¦{!/9 .l-ǎǻŎ-Essentials
Sample Designv!κv/ tfl-y

Good for smaller projects and bid qualifications

Has All the Essential Elements of a well-founded v!κv/ Plan

Contact:
CǺNǎű ¢ǺYŜ vdzl-fǻűè
410-451-8006

PROJECT-SPECIFIC QUALITY PLAN

TABLE OF CONTENTS

The Project Quality Control Plan contents correspond with USACE / NAVFAC / AFCESA / NASA UFGS-01 45 00.00 10 (February 2010) Design Quality Control (DQC) Plan requirements.

I. Procedures for Completion of Design Changes and Corrections

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 DQC Manager, Design Engineer, 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.

Control the Continuation of Design work

After the item is marked, the Design Engineer 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 Design Engineer 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 Design Engineer identifies the limits of the affected area. The Design Engineer quickly and clearly identifies the boundaries of the stop work area.

Recording of Nonconformances

If nonconformances or observed items exist by the feature of work completion inspection, the Design Engineer or inspector records the nonconformances on a nonconformance report.

The Design Engineer sends the nonconformance report to the DQC Manager.

DQC Manager Disposition of Nonconformance Reports

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

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

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 design 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 (when necessary), 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 Design Engineer 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

[CompanyName]
Nonconformance Report

Version 20140911

Nonconformance Report Control ID	Project ID	Project Name
	[ProjectNumber]	[ProjectName]

Preparer Signature/ Submit Date	DQC Manager Signature / Disposition Date

Description of the requirement or specification	
Description of the nonconformance, location, affected area, and marking	
Disposition	☐Replace ☐ Repair ☐ Rework ☐ Use As-is Approval of disposition required by customer representative? Yes ☐ No ☐ Customer approval signature /date: _____
Corrective Actions	☐Corrective actions completed Name/Date:_____ Customer acceptance of corrective actions required? Yes ☐ No ☐ Name/Date:_____
Preventive Actions	☐Preventive actions completed Name/Date:_____

INITIAL PHASE CHECKLIST

SPEC SECTION	DATE

CONTRACT NO	DEFINABLE FEATURE OF WORK	SCHEDULE ACT NO.	INDEX #

PERSONNEL PRESENT

GOVERNMENT REP NOTIFIED _____ HOURS IN ADVANCE: YES ☐ NO ☐

NAME	POSITION	COMPANY/GOVERNMENT

PROCEDURE COMPLIANCE

IDENTIFIY FULL COMPLIANCE WITH PROCEDURES IDENTIFIED AT PREPARATORY. COORDINATE PLANS, SPECIFICATIONS, and SUBMITTALS.

COMMENTS: _____

PRELIMINARY WORK

ENSURE PRELIMINARY WORK IS COMPLETE and CORRECT. IF NOT, WHAT ACTION IS TAKEN?

WORKMANSHIP

ESTABLISH LEVEL OF WORKMANSHIP.

WHERE IS WORK LOCATED? _____

IS SAMPLE PANEL REQUIRED? YES ☐ NO ☐

WILL THE INIITAL WORK BE CONSIDERED AS A SAMPLE? YES ☐ NO ☐

(IF YES, MAINTAIN IN PRESENT CONDITION AS LONG AS POSSIBLE and DESCRIBE LOCATION OF SAMPLE) _____

RESOLUTION

RESOLVE ANY DIFFERENCES.

COMMENTS: _____

CHECK SAFETY

REVIEW JOB CONDITIONS USING EM 385-1-1 and JOB HAZARD ANALYSIS

COMMENTS: _____

OTHER

OTHER ITEMS OR REMARKS

_____
QC MANAGER DATE

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]
Design Review Form

Version 20140911

Project ID	Project Name	Design Review Ref#	Date
[ProjectNumber]	[ProjectName]		

Review milestone:	Performing Department/Crew/Architect, Engineer, and Subcontractor:

Reference design documents under review

Item #	Title or Description	Version / Issue Date

Review recommendations

Item#	Recommendation (reference supporting documents)	[CompanyName] Acceptance/ Rejection Signature / Date:	Customer Acceptance/ Rejection Signature / Date:
		☐ Approved ☐ Disapproved	☐ Approved ☐ Disapproved ☐ Approval not required
		☐ Approved ☐ Disapproved	☐ Approved ☐ Disapproved ☐ Approval not required
		☐ Approved ☐ Disapproved	☐ Approved ☐ Disapproved ☐ Approval not required
		☐ Approved ☐ Disapproved	☐ Approved ☐ Disapproved ☐ Approval not required

[CompanyName]
Laboratory Qualification Form

Version 20140911

Company Name:	Scope of Work (specification sections):

Project ID	Project Name	Approval	Approved By
[ProjectNumber]	[ProjectName]	☐ Yes ☐ Conditional ☐ No	

Review Topics

Project-Related Job Credentials

Licenses required:	License and expiration dates:
Certification required: ☐ NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7. ☐ NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program. ☐ The American Association of State Highway and Transportation Officials (AASHTO) ☐ International Accreditation Services, Inc. (IAS) ☐ U. S. Army Corps of Engineers Materials Testing Center (MTC) ☐ 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 Architect, Engineer, and Subcontractor Certifications and Licenses form.

Qualifications

☐ Senior person designated as DQC Manager ☐ Demonstrated skills and knowledge ☐ Demonstrated experience	☐ Production capacity ☐ Staffing availability

QUALIFICATION NOTES:

Provisional Approval: Action plan for improvement

Follow-up results and date

For More Information:
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