



**USACE-NAVFAC Sample QA/QC Plan**  
20 selected pages (out of )

**Part 1: Project-Specific Quality Plan**

**Part 2: Quality Manual**

**Part 3: Submittal Forms**

**Contact:**

**First Time Quality**

**410-451-8006**

# PROJECT-SPECIFIC QUALITY PLAN

## TABLE OF CONTENTS

The Project Quality Control Plan contents correspond with USACE / NAVFAC / AFCEC / NASA UFGS-01 45 00.00 20 (November 2011) Construction Quality Control (QC) Plan requirements.

<b>Background Information</b> .....	<b>6</b>
Customer .....	6
Project Name .....	6
Project Number .....	6
Project Location .....	6
Project Description .....	6
Project Scope .....	6
<b>A. QC Organization</b> .....	<b>7</b>
<b>B. Names and Qualifications</b> .....	<b>8</b>
<b>C. Duties, Responsibilities, and Authority of QC Personnel</b> .....	<b>11</b>
Quality Responsibilities .....	11
<b>D. Outside Organizations</b> .....	<b>14</b>
Qualification of Subcontractors and Suppliers .....	14
Purchase Order Approval .....	14
<b>E. Appointment Letters</b> .....	<b>16</b>
<b>F. Submittals Procedures and Submittal Register</b> .....	<b>20</b>
<b>G. Testing Laboratory Information</b> .....	<b>21</b>
Qualification of Testing Laboratories .....	21
<b>H. Quality Testing Plan and Log</b> .....	<b>23</b>
Preparation of Inspection and Test Plan .....	23
<b>I. Procedures Completion of Rework Items</b> .....	<b>25</b>
Nonconformance Controls .....	25
Nonconformance Corrective Actions .....	26
Nonconformance Preventive Actions .....	27
<b>J. Documentation Procedures</b> .....	<b>29</b>
<b>K. List of Definable Features</b> .....	<b>31</b>
<b>L. Procedures for Performing the Three Phases of Control</b> .....	<b>33</b>
Phase 1: Preparatory Phase .....	33
Phase 2: Initial Phase .....	34
Phase 3: Follow-up Phase .....	35
<b>M. Personnel Matrix</b> .....	<b>42</b>
<b>N. Procedures for Completion Inspection</b> .....	<b>43</b>

Punch-Out QC Inspection .....	43
Pre-Final Customer Inspection .....	43
Final Acceptance Customer Inspection .....	43
<b>O. Training Procedures and Training Log.....</b>	<b>47</b>
Project Quality Training .....	47
<b>P. Organization and Personnel Certifications .....</b>	<b>50</b>
Company Qualifications.....	50
Personnel Certifications .....	50
<b>Q. Design Control.....</b>	<b>53</b>
<b>R. Quality Assurance Surveillance .....</b>	<b>54</b>
<b>S. Additional Quality Control Requirements .....</b>	<b>55</b>

Selected Pages

## I. PROCEDURES COMPLETION OF REWORK ITEMS

Should a nonconformance be identified by an inspection, a systematic method will be used to control the item, correct it, and ensure that project quality is not adversely impacted by the event.

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

### NONCONFORMANCE CONTROLS

Should a nonconformance be identified by an inspection there is a systematic method to control the item, correct it, and ensure that project quality is not adversely impacted by the event.

A nonconformance is any item that does not meet project specifications or [CompanyName] Quality System requirements.

#### MARKING OF NONCONFORMANCES AND OBSERVATIONS

When the QC 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 feature of work completion inspection, the Superintendent or inspector records the nonconformances on a nonconformance report.

The Superintendent sends the nonconformance report to the QC Manager.

#### QC MANAGER DISPOSITION OF NONCONFORMANCE REPORTS

When the QC Manager receives a Nonconformance Report, he or she makes an assessment of the affect the reported nonconformance has on form, fit, and function. The QC Manager may assign a disposition of either:

**REPLACE:** The nonconformance can be brought into conformance with the original specification requirements by replacing the nonconforming product or material with a conforming product or material.

**REPAIR:** The nonconformance can be brought into conformance with the original requirements through re-machining, reassembly, reprocessing, reinstallation, or completion of the required operations.

## L. PROCEDURES FOR PERFORMING THE THREE PHASES OF CONTROL

Three phases of control and a feature of work completion inspection will be performed for each defined feature of work.

The controls and the forms that will be used to record control activities are included on table L-1.

Table L-1

Control	Form
Phase 1: Preparatory Phase	Preparatory Phase Checklist
Phase 2: Initial Phase	Initial Phase Checklist
Phase 3: Follow-up Phase	Contractor Quality Control Report
Feature of Work Completion Inspection	Feature of Work Inspection Form

Three Phases of Control and FOW Completion Inspection forms exhibits are included as an exhibit in this subsection.

### PHASE 1: PREPARATORY PHASE

Phase 1 is the Preparatory Phase that plans quality for an upcoming feature of work. It includes a requirements review, site inspection, and a preparatory meeting. Records of the preparatory phase of control are recorded on the Preparatory Phase Checklist included as exhibits in this subsection.

Procedures that will be used on this project to conduct the Phase I preparatory phase of control are as follows.

#### PREPARATORY FEATURE OF WORK QUALITY CONTROL PLANNING

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

- Objectives and acceptance criteria of the feature of work
- Quality standards that apply to the feature of work
- Work instructions, process steps, and product installation instructions that apply to the feature of work
- Shop drawings
- Submittals
- Tools and equipment necessary to perform the work
- License, certification, or other qualification requirements of personnel assigned to work

<b>[CompanyName]</b> <b>Nonconformance Report</b> <small>Version April 7, 2012</small>		
Nonconformance Report Control ID	Project ID	Project Name
	[ProjectNumber]	[ProjectName]
Preparer Signature/ Submit Date	QC 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: _____	

Selected Pages



# QUALITY MANUAL

## TABLE OF CONTENTS

<b>1. Quality System Management and Responsibilities</b> .....	<b>11</b>
1.1. Overview.....	11
1.2. [CompanyName] Quality Policy.....	11
1.3. Quality Duties, Responsibilities, and Authority.....	11
1.4. Quality System Performance Measures.....	14
1.5. Customer Satisfaction Performance Measures.....	14
1.6. Exceptions.....	14
<b>2. Project Quality Assurance/Quality Control Plan</b> .....	<b>15</b>
2.1. Overview.....	15
2.2. [CompanyName] Project License and Qualification Requirements.....	15
2.3. Project Personnel and Qualifications.....	16
2.4. Project Quality Assurance/Quality Control Plan.....	17
2.5. Identification of Quality Controlled Features of Work.....	17
2.6. Project Quality Inspection and Test Plan.....	17
2.7. Project Quality Communications Plan.....	17
2.8. Project Quality Training Plan.....	17
2.9. Customer Training On Operation And Maintenance.....	18
2.10. Project Records and Documentation Plan.....	18
2.11. Project Audit Plan.....	18
<b>3. Contract Specifications</b> .....	<b>19</b>
3.1. Overview.....	19
3.2. Contract Technical Specifications.....	19
3.3. Contract Drawings.....	19
3.4. Contract Submittals.....	19
3.5. Customer Submittal Approval.....	21
3.6. Contract Warranty.....	21
3.7. Contract Review and Approval.....	22
<b>4. Design Control</b> .....	<b>23</b>
4.1. Overview.....	23
4.2. Design Input Review.....	23
4.3. Project Design Quality Assurance/Quality Control Plan.....	23
4.4. Design Progress Reviews.....	24
4.5. Design Output Verification and Approval.....	24
<b>5. Project-Specific Quality Standards</b> .....	<b>25</b>
5.1. Overview.....	25
5.2. Regulatory Codes.....	25

5.3. Industry Quality Standards .....	25
5.4. Material and Equipment Specifications.....	25
5.5. Work Process Specifications.....	26
5.6. Controlled Material Identification and Traceability .....	26
5.7. Measuring Device Control and Calibration.....	27
5.8. [CompanyName] Quality Standards .....	27
5.9. Application of Multiple Sources of Specifications .....	27
<b>6. Project Purchasing .....</b>	<b>28</b>
6.1. Overview.....	28
6.2. Qualification of Suppliers, Subcontractors, and Departments .....	28
6.3. Quality Responsibilities of Key Subcontractor Personnel.....	29
6.4. Requirements for Subcontractor QC Plan .....	30
6.5. Subcontractor Quality Policy .....	30
6.6. Project Subcontractor and Supplier List .....	31
6.7. Purchase Order Requirements .....	31
6.8. Project Purchase Order Approvals.....	31
<b>7. Process Controls.....</b>	<b>33</b>
7.1. Overview.....	33
7.2. Project Startup and Quality Control Coordination Meeting.....	33
7.3. Preparatory Project Quality Assurance/Quality Control Plan Planning.....	33
7.4. Weekly Quality Planning and Coordination Meetings.....	34
7.5. Process Control Standards.....	34
7.6. Daily Quality Control Report.....	36
7.7. Monthly Quality Control Report.....	36
<b>8. Inspections and Tests .....</b>	<b>37</b>
8.1. Overview.....	37
8.2. Required Feature of Work Quality Inspections and Tests .....	37
8.3. Additional Inspection Requirements for Process Tasks.....	38
8.4. Inspection of Special Processes .....	39
8.5. Independent Measurement and Tests .....	39
8.6. Commissioning Functional Acceptance Tests.....	39
8.7. Hold Points for Customer Inspection.....	39
8.8. Quality Inspection and Test Specifications .....	39
8.9. Inspection And Test Acceptance Criteria.....	39
8.10. Inspection and Test Status.....	40
8.11. Independent Quality Assurance Inspections .....	40
8.12. Inspection and Test Records.....	40
8.13. Project Completion and Closeout Inspection .....	41
<b>9. Nonconformances and Corrective Actions .....</b>	<b>43</b>
9.1. Overview.....	43
9.2. Nonconformances .....	43
9.3. Corrective Actions .....	44

<b>10. Preventive Actions .....</b>	<b>45</b>
10.1. Overview.....	45
10.2. Identify Preventive Actions for Improvement .....	45
10.3. Train Preventive Actions for Improvement .....	45
<b>11. Quality System Audits .....</b>	<b>47</b>
11.1. Overview.....	47
11.2. Project Quality System Audit.....	47
11.3. Company-wide Quality System Audit .....	47
<b>12. Record and Document Controls.....</b>	<b>48</b>
12.1. Overview.....	48
12.2. Quality System Documents .....	48
12.3. Document Controls.....	48
12.4. Record Controls .....	49
<b>13. Appendix.....</b>	<b>51</b>
13.1. Definitions of Terms .....	51

*Please keep in mind that quality materials provided by [CompanyName] are copyright registered. Please do not share them with other organizations, even if you do not charge a fee.*

Selected Pages

## CROSS REFERENCES

The [CompanyName] Quality System complies with US Army Corps of Engineers Quality Control Requirements "USACE/NAVFAC/AFCEA/NASA Quality Control Requirements UFGS-01 45 00.00 20 (November 2011)".

USACE Requirements Section	Quality Manual Section
1.5 QC Organization	2.3.1 Project Organization Chart
1.6 Quality Control Plan	2 Project Quality Assurance/Quality Control Plan
1.7 QC Plan Meetings	2 Project Quality Assurance/Quality Control Plan
1.8 Coordination and Mutual Understanding Meeting	7.2 Project Startup and Quality Control Coordination Meeting
1.9 QC Meetings	7.4 Weekly Quality Planning and Coordination Meetings
1.10 Design Review and Documentation	3.7 Contract Review and Approval 4.2 Design Input Review
1.11 Three Phases of Control	7.3 Preparatory Project Quality Assurance/Quality Control Plan 8.2.2.2 Initial Work in process Inspection 8.2.2.3 Follow-up Work in Process Inspections
1.12 Submittal Review and Approval	3.4 Contract Submittals
1.13 Testing	6.2.1.1.1 Independent Laboratory Credential Requirements 8.12 Inspection and Test Records
1.14 QC Certifications	Daily Quality Control Report 7.6 Daily Quality Control Report 8.13 Project Completion and Closeout Inspection
1.15 Completion Inspections	8.13 Project Completion and Closeout Inspection
1.16 Training	2.9 Customer Training On Operation And Maintenance
1.17 Documentation	12 Record and Document Controls
1.18 Notification of Noncompliance	9 Nonconformances and Corrective Actions

## 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, feature of work plans provide additional details of how each individual feature of work is carried out. Features of work planning meetings are used to communicate expectations of the feature of work plan to key personnel responsible for carrying out the feature of work.

#### 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. FEATURE OF WORK REQUIREMENTS REVIEW

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

- Objectives and acceptance criteria of the feature of work
- Quality standards that apply to the feature of work
- Work instructions, process steps, and product installation instructions that apply to the feature of work
- 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 feature of work to begin
- Identifies potential problems

#### **7.3.3. FEATURE OF WORK PREPARATORY QUALITY PLANNING MEETINGS**

Selected Pages

**Questions? Call First Time Quality 410-451-8006**

## **List of Included 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
- 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] Laboratory Qualification Form

Version April 7, 2012

Company Name:	Scope of Work (specification sections):
---------------	---

Project ID	Project Name	Approval	Approved By
[ProjectNumber]	[ProjectName]	<input type="checkbox"/> Yes <input type="checkbox"/> Conditional <input type="checkbox"/> No	

Review Topics	Project-Related Job Credentials	
	Licenses required:	License and expiration dates:
	Certification required: <input type="checkbox"/> NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7. <input type="checkbox"/> NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program. <input type="checkbox"/> The American Association of State Highway and Transportation Officials (AASHTO) <input type="checkbox"/> International Accreditation Services, Inc. (IAS) <input type="checkbox"/> U. S. Army Corps of Engineers Materials Testing Center (MTC) <input type="checkbox"/> American Association for Laboratory Accreditation (A2LA) program	Certifications and expiration dates:
	Training required:	Training completed and expiration date:
	Type and length of experience required:	Certifications and expiration dates:
	Personnel license, certification, and training required:	List each person's credentials on the Subcontractor and Supplier Certifications and Licenses form.
	<b>Qualifications</b>	
	<input type="checkbox"/> Senior person designated as QC Manager <input type="checkbox"/> Demonstrated skills and knowledge <input type="checkbox"/> Demonstrated experience	<input type="checkbox"/> Production capacity <input type="checkbox"/> Staffing availability
	QUALIFICATION NOTES:	

<b>Provisional Approval: Action plan for improvement</b>
--

<b>Follow-up results and date</b>
-----------------------------------

**[CompanyName]**  
**Material Inspection and Receiving Report**

Version April 7, 2012

Contract ID	Contract Name	Purchase Order No.	Supplier			Bill of Lading No.	Date	
[ProjectNumber]	[ProjectName]							
Item No.	Stock/Part No.	Description	Quantity Received	Condition	Marking	Accept	Conditional Use	Reject
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Receiving Quality Control**

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:



**For More Information:  
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