

Student Name: _____

Date: _____

Contract No.:					
Project Title:					
Contractor:					
Superintendent:			QC Manager:		
SSHO:			Alternate QC Manager:		

Item No.	Item	Yes	No	N/A	Comments
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Quality Control Specifications Section

1	Was the QC plan submitted in accordance with QC specification?				
a.	● In a 3 ring binder				
b.	● Includes a table of contents				
c.	● Major sections identified with tabs				
d.	● Pages numbered sequentially				

QC Organization

2	Is there a chart showing the Contractor's QC organization structure?				
3	Does the chart show the relationship of QC organization to other elements of the prime contractor's company? The chart needs to show the relationship of the QC Manager to company officer(s), to the QC staff, to outside organizations, to the project superintendent.				
4	Does the chart show the relationship of the QC organization to subcontractors, suppliers, outside				

Names and Qualifications

5	Contains the names and qualifications for each person in the QC organization, in resume format?				
6	Are the current CQM for Contractor training certificates in the QC plan?				
7	Do the qualifications and past experiences of the following QC staff meet the contract specification requirements?				
a.	● QC Manager				
b.	● Alternate QC Manager				
c.	● QC Specialist(s)				
d.	● Submittal Reviewer(s)				
e.	● Registered Fire Protection Engineer				

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Duties, Responsibility and Authority of QC Personnel					
8	Are the duties, area of responsibilities and authority of each person in the QC organization stated in detail in the QC Plan, in particular the QC Manager and the Alternate QC manager?				
Outside Organizations					
9	Is there a listing of outside organizations, such as architectural and consulting engineering firms, that will be used by the Prime Contractor?				
10	Does this listing contain a description of the work and services to be performed?				
Appointment Letters					
11	Are there appointment letters, signed by an officer of the firm, appointing the QC Manager and the Alternate QC Manager and including the following:				
a.	<ul style="list-style-type: none"> Outlining their duties, responsibilities and authority for implementing and managing the QC program? 				
b.	<ul style="list-style-type: none"> Responsibility to manage and implement the three phases of control? 				
c.	<ul style="list-style-type: none"> The authority to stop any work not complying with the Contract, and the removal and replacement of any defective work? 				
12	Are there letters of direction to the Assistant QC Manager and all QC specialists outlining their duties, authorities, and responsibilities?				
Submittal Procedures and Initial Submittal Register					
13	Are there procedures for reviewing, approving, and managing submittals?				
14	Is there a list of name(s) of people in the QC Organization authorized to review and certify submittals?				
15	Is the initial Submittal Register as specified included in the QC Plan?				

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Testing Laboratory Information					
16	Is there a list of construction material testing laboratories to be used for this Contract?				
17	Is there a description of the service(s) these testing laboratories will provide?				
18	Is the Contractor using accredited testing laboratories and are there current copies of the Certificate of Accreditation and Scope of Accreditation for the testing laboratories listed?				
19	Do the testing laboratory's scope of accreditation include the appropriate ASTM standards listed in the technical specification sections?				
Testing Plan and Log					
20	Is there a Testing Plan and Log that includes the tests required, referenced by the specification paragraph number requiring the test, the frequency, and the person responsible for each test.				
List of Definable Features					
21	A Definable Feature of Work (DFOW) is a task that is separate and distinct from other tasks and has control requirements and works crews unique to that task. Is there a list of DFOWs in the QC Plan?				
22	As a minimum, is the list of DFOWs cross referenced to the Contractor's project schedule and the specification sections?				
23	Does the list include, but not limited to, all critical path activities?				
24	Does this list include all activities which require QC specialists or specialty inspection personnel?				
25	(DB) Does each design development stage and submittal package have separate DFOWs?				

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Procedures for Performing the Three Phases of Control					
26	Does the Plan contain procedures to use to ensure the three phases of control are used to manage the quality on this contract?				
Personnel Matrix					
27	If required, does the matrix show for each specification section:				
a	<ul style="list-style-type: none"> Who will review and approve submittals? 				
b	<ul style="list-style-type: none"> Who will perform and document the three phases of control? 				
c	<ul style="list-style-type: none"> Who will perform and document the testing? 				
Procedures for Completion Inspection					
28	If required, does the procedure identify the responsible party for punch out inspection, prefinal inspection, and final acceptance inspection?				
Training Procedures and Training Log					
29	If required, are there procedures for coordinating and documenting the training of personnel as required by the Contract?				
30	If required, has a sample record of training been included in the QC Plan which reports what systems, who provides the training, when and where the training is to be performed and who attended?				

