

QA/QC Documents Sample Selected pages (15 out of over 100)

Sample Includes:

- Standard Operating Procedures
- Report Templates
- Submittal and Record-Keeping Forms

This library of documents is used for record-keeping and documenting your QA/QC procedures.

Contact: Ed Caldeira 410-451-8006

STANDARD OPERATING PROCEDURES

TABLE OF CONTENTS

		<u>م</u>
:	STANDARD OPERATING PROCEDURES	
	TABLE OF CONTENTS	06 ⁵⁰
(Quality System SOP 2.2 Project License and Qualification Requirements	
	Project License and Qualifications	7
(Quality System SOP 2.3.1 Project Organization Chart	8
	Project Organization Chart	9
(Quality System SOP 2.3.2 Appointment of Key Project Personnel	
	Quality Manager Appointment Letter	11
	Project Manager Appointment Letter	12
	Superintendent Appointment Letter	
	Design Manager Appointment Letter	14
(Quality System SOP 2.3.3 Personnel Qualifications	15
	Project Personnel Qualification Form	
	Personnel Certifications and Licenses	18
(Quality System SOP 2.5 Identification of Quality Controlled	
	Quality Controlled Work Task List	20
(Quality System SOP 2.6 Project Quality Inspection and Test Plan	
	Quality Inspection and Test Plan	22
(Quality System SOP 2.7 Project Quality Communications Plan	23
	Project Quality Communications Plan	24
	Subcontractor Quality Communications Plan	26
	Point Of Contact List,	27
(Quality System SOP 2.8 Project Quality Training Plan	28
	Project Quality Training Plan	29
	Training Plan	
	Training Log	
	Quality System SOP 2.10 Project Records and Documentation Plan	32
	Project Quality Records Plan	33
camples	Quality System SOP 3.4.1 Contract Submittal Schedule	34
	Project Submittals Schedule and Log	35
5	Quality System SOP 3.5 Customer Submittal Approval	36
	Project Submittal Form	37
(Quality System SOP 3.4.6 Change Order	38
	Change Order Form	39

Questions? Call Ed Caldeira 410-451-8006

Standard Operating Procedures Table of Contents continued

Standard Operating Procedures Table of Contents continued	
Quality System SOP 4.3 Project Design Quality Assurance/Quality Control Plan	40 41 42 2055 1100
Project Design Process Plan	41
Quality System SOP 4.4 Design Progress Reviews	42
Design Review Meeting Participant Form Design Review Form	43
Quality System SOP 5.2 Regulatory Codes	
Project Regulatory Building Codes	46
Quality System SOP 5.6 Controlled Material Identification and Traceability	47
Controlled Materials Form	48
Quality System SOP 5.7 Measuring Device Control and Calibration	49
Test Equipment Calibration Plan and Log	50
Quality System SOP 6.2 Qualification of Suppliers, Subcontractors, and Departments	
Laboratory Qualification Form	
Subcontractor or Supplier Qualification Form	
Subcontractor and Supplier Certifications and Licenses	55
Quality System SOP 6.7 Purchase Order Requirements	57
Caldeira Contracting, LLC Subcontractor Quality Control Policy Requirements	58
Quality System SOP 7.2 Project Startup and Quality Control Coordination Meeting	61
Project Startup Meeting Form	62
Quality System SOP 7.3.1 Work Task Requirements Review	63
Work Task Quality Assurance/Quality Control Plan	64
Quality System SOP 7-3-2 Preparatory Site Inspection	65
Preparatory Phase Checklist	66
Quality System SOP 7.3.3 Work Task Preparatory Quality Planning Meeting	67
Work Task Quality Control Planning Meeting Form	68
Quality System SOP 7.6 Daily Quality Control Report	69
Contractor Quality Control	
Daily Production Report	71
Quality System SOP 7.7 Monthly Quality Control Report	72
Contractor Quality Control Daily Production Report Quality System SOP 7.7 Monthly Quality Control Report Monthly Quality Control Report	73
Quality System SOP 8.12 Inspection and Test Records	74
Inspection and Test Report	75
Quality System SOP 8.12.1 Inspection Records	76

Questions? Call Ed Caldeira 410-451-8006

Standard Operating Procedures Table of Contents continued

Standard Operating Procedures Table of Contents continued	
Initial Phase Checklist	
Quality System SOP 8.13 Project Completion and Closeout Inspection	80
Punch List Project Completion Inspection Form	51
Quality System SOP 9.2.3.1Recording of Nonconformances	
Nonconformance Report	85
Corrective Action Report	
Quality System SOP 10.3 Train Preventive Actions for Improvement	
Training Record	88
Jobsite Quality Review Planning and Log Sheet	89
Quality System SOB 11.2 Company wide Quality System Audit	04
Quality System Audit Form	54 05
Quality System SOP 12.3.1 Control of System Documents	
System Document Control Form	
Quality System SOP 12.4.2 Project Records Control	
Project Records Control Form	
sample selected Pages	

Reserved

QUALITY SYSTEM SOP

3.4.6 CHANGE ORDER

Version	Approved by:
February 19, 2012	Quality Manager
Purpose:	
To clearly communicate proposed project change	e orders and record customer acceptance.
Scope:	
All projects	, C`
Definitions:	
None:	Com.
Responsible Person(s):	
Project Manager has overall responsibility	O.
References:	Dy.
Quality Manual Section 3.4.6 Change Order	1901.
Quality Manual section 3 Contract Specifications	

Purpose:

Scope:

Definitions:

Responsible Person(s):

References:

Quality Manual Section 12.4.2 Project Records Control

Procedure:

- Use the Contract Change Order Form contained in this procedure unless the customer contract 1. or Project Quality Assurance/Quality Control Plan specifies the use of a modified or customer supplied form. In that case, the specified form replaces the standard form for that contract.
- 2. The Responsible Person identifies contract changes as required by the Quality Manual.
- 3. The Responsible Person records the requested change on the Contract Change Order Form.
- The Responsible Person records the approved change order on the Contract Change Order Form. 4.
- The Responsible Person records the submitted change order on the Contract Submittals and 5. Schedule Form (see SOP 3.4.1 Contract Submittal Schedule)
- samplesele The Responsible Person stores the completed form in the field office as required by Quality Manual Section 12.4.2 Project Records Control

Questions? Call Ed Caldeira 410-451-8006

Change Order Form Version February 19, 2012							
Change Order ID#	Project ID	Project Name	Preparer and Date				
	[ProjectNumber]	[ProjectName]					
Requestor Name : Date: Request Reference Document:		Contract change requested by: Caldeira Contracting Client Architect/Engineer Project Manager Code Enforcement Official Other:	C Pr				
Change order description:		Reason(s)s for change order: Supporting documentation provided:	10ell				
Time Extension Required: 🔲 Yes	0/j	Cost Change Required? Yes No					
Number of Days*: Reason:	Coby	Amount* \$ Reason:					
Supporting documentation attached		Supporting documentation attached:					
Customer Approval		Approval:					
Name/Date		Name/Date					

QUALITY SYSTEM SOP 6.2 QUALIFICATION OF SUPPLIERS, SUBCONTRACTORS, AND DEPARTMENTS

QUALITY SYSTEM SOP		100
6.2 OUALIEICATION OF SUDDUEDS	SUBCONTRACTORS, AND DEPARTMENTS	
U.Z QUALIFICATION OF SUPPLIERS, S	JOBCONTRACTORS, AND DEPARTMENTS	
Version	Approved by:	000

Purpose:

To assess and record the qualification of suppliers, subcontractors, and company departments to meet Lideira Quality the quality requirements of the company and/or project and to keep a record of their licenses and certifications

Scope:

All projects

Definitions:

None:

Responsible Person(s):

Project Manager has overall responsibility

Quality Manager

References:

Quality Manual Section 6.2 Qualification of Suppliers, Subcontractors, and Departments

Quality Manual Section 12.4.2 Project Records Control

Procedure:

- Use the Subcontractor and Supplier Qualification Form and Project Subcontractor and Supplier 1. List Form contained in this procedure unless the customer contract or Project Quality Assurance/Quality Control Plan specifies the use of a modified or customer supplied form. In that case, the specified form replaces the standard form for that contract.
- 2. The Responsible Person identifies subcontractor and suppliers that require qualification as required by the Quality Manual.
- 3. Records the subcontractor's or supplier's company name on a Subcontractor and Supplier Qualification Form.

When no qualifications are required "none required" is entered and then this procedure is regarded as complete.

The Responsible Person assesses the subcontractor or supplier and records the qualifications on the Subcontractor and Supplier Qualification Form.

Company Name:	Scope of W	/ork (specifica	tion sections):		
Project ID Project Name		Арр	roval	Approved By	
[DrojoctNumber]	[DrojectName]	Yes Condit	ional	All Rills	
[ProjectNumber] Subcontractor Quali	[ProjectName]	Subcontra	ector or Supr	lier site quality inspection	
				or Supplier site quality inspection nspection required before approval	
	k under subcontractor's quality system		ality inspect	ion of product/material required before	
Review Topics	Project-Related Job Credentials		0		
	Licenses required:		License and	expiration dates:	
	Certification required:	201	Certificatio	ns and expiration dates:	
	Training required:		Training completed and expiration date:		
	Type and length of experience required:		Certificatio	ns and expiration dates:	
	Personnel license, certification, and training	required:		erson's credentials on the Subcontractor and rtifications and Licenses form.	
	Qualifications]			
	Senior person designated as Quality Man	ager	Demons	strated results	
	Knowledge of Company quality standard		Effective	e self-inspection process	
	Demonstrated capability to complete wo	ork to		o codes, standards and product instructions	
	Company quality standards			ent availability	
	Demonstrated skills and knowledge			ion capacity	
lecte	QUALIFICATION NOTES:		Staffing	availability	
Provisional Appro	oval: Action plan for improvement				

QUALITY SYSTEM SOP

9.2.3.1 RECORDING OF NONCONFORMANCES

QUALITY SYSTEM SOP		0
9.2.3.1Recording of Nonconfo	RMANCES	er
Version	Approved by:	000
February 19, 2012	Quality Manager	

Purpose:

To clearly document a nonconformance found by test or work task completion quality inspection, monitor LCAN the disposition status, and to record its disposition.

Scope:

All projects tests and work task completion quality inspections

Definitions:

None:

Responsible Person(s):

Superintendent reports nonconformance on a Nonconformance Report Form

Quality Manager assigns disposition of the nonconformance

Superintendent stores the completed forms

References:

Quality Manual Section 9.2.3.1 Recording of Nonconformances

Quality Manual Section 12.4.2 Project Records Control

Procedure:

- Use the Nonconformance Report Form and Nonconformance Report Control Log contained in 1. this procedure unless the customer contract or Project Quality Assurance/Quality Control Plan specifies the use of a modified or customer supplied form. In that case, the specified form replaces the standard form for that contract.
- 2. The Responsible Person records nonconformances as required by the Quality Manual on the Nonconformance Report Form and records the nonconformance report on the Nonconformance Report Log.
 - The Responsible Person records disposition of nonconformances as required by the Quality Manual on the Nonconformance Report Form.
 - The Responsible Person records the disposition on the Nonconformance Report Log.
- 5. When the corrective actions and/or preventive actions have been completed, the Responsible Person records the action on the Nonconformance Report Form, updates the status on the Nonconformance Report Log.
- 6. The Responsible Person stores the completed form in the field office as required by Quality Manual Section 12.4.2 Project Records Control

		uance Report				
Nonconformance Report Control ID	Project ID	Project Name				
	[ProjectNumber]	[ProjectName]				
Preparer Signatu	ure/ Submit Date	Quality Manager Signature / Disposition Date				
Description of the requirement or specification		CA				
Description of the nonconformance, location, affected area, and marking						
	Replace Repair Rewor	k 🗆 Use As-is				
Disposition		Que				
	Approval of disposition required by c	ustomer representative? Yes 🗌 No 🗌				
	Customer approval signature /date:					
Corrective Actions	Corrective actions completed Nar Customer acceptance of corrective a Name/Date:					
Preventive Actions	6					
<u> </u>	Preventive actions completed Nat	ne/Date:				
Sel						
0						

Electrical-Conduit for Electrical Systems 26.05.33.13

FIRST TIME

Project:	Phase:		Contrac	t#:		Organization: 9101 Field Operations		Crew:
Compliance Verifica			FTQ	2TQ	Heightened	Awareness Checkpo	ints	c
Compliance wit requirements					Cuts for Co ENGINEEF	nduits in structural i R <u>1652</u>	members aj	pproved by
Compliance wit Compliance wit inspection requ	h work in process				Firestops ir walls// smo	nstalled at penetrationke partitions// or floo	ons through ors <u>1653</u>	fire partitions// fire
Compliance wit requirements		nspection			Penetratior made wate	ns through floor// ext rtight <u>1654</u>	erior wall a	nd roof sealed and
Compliance wit requirements					Excess wiri <u>1655</u>	ng// insulation// ties	// etc. remo	ved from Conduits
Compliance wit					Conduits se	ecured to prevent m	ovement ar	nd chafe <u>1656</u>
Reported Nonconfo					Remaining	snake lines labeled	at both end	ds <u>1657</u>
		וישופופ ונפוווס.				nds do not exceed r re even <u>1658</u>	ninimum foi	r size of Conduit
					Metal Conc	luits bonded and gro	ounded <u>165</u>	9
					Conduits a	re mechanically con	tinuous <u>166</u>	<u>60</u>
					Flexible co	nections to equipm	ent subject	to vibrations 1661
		FTQ Scores	and	Co	mpletion	Sign-off		
Field MgmtSup	erintendent Insi							
Quality 5 4	3 2 1 ^{Notes:}	<u>, , , , , , , , , , , , , , , , , , , </u>	<u></u>					
On-Time 5 4	3 2 1 <i>Notes:</i>	C087	·					
 Safety 5 4	3 2 1 Notes:	 2						
Sign and date*: Cell # / IE		untract drawings and specification	Signed		unformances and iss		te:	
			ла ехсері		and Inco			
Field MgmtQA	1 Spection <u>91.4</u>	5.02 						
			Signeo	l:		Da	te:	
Sign and date*: Cell # / IE Task has been has been verified co		ontract drawings and specification	ons except	or non-co	onformances and inco	mplete items reported above.		

FIRSTTIME	Heating// Ventilating// and Air Conditioning (HVAC)-Air Outlets and Inlets 23.37.00
UALITY	23.37.00

Project: Proce: Operations: Operations: Contract: Operations: Contract: Operations: Contract: Contract: Operations: Contract: Contract: Operations: Contract: Contrac							
Compliance Verification FTQ_2TQ_Heightend Awarness Checkpoints Compliance with instail ob-ready requirements Appearance of Air Outlets and Inlats approved by the ARCHITECT prior to ordering and installation 1542 Compliance with work in process first article inspection requirements Appearance of Air Outlets and Inlats approved by the ARCHITECT prior to ordering and installation 1542 Compliance with work in process inspection requirements Image: Compliance with inspection and test plan Compliance with safety policies and procedures Air Outlets and Inlets clean of dirt// dust// ubbint/ and debris 1544 Compliance with isseption and test plan Air Outlets and Inlets clean of dirt/ dust// ubbint/ and diffusers in drop-in colling tile systems 1543 Reported Nonconformances and incomplete items: Drive belts properly tensioned 1549 Contiliance with safety policies and procedures FTQ Scores and Completion Sign-off Field MgmtSuperintendent Inspection 91.45.01 Ventiliator mountings weatherproof 1551 Confliance 5 4 3 2 1 Mer: Signed: Date: Sign and date: Coll # / D #: Signed: Date: Field MgmtCA Inspection 91.45.02 Date: Date: Signed: Signed: Date: Date: Field MgmtCA Inspection 91.45.02 Date: Date: Date: Signed: <td>Project: Phase:</td> <td>Contrac</td> <td>ct#:</td> <td></td> <td><u>9101</u></td> <td></td> <td>Crew:</td>	Project: Phase:	Contrac	ct#:		<u>9101</u>		Crew:
Compliance with initial job-ready requirements Compliance with material inspection and tests Compliance with material inspection and tests Compliance with material inspection and tests Compliance with more installation inspection requirements Compliance with inspection inspection requirements Compliance with inspection and test plan Compliance with safety policies and procedures Reported Nonconformances and incomplete items: Field Mgmt-Superintendent Inspection 91.45.01 Cuality 5 4 3 2 1 Max: Sign and data: Coll # / D #: Sign and data:					Field Operations		
Image: compliance with work in process first article inspection requirements		FTQ	2TQ	Heightened	Awareness Checkpoin	nts	cR
Compliance with work in process first article inspection requirements Compliance with work in process inspection requirements Compliance with work in process inspection requirements Compliance with work in process inspection requirements Compliance with set completion inspection requirements Compliance with set completion and test plan Compliance with set set policies and procedures Reported Nonconformances and incomplete items: Drive belts properly tensioned 1549 Gravity Vertilators installed level and plumb 1550 Vertilator mountings weatherproof 1551 FTQ Scores and Completion Sign-off Field MgmtSuperintendent Inspection 91.45.01 Quality 5 4 3 2 1 Meer: Safety 5 4 3 2 1 Meer: Sign and date ¹ . Cell # /ID #:: Sign and table to must be used worked to meet and the state to average and sectors are off recompresed to meet and the state with setting to average and sectors are off recompresed to meet and the set of the setting to average and the set of the setting to average and the setting and the	requirements						
Air Outlets and Inlets clean of dirt// dust// rubbisn// and debris requirements Compliance with Task completion inspection requirements Compliance with safety policies and procedures Reported Nonconformances and incomplete items: Drive belts property tensioned 1548 Drive belts property tensioned 1548 Drive belts property tensioned 1549 Drive belts property tensioned 1551 FFIQ Scores and Completion Sign-off Field MgmtSuperintendent Inspection 91.45.01 Quality 5 4 3 2 1 Meex Signed:	Compliance with work in process first article					are compa	tible with wall and
requirements Image:	Compliance with work in process inspection				and Inlets clean of d	irt// dust// r	ubbish// and debris
□ Compliance with inspection and test plan □ Additional supports provided for registery/ grills// and diffusers in drop-in ceiling tile systems 1546 □ Compliance with safety policies and procedures □ Internal fans are mounted with vibration isolators 1547. □ Internal fans are mounted with vibration isolators 1548. □ Internal fans are mounted with vibration isolators 1547. □ Drive belts properly tensioned 1548. □ Ventilators installed with vibration isolators 1547. □ Gravity Ventilators installed with vibration isolators 1550. Ventilators installed with clearance for inspection and maintenance 1549. □ Gravity Ventilators installed with clearance for inspection and maintenance 1549. □ Ventilator mountings weatherproof 1551. FTQ Scores and Completion Sign-off Field MgmtSuperintendent Inspection 91.45.01 Quality 5 4 3 2 1 Safety 5 4 3 2 1 Minec: Signed:				Air Outlet a	nd Inlet connections	to duct wo	rk is airtight <u>1545</u>
Reported Nonconformances and incomplete items: Internal fans are mounted with vibration isolators 1547 Drive belts properly tensioned 1548 Ventilators installed with clearance for inspection and maintenance 1549 Caravity Ventilators installed level and plumb 1550 Ventilator mountings weatherproof 1551 FTQ Scores and Completion Sign-off Field MgmtSuperintendent Inspection 91.45.01 Quality 5 4 3 2 1 More: Safety 5 4 3 2 1 More: Signed: Field MgmtQA Inspection 91.45.02 Quality 5 4 3 2 1 More: Signed: Signed: Signed: Date: Date: Teled MgmtQA inspection 91.45.02 Quality 5 4 3 2 1 More: Signed: Signed: Date: Date: Date: Teled MgmtQA inspection 91.45.02 Quality 5 4 3 2 1 More: Signed: Signed: Signed: Date: Date: Date: Date: Date: Date: Teled MgmtQA inspection 91.45.02 Quality 5 4 3 2 1 More: Signed: Date: Date: Date: Date: Telede MgmtQA inspection 91.45.02 Quality 5 4 3 2 1 More: Signed: Date: Date: Date: Date: Telede MgmtQA inspection 91.45.02 Quality 5 4 3 2 1 More: Signed: Date: Date: Date: Date: Date: Telede MgmtQA inspection 91.45.02 Quality 5 4 3 2 1 More: Signed: Date:	Compliance with inspection and test plan						
Drive belts properly tensioned 1548 Ventilators installed with clearance for inspection and maintenance 1549 Gravity Ventilators installed level and plumb 1550 Ventilator mountings weatherproof 1551 FTQ Scores and Completion Sign-off Field MgmtSuperintendent Inspection 91.45.01 Quality 5 4 3 2 1 Meter: Safety 5 4 3 2 1 Meter: Sign and date: Cell # / ID #:				Internal fan	s are mounted with	vibration is	olators <u>1547</u>
Imaintenance 1549 Imaintenance 1549 <td></td> <td></td> <td></td> <td>Drive belts</td> <td>properly tensioned <u>1</u></td> <td><u>548</u></td> <td></td>				Drive belts	properly tensioned <u>1</u>	<u>548</u>	
Image: Coll # / ID #: Signed: Date: Field MgmtQA Inspection 91.45.02 Quality 5 4 3 2 1 More: Sign and date*: Cell # / ID #: Signed: Date: Date: Telede MgmtQA Inspection 91.45.02 Quality 5 4 3 2 1 More: Date: Sign and date*: Cell # / ID #: Signed: Date: Date: Date: Date: Teak has been has been verified complete: add not complete: add not complete: Date: Date: Field MgmtQA Inspection 91.45.02 Quality 5 4 3 2 1 Merc: Sign end date*: Cell # / ID #: Signed: Date: Date: <td></td> <td></td> <td></td> <td></td> <td></td> <td>nce for insp</td> <td>pection and</td>						nce for insp	pection and
FTQ Scores and Completion Sign-off Field MgmtSuperintendent Inspection 91.45.01 Quality 5 4 3 2 1 Motor: On-Time 5 4 3 2 1 Motor: Safety 5 4 3 2 1 Motor: Safety 5 4 3 2 1 Motor: Sign and date*: Cell # / ID #::				Gravity Ver	ntilators installed leve	el and plum	b <u>1550</u>
Field MgmtSuperintendent 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: Safety 5 4 3 2 1 Notes: Sign and date*: Cell # / ID #::				Ventilator r	nountings weatherpre	oof <u>1551</u>	
Field MgmtSuperintendent Inspection 91.45.01 Quality 5 4 3 2 1 On-Time 5 4 3 2 1 Notes: Safety 5 4 3 2 1 Notes: Sign and date*: Cell # / ID #:: Task has been 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 #:: Field MgmtOA Inspection 91.45.02 Quality 5 4 3 2 1 Signed: Date: Task heab 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: Task heab been verified complete and in compliance with contract drawings and specifications except for non-conformances and incomplete items reported above.	FTQ Sco	res and		moletior	Sian-off		
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 #::				2			
Safety 5 4 3 2 1 Notes: Sign and date*: Cell # / ID #::	• • • • —	<u></u>					
Safety 5 4 3 2 1 Notes: Sign and date*: Cell # / ID #::							
Sign and date*: Cell # / ID #:: Signed: Date: Date: Date: Field MgmtQA Inspection 91.45.02 Quality 5 4 3 2 1 Notes: Sign and date*: Cell # / ID #:: Sign and date*: Cell # / ID #:: Sign and date*: Sign and date*: Dete: Date: Task has been verified complete and in compliance with contract drawings and specifications except for non-conformances and incomplete items reported above.	On-Time 5 4 3 2 1 Notes:	<u> </u>					
Task has been has been verified complete and in compliance with contract drawings and specifications Field MgmtQA Inspection 91.45.02 Quality 5 4 3 2 1 Sign and date*: Cell # / ID #::	Safety 5 4 3 2 1 Notes:						
Field MgmtQA Inspection 91.45.02 Quality 5 4 3 2 1 Notes: Sign and date*: Cell # / ID #::	•	0				e:	
Quality 5 4 3 2 1 Notes: Sign and date*: Cell # / ID #::	Task has been has been verified complete and in compliance with contract drawings and spec	cifications except	for non-c	onformances and inco	omplete items reported above.		
Sign and date*: Cell # / ID #:: Signed: Date: Task has been has been verified complete and in compliance with contract drawings and specifications except for non-conformances and incomplete items reported above.	Field MgmtQA Inspection 91.45.02		_				
Task has been has been verified complete and in compliance with contract drawings and specifications except for non-conformances and incomplete items reported above.	Quality 5 4 3 2 1 Notes:						
Task has been 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 #::	Signe	d:		Date	e:	
				onformances and inco			
Quality Score $5 = 100\%$ NO problems $4 = 1$ minor problems $3 = Hotspot$ or $2-3$ minor $2 = 6+$ or major problems $1 = Excessive problems$ Qn-Time Score $5 = On$ Time $4 = Late$ $3 = Late$ by 1 day $2 = Late$ by 2 days $1 = Late$ more than 2 daysSafety Score $5 = 100\%$ NO problems $4 = 1$ minor problem $3 = Hotspot$ or $2-3$ minor $2 = 4+$ or major problem $1 = Injury$		3	= Late b	y 1 day		1 = Late more	

Project:	Phase:		ct#:	Organization: Crew: 9101				
				Field Operations				
Compliance Verification		FTQ	2TQ	A Heightened Awareness Checkpoints				
Compliance with initial job-ready requirements				Layout/ types/ sizes/ colors and dimensions: per plans 2479				
□ Compliance with n □ Compliance with v	naterial inspection and tests vork in process first article		specifications <u>2480</u>					
inspection require \Box Compliance with v	ements vork in process inspection			Thicknesses: per plans and specifications <u>2481</u>				
requirements			Sprayed/troweled adheres to substrates/ continuous/ no voids 2482					
	nspection and test plan			Board fireproofing: damage free/ fasteners per specifications 2483				
Compliance with safety per Reported Nonconformances	arety policies and procedure			Flexible/ pipes and flues: mfr and fasteners correct per specifications <u>2484</u>				
				Adhesives: correct types and ratings 2485				
				Shipping/ Storage/ Preparation/ Application: per specifications <u>2486</u>				
				Aesthetics: neat workmanship when finished application is exposed 2487				
				Tests and Certifications: per specifications 2488				
	FTQ Sco	ores and	l Co	ompletion Sign-off				
Field MgmtSuperi	intendent Inspection 91.	<u>45.01</u>	∇					
Quality 5 4 3	2 1 <i>Notes:</i>	, ild'						
On-Time 5 4 3	2 1 Notes:	2						
Safety 5 4 3	2 1 Notes:							
	. Q 70		— —					
Task has been has been verified comple	ete and in compliance with contract drawings and sp	Ū		conformances and incomplete items reported above.				
Field MgmtQA Ins	spection <u>91.45.02</u>							
Quality 5 4 3	2 1 <i>Notes:</i>							
		Signed						
Task has been has been verified comple	ete and in compliance with contract drawings and sp	pecifications except	for non-c	conformances and incomplete items reported above.				

UALI	Ϋ́					3) <u>09.69.00</u>		
Project:		Phase:		Contrac	:t#:		Organization: <u>9101</u> Field Operations		Crew:
Compliance Ver	<i>ification</i>			FTQ	2TQ	Heightene	d Awareness Checkpor	nts	C
 Compliance with initial job-ready requirements Compliance with material inspection and tests 				Subfloor a	rea clean// sealed// a	nd free of c	lust 1224		
				Support pe	edestals secured plui	mb to struct	ural flooring <u>1225</u>		
inspection	 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 				Support st <u>1226</u>	ringers secured to pe	edestals and	d free of movement	
requireme					Openings	around ramps and st	airs covere	d with fascia <u>1227</u>	
requireme					Access ar material <u>1</u>	ea free of scraps// de <u>228</u>	bris// and o	ther foreign	
•					Flooring panel style and pattern approved by ARCHITECT <u>1229</u>				
Reported Nonconformances and incomplete items:					Floor eleva	ated to proper level <u>1</u>	<u>230</u>		
						Floor pane	els level and even <u>12</u>	<u>31</u>	
						Floor pane	els do not deflect und	er establish	ed load <u>1232</u>
						Floor pane	els secure <u>1233</u>		
			FTQ Score	e and		mnletio	n Sign-off		
		dent la e							
Quality 5	-	aent ins 1 Notes:	pection <u>91.45.(</u>	<u>, , , , , , , , , , , , , , , , , , , </u>	6	9.			
Quanty J	4 J Z			Ň					
 On-Time 5	4 3 2	Notes:		<u>()</u>					
Safety 5	4 3 2	Notes:							
			<u>5</u>						
Sign and date*: Cell Task has been has been ve		compliance with	contract drawings and specifica	_ Signed		onformances and in	complete items reported above.	te:	
Field Mgmt	DA Inspect	ion 91 4	5 02						
Quality 5	4 3 2	1 Notes:	<u></u>						
Sign and date*: Cel		compliance with	contract drawings and specifica	_ Signed		onformances and in	Da	te:	
Task has been has been ve									

Project:	Phase:		Contrac	t#:		Organization:		Crew:	
10,000.			Contract			9101 Field Operations			
<u>Compliance Verific</u>	cation_		FTQ	2TQ	Heightened	d Awareness Checkpol	nts	C	
 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: 			□ □ Course material source and gradation approved by ENGINEER <u>1951</u>						
			□ □ Course materials from different sources and for different uses stockpiles separately <u>1952</u>						
			Drainage layer / piping outlets to surface or pervious area						
			Course material free of organic material// silt// clay// or other objectionable material <u>1954</u>						
			Aggregate evenly graded and not segregated <u>1955</u>						
				Base Cour	se of even thickness	and true to	o grade <u>1956</u>		
reported nonconformances and incomplete items:		Bituminous Base Course joints offset from underlying course joints <u>1957</u>							
					Edge mate course sur	erial compacted and face <u>1958</u>	brought eve	en with finished	
						ysis// field density// a ENGINEER <u>1959</u>	and moistur	e content tests	
						urface free of irregula sisture <u>1960</u>	arities// soft	spots// debris// and	
		FTQ Scores	and	Co	mpletio	n Sign-off			
Field MgmtSu	perintendent Ins	pection <u>91.45.0</u>	1						
Quality 5 4	3 2 1 Notes:	Wo	\mathfrak{S}						
On-Time 5 4	3 2 1 <i>Notes:</i>								
	3 2 1 Notes:	<u> </u>	-						
o	- 8×		<u>.</u>						
Sign and date*: Cell # / Task has been has been verified	ID #:: complete and in compliance with	contract drawings and specification	Signed ons except f		nformances and inc	Da	te:		
Field Mamt -04	Inspection <u>91.4</u>	5.02							
	3 2 1 Notes:								
Sign and date*: Cell # / Task has been has been verified	ID #::	contract drawings and specification	Signec		nformances and inc	Da	te:		
<u>Quality Score</u> On-Time Score	5 = 100% NO problems	4 = 1 minor problems		Hotspa Late b	t or 2-3 minor	2 = 6 + or major problems 2 = Late by 2 days	1 = Excessive 1 = Late more		
<u>Safety Score</u>	5 = On Time 5 = 100% NO problems	4 = Late 4 = 1 minor problem			t or 2-3 minor	2 = Late by 2 aays 2 = 4 + or major problem	l = Late more l = Injury	2 uuyo	



For More Information: Contact: Ed Caldeira 410-451-8006 <u>www.firsttimequality.com</u> EdC@FirstTimeQuality.com

For More Information, contact: Ed Caldeira • Caldeira Quality, LLC • First Time Quality[™] 410-451-8006 • <u>www.firsttimequality.com</u> • <u>EdC@FirstTimeQuality.com</u>