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(your project name)  
QUALITY PLAN

Origination Date: (month year)

Document Identifier:	Name, Number, Unique ID
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete

Abstract:

This document describes the quality plan for xxxxxx.

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### REVISION LOG

Issue	Date	Comment	Author
0-0			

### DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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## 1.0 SCOPE

The Company's quality program is implemented and maintained as needed to meet the requirements of our Company vision and governing policies.

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

- a) continuous improvement of processes based on objective measurement and analysis.
- b) need to consider processes in terms of added value,
- c) obtaining results of process performance and effectiveness and
- d) understanding, meeting and integrating Customer, statutory and regulatory requirements,

The sequence and interaction of processes has been determined and are controlled by specific work details. Workmanship standards are set for each process with appropriate data gathered and reviewed to ensure process effectiveness. During Management Review, process resources are discussed and allocated. Corrective and preventive action is taken to ensure the processes achieve the desired results and continuously improve.

## 2.0 RESPONSIBILITY AND AUTHORITY

All employees are empowered to report nonconformances and request corrective or preventive action to prevent the occurrence of nonconformities relating to work. The Responsible Authority oversees this effort and makes sure that issues are identified and recorded and solutions are transmitted to and resolved by the proper functions and verified for effectiveness.

## 3.0 INSPECTION SYSTEM

The engineering drawings and technical documentation provide the requirements for all deliverables and services. In all cases, this includes criteria for acceptance/rejection; where this is not clear, the Responsible Authority oversees clarification of these criteria with the Customer.

Incoming materials are inspected to ensure they meet requirements before use and as a means of monitoring ongoing Supplier quality.

In-process inspections are conducted to ensure ongoing quality of work. These may be done randomly at the discretion of management or via planned QC inspections according to work details.

Once all operations are complete, work undergoes final inspection to determine that all planned arrangements have been completed.

## 4.0 DOCUMENTS AND RECORDS

Records are controlled to provide evidence of conformity to requirements. Documents are controlled so that the information on them is accessible, legible and suitably maintained. Documents are reviewed and approved prior to release and only the latest versions are

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available to users. Previous versions are stamped "Superseded" and legacy documents are segregated and retained for historical purposes.

## 5.0 CONTROL OF NONCONFORMANCES

All work that is found to be nonconforming against specified requirements are [REDACTED]

## 6.0 WORKMANSHIP

The Company plans and carries out processes that include assurances that:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## 7.0 LIST OF DEFINABLE FEATURES OF WORK

Tailor this section to address key elements of the project:

- 1)  
(Your company) will...
- 2)  
(Your company) will...
- 3)  
(Your company) will...

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Your Logo		Inspection Plan		Form Rev: Orig Page 1 of 1		
		Special Instructions:	Specification:			
			Specification:			
			Approval:			
Oper	Reserved	Description of Inspection Operation			Tools	Comment

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User Info - Application Categories:  
 Preparatory, Initial, Follow-Up, Completion, Pre-Final, Final & Test

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# 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:								
Reserved:								
P.O.#:								
Qty Inspected:								
Area:								
Date:								
Inspector:							Unit Cost	
Project Name:								

Measurement   
  Machine   
  Personnel   
  Material   
  Method   
  Environment/Design

Send-to/Date: \_\_\_\_\_ Critical Impact to Schedule or Contract:  Yes  No

Disposition Instructions

ACN Orientation  Yes  No   
 Supplement  Yes  No   
 CAR:  Yes  No   
 CAR Sent:  Yes  No

CLASSIFICATION	MRB Disposition			
<b>MAJOR</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MINOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NONE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Material Review Board Acceptance

Project Engineer/Date	Your Authority Name/Date	QC/Date	Referee/Date
Rework/Repair Operator	Rework/Repair Date	Rework Inspector/Date	Customer/Date:
Rework Time:	---	Rework QC Time:	Sum of Time Consumed by MRB:

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Your Logo

Use other side for additional information

**Shaded Area for Administrative Use Only**  
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# QUALITY CONTROL REPORT

Contractor's Name:			
Contractor's Address:			
Contract No:		Date:	
Report No:			
Description and Location of Work:			
Weather:	<input type="checkbox"/> Clear <input type="checkbox"/> P. Cloudy <input type="checkbox"/> Cloudy	Temperature:	Min_____ Max_____
Rainfall:	_____ inches		

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

- |    |  |
|----|--|
| a. |  |
| b. |  |
| c. |  |
| d. |  |

Equipment Data: [REDACTED]

1. Work [REDACTED]

2. Results [REDACTED]

3. [REDACTED]

4. [REDACTED]

5. [REDACTED]



6.	[REDACTED]		
CONTRACTOR'S VERIFICATION			
The above report is complete and correct and [REDACTED]			
* attach additional sheets as required			
Quality Manager:			

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