



Telecom-Ericsson Essentials QA/QC Plan Sample

Good for smaller projects and bid qualifications

*Has All the Essential Elements of a well-founded
Quality Control Plan*

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Answers the following Ericsson questions:

- How does the SP control documentation
- Who is responsible for site documentation and where is it located
- Who is responsible for quality in the organization and on site - include org chart
- How does the SP control purchasing and warehousing
- How does the SP define and control inspections and what measuring and test equipment is used
- How does the SP validate processes
- What is the SPs procedure for service acceptance
- How does the SP control a nonconforming service
- How does the SP institute corrective and preventive action when errors occur
- How does the SP handle training and employee records
- Warranty servicing process
- What statistical techniques does the SP use to track their quality

PROJECT-SPECIFIC CONSTRUCTION QUALITY PLAN

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B. KEY ELEMENTS OF THE CONSTRUCTION QUALITY PLAN

Key elements of the [CompanyName] Quality Assurance/Quality Control Plan include:

Quality Management and Responsibilities. [CompanyName] fully integrates its quality management system into the organizational structure and performance management systems for each project. We:

- Maintain a documented quality system consisting of a quality manual with policies and procedures.
- Tightly control exceptions to the quality system so company standards are applied uniformly to every project
- Systematically maintains quality system documents and records.

Quality Control Personnel. [CompanyName] fully integrates its quality management system into the organizational structure and performance management systems for each project. We:

- Appoint a Quality Manager, Superintendent, and Project Manager to each project, each with well-defined quality responsibilities and the authority to carry them out.
- Have well-defined quality responsibilities for every employee with specific quality responsibilities for key job positions.
- Plan project quality records and documentation that will be maintained.
- Tightly control exceptions to the quality system so company standards are applied uniformly to every project
- Enforce policies that monitor work conditions before and during work so that quality results are assured.

Project Quality Coordination and Communication. [CompanyName] tightly controls the construction process to ensure quality results. We:

- Plan quality communications through meetings, reporting requirements, and points of contact.
- Have a project startup meeting to communicate project goals and expectations.
- Conduct preparatory meetings in advance of each scheduled work task to communicate requirement details and coordinate work activities.

Quality Assurance Surveillance. [CompanyName] audits the quality system to assure it is operating effectively. We:

I. CONSTRUCTION INSPECTION AND TEST PLAN

[CompanyName] identifies inspections and tests that will be performed during the project. A test report is completed for each test. The test reports are then used for monitoring compliance to the plan and tracking results.

If independent laboratories are required to perform tests or quality inspections, we ensure that the laboratories are certified by a nationally recognized testing accreditation organization as appropriate for the scope of the inspection or test.

The Quality Inspection and Test Plan form lists inspections and tests (other than work task inspections) that will be performed on this project.

Results of inspections and tests will be recorded on the Inspection and Test Form.

Form exhibits are included as an exhibit in this subsection.

CONTROL OF INSPECTION, MEASURING, AND TEST EQUIPMENT

Inspection, measuring, and test equipment that will be controlled, calibrated, and maintained.

The Quality Manager evaluates the project requirements and determines if there are measuring devices that require controls to assure quality results.

For each type of device the Quality Manager identifies:

Selected Pages

| [CompanyName] Nonconformance Report <small>Version 20140519</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: _____ | |

LIST OF INCLUDED INSPECTION FORMS

CONCRETE

- Cast Decks and Underlayment
- Concrete Finishing
- Concrete Forming
- Concrete Reinforcing
- Grouting
- Precast Concrete
- Structural Concrete

EARTHWORK

- Bored Piles
- Caissons
- Clearing and Grubbing
- Driven Piles
- Excavating and Fill
- Grading

METALS

- Metal Decking
- Metal Railings
- Metal Stairs
- Structural Steel Framing

ELECTRICAL

- Conduit for Electrical Systems
- Electrical and Cathodic Protection
- Enclosed Bus Assemblies
- Exterior Lighting
- Grounding and Bonding for Electrical Systems
- Identification for Electrical Systems
- Interior Lighting
- Low-Voltage Circuit Protective Devices
- Low-Voltage Controllers
- Low-Voltage Electrical Power Conductors and Cables (<600V)
- Low-Voltage Electrical Service Entrance
- Low-Voltage Switchgear
- Low-Voltage Transformers
- Raceway and Boxes for Electrical Systems
- Switchboards and Panelboards

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

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

- Shop applied primer and galvanizing intact and without blemishes **2580**
- Drainage holes installed to prevent water traps with unobstructed openings **2581**
- Bearing base plates fully and evenly supported **2582**
- Connecting bolts, washers, and nuts tight and clean of dirt/rust **2583**
- Welded connections continuous, even, clean, and free of blow holes or other irregularities **2584**
- Connecting hardware and welds primed with paint of the same quality as the shop coat **2585**
- Openings in structural members approved by ENGINEER **2586**
- Spray-on fireproofing evenly applied and without gaps **2587**
- Framing members free of twist, bow, buckle, or other directional irregularity **2588**
- Framing members installed plumb, level, and true to line **2589**

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

| | | | | | |
|-----------------------------|----------------------|----------------------|--------------------------|--------------------------|---------------------------|
| <u>Quality Score</u> | 5 = 100% NO problems | 4 = 1 minor problems | 3 = Hotspot or 2-3 minor | 2 = 6+ or major problems | 1 = Excessive problems |
| <u>On-Time Score</u> | 5 = On Time | 4 = Late | 3 = Late by 1 day | 2 = Late by 2 days | 1 = Late more than 2 days |
| <u>Safety Score</u> | 5 = 100% NO problems | 4 = 1 minor problem | 3 = Hotspot or 2-3 minor | 2 = 4+ or major problem | 1 = Injury |

| | | | | |
|----------|--------|------------|--|-------|
| Project: | Phase: | Contract#: | Organization: 9101 Field Operations | Crew: |
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Reported Nonconformances and incomplete items:

FTQ 2TQ Heightened Awareness Checkpoints

- Cuts for Conduits in structural members approved by ENGINEER **1652**
- Firestops installed at penetrations through fire partitions// fire walls// smoke partitions// or floors **1653**
- Penetrations through floor// exterior wall and roof sealed and made watertight **1654**
- Excess wiring// insulation// ties// etc. removed from Conduits **1655**
- Conduits secured to prevent movement and chafe **1656**
- Remaining snake lines labeled at both ends **1657**
- Conduit bends do not exceed minimum for size of Conduit used and are even **1658**
- Metal Conduits bonded and grounded **1659**
- Conduits are mechanically continuous **1660**
- Flexible connections to equipment subject to vibrations **1661**

FTQ Scores and Completion Sign-off

Field Mgmt.-Superintendent Inspection 91.45.01

Quality 5 4 3 2 1 *Notes:*

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Field Mgmt.-QA Inspection 91.45.02

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