

Construction Quality Plan Checklist

<input type="checkbox"/>	The cover sheet should include project name, contractor, owner, site location, contact information.
<input type="checkbox"/>	Identify key participants: quality control manager, project manager, site safety manager, project superintendent, and trades foremen.
<input type="checkbox"/>	Organizational chart for key participants.
<input type="checkbox"/>	Required licenses, experience and credentials for project participants, including key participants and laborers.
<input type="checkbox"/>	A job description of the quality control manager.
<input type="checkbox"/>	Language authorizing the quality control manager to halt work if it does comply with plans and specifications to be signed by subcontractors and contractor
<input type="checkbox"/>	Identify major work, the contractor responsible, and the primary contact (areas such as excavating, plumbing, and electrical).
<input type="checkbox"/>	Describe quality control process. This may include a preparatory meeting before work on a system that covers the specifications, drawings and review process. Check if required materials are on hand and stored properly. Initial inspections and follow-up inspections are held.
<input type="checkbox"/>	Quality testing and verification process. This covers how the work will be tested and what the outcome of failed tests might be (retest, rework or remove/replace failed material).
<input type="checkbox"/>	Quality reporting: This refers to how the quality control process is documented and what the policies for retaining records are.
<input type="checkbox"/>	Non-conforming items: What happens when something deviates from plans.
<input type="checkbox"/>	Quality control punch list procedure: A list is maintained throughout the project and corrections are made.
<input type="checkbox"/>	Final inspection procedure.
<input type="checkbox"/>	Format for weekly logs by contractors of quality activities.