Quality CONTroL PLAN

# Personnel and Responsibilities

This form must be prepared and completed by the prime contractor or independent construction manager for your Greenroads project (independent of the owner and the designer teams). The prime contractor or construction manager does not need to complete this template if a separate Quality Control Plan is already developed.

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
|  |  |
| **Phone:** |  |

## Signature BY pRIME cONTRACTOR OR INDEPENDENT CONSTRUCTION MANAGER

This quality control plan is true and complete to the best of my knowledge.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature\* |  | Date Submitted |

**\*NOTE: Digital signatures are accepted.**

## 1. Key QUALITY Personnel

1. Provide background information for key project personnel including contact information, qualifications, and project responsibilities.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Phone:** |  |
| **Company:** |  | **Email:** |  |
| **Title:** |  | **Project Role:** |  |
| **Qualifications:** |  |
| **Responsibilities:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Phone:** |  |
| **Company:** |  | **Email:** |  |
| **Title:** |  | **Project Role:** |  |
| **Qualifications:** |  |
| **Responsibilities:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Phone:** |  |
| **Company:** |  | **Email:** |  |
| **Title:** |  | **Project Role:** |  |
| **Qualifications:** |  |
| **Responsibilities:** |  |

1. Are there any project personnel who possess the authority to stop all work on the basis of noncompliance?

|  |
| --- |
| [ ]  No [ ]  Yes (indicate which personnel below) |
|  |

## 2. Subcontractors

Provide a list of subcontractors responsible for major scopes of work, including major construction operations, rehabilitation, quality control oversight, testing, and project control.

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name | Project Manager | Foreman | Scope of Work |
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# Quality Control Plan

**NOTE: the prime contractor or independent construction manager may want to consider items not included in this quality control plan template.**

## 1. Definable Features

Please check all definable features of work that are applicable to the project‘s scope of work.

|  |  |  |
| --- | --- | --- |
| [ ]  Survey (by others) | [ ]  Roadway Earthwork  | [ ]  Pavement Marking |
| [ ]  Sanitary Sewer | [ ]  Structural Earth Walls | [ ]  Warm Mix Asphalt |
| [ ]  Sewer Rehabilitation | [ ]  Irrigation | [ ]  Lighting |
| [ ]  Storm Sewer | [ ]  Curb & Gutter | [ ]  Handrail |
| [ ]  Water Service | [ ]  Sidewalk | [ ]  Permanent Signing |
| [ ]  Electrical | [ ]  Landscaping | [ ]  Other (see below) |

If additional definable features are not provided in the list above, list them in the space below.

## 2. Control Procedures and Measures

1. Generally describe your company’s quality control system or quality assurance procedures that will be applied to this project specifically. If the system or procedures are part of your company’s standard, please indicate so.
2. Complete the table for each of the project’s definable features. **For each feature, indicate a responsible party and describe any quality control procedures or measures employed. If applicable, the description should also include testing and inspection requirements (or methods) as well as frequency**.

|  |  |  |
| --- | --- | --- |
| **Definable Feature** | **Responsible Parties** | **Description of Quality Control Procedures** |
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## 3. TRACKING AND DOCUMENTATION

1. Briefly describe how tracking or inspection reports will be documented, maintained, or filed as work as completed for the project.

1. Does your company use a **standard tracking report** for documenting quality control?

If no, please indicate how your company intends to report document inspection and test results

If yes, please attach a blank copy of a tracking report.

|  |
| --- |
| [ ]  No (explain below) [ ]  Yes (attach blank tracking report) |
|  |

## 4. CORRECTIVE ACTION AND PLAN MODIFICATION

1. Describe the contractor’s procedure for implementing a corrective action.
2. Describe the contractor’s procedure to modify the quality control plan if methods are found ineffective and/or insufficient or when modifications are necessary.