[CompanyName]

Fire Sprinkler Installation
Quality Assurance/Quality Control Plan

[ProjectName]
[ProjectNumber]

Management acceptance

This Construction Quality Assurance/Quality Control Plan has been reviewed and accepted.

Endorsed By: (Name / Title)	[QualityManagerName], Quality Manager		
Signature:	*[QualityManagerName]*	Date:	[Date]
Version	1.0	Notes	Initial Issue

PROJECT-SPECIFIC FIRE PROTECTION QUALITY PLAN

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F. Personnel Qualifications and Technical Certifications

[CompanyName] ensures that only knowledgeable, capable employees carry out the planning, execution, and control of the project.

We train our employees in quality standards and procedures based on project requirements as well as their job positions. Then we validate their capabilities before they are assigned to carry out their quality job responsibilities on the project. Ongoing monitoring of performance continually validates the qualifications of each employee.

The Quality Manager qualifies employee capabilities to ensure that they are capable of completely carrying out their assigned quality responsibilities including the following capabilities:

- Knowledge of Company quality standards
- Knowledge of job responsibilities and authority
- Demonstrated skills and knowledge
- Demonstrated ability
- Demonstrated results
- Required training
- Required experience

The Quality Manager also evaluates independent contractor personnel on the same standards that apply to employees.

Personnel Certification Requirements

Personnel certifications are required for the following:

Certification or License Title	Reference Standard No.	Reference Standard Title
Welders to structural steel	AWS D1.1/D1.1M	Structural Welding Code - Reinforcing Steel
Plumbers	DOL	Department of Labor
Plumbers	NITC	National Inspection Testing Certification
Plumbers	ABPA	American Backflow Prevention Association
Plumbers	IAPMO	International Association of Plumbing and Mechanical Officials

J. PROJECT QUALITY SPECIFICATIONS

Inspections and tests assess conformance to project quality specifications. Clearly defined specifications are essential for an effective inspection and test plan.

[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.

CONTRACT 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 construction.

The Project Manager obtains contract technical specifications from the customer.

For each specific contract, The Senior Manager identifies supplemental technical specifications on the Trade-specific Quality Management Plan when they are not otherwise specified by the contract or the approved drawings. Superintendents have jobsite access to contract technical specifications for the construction activities they supervise.

All [CompanyName] activities comply with the contract technical specifications.

CONTRACT DRAWINGS

The Project Manager obtains customer supplied drawings that have been approved by local government regulators. Superintendents have jobsite access to approved architectural drawings for the construction they supervise.

All [CompanyName] activities comply with the drawing details and specifications cited in the drawings.

AS-BUILT RED-LINE DRAWINGS

As the project progresses, the Superintendent will mark the original design drawings to indicate as-built conditions including changes to specified materials, dimensions, locations, or other features.

NEEDS AND EXPECTATIONS OF INTERESTED PARTIES

The Quality Manager identifies interested parties, their expectations, quality requirements including governmental regulators, special interest organizations, and the public.

REGULATORY CODES

All [CompanyName] activities comply with the relevant regulations. The Quality Manager identifies regulatory requirements applicable to the jurisdictions served, including:

- Applicable Federal regulations
- Applicable State regulations
- Applicable building codes and local addenda to building codes
- Applicable Fire Code
- Additional regulations specified by the Customer contract

The Quality Manager identifies regulatory requirements that apply to a specific project. The Superintendent had jobsite access to relevant codes and government regulations.

MATERIAL SPECIFICATIONS

The Quality Manager ensures that all types of materials and equipment that affect quality are identified and controlled.

The Quality Manager evaluates the expected use of materials and equipment and identifies types of materials and equipment that may affect project quality. For each item, the Quality Manager sets specifications for their intended use, including:

- Compliance with contract requirements
- Compliance with code and industry standards and listing requirements
- Structural integrity
- Performance
- Durability
- Appearance
- Product identification for traceability.

The Quality Manager identifies controlled material and equipment that apply to the project. Only approved materials are used in the construction process.

EQUIPMENT SPECIFICATIONS

The selection and use of equipment are controlled to assure the use of only correct and acceptable equipment on the project.

The Quality Manager determines the specifications of required equipment that affect quality and the specifications of quality-controlled equipment.

When equipment is received, the Superintendent verifies that equipment is as specified.

WORK PROCESS SPECIFICATIONS

The Quality Manager ensures that work processes are controlled to ensure that the specified requirements are met. When appropriate, the Quality Manager will specify project quality standards for work processes that may include:

- References to documented procedures such as manufacturer's installation instructions
- Procedures for carrying out process steps

- Methods to monitor and control processes and characteristics
- Acceptability criteria for workmanship
- Tools, techniques, and methods to be used to achieve the specified requirements.

[COMPANYNAME] QUALITY STANDARDS

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

The Quality Manager identifies supplemental requirements for industry standards that apply to a specific project when it is not otherwise specified by the contract, contract technical specifications, or approved drawings.

[CompanyName] quality standards supplement contract requirements when they are necessary to ensure quality.

When [CompanyName] quality standards differ from industry standards or product manufacturer instructions, the Quality Manager justifies that the standard reliably achieves quality results and then documents the justification.

All [CompanyName] activities conform to the company quality standards.

COMPLIANCE WITH INDUSTRY FIRE PROTECTION STANDARDS

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

Description	Reference Standard No.	Reference Standard Title
Sprinkler System Installation	NFPA 13	Standard for the Installation of Sprinkler Systems
Standpipe and Hose Systems Installation	NFPA 14	Standard for Installation of Standpipe and Hose Systems
Private Fire Service Mains	NFPA 24	Installation of Private Fire Service Mains and Their Appurtenances
Pipe Hanger and Support Installation	MSS SP-58	Pipe Hangers and Supports - Materials, Design and Manufacture, Selection, Application, and Installation
Corrosion Protection for Underground Pipes	NACE SP0169	Control of External Corrosion on Underground/Submerged Metallic Piping Systems
International Plumbing Compliance	ICC IPC	International Plumbing Code

APPLICATION OF MULTIPLE SOURCES OF SPECIFICATIONS

Should multiple sources of specifications apply to a work task, the higher level of specification applies. When there are equal levels of specifications that conflict, the specifications are applied in this order:

- Submittals approved by the Customer
- Contract technical specifications
- Contract drawings
- Government regulations that exceed requirements of items below
- [CompanyName] quality specifications, including subcontract specifications

K. Material Inspection Traceability and Quality Controls

Products and materials are controlled to assure the use of only correct and acceptable items. Controls include identification of the inspection status. Materials that require lot control traceability and the method of traceability are listed on the Controlled Materials form included as an exhibit in this subsection.

Identification of Lot Controlled Materials

The Quality Manager determines types of project materials that require quality controls.

For each type of quality-controlled material, the Quality Manager determines lot control traceability requirements, if any, and specifies the means of lot identification. Identification methods may include physical labels, tags, markings and/or attached certification documents.

When lot-controlled materials are received, the Superintendent verifies that materials have the specified lot identifications.

The Superintendent maintains lot identification at all production phases from receipt, through production, installation, or assembly, to final completion. Acceptable methods for preserving lot identification include physically preserving observable lot identifications, recording the lot identification on a work task quality inspection form or other work record, or collecting the physical lot identifier as a record along with supplemented with location.

If lot-controlled materials are without lot identification, the Superintendent deems the materials as nonconforming and segregates them and/or clearly marks them to prevent inadvertent use. The Superintendent treats the material according to the company policy for nonconformances. Only the Quality Manager can re-identify or re-certify the materials.

Material Receiving and Inspection

When lot-controlled materials are received, the Operations Manager inspects the materials and verifies that materials have the specified lot identifications. Received materials are listed on the Material Receiving and Inspection Report form or Metals Materials Receiving and Inspection form included as an exhibit in this subsection.

Material quality inspections and tests ensure that purchased materials meet purchase contract quantity and quality requirements. The Superintendent inspects or ensures that a qualified inspector inspects materials prior to use for conformance to project quality requirements.

The Superintendent ensures that each work task that uses the source inspected materials proceeds only after the material has been accepted by the material quality inspection or test.

Equipment Inspections

All equipment is inspected and maintained daily or prior to use based on the manufacturer's instructions. This includes all equipment whether in use or not while on the jobsite.

The Superintendent ensures that each work task that uses equipment proceeds only after the equipment has been accepted by the equipment quality inspection or test.

The equipment inspection includes a verification of the following:

- Equipment is in good working condition and that there is no need for repair
- Equipment maintenance has been performed to meet manufacturer's specifications
- Equipment is safe to use

PRESERVATION AND PROTECTION OF MATERIALS AND COMPLETED WORK

[CompanyName] will preserve and protect work in process, completed work, component parts, materials, and when applicable, delivery to the destination to maintain compliance with project requirements and standards. This includes handling, storage, protection from natural elements, and reducing risks of damage.

Completed work is protected from damage as specified by government regulations, contract technical specifications, industry standards, or product installation instructions.

The Quality Manager identifies supplemental protection requirements that apply to a specific project when they are necessary to assure quality results.

MATERIAL AND EQUIPMENT STORAGE

The Superintendent ensures all materials and equipment will be delivered, stored, handled, and maintained in a manner that protects them from damage, moisture, dirt, and intrusion of foreign materials.

Delivery of materials and equipment will be planned according to the work progress to minimize storage on site, where there are higher possibilities of damages and deterioration of materials.

Preventive maintenance based on the manufacturer's recommendations will be performed on all stored materials and equipment if required.

If preventive maintenance is required:

- The Superintendent or qualified receiving inspector will record the item(s) on the Material and Equipment Receiving Inspection form and note that preventive maintenance is required
- Tag or label the material / equipment
- Record, on the tag or label, the type of preventive maintenance required, how often preventive maintenance is to be performed, and the date it was performed

Stored materials will be segregated to prevent cross contamination and limit losses should a delivery be rejected.

The Superintendent surveys stored materials and equipment during daily jobsite reviews to verify preventive maintenance requirements are being performed as required, and to identify if any material any material and/or equipment that have incurred damage or otherwise become defective and therefore unfit for use.

CALIBRATION OF INSPECTION, MEASURING, AND TEST EQUIPMENT

The Quality Manager determines inspection, measuring, and test equipment that will be controlled, calibrated, and maintained.

Records of calibrations will be maintained including calibration certificates documenting traceability to national standards.

A list of controlled and calibrated test equipment is listed on the Test Equipment Calibration Plan and Log included as an exhibit in this subsection.

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:

- Restrictions for selection
- Limitations on use.
- Calibration requirements including the frequency of calibration. All calibrations must be traceable to national measurement standards.

When a measurement device is found not to conform to operating tolerances, the Quality Manager validates the accuracy of previous measurements.

[CompanyName]
Controlled Materials Form

Contract ID	Contract Name	Preparer	Date	
[ProjectNumber]	[ProjectName]			

Contract Section/ Activity ID	Material	Intended Use (If description is necessary)	Lot Traceability Requirements	Method for identification of Approved Inspection Status

[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
						☐	☐	☐
						☐	☐	☐
						☐	☐	☐
						☐	☐	☐
						☐	☐	☐
						☐	☐	☐

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:

[CompanyName]
Test Equipment Calibration Plan and Log

Project ID	Project Name	Preparer	Date	
[ProjectNumber]	[ProjectName]			

Type of measuring device	Calibration Type and Frequency	Measuring Device ID	Calibrated By/ Calibration Date	Calibration certificate #	Next Calibration Due Date
					Project Start

L. Fire Protection Inspection and Test Plan

The Quality Manager 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
- Preparatory Phase: Confirms readiness prior to installation
- Initial Phase: Validates the first installations meet standards before full-scale work.
- Follow-Up Phase: Regular checks throughout installation to maintain compliance.
- Testing Phases (Pressure, Pneumatic, Flow): Ensure system operational integrity per applicable standards.
- Final Phase: Ensures comprehensive compliance and readiness for operational use and integration.

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. An Inspection and Test Plan and Log form exhibit is included as an exhibit in this subsection.

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:

- Customer required quality tests as specified by the contract, contract technical specifications, contract drawings, and approved submittals.
- Additional quality tests necessary to assure quality results.

Hold Points for Customer 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 Customer approval.

Fire Protection Inspection and Testing Standards

Inspection and testing standards that may apply to this project include those listed below.

Description	Reference Standard No.	Reference Standard Title
Hydrostatic Testing	NFPA 13 / NFPA 14	Installation Standards for Sprinkler and Standpipe Systems
Plumbing Pipe Weldments	ASME B31.1	Power Piping
Ductile-Iron Pipe Testing	AWWA C600	Installation of Ductile-Iron Water Mains
PVC Pipe Pressure Testing	UBPPA UNI-B-3	Installation and Pressure Testing of PVC Pipes

Plastic Pipe Deflection Testing	ASTM D2412	External Loading Characteristics of Plastic Pipe by Parallel-Plate Loading
Air Testing for Sewer Pipelines	ASTM C924M / UBPPA UNI-B-6	Low-Pressure Air Testing of Installed Sewer Pipe

[CompanyName]
Inspection and Test Plan and Log

Project Number	Project Name	
[ProjectNumber]	[ProjectName]	**(All tests verified by Superintendent and/or QC Manager)**

Spec Section	Item of Work	Phase	Inspection/Test Required	Inspected/ Tested By	Location Of Inspection / Test On/Off Site	Date Conducted	Date Sent to Customer	Accepted/ Rejected
21 1300	Fire Suppression Sprinkler Systems	Preparatory	Verify approved submittals, coordination with trades, material availability/storage, NFPA 13 compliance	Superintendent, Quality Manager				
21 1300	Fire Suppression Sprinkler Systems	Initial	Inspect initial installations for submittal conformity, materials, and design compliance per NFPA 13	Superintendent, Quality Manager				
	Sprinkler Systems		signage, and final NFPA 13 checklist completion	Superintendent				
21 1313	Wet-Pipe Sprinkler Systems	Preparatory	Confirm design documents, environmental conditions, and NFPA 13 compliance	Superintendent, Quality Manager				

Spec Section	Item of Work	Phase	Inspection/Test Required	Inspected/ Tested By	Location Of Inspection / Test On/Off Site	Date Conducted	Date Sent to Customer	Accepted/ Rejected
21 1313	Wet-Pipe Sprinkler Systems	Initial	Verify wet pipe installation, sprinkler spacing/type compliance per NFPA 13	Superintendent, Quality Manager				
21 1316	Dry-Pipe Sprinkler Systems	Initial	Inspect dry-pipe valve assembly, pipe routing, and sprinkler head placement per NFPA 13	Superintendent, Quality Manager				
21 1316	Dry-Pipe Sprinkler Systems	Pneumatic Testing	Conduct air pressure and leak tests; verify dry-pipe valve functionality per NFPA 13 & NFPA 25	Qualified Testing Technician (Witnessed by Superintendent/QM)				
21 1316	Dry-Pipe Sprinkler Systems	Follow-Up	Verify valve condition, compressor operation, corrosion/leak prevention	Superintendent, Quality Manager				
21 1339	Fire Suppression Standpipes	Pressure Testing	Hydrostatic testing per NFPA 14; document required pressure maintenance	Qualified Testing Technician (Witnessed by Superintendent/QM)				
21 1339	Fire Suppression Standpipes	Follow-Up	Visual inspections for valve accessibility, supports, and leaks	Superintendent, Quality Manager				
21 1119	Fire Department Connections	Preparatory	Verify approved documents, submittals, material availability,	Superintendent, Quality Manager				

Spec Section	Item of Work	Phase	Inspection/Test Required	Inspected/ Tested By	Location Of Inspection / Test On/Off Site	Date Conducted	Date Sent to Customer	Accepted/ Rejected
			and location compliance per NFPA 13 & NFPA 24					
21 1119	Fire Department Connections	Initial	Confirm initial installation against approved specifications, verify correct fittings and accessibility per NFPA 13 & NFPA 24	Superintendent, Quality Manager				
21 1119	Fire Department Connections	Follow-Up	Ensure clear access, labeling, and secure connections per NFPA 13 & NFPA 24	Superintendent, Quality Manager				

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 construction that requires separate quality controls to assure and control quality results. Each Task triggers as 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.

Construction 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 in 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

INITIAL 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.

FIRST ARTICLE 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.

First Article quality inspections are listed on the Quality Controlled Work Task List included in this section.

Completion quality inspections are performed for each work task. Completion quality inspections are conducted before starting other work activities that may interfere with an inspection.

Any outstanding punch items remaining after the work task completion inspection is deemed a nonconformance.

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

[CompanyName]
Quality Controlled Work Task List

Project ID	Project Name	Preparer	Date
[ProjectNumber]	[ProjectName]		

Specification Section	Quality Controlled Work Task A series of inspections will be performed for the following work tasks including: • Preparatory • Initial • Follow Up • Final	Indicate if First Work Installation is expected	Method for identification of Approved Inspection Status (i.e., Inspection Checklist, Third-party Inspection, etc.)
21 1300	Fire Suppression Sprinkler Systems		Fire-Suppression Sprinkler Systems Checklist
21 1313	Fire Suppression Wet Pipe Sprinkler Systems		Wet-Pipe Sprinkler Systems Checklist
21.1316	Fire Suppression Dry-Pipe Sprinkler Systems		Dry-Pipe Sprinkler Systems Checklist
21 1339	Fire Suppression Standpipes		Fire Suppression Standpipes Checklist
21.1119	Fire Department Connections		Fire Department Connections Checklist

[CompanyName]
Fire-Suppression Sprinkler Systems (21.13.00)
Inspection Checklist

Project: Id# [ProjectNumber]	Project Name: [ProjectName]	Subcontractor and Supplier Company ID/Name:
Location/Area:	Reference drawing version #:	Crew ID/Name

Verification Item	Pass	Fail	N/A	Comments/Corrective Actions
Compliance with approved submittals and project specifications				
Materials verified and inspected prior to installation				
Compliance with initial installation and job-ready conditions				
First installations verified for NFPA 13 compliance				
System piping properly pitched for complete drainage				
Firestops correctly installed at all required penetrations				
Penetrations properly sealed and watertight				

Verification Item	Pass	Fail	N/A	Comments/Corrective Actions
Wet piping protected against freezing conditions				
Sprinkler spacing and orientation verified per NFPA 13				
System clearly labeled/signage provided per NFPA 13				
Alarm systems integrated and tested for functionality				
Piping system flushed with potable water				

Production Notes:

Reported Nonconformances:

Verification of Work Task Completion (sign and date)

***Inspector Signature:**	_____	Date: _____
***Superintendent Verification:**	_____	Date: _____
***Quality Manager Verification:**	_____	Date: _____

* On behalf of the contractor, I certify that this report is complete and correct and the 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]
Fire Suppression Standpipes (21.13.39)
Inspection Checklist

Project: Id# [ProjectNumber]	Project Name: [ProjectName]	Subcontractor and Supplier Company ID/Name:
Location/Area:	Reference drawing version #:	Crew ID/Name

Verification Item	Pass	Fail	N/A	Comments/Corrective Actions
Standpipe layout and riser location verified				
Approved submittals and materials used				
Installation in accordance with NFPA 14				
Hose valve placement and accessibility verified				
Pipe supports and anchors installed securely				
Pressure-reducing valves installed if required				
Hydrostatic pressure testing completed				
System flushed and free of debris				
Control valves labeled and operational				
Floor control valves and drain valves verified				
Signage and labeling per NFPA 14				
Inspection covers and access panels installed				
Fire department connections coordinated				

Production Notes:

Reported Nonconformances:

Verification of Work Task Completion (sign and date)

***Inspector Signature:**	_____	Date: _____
***Superintendent Verification:**	_____	Date: _____
***Quality Manager Verification:**	_____	Date: _____

* On behalf of the contractor, I certify that this report is complete and correct and the 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]
Fire Department Connections (21.11.19)
Inspection Checklist

Project: Id# [ProjectNumber]	Project Name: [ProjectName]	Subcontractor and Supplier Company ID/Name:
Location/Area:	Reference drawing version #:	Crew ID/Name

Verification Item	Pass	Fail	N/A	Comments/Corrective Actions
Approved submittals and materials verified				
Installation matches approved specifications and NFPA standards				
Correct fittings, orientation, and location				
Proper clearances and accessibility maintained				
Connections secure and leak-free				
Protective measures in place to prevent damage or tampering				

Production Notes:

Reported Nonconformances:

Verification of Work Task Completion (sign and date)

***Inspector Signature:**	_____	Date: _____
***Superintendent Verification:**	_____	Date: _____
***Quality Manager Verification:**	_____	Date: _____

* On behalf of the contractor, I certify that this report is complete and correct and the 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.

O. PROJECT COMPLETION INSPECTIONS

[CompanyName] conducts a series of inspections near the end of each project to assure that the contracted work is completed to specifications.

Near the end of the project, or a milestone, the Quality Manager, Superintendent, and Project Manager participate in the inspection of the completed project and verify conformance to contract specifications. Any deviations are corrected and reinspected before submitting the project to the customer for final inspection.

If the customer performs a final inspection, corrections are quickly addressed, reinspected by the Quality Manager, and then submitted for the customer final review.

A Record of each of the inspections will be maintained on the Project Completion Inspection form. If punch items are discovered during the inspection, a record of the punch items and their correction will be maintained on the Punch List form. Project Completion Inspection and Punch List form exhibits are included as an exhibit in this subsection.

PUNCH-OUT QC INSPECTION

Near the end of the project, or a milestone established in the Project Quality Inspection and Test Plan, the Quality Manager will inspect the completed project and verify conformance to contract specifications.

The Quality Manager records nonconforming items.

The Superintendent assigns a planned date by which the deficiencies will be corrected. The date may be assigned for all items or individual items, as necessary. After corrections have been made, the Superintendent verifies the completion of each item.

Then the Quality Manager conducts a follow-up inspection and verifies that all nonconforming items have been corrected to meet contract specifications. Any remaining deficiencies are recorded and managed as nonconformances.

When the pre-final [CompanyName] inspection process is complete, the Quality Manager then notifies the customer that the project is ready for the customer's final inspection. The customer is also notified of any remaining nonconformances and their planned resolution.

PRE-FINAL CUSTOMER INSPECTION

If the customer performs a pre-final inspection, the Quality Manager records nonconforming items and assigns a planned date by which the deficiencies will be corrected.

The Superintendent assigns a planned date by which the deficiencies will be corrected. The date may be assigned for all items or individual items, as necessary. After corrections have been made, the Superintendent verifies the completion of each item.

After corrections have been made, the Quality Manager will conduct a follow-up inspection and verify that all nonconforming items have been corrected to meet contract specifications. Any remaining deficiencies are recorded and then managed as nonconformances.

When the pre-final customer inspection process is complete, the Quality Manager then notifies the customer that the project is ready for the customer's Final inspection. The customer is also notified of any remaining nonconformances and their planned resolution.

FINAL ACCEPTANCE CUSTOMER INSPECTION

If the customer performs a final inspection, the Quality Control Manager, Superintendent, and Project Manager will participate in the inspection. The Quality Manager records nonconforming items and assigns a planned date by which the deficiencies will be corrected. The date may be assigned for all items or individual items, as necessary. After corrections have been made, the Superintendent verifies the completion of each item.

After corrections have been made, the Quality Manager will conduct a follow-up inspection and verify that all nonconforming items have been corrected to meet contract specifications. Any remaining deficiencies are recorded managed as nonconformances.

When the final customer inspection process is complete, the Quality Manager then notifies the customer that the project is ready for the customer's follow-up verification. The customer is also notified of any remaining nonconformances and their planned resolution.

[CompanyName]
Punch List

Project ID	Project Name	Punch List Type
[ProjectNumber]	[ProjectName]	☐ Work Tasks _____ ☐ Project Final Punch ☐ Pre-Final Customer Inspection ☐ Final Acceptance Inspection
Inspection Date	**Preparer**	

Item	Location	Description	Due Date	Compl. Date	Item Completion Verification	
					Super Initial	QA Initial

Punch List Completion Date	Final QA Sign-off	Remaining Nonconformances Reported ID # and Description