

SECTION 014200 – QUALITY REQUIREMENTS (For Services)**1.1 PURPOSE**

- A. The Service Subcontractor is responsible for all activities necessary to manage, control, and document work so as to ensure compliance with the Subcontract documents. The Subcontractor's responsibility includes ensuring adequate Quality Control services are provided for work accomplished on- and off-site by their organization, suppliers, technical laboratories, and consultants.
- B. The work activities include safety, testing and inspection, and all other functions relating to the requirements for the service being provided. The Subcontractor shall implement a Quality Control program and designate a quality responsible person(s) to achieve these goals. Depending on the size and complexity of the project, a dedicated Quality Control Project Manager may be required.

1.2 THE QUALITY PROGRAM

- A. Corporate Quality Assurance Plan: The Subcontractor shall furnish with the bid or proposal a copy of their corporate Quality Assurance Plan. Failure to submit such a document could constitute a non-responsive bid or proposal. See Appendix A for Corporate Quality Assurance Plan guidance. If the Subcontractor does not have a Corporate Quality Assurance Plan developed at time of bid, they may elect to use form [Appendix C] to satisfy this requirement.

END OF SECTION

Appendix A – Corporate Quality Assurance (QA) Plan Guidance

The section below describes the elements expected in the Corporate Quality Assurance Plans submitted by Subcontractors.

- **Purpose**
 - The Subcontractor is to describe the purpose of the document (Corporate QA Plan) as it relates to their organization.
- **Roles, Responsibilities, and Authorities**
 - The Subcontractor is to describe the roles, responsibilities, and authorities relating to the various Quality Assurance processes described within this plan.
- **Scope**
 - The Subcontractor is to describe the scope of the Corporate QA Plan.
- **Organizational Chart**
 - The Subcontractor is to highlight the QA roles in the organization.
- **Requirements Verification**
 - The Subcontractor is to describe how requirements relating to a scope of work are verified.
- **Document Control**
 - The Subcontractor is to describe how documentations is controlled.
- **Submittals/Procurement**
 - The Subcontractor is to describe their submittal and procurement process.
- **Material and Equipment Control**
 - The Subcontractor is to describe how materials and equipment are received, stored, maintained, and released.
- **Procedures**
 - The Subcontractor is to describe the various procedures that are used to control the performance of work to ensure requirements for design, materials, installation, etc. are met.
- **Suspect/Counterfeit Items**
 - The Subcontractor is to describe processes that will be in place for monitoring and controlling the use of suspect/counterfeit items.
- **Nonconformance Handling**
 - The Subcontractor is to describe processes that will be in place for managing nonconforming goods or processes.
- **Lessons Learned**
 - The Subcontractor is to describe their lessons learned process, including identifying, documenting, and sharing lessons.
- **Continuous Improvement**
 - The Subcontractor is to describe processes that are in place to identify and implement improvement opportunities.
- **Inspection and Testing**
 - The Subcontractor is to describe the inspection and testing requirements and methods for documentation. Additionally, the qualifications of personnel performing inspections and testes should also be described. Also, the managing of testing equipment including calibration requirements should also be described.
- **Commissioning**

- The Subcontractor is to describe the commissioning process that is followed.

Appendix C – Corporate Quality Assurance (QA) Plan

Quality Assurance Plan

To be used by contractors who do not submit their own QA Plan

1. Purpose

This Quality Assurance (QA) Plan establishes minimum quality standards, responsibilities, and procedures that the Contractor must follow to ensure that all work meets the contract requirements, applicable codes, and industry best practices. By signing this document the Contractor agrees to adopt and comply with this QA Plan for the duration of the project.

2. Roles, Responsibilities, and Authorities

- Contractor QA Representative

The Contractor shall designate a QA Representative who will be responsible for overseeing quality-related activities, performing inspections, and coordinating with the Owner's Quality personnel.

- Project Manager / Superintendent

Responsible for ensuring that project staff and subcontractors adhere to this QA Plan and perform work according to approved drawings and specifications.

- Foremen / Trade Supervisors

Responsible for daily implementation of quality requirements in their respective work areas.

3. Quality Objectives

- Deliver work that complies with all project specifications, approved drawings, and applicable codes.
- Prevent rework by ensuring quality is built in at every stage.
- Maintain consistent workmanship and construction practices across all trades.

4. Submittals and Approvals

- All required submittals (shop drawings, material certifications, product data, etc.) shall be submitted and approved before work begins.
- Deviations from approved submittals or specifications must be approved in writing by the Owner or their representative.

5. Inspection and Testing

- Pre-Work Inspection

Conduct inspections before work starts to ensure site conditions are suitable and all materials/tools meet specified requirements.

- In-Process Inspections

Work shall be inspected during execution to identify deficiencies early and ensure compliance.

- Final Inspection

All work shall be subject to a final inspection. Any deficiencies must be corrected before acceptance.

- Testing

Testing shall be performed as required by contract documents, applicable codes, or at the direction of the Owner. Testing may include concrete testing, weld inspections, waterproofing tests, etc.

6. Nonconforming Work

- All nonconforming work must be documented, evaluated, and corrected in accordance with project specifications.
- Rework shall be completed at the Contractor's expense and scheduled to minimize project impacts.

7. Documentation and Records

- Daily QA records shall be maintained by the Contractor and made available upon request.
- Records include: inspection checklists, test reports, material certifications, delivery tickets, and nonconformance logs.

8. Corrective and Preventive Action

- When quality issues are discovered, root causes shall be identified, and corrective measures shall be implemented to prevent recurrence.
- Preventive actions should be taken proactively when risks or trends are identified.

9. Training and Communication

- All personnel performing work under this plan shall be trained in quality requirements relevant to their duties.
- QA responsibilities and standards shall be communicated during pre-task meetings or toolbox talks.

10. Project Closeout

- Prior to final acceptance, the Contractor shall complete all punch list items and submit all required closeout documentation including warranties, as-builts, and test reports.
- Final QA review shall be conducted to ensure all deliverables are complete and compliant.

Acknowledgment

By signing below, the Contractor agrees to adopt this Quality Assurance Plan in full and understands that failure to comply may result in rework, payment withholding, or termination for cause.

Contractor Name	Signature	Title	Date