

DESIGN-BUILD QUALITY PLAN
TABLE OF CONTENTS (SAMPLE)

DESIGN-BUILD PROJECT QUALITY MANUAL

1.0	GENERAL REQUIREMENTS
2.0	MANAGEMENT RESPONSIBILITY
2.1	KEY PERSONNEL
2.2	QUALITY SYSTEM TEAM
2.3	PROJECT MANAGEMENT
2.4	ORGANIZATIONAL RELATIONSHIP
2.5	QUALIFICATIONS AND TRAINING
2.6	OFFICE FACILITIES
2.7	MANAGEMENT REVIEWS
3.0	QUALITY MANAGEMENT SYSTEM
3.1	GENERAL
3.2	QUALITY POLICY
3.3	QUALITY OBJECTIVES
3.4	QUALITY SYSTEM PROCEDURES
3.5	QUALITY PLANNING
4.0	CONTRACT MODIFICATION REVIEW
4.1	HIERARCHY OF CONTRACT DOCUMENTS.....
4.2	CUSTOMER/OWNER INITIATED CHANGES.....
4.3	DESIGN-BUILDER REQUESTED CHANGES.....
5.0	DESIGN CONTROL
5.1	QUALIFIED DESIGN ORGANIZATION.....
5.2	DESIGN COORDINATION
5.3	DESIGN QUALITY PLAN (DQP)
5.4	DESIGN CHANGES
5.5	DESIGN REVIEWS BY THE CUSTOMER/OWNER TEAM
6.0	DOCUMENT AND DATA CONTROL
6.1	CONTRACT DOCUMENTS.....
6.2	QUALITY MANAGEMENT SYSTEM DOCUMENTS.....
6.3	CONTRACT SUBMITTALS.....
6.4	CONTROL OF QUALITY RECORDS.....
6.5	ISSUE / RELEASE FOR CONSTRUCTION DRAWINGS (OR DOCUMENTS).....
7.0	PROCUREMENT AND PURCHASING
7.1	EVALUATION AND SELECTION OF SUBCONTRACTORS AND SUPPLIERS.....
7.2	SUBCONTRACTS, AGREEMENTS AND MATERIALS CONTRACTS.....
7.3	VERIFICATION OF PRODUCT OR SERVICE PROVIDED.....
8.0	CONTROL OF CUSTOMER/OWNER SUPPLIED ITEMS.....
9.0	PRODUCT IDENTIFICATION AND TRACEABILITY.....
9.1	MATERIALS MANAGEMENT.....
10.0	PROCESS CONTROL
10.1	DESIGNER'S PROJECT MANAGEMENT PLAN
10.2	CONSTRUCTION WORK PLANNING.....
10.3	SURVEY.....
11.0	INSPECTION AND TESTING
11.1	ENVIRONMENTAL INSPECTION AND TEST PLAN.....
11.2	CONSTRUCTION INSPECTION AND TEST PLAN.....
11.3	OPERATIONAL SELF-VERIFICATION CHECKLISTS
11.4	QUALITY CHECK POINTS.....

DESIGN-BUILD QUALITY PLAN
TABLE OF CONTENTS (SAMPLE)

12.0 CONTROL OF INSPECTION AND TESTING.....
13.0 INSPECTION AND TEST MONITORING AND VERIFICATION
14.0 CONSTROL OF NONCONFORMING PRODUCT.....
14.1 NONCONRMANCE REPORTING.....
14.2 CUSTOMER/OWNER ACCEPTANCE OF CORRECTED NONCONFORMANCE
15.0 CORRECTIVE AND PREVENTATIVE ACTION
15.1 IMPROVEMENTS TO THE QUALITY MANAGEMENT SYSTEM.....
15.2 CUSTOMER/OWNER AND STAKEHOLDER COMPLAINTS.....
15.3 VERIFICATION OF EFFECTIVE CORRECTIVE ACTION.....
16.0 MATERIAL HANDLING, STORAGE, AND PROTECTION.....
16.1 DESIGN AND PURCHASING REQUIREMENTS.....
16.2 DELIVERY AND UNPACKING.....
16.3 STORAGE AND PROTECTION OF ONSITE MATERIALS.....
16.5 STORAGE AND HANDLING OF HAZARDOUS MATERIALS.....
16.6 STORAGE OF DOCUMENTS AND RECORDS.....
16.7 PROTECTION OF FINISHED WORK UNTIL FINAL ACCEPTANCE.....
17.0 CONTROL OF QUALITY RECORDS
17.1 ESTABLISHING THE RECORDS MANAGEMENT SYSTEM.....
17.2 RETENTION AND TRACEABILITY.....
17.3 PROJECT CLOSEOUT AND RECORDS TURNOVER.....
18.0 INTERNAL QUALITY AUDITS.....
18.1 FREQUENCY OF AUDITS.....
18.2 SCOPE AND SCHEDULE OF AUDITS.....
18.3 ACTION RELATED TO AUDIT FINDINGS.....
18.4 AUDITOR QUALIFICATIONS.....
19.0 TRAINING AND DEVELOPMENT
19.1 TRAINING SCHEDULE MATRIX.....
19.2 RECORDS OF TRAINING.....
20.0 SERVICING
21.0 STATISTICAL TECHNIQUES.....
APPENDIX A: DESIGN BUILD QUALITY PLAN 'ROAD MAP'.....

DESIGN-BUILD PROCEDURES

DB1: CONTROL OF QUALITY MANAGEMENT SYSTEM DOCUMENTS.....
DB2: SCOPE OF QUALITY MANAGEMENT SYSTEM.....
DB3: REPLACEMENT OF KEY PERSONNEL.....
DB4: ORGANIZATIONAL AND TECHNICAL INTERFACES.....
DB5: CONTROL OF CONTRACT DOCUMENTS.....
DB6: CONTRACT MODIFICATIONS.....
DB7: DEVELOPMENT AND APPROVAL OF QUALITY PROCEDURES.....
DB8: CONTROL OF QUALITY RECORDS.....
DB9: CONTROL OF NONCONFORMANCE.....
DB10: CORRECTIVE AND PREVENTATIVE ACTION.....
DB11: INTERNAL QUALITY AUDITS.....
DB12: EXECUTIVE MANAGEMENT REPORTING AND REVIEWS
DB13: PROJECT QUALITY COUNCIL.....
DB14: QUALITY TRAINING
DB15: RESPONSE TO CUSTOMER/OWNER ISSUED NONCONFORMANCE.....

FOR REFERENCE AND INFORMATION ONLY

DESIGN-BUILD QUALITY PLAN
TABLE OF CONTENTS (SAMPLE)

DB16: NON-TECHNICAL CONTRACT SUBMITTALS.....
DB17: CORRESPONDENCE AND TRANSMITTALS.....
DB18: CONSULTANT, SUBCONTRACTOR AND SUPPLIER QUALITY.....
DB19: STOP WORK ORDER.....
DB20: CONTROL OF CUSTOMER SUPPLIED PRODUCT.....
DB21: ENVIRONMENTAL QUALITY.....
DB22: PROJECT CLOSEOUT AND TURNOVER.....
DB23: DESIGN-BUILD TASK FORCE MEETINGS.....
DB24: ISSUE/RELEASE FOR CONSTRUCTION.....
DB25: REQUEST FOR INFORMATION.....
DB26: FIELD DESIGN CHANGES.....
DB27: NOTICE OF DESIGN CHANGES.....
DB28: SHOP DRAWINGS AND SUBMITTAL REVIEW.....
DB29: PROCUREMENT AND PURCHASING.....
DB30: AT-RISK CONSTRUCTION.....
DB31: DESIGN AND CONSTRUCTION SURVEY.....

STANDARD FORMS/FLOW CHARTS/REFERENCES

FLOW CHART DB-01A: QMS DOCUMENT MAP.....
FLOW CHART DB-01B: WORK BREAKDOWN STRUCTURE.....
FLOW CHART DB-06A: PROJECT CHANGE ORDER.....
FLOW CHART DB-06B: DESIGN CRITERIA VARIANCE FLOW CHART.....
FLOW CHART DB-06C: ENHANCED VALUE CHANGE PROPOSAL FLOW CHART.....
FLOW CHART DB-06D: REQUEST FOR MODIFICATION FLOW CHART.....
FORM DB-06E: DESIGN CRITERIA VARIANCE / ENHANCED VALUE CHANGE PROPOSAL.....
FORM DB-06F: REVISION FOR DBE SUBCONTRACTORS.....
FLOW CHART DB-09A: DESIGN NONCONFORMANCE WORKFLOW.....
FLOW CHART DB-09B: CONSTRUCTION NONCONFORMANCE WORKFLOW.....
FLOW CHART DB-09C: ENVIRONMENTAL NONCONFORMANCE WORKFLOW.....
FORM DB-10A: CORRECTIVE ACTION REPORT.....
MATRIX DB-14A: PROJECT QUALITY TRAINING MATRIX.....
FORM DB-14B: EXAMPLE TRAINING DOCUMENTATION CARD.....
FLOW CHART DB-16A: NON-TECHNICAL SUBMITTALS.....
FLOW CHART DB-17A: TRANSMITTAL TO CUSTOMER/OWNER.....
FLOW CHART DB-17B: LETTER TO CUSTOMER/OWNER.....
FORM DB-19A: STOP WORK ORDER.....
FORM DB-23A: MEETING AGENDA AND MINUTES.....
FLOW CHART DB-24A: TECHNICAL SUBMITTALS.....
FLOW CHART DB-24B: ISSUE / RELEASE FOR CONSTRUCTION DISTRIBUTION.....
FLOW CHART DB-25A: REQUEST FOR INFORMATION.....
FLOW CHART DB-26A: FIELD DESIGN CHANGES.....
FLOW CHART DB-27A: NOTICE OF DESIGN CHANGES.....
FLOW CHART DB-28A: SHOP DRAWING REVIEW.....
FORM DB-29A: SUB/MATERIAL CONTRACT INFORMATION SHEET.....
FORM OOC42: CONTRACTOR'S REQUEST FOR APPROVAL OF SUBCONTRACTOR.....
FORM DB-30A: AT-RISK CONSTRUCTION REQUEST.....