This packet contains:

* Project Plan Checklist
* Quality Manager Appointment Form.

Use the information as a starting point for writing your own project quality plan.

Feel free to give me a call if you have any questions.

Regards,

-Ed Caldeira

**P.S.** We have affordable, fully written plans to meet all types of contract requirements

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**First Time Quality**  
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[Web meeting link](https://connectnow.acrobat.com/firsttimequality)

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| --- | --- | --- | --- |
| Project Quality Plan Checklist  Version | | | |
| Project ID | Project Name | Preparer | Date |
| [Project Number] | [Project Name] |  |  |
| Project organization chart  Duties, Responsibilities, and Authority of Quality Personnel  Quality Manager qualifications and appointment  Project Manager qualifications and appointment  Superintendent(s) qualifications and appointment  Quality Training Plan  Identification of Quality Controlled Tasks:  Project Regulatory codes and standards  Project Industry standards  Project Inspection and test plan  Project Selection of key suppliers and subcontractors  Project Material and equipment specification  Project Control of Nonconformances  Project Quality Records and Documents  Project Submittals Schedule | | | |

|  |  |
| --- | --- |
| [Company Name]Quality Manager Appointment  Version | |
| **Project ID** | [Project Number] |
| **Project Name** | [Project Name] |
| **Appointed Quality Manager** | [Quality Manager Name] |
| Please be advised that you are hereby appointed as Quality Manager for the above referenced project. Your responsibilities include managing and implementing the Caldeira Construction Quality System and the Project Quality Plan regarding the referenced project.  I assign you responsible for:   * Fully implementing all provisions of the Caldeira Construction Quality System and related documents * Ensuring company-wide effectiveness of the Quality System * Ensuring that the Quality System is established and implemented by persons doing work that impacts quality * Ensuring that the Quality System is maintained * Ensuring company-wide conformance to Quality System requirements * Acting as Caldeira Construction liaison with parties outside the company on matters relating to quality * Reporting to senior management on performance of the Quality System, including needed improvements * Review and approval of all Quality System documents * Review and approval of all Quality System records * Review and approval of quality-related contract submittals * Managing all project inspection and quality control activities   I grant you unrestricted authority for carrying out the above responsibilities including:   * Stopping work when continuing work adversely affects quality or cover up a defect * Prevent the use of materials that would adversely affect quality or cover up a defect * To direct the removal and replacement of any non-conforming work or material by Caldeira Construction, any subcontractor, or any supplier * Suspend work and/or supply of materials by any staff member, subcontractor personnel, or supplier as deemed necessary to assure quality results. | |
| **President signature and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |