REDACTED

Your Logo

Your Company Name

Add to Cart

CONSTRUCTION QUALITY PLAN

Origination Date: xxxx

Document Identifier:	Quality Plan
Date:	Latest Revision Date
Project:	Client, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

(Your Customer Name)

PROJECT NAME: XXXXXXXXXXX

Abstract: This document describes the Company's quality plan for project (your name).

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 SCOPE

The Company's quality system has been fully documented and implemented and is maintained as needed to meet the requirements of the Company vision and governing policies.

The Company has adopted a process-oriented method of management. This approach emphasizes the importance of:

a) [redacted]

b) [redacted]

c) [redacted]

d) [redacted]

The sequence and interaction of processes has been determined and are controlled by [redacted]

Construction operations are performed according to applicable work instructions.

2.0 RESPONSIBILITY AND AUTHORITY

All employees are empowered to request corrective or preventive action to prevent the occurrence of nonconformities relating to the construction process or the quality management system. The Project Inspector oversees this effort and makes sure that [redacted]

Project Manager (guidance note: find and replace "project manager" with applicable title)

The Project Manager oversees all aspects of the job - responsibilities include:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

The Project Manager has the authority to [redacted]

Project Inspector

The Company's Project Inspector verifies conformance to all Work Orders, Plans and Specifications - responsibilities include but are not limited to:

- [redacted]

The Project Inspector has the authority to [redacted]

See the Company's organization chart for lines of authority.

3.0 SUBMITTALS

Submittals are scheduled, reviewed, certified and managed to include [redacted]

Submittal Register

The Work Order is tailored to meet project schedules and is used as [redacted]

General Submittal Procedure

Prior to submittal, all items are checked and approved by the Project Inspector and each item is [redacted]

4.0 INSPECTION SYSTEM

Supplies are purchased and incoming materials are inspected to [redacted]

The work instruction and other technical documentation provide the requirements for all work. In all cases, this includes [redacted]

The following inspections are performed as required:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

Documentation and Control

- [redacted]
- [redacted]
- [redacted]

Inspection operations are defined in applicable work instructions.

5.0 TESTING

The Testing Plan for the (your project name) is as follows:

- [redacted]
- [redacted]
- [redacted]

Control, verification and acceptance testing procedures for each specific test include [redacted]

6.0 DOCUMENTS AND RECORDS

Records are controlled according to the ***Records Control Procedure*** to provide evidence of conformity to requirements. Documents are controlled according to the ***Document Control Procedure*** so that the information [redacted]

7.0 CONTROL OF NONCONFORMANCES

Items that are found to be nonconforming against specified requirements are identified, documented, segregated (if possible), evaluated and dispositioned to prevent unintended use or delivery. Necessary corrective and preventive actions are taken to [redacted]

REWORK PROCEDURES

The Company has long standing successful ***Control of Nonconformances*** and ***Corrective and Preventive Action*** programs to ensure all deficiencies are recorded, logged and pursued from identification through acceptable corrective and preventive action.
Upon identification of a construction deficiency, a Request for Support form is initiated by the Project Inspector and forwarded to the appropriate subcontractor for notification of construction deficiency.

[redacted]

8.0 DOCUMENTATION

All reportable records include [redacted]

All submittals of records are maintained.

Test Reports are attached to the Daily Report/Work Order as they are received by the Project Inspector.

The Project Inspector submits all Inspection Reports not more than one (1) working day after each inspection.

Typical Registers / Files Maintained (as required)

- [redacted]

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

9.0 WORKMANSHIP

The Company plans and carries out work activities that may include workmanship requirements for:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

Your Logo	BULLETIN	NUMBER: [redacted] PAGE: 1 of 1

PROGRAM NAME:		DOCUMENTS AFFECTED:	
PROCESS AFFECTED:		PROJECT ENGINEER AFFECTED:	
[redacted]		[redacted]	[redacted]
[redacted]		[redacted]	[redacted]

[redacted]

☐ **RETAIN** ☐ **DISCARD AFTER** (DATE) ☐ **CCB N/A for** (list your exception here)

☐ This Bulletin *does **NOT*** [redacted]

☐ This Bulletin **DOES** [redacted]

Additional Distribution:

PAGE 2 TEXT BLOCK: Insert page 2 text here

[redacted]

Form Rev: Orig

CALCULATED RISK RELEASE

Date:		Engr. Authorization:	
[redacted]		[redacted]	

Form Rev: Orig

Your Logo

Your Logo

Your Company Name

CONFIGURATION MANAGEMENT

Origination Date: XXXX

Document Identifier:	Configuration Management
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes configuration management procedures.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This procedure defines the requirements for the management of the configuration of engineering documents, which include the following:

- [redacted]
- [redacted]
- [redacted]

The following are not governed by this control procedure:

- [redacted]
- [redacted]

2.0 THEORY

Work includes a variety of aspects of a given item, including its [redacted]

3.0 CONFIGURATION DOCUMENTATION

3.1. The current configuration of a given item is identified through applicable technical documents. These may include, but are not limited to:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

3.2. All such technical documents are developed by Engineering and approved by the CCB, which are [redacted]

3.3. The baseline documentation is entered into a database that maintains current data for every configuration item. As new configuration items are generated, approved and placed in the release system, they are [redacted]

3.4. Configuration documents and Customer intellectual property received are forwarded to the Document Control Center (DCC) for logging and distribution to project personnel according to the release system shown herein. Project personnel are responsible for [redacted]

4.0 CONFIGURATION CONTROL BOARD (CCB)

4.1. The Responsible Engineering Authority (REA) and Quality Manager serve as the Configuration Control Board, which has full authority and responsibility for [redacted]

4.2. The Chairperson of the CCB is [redacted]

4.3. The CCB serves as the point of authority to resolve [redacted]

4.4. CCB responsibilities include:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

5.0 BASELINE MANAGEMENT

5.1. The Company may establish a configuration baseline to identify and create the initial configuration identification of work at specific times during the contract cycle. The baselines provide [redacted]

5.2. All descriptions of the baselines used to state work performance and design requirements are [redacted]

5.3. For configuration management purposes, four major baselines may be required as discussed below.

5.3.1. Pre-Release Baseline: [redacted]

5.3.2. Functional Baseline: [redacted] At the Functional Baseline, the configuration management system is operating and the released documents have described the following:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

5.3.3. Allocated Baseline: [redacted]

These include:

- [redacted]
- [redacted]
- [redacted]
- [redacted]

5.3.4. Work Baseline: [redacted]

This baseline prescribes:

- [redacted]
- [redacted]
- [redacted]

This baseline and approved changes serve as the configuration reference point for all subsequent reviews. Redlined technical documents may be used if [redacted]

5.4. Baseline Maintenance

Once established, the baselines serve as [redacted]

[redacted]

The release of a technical document requires that it be placed into the normal control system for configuration documents. The release system is shown in Figure 1, which…,

- [redacted]

Figure 1: Release System Flowchart

5.5. Document approval is indicated by any of the following methods:

-
-
-
-

5.6. The Document Control Center prepares the release package after insuring

6.0 CONFIGURATION CHANGE CONTROL

6.1. Configuration change control is the process of maintaining the baseline identification and regulating all changes to that baseline. The 'as-designed' technical documentation must

6.2. Change control is vested in the Configuration Control Board. Any employee may request a change to a configuration. All proposed changes to the baseline documents are [redacted]

6.3. Joint change control authority is established where any program shares a commonly identified item with another program.

6.4. Evaluations of changes include [redacted]

6.5. The evaluation will take into consideration [redacted]

6.6. All associated changes and affected work are included on the Engineering Order, Engineering Change Proposal or Nonconformance Report (NCR) form. The evaluation by the CCB includes [redacted]

6.7. Types of Configuration Change

Changes to the configuration are implemented after approval of engineering changes, deviations or waivers. The definition for each is as follows:

6.7.1. Engineering Change: [redacted]

6.7.2. Deviation: [redacted]

6.7.3. Waiver: [redacted]

6.8. Change Classification

Changes in configuration are classified by the CCB as either Class I or Class II. The change classification assigned by the CCB is entered on the Engineering Order, which serves as [redacted]

6.8.1. Class I Changes

The engineering change is classified as Class I when it affects one or more of the following:

- [redacted]
- Non-technical contractual provisions are affected, such as, but not limited to:
- [redacted]

6.8.2. Class II Changes

Any change that does not fall within the Class I definition is a Class II change. Class II changes are [redacted]

6.9. Change Implementation

6.9.1. All approved changes are implemented under the guidance of the configuration management function.

6.9.2. Configuration Management maintains approval records for all configuration changes. These records identify [redacted]

6.9.3. The Quality Group verifies that changes have been incorporated into affected work and that the associated configuration status records have been revised.

6.9.4. Superseded revision levels of electronic documents are stored in a controlled access server file and superseded hardcopies, when available, are stored [redacted]

6.9.5. During the evaluation of the ECP, EO or NCR, the CCB determines [redacted]

6.9.6. The CCB provides a complete description of the effort required to accomplish the approved change. The definition of the actual tasks required is [redacted]

6.9.7. Deviation: [redacted]

6.9.8. Waiver: [redacted]

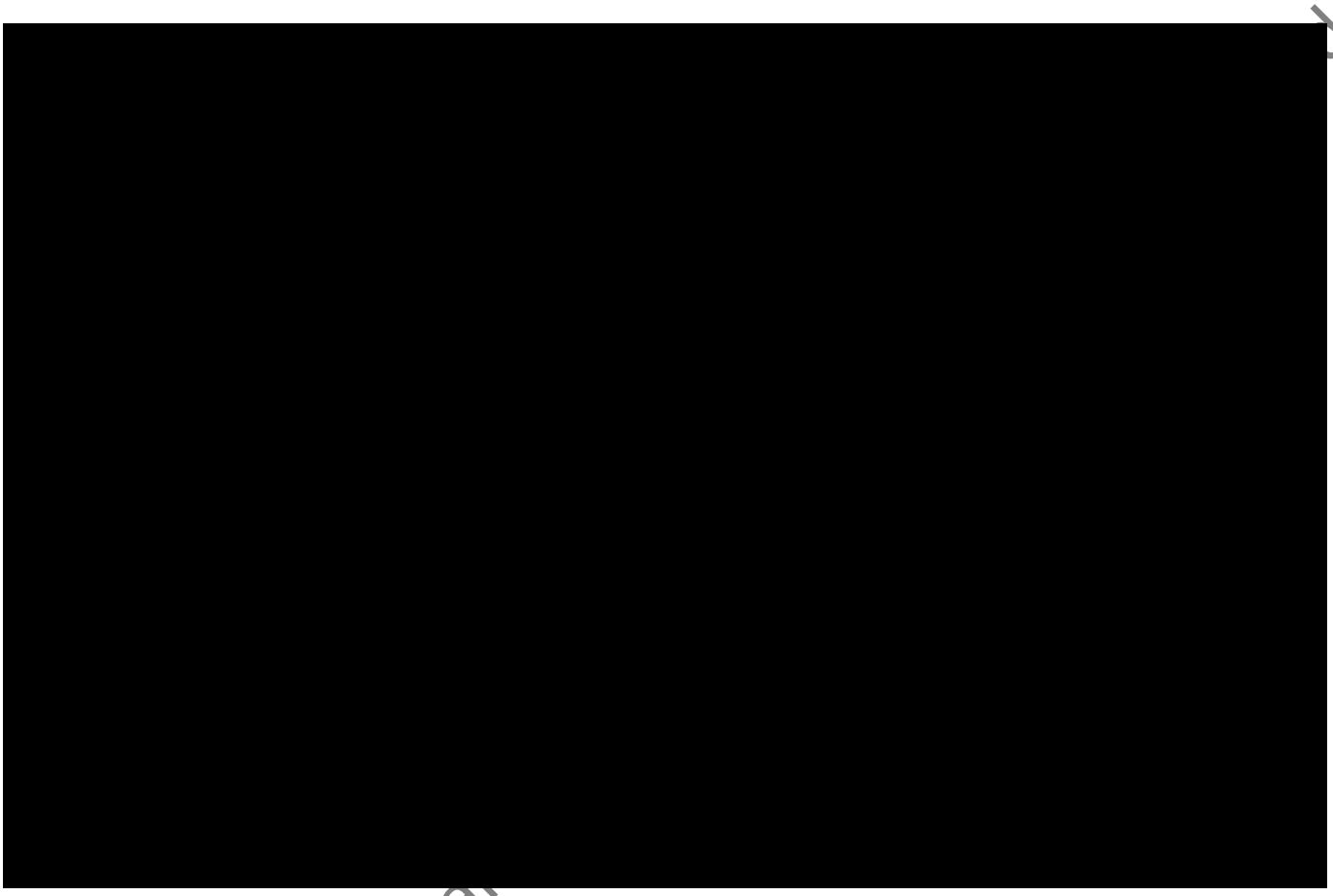
Approved MRB actions affecting configuration may be immediately implemented and are noted on the configuration status records as the authorizing document for the configuration change. When a request for waiver is beyond the scope of MRB authority, the Project and Quality managers [redacted]

6.9.9. Supplement Releases: All changes require the processing of an Engineering Order or Nonconformance Report form. Supplements to existing documents that change or eliminate requirements may be processed and [redacted]

6.9.10. [redacted]

6.9.11. Proposed Class I engineering changes are approved by the CCB and are submitted to the Customer in the form of [redacted]

Figure 2: Change Control Flow



6.9.12. Re-identification Practices

Part numbers are changed whenever [redacted]

6.9.13. All deliverable items are produced according to [redacted]

6.9.14. No oral instruction or other random or unwritten authority is accepted in place of [redacted]

7.0 SUBCONTRACTOR AND VENDOR CHANGES

7.1. Only those subcontractors having a funded design effort are permitted to implement Class I or II changes with submittal to the Company for review and concurrence or non-concurrence in classification.

7.2. For all vendors used by suppliers, proposed changes to baseline documents are [redacted]

8.0 MANAGEMENT DIRECTIVES

8.1. Management members of the CCB/MRB issue their binding policies, procedures and directives to personnel within their exclusive organization in the form of a Bulletin.

8.2. The Bulletin is completed as required by individual format. The Bulletin is the only accepted form of correspondence for [redacted]

9.0 CONFIGURATION RECORDS AND REPORTS

The following lists are revised as required to include the latest configuration status of listed documents. Dependent upon contract requirements, records and reports may include:

9.1. Numerical lists: [redacted]

9.2. Indentured Lists: [redacted]

9.3. As-Built List: [redacted]

9.4. EO Status: [redacted]

9.5. Data Lists: [redacted]

Your Logo

Your Company Name

CONTROL OF NONCONFORMANCES

Origination Date: XXXX

Document Identifier:	Control of Nonconformances
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes procedures for control of nonconformances.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document defines and makes reference to the procedures necessary for the control of nonconformances.

2.0 THEORY

Work that has failed inspections or tests or that in any way does not meet requirements are considered "nonconformances". Such work must [redacted]

3.0 GENERAL PROCEDURE

3.1 "Nonconformance" is any work or raw material used by the Company or listed as a Customer complaint, such as:

- [redacted]

3.2 Nonconformances must be withheld pending disposition by a completed Nonconformance Report (NCR) or [redacted]

3.3 All employees are empowered to engage this procedure when they discover nonconformances. No employee may work on yellow-tagged nonconformances.

3.4 Upon discovery of a nonconformance, an employee may [redacted]

3.5 When an employee cannot bring the work into conformance through immediate rework, the employee [redacted]

3.6 [redacted]

3.7 The employee completes the top portion of the Nonconformance Report form, filling in all pertinent spaces. The employee then submits the Nonconformance Report (NCR) to Quality.

3.8 The employee then tags the nonconforming work with a yellow nonconformance tag and indicates the report number on the tag. A yellow-tag may be used without a Nonconformance Report for [redacted]

3.9 Upon receipt of the Nonconformance Report, the Quality representative [redacted]

3.10 Quality will then assign the Report to [redacted]

3.11 If the nonconformance is ascertained or estimated to be the fault of a Supplier, Quality may elect to [redacted]

3.12 Quality will also indicate on the Nonconformance Report form if a document supplement is required or if a configuration change is required, etc.

3.13 The NCR is submitted to the Material Review Board (MRB) for review and disposition. MRB actions that affect configuration may [redacted]

3.14 The MRB consists of the following managers, at a minimum:

- [redacted]
- [redacted]
- [redacted]

3.14.1 MRB Qualification

A Material Review Board member must:

1) [redacted]
2) [redacted]

3.15 In the event of a non-unanimous decision, [redacted]

3.16 The Company provides timely reporting of delivered work that may affect safety. Notification includes [redacted]

4.0 DISPOSITIONS

4.1 Dispositions are classified as Major, Minor or None.

4.1.1 Major: [redacted]

4.1.2 Minor: [redacted]

4.1.3 None: [redacted]

4.2 MRB dispositions may include, but are not limited to:

4.2.1 Clarification

[redacted]

4.2.2 Conditional Acceptance

[redacted]

4.2.3 Non-Deliverable Work

[redacted]

4.2.4 Notification

[redacted]

4.2.5 Precautionary

[redacted]

4.2.6 Repair (Non-Standard and Standard)

[redacted]

[redacted]

4.2.7 Request for Waiver/Deviation

[redacted]

4.2.8 Return to Supplier (Receiving Inspection)

[redacted]

4.2.9 Rework (Non-Standard and Standard)

[redacted]

4.2.10 Scrap

[redacted]

5.0 CUSTOMER DISPOSITION AUTHORITY

5.1 Major: A Waiver/Deviation disposition is [redacted]

5.2 RTV and Scrap dispositions are not [redacted]

5.3 Minor: Conditional Accept and Non-Standard Rework/Repair dispositions are [redacted]

5.4 Scrap, RTV or Standard Rework dispositions are not [redacted]

5.5 None: Not subject to Customer approval.

Your Logo	**CORRECTIVE ACTION REQUEST**

CAR **Responsible Supplier: _____**

Customer: _____ Part# _____ Applicable Customer P.O or Job # _____

Customer CA or corresponding documentation received? Y ☐ N ☐ Number: _____

Date Opened:_____ Step 3. Due: _____ Date CAR closed: _____ Closed By: _____

Raw Material affected # _____ P.O # _____

1. [redacted] _____ [redacted] _____ _____ _____ _____

2. [redacted] _____

3. [redacted] _____ [redacted] _____

[redacted] _____

[redacted] _____

[redacted] _____ [redacted] _____

[redacted] _____

4. [redacted]

_____

5. [redacted] _____ [redacted] _____

[redacted] _____

6. [redacted] _____ [redacted] _____

7. [redacted] _____ [redacted] _____

8. [redacted] _____

9. [redacted]

Your Logo

Your Company Name

CORRECTIVE AND PREVENTIVE ACTION

Origination Date: XXXX

Document Identifier:	Corrective and Preventive Action
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the procedures used to correct and prevent nonconformities.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document provides details and procedures for the process governing the discovery, reporting, resolution and recording of actions taken to correct or prevent nonconformities.

2.0 THEORY

Corrective action is taken to correct nonconformities, which could be work defects found during production, errors found in documents, equipment problems or problems related to how the Company performs functions in its processes. "Corrective action" is simply the "fix" that corrects the problem.

Whenever we take corrective action we also attempt to prevent the problem from recurring, which is known as "preventive action". There are times when preventive action is a standalone activity, specifically when reporting a problem that does not exist at the moment but could exist if something isn't done.

Having a formal system to record and resolve both existing and potential problems ensures that these problems do not occur or reoccur, thereby improving our work, processes and work environment.

3.0 PROCEDURE: INTERNAL REPORTS

3.1 The Company utilizes a Nonconformance Report (NCR) form to record both nonconformances related to its work, processes and quality system as well as compliments or positive feedback. The form and system are used for [redacted]

3.2 ALL employees are empowered with the ability to report sources of problems and nonconformances.

3.3 No disciplinary action may be attached to the submission of NCR's.

3.4 The Quality Manager has been assigned the role of NCR Administrator.

3.5 For the processing and routing of NCR's see Process Map.

3.6 If the responsible manager determines they are not responsible for the issue involved, they must return the NCR to the NCR Administrator for re-routing.

3.7 Actions taken are [redacted]

3.8 The Quality Manager monitors the NCR Log to [redacted]

3.9 In addition to corrective action efforts, management utilizes [redacted]

3.10 The management review process ensures [redacted]

3.11 Where work is suspected of a nonconformance, the Company [redacted]

4.0 PROCEDURE: CORRECTIVE ACTION REQUEST (CAR)

4.1 Any purchasing agent may submit a Corrective Action Request (CAR) to a Supplier that has shown [redacted]

4.2 CAR's are processed through the same steps as the NCR but are routed to the Supplier for root cause analysis and action planning. CAR's are logged separately.

4.3 Failure of a Supplier to respond to a CAR or to respond with an insufficient action plan may mean adjustment to that Supplier's evaluation standing.

5.0 PROCESS MAP

DAILY QUALITY CONTROL REPORT

Name:	Your Company Name		
Address:			
Contract No:		Date:	
Report No:			
Description and Location of Work:			
Weather:	☐ Clear ☐ P. Cloudy ☐ Cloudy	Temperature:	Min_____ Max_____
Rainfall:	_____ inches		

Contractor/Subcontractors and Area of Responsibility with Labor Count for Each

a.

b.

c.

d.

Equipment Data: (indicate items of equipment, other than hand tools and whether or not used)

1. [redacted]

2. [redacted]

3. [redacted]

4. [redacted]

5. [redacted]

6. [redacted]			
VERIFICATION			
The above report is [redacted]			
Project Inspector:			

Form Rev: Orig

Your Logo

Your Company Name

DOCUMENT CONTROL

Origination Date: XXXX

Document Identifier:	Document Control
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes procedures for controlling documents.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This procedure defines the requirements for the control of documents within the quality management system (QMS). The scope of this procedure is to control documents specifically defined in section 3.0. The Document Control Center ensures that documents are controlled so that information on them is accessible, legible and suitably maintained and obsolete documents are stamped “Superseded”.

The following documents are not subject to this procedure:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

2.0 THEORY

Documents are controlled so that only reviewed and approved information is released and used by employees. This ensures that no mistakes are made due to the usage of obsolete information.

3.0 DOCUMENT TYPES

3.1. Quality Plan: [redacted]

3.2. Procedures: [redacted]

3.3. General Work Instructions: [redacted]

3.4. Inspection Plans: [redacted]

3.5. Forms: [redacted]

3.6. Records that are created for temporary retention of miscellaneous information are not [redacted]

4.0 QUALITY PLAN

4.1. Creating the Quality Plan

The Quality Plan has been developed by top management of the Company.

4.2. Review and Approval

The Quality Plan is reviewed and approved by top management before release.

4.3. Distribution

The Quality Plan is distributed as required by Customers and internal requirements.

The Document Control Center may [redacted]

4.4. Change Control

Any employee may request a change to the Quality Plan. Requests for changes may be made by [redacted]

5.0 PROCEDURES

5.1. Creating New Procedures

[redacted]

5.2. Review and Approval

[redacted]

5.3. Distribution

Procedures are distributed according to [redacted]

5.4. Change Control

Changes to procedures are performed in the same manner as the Quality Plan.

6.0 GENERAL WORK INSTRUCTIONS

6.1. Creating New Work Instructions

Where necessary, work affecting quality is described by clear and complete documented work instructions that define [redacted]

NOTE REGARDING JOB SPECIFIC WORK INSTRUCTIONS:

Engineering may develop work instructions that are specific to a given job, which are released and controlled [redacted]

6.2. Review and Approval

Work instructions are reviewed and approved by the CCB. At least one member of the CCB responsible for reviewing the document should be responsible for the area affected by the document.

6.3. Distribution

General work instructions are distributed according to internal requirements. The Document Control Center may [redacted]

6.4. Change Control

Changes to general work instructions are performed in the same manner as the Quality Plan. When general work instructions are changed, [redacted]

7.0 INSPECTION PLANS

7.1. Creating New Inspection Plans

New inspection plans are developed by or under the supervision of the Quality Manager using requirements from [redacted]

7.2. Review and Approval

Approval is indicated by [redacted]

7.3. Distribution

Inspection plans are distributed according to internal requirements. The Document Control Center may [redacted]

7.4. Change Control

Any employee may request a change to inspection plans by completing a Request for Change form and [redacted]

8.0 FORMS

8.1. Creating New Forms

[redacted]

8.2. Review and Approval

[redacted]

8.3. Distribution

[redacted]

8.4. Change Control

Any employee may submit a request for change to the appropriate area manager responsible for the form and the manager will [redacted]

9.0 EXTERNAL DOCUMENTS

9.1. Some external (third party) standards or specifications may be maintained on file without control provided that [redacted]

9.2. Third party specifications and engineering drawings, including those of the Customer, are controlled according to the ***Configuration Management Procedure***. Where control of an external document is deemed necessary, they shall be [redacted]

10.0 PERIODIC RE-EVALUATION OF DOCUMENTS

The entire set of quality documentation is subject to [redacted]

EO NUMBER:	DATE:	RFS#:	
ENGINEERING ORDER Page of	CLASS I☐ II☐	PERSON REQUESTING ENGINEERING ORDER:	
		PERSON WRITING ENGINEERING ORDER:	
HOLD PO'S PENDING APPROVAL YES☐ NO☐	CUSTOMER APPROVAL or CONCURRENCE YES☐ NO☐	DESIGN STAGES or ELEMENTS YES☐ NO☐	EXISTING OR COMPLETED WORK AFFECTED YES☐ NO☐

[redacted]

[redacted]	☐	☐	[redacted]	
[redacted]	☐	☐	[redacted]	
[redacted]	☐	☐		
[redacted]	☐	☐		

Form Rev: Orig

Your Logo

Your Logo	Inspection Plan	Form Rev: Orig	
	Special Instructions:	[redacted]	
		[redacted]	
		[redacted]	

[redacted]	[redacted]		[redacted]	[redacted]

User Info - Application Categories:

[redacted]

NONCONFORMANCE REPORT

☐Nonconformance ☐Continuous Improvement Opportunity ☐Calculated Risk Release

SUBCONTRACTOR:_____ DATE RECEIVED: _____

NCR#: SHEET _____ OF _____

Punch #:		Bldg#:		Quantify:		Job Number:	
Item Name:		**Description: ID S/B Spec#, Para#, & IS Condition w/Quantity &Dimension Affected**					**# Discrepant**
Dwg/Spec:							
Part#:							
Part# Rev:							

Material Review Board Acceptance

Your Logo Use other side for additional information **Shaded Area for Administrative Use Only**

Form Rev: Orig

Your Co Name

Address
City - State - Zip
Phone: Fax:
Email:

NONCONFORMANCE REPORT

Control Number:		PO Number:	
[redacted]		[redacted]	
[redacted]			
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]			[redacted]
[redacted]			
[redacted]		[redacted]	
[redacted]			
[redacted] cted Items:		RMA#:	

Comments:

[redacted]

Form Rev: Orig

Attach Tracking Information

REQUEST FOR SUPPORT

☐**Nonconformance** ☐**Continuous Improvement Opportunity** ☐**Calculated Risk Release**

SUBCONTRACTOR: _____ DATE RECEIVED: _____

RFS#: SHEET _____ OF _____

Punch #:		Bldg#:		Quantify:		Job Number:	
Item Name:		**Description: ID S/B Spec#, Para# & IS Condition w/Quantity &Dimension Affected**					**# Discrepant**
Dwg/Spec:							
Part#:							

Your Logo **Shaded Area for Administrative Use** Form Rev: Orig

Construction Project Punch List

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]									
		[redacted]		[redacted]					
[redacted]									
		[redacted]		[redacted]					
									[redacted]

Form Rev: Orig

QUALITY CONTROL REPORT

Contractor's Name:			
Contractor's Address:			
Contract No:		Date:	
Report No:			
Description and Location of Work:			
Weather:	☐ Clear ☐ P. Cloudy ☐ Cloudy	Temperature:	Min_____ Max_____
Rainfall:	_____ inches		

Contractor/Subcontractors and Area of Responsibility with Labor Count for Each

a.

b.

c.

d.

Equipment Data: (indicate items of equipment, other than hand tools, at the jobsite, and whether or not used)

1. [redacted]

2. [redacted]

3. [redacted]

4. [redacted]

5. [redacted]

6. [redacted]			
[redacted]			
[redacted]			

Form Rev: Orig

Your Logo

Your Company Name

RECORDS CONTROL

Origination Date: XXXX

Document Identifier:	Records Control
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the procedure for control of records.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1.0 PURPOSE

This procedure defines the requirements for the control of records within the quality management system (QMS). The scope of this procedure is to control only the records referenced in this document; other records are not controlled.

2.0 THEORY

A record is any written or electronic piece of evidence that may be needed later to provide evidence of conformity to requirements. Typically a blank "form" becomes a "record" when it is completed. Records must be controlled so that the information on them is accessible, legible and suitably maintained.

3.0 RULES FOR CONTROL OF RECORDS

3.1 [redacted]

3.2 [redacted]

3.3 [redacted]

3.4 The Document Control Center maintains archive files for records. Records are [redacted]

3.5 Records that are discarded after retention are [redacted]

3.6 [redacted]

3.7 [redacted].

3.8 Records are verified for [redacted]

3.9 The Company does not require vendors to maintain records for the Company; instead, [redacted]

3.10 To ensure protection of records, electronic records are subject to [redacted]

3.11 Local computer data that is stored on company computers are [redacted]

3.12 When making corrections to written record entries, the error is [redacted]

3.13 Correction fluid or correction tape is not to be used on any quality records.

Appendix A: Records Matrix

Required Record or Document Type	Company Record	Controller	Type	Location	Minimum Retention
[redacted]	[redacted]		[redacted]		[redacted]
[redacted]	[redacted]		[redacted]		[redacted]
[redacted]	[redacted]		[redacted]		[redacted]
[redacted]	[redacted]		[redacted]		[redacted]
[redacted]	[redacted]		[redacted]		[redacted]
[redacted]	[redacted]		[redacted]		[redacted]
[redacted]	[redacted]		[redacted]		[redacted]
[redacted]	[redacted]		Form		[redacted]
[redacted]	[redacted]		[redacted]		[redacted]
[redacted]	[redacted]		[redacted]		[redacted]
[redacted]	[redacted]		[redacted]		[redacted]
[redacted]	[redacted]		[redacted]		[redacted]
[redacted]	[redacted]		[redacted]		[redacted]
[redacted]	[redacted]		[redacted]		[redacted]
[redacted]	[redacted]		[redacted]		[redacted]
[redacted]	[redacted]		[redacted]		[redacted]
[redacted]	[redacted]		Form		[redacted]

Application Note: Modify above list to match your project.