prevent inadvertent use.

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<p>[CompanyName][CompanySuffix] System Document Control Form</p> <p>Version 20131215</p>						
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Project ID	Project Name	Responsible Person				
[ProjectNumber]	[ProjectName]					

Document Title	Version Identifier	Approved by	Approval Date	Document Distribution (Name / Organization)	Method of Control (hard copy or computer file)	Document Return Date
Quality Manual	Version Date	Quality Manager	December 15, 2013	Field Office	Computer file	n/a
Quality Standard Operating Procedures	Version Date	Quality Manager	December 15, 2013	Field Office	Computer file	n/a
Quality Assurance/Quality Control Plan	Version Date	Quality Manager	December 15, 2013	Field Office	Computer file	n/a
Drawings	Version Date	Quality Manager	December 15, 2013	Field Office	Computer file	n/a
Specifications	Version Date	Quality Manager	December 15, 2013	Field Office	Computer file	n/a
Inspection Procedures	Version Date	Quality Manager	December 15, 2013	Field Office	Computer file	n/a
Test Procedures	Version Date	Quality Manager	December 15, 2013	Field Office	Computer file	n/a
Operational Procedures	Version Date	Quality Manager	December 15, 2013	Field Office	Computer file	n/a
QA Program and Procedures	Version Date	Quality Manager	December 15, 2013	Field Office	Computer file	n/a

QUALITY MANUAL

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7. PROCESS CONTROLS

HOW WORK IS CARRIED OUT

7.1. OVERVIEW

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

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

- Objectives and acceptance criteria of the Task
- Quality standards that apply to the Task
- Work instructions, process steps, and product installation instructions that apply to the 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

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- 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 Task to begin
- Identifies potential problems

7.3.3. TASK PREPARATORY QUALITY PLANNING MEETINGS

Prior to the start of a 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 Task quality requirements and reinforces heightened awareness for critical requirements. Topics for a Task quality plan meeting include:

- Conflicts that need resolution
- Required quality documents and a verification of availability to personnel carrying out, supervising, or inspecting the 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
- Tasks quality inspection form

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List of Included Forms

Standard Forms:

- Point Of Contact List
- Project Organization Chart
- Project Quality Communications Plan
- Quality Manager Appointment Letter
- Project Manager Appointment Letter
- Superintendent Appointment Letter
- Personnel Certifications and Licenses
- Project Personnel Resumes
- Project Subcontractor and Supplier List
- Training Plan
- Training Log
- Regulatory Codes and Industry Standards
- Project Regulatory Building Codes
- Controlled Materials Form
- Metals Material Receiving Inspection Report
- Material Inspection and Receiving Report
- Inspection and Testing Standards
- Quality Inspection and Test Plan
- Test Equipment Calibration Plan and Log
- Quality Controlled Work Task List
- Daily Production Report
- Work Task Inspection Form
- Nonconformance Report
- Punch List
- Project Completion Inspection Form
- System Document Control Form
- Project Records Control Form
- Project Quality System Audit Form

[CompanyName][CompanySuffix] Nonconformance Report <small>Version 20131125</small>		
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: _____	

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**Industry-Specific Information
Available by Division**

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