

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.	Value of Project \$25,000 to \$500,000 (A) Items to Review for Completion	PM Review (Y, N, n/a)	Date	Comments
1	Contractor submits its Quality Control Plan within ten (10) days after the Notice of Award of the contract is received.			
2	Contractor schedules a Quality Control Coordination Meeting			
QUALITY CONTROL (QC) PLAN - QC Plan includes as a minimum the following:				
3	Description of the quality control organization, including lines of authority, responsibilities and coordinating procedures, of on-site/off-site quality control personnel, including those QC personnel not under direct control of the Contractor.			
4	List of personnel designated by the Contractor to accomplish the quality control functions required by the contract. The Contractor shall designate a specific on-site Quality Control Representative, and submit his qualifications with the QC Plan along with a copy of the letter of delegation that defines delegated duties, authority and responsibilities.			
5	Contractor's operational plan for accomplishing and reviewing work controls, fabrication controls, certifications, and documentation of quality control operations, inspections, and test records, including those for subcontractors.			
6	An appendix with a copy of each checklist, form, report format, and similar record to be used in the implementation of the QC Plan.			
7	Nondestructive testing requirements.			
8	Identification of independent certifying and testing laboratories.			
QUALITY CONTROL SYSTEM				
9	Contractor's Quality Control System provides documentation ensuring that quality provisions of contract schedule, specifications, and drawings have been performed.			
10	Contractor designates an individual within the on-site organization as the Quality Control Representative.			
PREPARATORY PHASE				
11	The Contractor convenes a preparatory phase meeting three (3) days prior to beginning any definable feature of work.			
12	Preparatory phase shall include a review of contract requirements			
13	Preparatory phase shall include check to assure that all materials and/or equipment have been tested			
14	Preparatory phase shall include a check to assure that provisions have been made to provide required testing			
15	Preparatory phase shall include a examination of the work area to ascertain that all preliminary work has been completed			
16	Preparatory phase shall include 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.			

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.	Value of Project \$500,001 to \$5,000,000 (B) Items to Review for Completion	PM Review (Y, N, n/a)	Date	Comments
1	Contractor submits its Quality Control Plan within fifteen (15) days after the Notice of Award of the contract is received.			
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.			
4	Contractor schedules a Quality Control Coordination Meeting.			
5	Contractor prepares Minutes of the meeting within three working days which is signed by both the Contractor and Project Manager.			
QUALITY CONTROL (QC) PLAN - QC Plan includes as a minimum the following:				
6	Description of the quality control organization, including lines of authority, responsibilities and coordinating procedures, of on-site/off-site quality control personnel, including those QC personnel not under direct control of the Contractor.			
7	List of personnel designated by the Contractor to accomplish the quality control functions required by the contract. The Contractor designates a specific on-site Quality Control Representative, and submit his qualifications with the QC Plan along with a copy of the letter of delegation that defines delegated duties, authority and responsibilities.			
8	Contractor's operational plan for accomplishing and reviewing work controls, fabrication controls, certifications, and documentation of quality control operations, inspections, and test records, including those for subcontractors. These provisions includes methods to be used during the procurement cycle (order to delivery) for those materials or equipment that require source inspections, shop fabrications, or similar operations located separately from the work site.			
9	Written statement of Quality Control Records describing procedures that are implemented to achieve quality on the project. The QC Plan includes an appendix with a copy of each checklist, form, report format, or similar record to be used in the implementation of the QC Plan.			
10	Contractor's organization that handles construction contract activities.			
11	Description of on-site personnel training.			
12	Certification(s) of personnel, procedures, processes, and equipment.			
13	Nondestructive testing requirements.			
14	Identification of independent certifying and testing laboratories.			
QUALITY CONTROL SYSTEM				
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 procedures; workmanship; inspection; and testing.			

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.			
SPECIAL INSPECTIONS				
40	PM is 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.			
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				

15	The Contractor convenes a preparatory phase meeting three (3) days prior to beginning any definable feature of work.			
16	Preparatory phase includes a review of contract requirements			
17	Preparatory phase includes check to assure that all materials and/or equipment have been tested			
18	Preparatory phase includes a check to assure that provisions have been made to provide required control testing			
19	Preparatory phase includes a examination of the work area to ascertain that all preliminary work has been completed			
20	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.			
21	The PM is notified at least 48-hours in advance of beginning any of the required action of the preparatory phase.			
22	The results of the preparatory phase actions are documented by separate report prepared by the Quality Control Representative and attached to the daily Quality Control Report.			
23	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				
24	Initial phase starts as soon as a representative portion of the particular feature of work has been accomplished.			
25	Initial phase includes a check of preliminary work, verify full compliance, establish level of workmanship, and resolve all differences.			
26	The PM is notified at least 24-hours in advance of beginning the initial phase of work.			
27	Separate records of this phase are prepared by the Quality Control Representative and attached to the daily Quality Control Report.			
28	The initial phase is repeated for each new crew to work on site.			
Follow-up Phase				
29	Daily checks are performed to assure continuing compliance with contract requirements, including control testing, until completion of the particular feature of work.			
30	The checks are recorded in the Quality Control documentation, final follow-up inspections are conducted and all deficiencies corrected and documented.			
Tests & Retests				
31	The Contractor employs and pays an independent agency to perform specified Quality Control services			
32	The PM engages and pays for the services of an independent agency to perform inspections and tests specified as the Owner's responsibility.			
33	Where the PM has engaged a testing agency or other entity for testing and inspection of a part of the Work, and the Contractor is also required to engage an entity for the same or related element, the Contractor does not employ the entity engaged by the Owner, unless otherwise agreed to in writing by the Owner.			
34	Contractor is responsible for retesting where results of required inspections, tests, or similar services prove unsatisfactory and do not indicate compliance with Contract Document requirements. Cost for retesting construction revised or replaced by the Contractor is the Contractor's responsibility.			
35	Contractor provides reasonable auxiliary services as requested and cooperate with agencies performing required inspections, tests, and similar services. Auxiliary services required include but are not limited to:			
36	a. Provide access to the work and furnish incidental labor and facilities necessary to facilitate inspections and tests.			
37	b. Take adequate quantities of representative samples of materials that require testing or assist the agency in taking samples.			
38	c. Provide facilities for storage and curing of test samples, and deliver samples to testing laboratories.			
39	d. Provide the agency with a preliminary design mix proposed for use for materials mixes that require control by the testing agency.			
40	e. Security and protection of samples and test equipment at the project site.			

Coordination				
41	The Contractor is responsible for scheduling times for inspections, tests, taking samples, and similar activities.			
42	The Contractor notifies the Owner's Representative in writing at the beginning of each new phase of testing.			
Completion Inspection				
43	At the completion of all work, the Quality Control System Manager conducts a Quality Control Program completion inspection of the work and develops a "punch list" of items which do not conform to the approved plans and specifications.			
Documentation				
44	The Contractor maintains current records of Quality Control operations, activities, and tests performed, including the work of suppliers and subcontractors.			
45	The records are on an acceptable forms and includes checklists, completed forms and other factual evidence that required activities or tests have been performed, including but not limited to the following: a. Type and number of control activities and tests involved. b. Results of control activities or tests. c. Nature of defects, causes for rejection, etc. d. Proposed remedial action. e. Corrective actions taken.			
46	Quality Control records indicate a description of trades working on the project, the number of personnel working, the weather condition encountered, any delays, and acknowledgment of instruction given by the Project Manager.			
47	Quality Control records are available for examination by the Project Manager. Periodic Estimates for Partial Payment may be withheld if the Owner determines that the Contractor has failed to maintain Quality Control records as required.			
48	These records cover both conforming and defective or deficient features and include a statement that supplies and materials incorporated in the work and workmanship comply with the contract. Legible copies of these records are furnished daily to the Project Manager.			
Notification of Noncompliance				
49	The Project Manager notifies the Contractor of any noncompliance with the foregoing requirements. The Contractor offers receipt of such notice and immediately take corrective action.			
QUALITY ASSURANCE				
50	PM oversee the approved Quality Control Program to assure that it is being followed and properly implemented, and that the resultant construction is in compliance with the contract documents. Defects in the QC program are rectified immediately.			
51	The Contractor's Quality Control Representative makes reports to the Owner's Quality Assurance Representative on a daily basis documenting all Quality Control activities.			
52	The Contractor is required to accommodate all Quality Assurance activities by making the entire project site accessible to the Quality Assurance Representative. This will include at least 24 hours pre-notification of any Quality Control activities that require special testing or review. Longer pre-notification period if called out in specific instructions of the plans or specifications is to be allowed for quality assurance efforts.			
REPAIR AND PROTECTION				
53	Repair and protection is the Contractor's responsibility, regardless of the assignment of responsibility for inspection, testing, or similar services.			

Project Manager Name

Project Manager Signature

Date