

SITE SPECIFIC QUALITY CONTROL PLAN

- Work Safely - Communicate Clearly
- Build it Right - Document Accurately

Contractor: 12.5

Date Prepared: ___/___/___

Subcontractor Minimum Requirements

Revision: 8

Prepared by:		Office Phone:	
Project Name:		LeChase Project #:	
Location:			
Scope of Services:			
Owner Name:		Project Start: ___/___/___, Finish: ___/___/___	

LeChase Quality Team

Project Manager:		Phone #:		Email:	
Site Quality Representative:		Phone #:		Email:	

(Responsible for this project's Job Specific Quality Program)

Subcontractor Quality Team

Project Manager:		Phone #:		Email:	
Site Quality Representative:		Phone #:		Email:	

(Responsible for this project's Job Specific Quality Control Plan)

Quality Program Objective:

The principle objective of this Quality Control Plan is to provide our customer with the specified materials and high Quality workmanship that meets or exceeds their expectations. To accomplish this, both management and its employees are committed to continuous improvement in the quality of our products and services we provide.

This Job Specific Quality Control Plan has been established to ensure that all work performed by employees or tiered subcontractors of _____ meet all contractual and regulatory requirements. Your Quality Team (defined above) takes total responsibility for the implementation of this program and its success for your scope of work on this project.

Quality Control Requirements

Topic:	Required Actions & Documentation:	Initial
<input type="checkbox"/> Documentation Control	Keep an organized file of all required documents up to date and on site at all times. Communicate with LeChase when the inspection or test reports will be completed & the frequency of submission.	
<input type="checkbox"/> Submittal Process	Conform to all contractual requirements and use the LeChase Submittal Cover Page for this project. If the project specifications do not call out what is to be submitted on then the Project Team is to create a list of what the requirements will be.	
<input type="checkbox"/> 100% Material & Equipment Verification	Complete the Material & Equipment Verification List for all materials and equipment. This is an active document that will be updated though the course of construction. LeChase will receive these updates on a weekly basis or on a schedule that is agreed to up front. <i>(See attached "Material & Equipment Verification List" template)</i>	
<input type="checkbox"/> Storage & Handling of Materials / Equipment	Identify any special requirements and documentation specific to your contract. Utilize a Storage and Handling Log to organize this information. <i>(See attached "Material / Equipment Storage & Handling Procedures Log" template)</i>	
<input type="checkbox"/> Pre-Installation Meetings	Attendance is mandatory by field supervision and/or Project Manager. No documentation required.	
<input type="checkbox"/> Quality Control Checklists & Special Documentation	Trade specific Quality Control Checklists will be utilized on an area by area basis. All checklists are to be signed off by your Quality Control Inspector & the LeChase Quality Inspector. Any special documentation will be completed and turned over to LeChase with your completed checklists as required.	
<input type="checkbox"/> Testing & Inspections	All contractual requirements will be listed first and turned in with your plan. Tests & Inspections will be witnessed by your Quality Control Inspector and any documentation or reports will be turned over to the LeChase Quality Supervisor within 72 hours. Participation in weekly field inspections is required. Track all contractual and non-contractual inspections or tests on a Testing & Inspection Log. <i>(See attached "Testing & Inspection Log" template)</i>	
<input type="checkbox"/> Non-Conformance	Full participation from your company is mandatory in documenting and rectifying Non-Conformances. All issues will be remediated per the approved corrective action and completed in an excepted time frame. All issues will be looked at on a week by week basis during inspections. Updated status of each will be required.	
<input type="checkbox"/> Progress Photos	Take them, take them often, and keep them organized by areas and by date. Submission requirements are on a project by project basis. Ask the LeChase Project Manager what your requirements will be.	
<input type="checkbox"/> As-built Drawings	The master as-built set kept by LeChase in the field office will be updated by your field Supervisor on a weekly basis.	

