**Project-Specific Quality Control Plan**

**1. Project personnel**

Every project should have a designated quality manager – the one person in charge of the project quality. Morgan Sindall needs to know who this person is and what their quality responsibilities are. Therefore, include this information in your quality plan along with the person’s qualifications for holding this position.

While the “quality” manager has overall responsibility for the quality of the project, there will also Project Supervisors who are primarily responsible for the day-to-day on site operations. Your project quality control plan should indicate what responsibilities these employees have and what their responsibilities are.

Project Quality Organization Chart Include an organization chart to show independence between the “Quality manager and the Supervisors.

**2. Quality Communications**

Do you expect to have a project start-up meeting (think this is the meeting next Thursday) and routine meetings where you will discuss quality issues? Will you be submitting reports, test results, and/or inspection forms to your client? Then, your quality plan should include a quality communications plan that defines the touch points that you expect to have with Morgan Sindall.

**3. Quality assurance surveillance**

A big concern of many clients is what management will be doing to monitor overall project quality and how they will make sure that the project quality controls are running the way that they should.

With this in mind, Morgan Sindall will expect some form of quality assurance surveillance. Will you be monitoring project quality on a weekly or monthly basis? What will you be reviewing? Lay it all out in your project quality plan so that your client has a good picture of how you will make sure that the project stays on track.

**4. Subcontractors and suppliers.**

Will there be any outside organizations supplying materials and carrying out work on the projects? You will need to tell your Morgan Sindall what key suppliers and subcontractors you’ll be using on their project.

***Subcontractor and supplier qualification review form*** - what criteria do you use to select your suppliers and subcontractors? In addition to price, most likely you checked that they were capable of performing the work or supplying quality materials.

It is always a good idea to include the following in your quality plan:

Procedures you followed for qualifying suppliers and subcontractors

Listing of project suppliers and subcontractors

Records of supplier and subcontractor qualifications

**5. Project quality specifications**

It goes without saying that you will comply with Morgan Sindall specifications. However, in many cases, the customer specifications do not tell you which building codes or industry standards apply to your scope of work. List them so there’s no confusion as to which versions of what standards apply to your project.

**6. Inspections and tests**.

A normal part of any process is to inspect phases of work and to perform tests or a system function?

***Inspection and Test Plan Report -*** you should list all of the inspections and tests that you expect to be performing during the course of the entire project. You should also include the inspection forms and test reports that you will use when the time comes.

Most quality control plan specifications require you to submit procedures for conducting task inspections. It a good practice to include these procedures even if the client doesn’t specifically ask for them.

Your inspection procedures should include how you do the following:

* Make sure that work is ready to begin
* Handle material receiving and inspections
* Monitor work in process
* Verify that completed work meets project specifications

**7. Control of non- conformances**

Everyone understands that from time to time things go wrong. Your quality plan should discuss how you will handle these situations. Make it clear how you will control non-conformances so that you protect the overall quality of the project.

Be sure you define controlling non-conformances in such a way that it does not include routine corrections and closed off items, or you may end up creating a lot of extra paperwork for yourself.

Typical non- conformance procedures include:

* Preventing cover-ups
* Corrective actions
* Records you will keep of the incident

**8. Project completion inspections.**

All of the things mentioned above have had to do with individual tasks and phases of work. You’ll also need to discuss how you will conduct inspections and close off the project near the end of the project to assure that all of the contracted work is completed to specifications.