Selected pages (not a complete plan)

Part 1: Project-Specific Quality Plan
Part 3: Submittal Forms
Part 4: Inspection Checklist Forms

Contact:
FirstTimeQuality
410-451-8006
# PROJECT-SPECIFIC WELDING QUALITY PLAN

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I. WELD PROJECT QUALITY SPECIFICATIONS

Fulfilling customer contract expectations is a primary objective of the [CompanyName] Quality System. To ensure that customer expectations will be fulfilled, [CompanyName] clearly defines the requirements for each contract before it is approved.

The Project Manager ensures that the information in customer contracts clearly defines customer expectations and that the necessary details are provided to set requirements for fabrication.

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

To achieve expectations reliably and consistently, specifications are clearly spelled out, not only for results but also for processes. Specifications apply to materials, work steps, qualified personnel and subcontractors and suppliers, safe work rules, and environmental work conditions.

Standards ensure that results are specified rather than left to discretionary practices.

All [CompanyName] fabrication activities comply with generally accepted good workmanship practices and industry standards.

COMPLIANCE WITH INDUSTRY WELDING STANDARDS

Codes that may apply to this project include those listed below.

<table>
<thead>
<tr>
<th>Division</th>
<th>Description</th>
<th>Reference Standard No.</th>
<th>Reference Standard Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Minimum spacings and edge distances for screws</td>
<td>AISI SG02-KIT</td>
<td>North American Specification for the Design of Cold-Formed Steel Structural Members</td>
</tr>
<tr>
<td>5</td>
<td>Installation of bracing and permanent bracing and bridging</td>
<td>CFSEI</td>
<td>Field Installation Guide for Cold-Formed Steel Roof Trusses</td>
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<tr>
<td>5</td>
<td>Installation of chimneys, vents, and smokestacks</td>
<td>NFPA 211</td>
<td>Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances</td>
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<tr>
<td>5</td>
<td>Framing and reinforcing openings through a steel deck</td>
<td>SDI DDP</td>
<td>Deck Damage and Penetrations</td>
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<tr>
<td>5</td>
<td>Install high-strength bolts</td>
<td></td>
<td>RCSC's &quot;Specification for Structural Joints Using ASTM A 325 or A 490 Bolts&quot;</td>
</tr>
</tbody>
</table>
Form N-1 Welding Procedure Specification Prequalification

ANNEX N

WELDING PROCEDURE SPECIFICATION (WPS) Yes [ ]
PREQUALIFIED [ ] QUALIFIED BY TESTING [ ]
or PROCEDURE QUALIFICATION RECORDS (PQR) Yes [ ]

Identification #
Revision [ ] Date [ ] By [ ]
Authorized by [ ] Date [ ]
Type-Manual [ ] Semi-automatic [ ]
Mechanized [ ] Automatic [ ]

JOINT DESIGN USED
Type: [ ] Single [ ] Double Weld [ ]
Back [ Yes [ ] No [ ]]
Back Material:
Root Opening [ ] Root Face Dimension [ ]
Groove Angle: [ ] Radius (J-U) [ ]
Back Gouging: [ Yes [ ] No [ ] Method [ ]

BASE METALS
Material Spec [ ] Type or Grade [ ]
Thickness: [ ] Groove [ ] Fillet [ ]
 Diameter (Pipe) [ ]

FILLER METALS
AWS Specification [ ]
AWS Classification [ ]

SHIELDING
Flux [ ] Gas [ ]
Composition [ ]
Electrode-Flux (Class) [ ] Flow Rate [ ]
Gas Cup Size [ ]

PREHEAT
Preheat Temp. Min [ ] Interverse Temp. Min [ ]

POSTWELD HEAT TREATMENT
Temp. [ ] Time [ ]

WELDING PROCEDURE

<table>
<thead>
<tr>
<th>Pass or</th>
<th>Filler</th>
<th>Current</th>
<th>Joint</th>
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<tr>
<td>Wait Layer(s)</td>
<td>Process</td>
<td>Class</td>
<td>Diam.</td>
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Form N-1 (Front)
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<thead>
<tr>
<th>Project ID</th>
<th>Project Name</th>
<th>P.O.#</th>
<th>Supplier</th>
<th>Receipt Date</th>
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<tbody>
<tr>
<td>[ProjectNumber]</td>
<td>[ProjectName]</td>
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<tr>
<th>Type of Material (i.e., steel plate)</th>
<th>Material Description (nominal dimensions)</th>
<th>Heat Number/Serial Number/Markings</th>
<th>Condition / Damage</th>
<th>Color Code Marking</th>
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<tr>
<th>Receiving Inspector Approval Signature / Date</th>
<th>Government Representative Name/Approval Date</th>
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☑ Material Receiving Inspection Passed
## Quality Inspection and Test Plan

<table>
<thead>
<tr>
<th>SPECIFICATION SECTION AND PARAGRAPH NUMBER</th>
<th>SCHEDULE ACTIVITY ID</th>
<th>TEST REQUIRED</th>
<th>ACCREDITED/APPROVED LAB YES/NO</th>
<th>SAMPLED BY</th>
<th>TESTED BY</th>
<th>LOCATION OF TEST ON/OFF SITE/SITE</th>
<th>DATE COMPLETED</th>
<th>DATE forwarded TO CUSTOMER</th>
<th>REMARKS</th>
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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 fabrication 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.

Fabrication 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.

**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**
Form M-8 Ultrasonic Unit Calibration Report-AWS

SUPPLEMENTAL INSTRUCTIONS

- Start with the lowest dB level that you can obtain a 40 percent display height indication from directly over the two in section of the DS block. Add 6 dBs and record this dB reading “a” and display height “b” as the starting point on the tabulation chart.

- After recording these values in Rows “a” and “b,” slide the transducer to obtain a new 40 percent display height. Without moving the transducer add 6 dBs and record the new dB reading and the new display height in the appropriate row. Repeat this step as many times as the unit allows.

- Find the average % screen values from Row “b” by disregarding the first 3 and the last 3 tabulations. Use this as %2 in calculating the corrected reading.

- The following equation is used to calculate Row “c”:

\[ \frac{db_1}{db_2} = 20 \times \log (\frac{db_1}{db_2}) \]

- The dB Error “e” is established by subtracting Row “c” from Row “a” = db1 - db2.

- The Collective dB Error “e” is established by starting with the dB Error “e” nearest to 0.0, collectively add the dB Error “e” values horizontally, placing the subtotals in Row “e.”

- Moving horizontally left and right from the Average % line, find the span in which the largest and smallest Collective dB Error figures remain at or below 2 dB. Count the number of horizontal spaces, subtract one, and multiply the remainder by six. This dB value is the acceptable range of the unit.

- In order to establish the acceptable range graphically, Form M-8 should be used in conjunction with Form M-9 as follows:
  1. Apply the collective dB Error “e” values vertically on the horizontal offset coinciding with the dB reading values “a.”
  2. Establish a curve line passing through the series of points.
  3. Apply a 2 dB high horizontal window over this curve positioned vertically so that the longest section is completely encompassed within the 2 dB Error height.
  4. This window length represents the acceptable dB range of the unit.

Row Number | db Reading | Display Height | Corrected Reading | dB Error | Collective dB Error
---|---|---|---|---|---
a | b | c | d | e
Accuracy Required: Minimum allowable range is _____ dB, %2 (Average) ______ %

Equipment is: Acceptable for Use ____ Not Acceptable for Use ____ Recalibration Due Date ______

Total qualified range ______ db to ______ db = ______ db Total error ______ db (From the Chart above)

Total qualified range ______ db to ______ db = ______ db Total error ______ db (From Form M-9)

Calibrated by _______ Level ______ Location _______

Form M-8

# QUALITY MANUAL

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7. PROCESS CONTROLS

HOW WORK IS CARRIED OUT

7.1. OVERVIEW

The fabrication process plan defines how project work is to be done and approved for the overall project. The fabrication 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 [Company Name], 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:

- 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

7.4. WEEKLY QUALITY PLANNING AND COORDINATION MEETINGS

The Superintendent conducts a meeting with key company, subcontractor and supplier personnel responsible for carrying out, supervising, or inspecting the work, and interested customer representatives.

The meeting is held on a nominal weekly schedule. During the meeting, the Superintendent facilitates coordination among the participants, communication among the participants, and reinforces heightened awareness for critical requirements.

The Superintendent maintains a record of the meeting event on the Daily Quality Control Report.
9. NONCONFORMANCES AND CORRECTIVE ACTIONS

9.1. OVERVIEW
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.

9.2. NONCONFORMANCES

9.2.1. 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.

9.2.2. 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.

9.2.3. NONCONFORMANCE REPORT

9.2.3.1. 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.

9.2.3.2. QUALITY MANAGER DISPOSITION OF NONCONFORMANCE REPORTS
When the Quality Manager receives a Nonconformance Report, he or she makes an assessment of the affect the reported nonconformance has on form, fit, and function. The Quality Manager may assign a disposition of either:
LIST OF INCLUDED INSPECTION FORMS FOR WELDING

METALS

- Metal Decking
- Metal Railings
- Metal Stairs
- Structural Steel Framing
## 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 Scores and Completion Sign-off

### Field Mgmt. - 91.45.01

#### Quality

<table>
<thead>
<tr>
<th>Score</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>100% NO problems</td>
</tr>
<tr>
<td>4</td>
<td>1 minor problem</td>
</tr>
<tr>
<td>3</td>
<td>Hotspot or 2-3 minor</td>
</tr>
<tr>
<td>2</td>
<td>6+ or major problems</td>
</tr>
<tr>
<td>1</td>
<td>Excessive problems</td>
</tr>
</tbody>
</table>

#### On-Time

<table>
<thead>
<tr>
<th>Score</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
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<tr>
<td>4</td>
<td>Late</td>
</tr>
<tr>
<td>3</td>
<td>Late by 1 day</td>
</tr>
<tr>
<td>2</td>
<td>Late by 2 days</td>
</tr>
<tr>
<td>1</td>
<td>Late more than 2 days</td>
</tr>
</tbody>
</table>

#### Safety

<table>
<thead>
<tr>
<th>Score</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>100% NO problems</td>
</tr>
<tr>
<td>4</td>
<td>1 minor problem</td>
</tr>
<tr>
<td>3</td>
<td>Hotspot or 2-3 minor</td>
</tr>
<tr>
<td>2</td>
<td>4+ or major problem</td>
</tr>
<tr>
<td>1</td>
<td>Injury</td>
</tr>
</tbody>
</table>

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

**Sign and date**: Cell # / ID #: 

**Signed**: 

**Date**: 

---

**Quality Score**: 5 = 100% NO problems 4 = 1 minor problem 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

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