

Appendix 8.4a

Facilities Planning and Construction (FP&C)

UAA FP&C Quality Assessment Checklist (A)

Project: <insert Project name>

PM: <insert PM>

Project ID: <insert Project ID>

Updated: <insert last update date>

Item No.	PM Review (Y, N, n/a)	Date	Comments
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17	The PM shall be notified at least 24-hours in advance of beginning any of the required action of the preparatory phase.			
20	The results of the preparatory phase actions shall be documented by separate record prepared by the Contractor's Quality Control Representative and forwarded to the Owner's Representative.			
QUALITY CONTROL RECORDS				
21	Contractor maintains a complete file of Quality Control records, and provide records to the Owner of each inspection and test performed throughout the life of the contract.			
22	Records shall include, but not be limited to, checklists, completed forms and reports and other factual evidence that the required inspections or tests have been performed, including type and number of inspections or tests involved, identification of operators and inspectors, result of inspections or tests, nature of defects, causes for rejection, proposed remedial action, and corrective actions taken.			
23	Quality Control records shall be available for examination by the Owner's Representative or his designee. Periodic Estimates for Partial Payment may be withheld if the Owner determines that the Contractor has failed to maintain Quality Control records as required.			
24	Contractor shall ensure each record is identified and traceable to specific requirements in the specifications and drawings.			
SPECIAL INSPECTIONS				
25	Owner shall be responsible for all Special Inspections required by the Uniform Building Code. Contractor may utilize an independent Special Inspector at no additional cost to the contract.			

Project Manager Name

Project Manager Signature

Date

Appendix 8.4b

Facilities Planning and Construction (FP&C)

UAA FP&C Quality Assessment Checklist (B)

Project: <insert Project name>

PM: <insert PM>

Project ID: <insert Project ID>

Updated: <insert last update date>

Item No.		PM Review (Y, N, n/a)	Date	Comments
1				
2	The Quality Control Plan includes the personnel, facilities, methods and procedures and a reporting system to document all inspections and tests.			
3	In case any changes to the accepted plan, personnel, or procedures are desired, the Contractor submits change requests for Project Manager's acceptance. Change requests and acceptance are in writing.			
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5	Contractor prepares Minutes of the meeting within three working days which is signed by both the Contractor and Project Manager.			
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11	Description of on site personnel training.			
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15	Contractor provides a Quality Control System encompassing: selection of construction materials and sources; suppliers; subcontractor's; on site and offsite fabrication of contractor furnished assemblies; on site and off site assembly; erection; work subcontractor's; on			

16	Contractor's Quality Control System provides documentation ensuring that quality provisions of contract schedule, specifications, and drawings have been performed.			
17	Contractor designates an individual within the on-site organization as the Quality Control Representative and the on site manager of the Quality Control System.			
Controls - three phases of control:				
PREPARATORY PHASE				
18	The Contractor convenes a preparatory phase meeting three (3) days prior to beginning any definable feature of work.			
19	Preparatory phase includes a review of contract requirements			
20	Preparatory phase includes check to assure that all materials and/or equipment have been tested			
21	Preparatory phase includes a check to assure that provisions have been made to provide required controls testing			
22	Preparatory phase includes a examination of the work area to ascertain that all preliminary work has been completed			
23	Preparatory phase includes a physical examination of materials, equipment, and sample work to assure that they conform to submittal data and that all materials and/or equipment are on hand.			
24	The PM is notified at least 48-hours in advance of beginning any of the required action of the preparatory phase.			
25	The results of the preparatory phase actions are documented by separate minutes prepared by the Contractor's Quality Control Representative and forwarded to PM.			
26	Contractor instructs applicable workers as to the acceptable level of workmanship required in its Contractor Quality Control Plan in order to meet contract specifications.			
Initial Phase				
27	Initial phase starts as soon as a representative portion of the particular feature of work has been accomplished.			
28	Initial phase includes a check of preliminary work, verify full compliance, establish level of workmanship, and resolve all difference.			
29	The PM is notified at least 24 hours in advance of beginning the initial phase of work.			
30	Separate records of this phase are prepared by the Quality Control Representative and furnished to the PM.			
Follow up Phase				
31	Frequent checks are performed to assure continuing compliance with contract requirements until completion of the particular feature of work.			
32	The checks are recorded in the Quality Control documentation, final follow up inspections are conducted and all deficiencies corrected and documented.			
QUALITY CONTROL RECORDS				
33	Quality Control records are maintained at a central on site location.			
34	Quality Control records include all quality control data; factory tests or manufacturer's certifications, quality control coordinating actions; records of quality control training/certifications, as well as routine hydrostatic, fire alarm, electrical continuity, grounding, welding, line cleaning, and similar tests.			
35	Quality Control records are available for examination by the PM or his designee. Periodic Estimates for Partial Payment may be withheld if the PM determines that the Contractor has failed to maintain Quality Control records as required.			
36	Contractor provides on site records of each inspection and test performed throughout the life of the contract. These records include, but are not be limited to, completed checklists and forms and other factual evidence that the required inspections or tests have been performed, including type and number of inspections or tests involved, identification of operators and inspectors, result of inspections or tests, nature of defects, causes for rejection, proposed remedial action, and corrective actions taken.			
37	Maintenance of quality control records does not relieve the Contractor from submitting samples, test data, detail drawings, material certificates, or other information required by each section in the specification.			

38 Contractor ensures each record is identified and traceable to specific requirements in the specifications and drawings.

39 Inspection records, test procedures, test results, and associated forms are verified by the Project Manager.

40

QUALITY ASSURANCE

41 PM oversee the accepted Quality Control Plan to assure that it is being followed and properly implemented. Defects in the QC program are rectified immediately.

SEQUENCING AND SCHEDULING

42 Contractor notifies the Project Manager or designee at least 48 hours prior to scheduled inspection and tests.

Project Manager Name

Project Manager Signature

Date

Appendix 8.4c

Facilities Planning and Construction (FP&C)

UAA FP&C Quality Assessment Checklist (C)

Project: <insert Project name>

PM: <insert PM>

Project ID: <insert Project ID>

Updated: <insert last update date>

Item No.	Value of Project \$5,000,001 and up (C) Items to Review for Completion	PM Review (Y, N, n/a)	Date	Comments
1	The Contractor establishes and maintains an effective Quality Control System.			
2	The Quality Control System consists of plans, procedures, and organization necessary to provide materials, equipment, and workmanship which comply with contract requirements and covers operations both on site and off site.			
3	Contractor schedules a Quality Control Coordination Meeting			
QUALITY CONTROL (QC) PLAN				
4	Contractor submits its Quality Control Plan within thirty (30) days after execution of the contract.			
5	The Quality Control Plan identifies specific personnel, procedures, instructions, records, and forms to be used. This plan includes, as a minimum, the following:			
6	a. A description of the Quality Control organization, including a chart showing lines of authority and acknowledgment that the Contractor Quality Control Staff shall implement the three phase control system for all aspects of the work specified and shall report to the Contractor's Project Manager, Superintendent, or someone higher in the Contractor's organization. The Contractor designates a specific onsite Quality Control Representative for each shift. The Quality Control Representative has no other construction duties.			
7	b. The name, qualifications, duties, responsibilities, and authority of each person assigned a Quality Control function.			
8	c. A copy of a letter to the Quality Control Manager and Quality Control Representatives signed by an authorized official of the firm, which describes the responsibilities and delegates the authority of the Quality Control Manager and Quality Control Representatives.			
9	d. Reporting procedures including proposed reporting formats.			
10	The PM reviews the Quality Control plan within 14 days of receipt. Acceptance of the plan is required prior to proceeding with work.			
11	After acceptance of the Quality Control Plan the Contractor notifies the Project Manager in writing of any proposed change.			
Quality Control Organization				
12	The Contractor identifies Quality Control System Manager, who is responsible for overall management of the Contractor's Quality Control Program and has the authority to act in all Quality Control matters for the Contractor.			
13	The Quality Control System Manager has no other construction activity responsibility other than to manage the Quality Control System.			
14	The controls include at least three phases of control for all definitive features of work as follows:			
Controls - three phases of control:				
PREPARATORY PHASE				

