

Questions? Call First Time Quality 410-451-8006

[CompanyName]

Contractor Quality Control Program

[ProjectName]

[ProjectNumber]

Management acceptance

This Quality Control Program has been reviewed and accepted

Endorsed By: (Name / Title)	[QualityProgramAdministratorName], Quality Program Administrator		
Signature:	<i>[QualityProgramAdministratorName]</i>	Date:	[Date]

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CONTRACTOR QUALITY CONTROL PROGRAM

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3. SUBMITTAL SCHEDULE

(Ref. FAA 150/5370-10H 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.

3.1. 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

3.2. SUBMITTAL REVIEW AND APPROVAL

The Quality Program Administrator 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 Program Administrator lists, schedules, and approves all quality-related submittals that are required by the project including submittals prepared by subcontractors and suppliers. The Quality Program Administrator must review all submittals for compliance with the requirements of the[CompanyName] Quality System. The Quality Program Administrator 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.

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[CompanyName] Project Submittal Form			
Submittal ID#	Project ID	Project Name	Date
	[ProjectNumber]	[ProjectName]	
To:		From:[CompanyName] Location:	
Type of Submittal: <input type="checkbox"/> Shop drawing <input type="checkbox"/> Product data <input type="checkbox"/> Request for information <input type="checkbox"/> Completed form or quality record <input type="checkbox"/> Quality system document <input type="checkbox"/> Other:		Description of submittal:	
List of attachments:		Remarks:	
Submittal Prepared by: [CompanyName] Name: Title: Signature / Date:		Submittal Approved by[CompanyName] Quality Program Administrator: Name: Title: Signature / Date:	
Customer Disposition: <input type="checkbox"/> Approved <input type="checkbox"/> Conditionally approved, resubmission not required (see comments) <input type="checkbox"/> Disapproved, resubmission required <input type="checkbox"/> Other:		Customer Representative: Name: Title: Signature / Date:	
Comments:			

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7. QUALITY CONTROL TESTING PLAN

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

The Quality Test Plan and Log lists the tests that will be performed on this project. The Quality Test Plan exhibit is included in this subsection.

7.1. PREPARATION OF INSPECTION AND TEST PLAN

The Quality Program Administrator 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 customer quality inspection
- Specification requirements for each quality inspection and test

7.2. 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.

7.3. 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.

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[CompanyName]
Quality Inspection and Test Plan

Project ID	Project Name	Contractor
[ProjectNumber]	[ProjectName]	[CompanyName]

SPECIFICATION ITEM NUMBER	ITEM DESCRIPTION	TEST TYPE	TEST STANDARD	TEST FREQUENCY	RESPONSIBILITY	CONTROL REQUIRED	REMARKS

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8. DOCUMENTATION

(Ref. FAA 150/5370-10H Requirement 100-09)

The Quality Program Administrator will verify the completeness, accuracy, and retention of project-specific Quality Program records. The Quality Program Administrator will maintain current records providing factual evidence that required quality control activities and tests have been performed. Forms for recording quality control activities and tests are included as exhibits in this subsection. These records will include the work of subcontractors and suppliers on an acceptable form.

8.1. INSPECTION AND TEST RECORDS

8.1.1. INSPECTION RECORDS

The Quality Manager prepares an inspection form for each work task. The Quality Manager lists on the form checkpoints for heightened awareness including:

- Initial job-ready inspection requirements
- Inspection and tests
- Work in process inspection requirements
- Completion quality inspections
- Other quality requirements as necessary to reduce quality risks

The person responsible for the inspection records work task inspection results on the work task inspection form.

8.1.2. TEST RECORDS

Test result data include as appropriate:

- Reference to the inspection and test plan item
- Description or title of the inspection activity
- Drawing identification number and version, if applicable
- Technical specification number and version, if applicable
- Location of the inspection activity
- Acceptance criteria
- Nonconformances
- Validation that nonconformances are corrected, reinspected, or retested, and confirmed to meet Quality System requirements.
- Any open items to be completed later.
- Inspector's name and signature indicating compliance with all requirements of the Quality System
- Quality rating scores as appropriate
- Date of inspection or test
- Certificate, if applicable
- Conspicuous statement of final result as either "CONFORMS" or "DOES NOT CONFORM"

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8.2. 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

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[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)	, results of inspections	
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: <input type="checkbox"/> No <input type="checkbox"/> Yes, type and amount: _____	

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[CompanyName][CompanySuffix] Testing Agency Test and Inspection Report		
Date of Issue/Report ID	Project Name	Project Number
	[ProjectName]	[ProjectNumber]
Name, address, telephone, and email address of testing agency		
Dates and locations of samples and tests or inspections		
Description of the Work and test and inspection method		
Identification of product and Specification Section.		
Complete test or inspection data		
Test and inspection results and an interpretation of test results.		
Record of temperature and weather conditions at time of sample-taking and testing and inspection.		
Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements		
Name and signature of laboratory inspector.		
Recommendations on retesting and reinspecting.		

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[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 <input type="checkbox"/> Compliance with initial job-ready requirements <input type="checkbox"/> Compliance with material inspection and tests <input type="checkbox"/> Compliance with work in process first article inspection requirements <input type="checkbox"/> Compliance with work in process inspection requirements <input type="checkbox"/> Compliance with work task completion inspection requirements <input type="checkbox"/> Compliance with inspection and test plan	Heightened Awareness Checkpoints <input type="checkbox"/> [Insert items identified at project startup and preparatory meetings] <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
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.		

**[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
						<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:

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Contact: First Time Quality

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