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Preparing Activity: NASA

UNIFIED FACILITIES GUIDE SPECIFICATIONS

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04/06

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SECTION 01 45 00.00 40

QUALITY CONTROL

04/06

NOTE: This specification covers the requirements for inspections, test reports, and contractor obligations for establishing effective quality assurance procedures.

Edit this guide specification for project specific requirements by adding, deleting, or revising text. For bracketed items, choose applicable items(s) or insert appropriate information.

Remove information and requirements not required in respective project, whether or not brackets are present.

Comments and suggestions on this guide specification are welcome and should be directed to the technical proponent of the specification. A listing of technical proponents, including their organization designation and telephone number, is on the Internet.

Recommended changes to a UFGS should be submitted as a Criteria Change Request (CCR).

PART 1 GENERAL

1.1 SUMMARY

The requirements of this Section apply to, and are a component part of, each section of the specifications.

1.2 SUBMITTALS

NOTE: Review Submittal Description (SD) definitions in Section 01 33 00 SUBMITTAL PROCEDURES and edit the following list to reflect only the submittals required for the project. Submittals should be kept to the minimum required for adequate quality control.

A "G" following a submittal item indicates that the submittal requires Government approval. Some submittals are already marked with a "G". Only delete an existing "G" if the submittal item is not

complex and can be reviewed through the Contractor's Quality Control system. Only add a "G" if the submittal is sufficiently important or complex in context of the project.

For submittals requiring Government approval on Army projects, a code of up to three characters within the submittal tags may be used following the "G" designation to indicate the approving authority. Codes for Army projects using the Resident Management System (RMS) are: "AE" for Architect-Engineer; "DO" for District Office (Engineering Division or other organization in the District Office); "AO" for Area Office; "RO" for Resident Office; and "PO" for Project Office. Codes following the "G" typically are not used for Navy, Air Force, and NASA projects.

Choose the first bracketed item for Navy, Air Force and NASA projects, or choose the second bracketed item for Army projects.

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are [for Contractor Quality Control approval.] [for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government.] Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-06 Test Reports

Contractor shall submit the following items in accordance with paragraph entitled, "Records," of this section.

Quality Control Data
Quality Control Coordinating Actions
Quality Control Training
Inspection Records
Letters of Authority or Delegation
Field Tests
Factory Tests

SD-07 Certificates

Contractor shall submit a detailed written statement describing procedures that will be implemented to achieve quality on the project according to the paragraph entitled, "Quality Assurance (QA) Plan," of this section.

Contractor shall submit the following in accordance with paragraph entitled, "Qualifications," of this section.

Contractor's Quality Representative Qualifications
Special Certifications

1.2.1 Quality Assurance (QA) Plan

QA plan shall address the following:

Description of the authority, responsibilities and coordinating procedures, of on-site/off-site quality assurance personnel, including those QA personnel not under direct control of the Contractor.

QA plan shall list personnel designated by the Contractor to accomplish the work required by the contract.

QA plan shall also contain an appendix with a copy of each form, report format, or similar record to be used in the QA program.

Contractor's organization that handles construction contract activities.

Contractor's operational plan for accomplishing and reviewing work controls, fabrication controls, certifications, and documentation of quality control operations, inspections, and test records, including those for subcontractors.

These provisions shall include the methods to be used during the procurement cycle (order to delivery) for those materials or equipment that require source inspections, shop fabrications, or similar operations located separately from the work site.

Description of on-site personnel training.

Certification(s) of personnel, procedures, processes, and equipment.

Nondestructive testing requirements.

Identification of independent certifying and testing laboratories.

1.2.2 Records

Records shall include all [quality control data](#); [factory tests](#) or

manufacturer's certifications, [quality control coordinating actions](#); records of [quality control training](#)/certifications as well as routine hydrostatic, electrical continuity, grounding, welding, line cleaning, [field tests](#) and similar tests. Quality records shall be available for examination by the Contracting Officer.

Legible copies of the test and [inspection records](#) shall be furnished to the Contracting Officer. Records shall cover work placement traceable to the contract schedule, specifications and drawings, and shall be verified by the Contractor.

Contractor shall submit for approval, the narrative description of an inspection system which provides for compliance with the quality requirements and technical criteria of the contract within [7] [_____] calendar days after notice to proceed.

Contractor shall submit a monthly performance report that summarizes the quality operations. This report shall identify inspections made, tests performed, nonconformances, corrective actions taken, status of plans/procedures being developed, and status of open items/problems in work.

Contractor shall submit [Letters of Authority or Delegation](#) outlining the authority and responsibilities of quality control personnel along with a copy of the letter of delegation to the Contracting Officer that defines

delegated duties and responsibilities.

[In-process inspection records and control away from the job site may be used as evidence of quality of materials/work and may reduce further inspection or testing after delivery to the job site.]

1.3 QUALITY ASSURANCE

1.3.1 Qualifications

[Contractor's Quality Representative Qualifications shall be submitted to the Contracting Officer for approval. Quality Representative may be assigned to more than one contract provided that the assigned contracts are located at the same site.]

When approval or certification of special processes, operating personnel, and special equipment or procedures is required by the specifications, the Contractor shall obtain necessary approvals or special certifications prior to starting the work.

1.3.2 Quality Control Requirements

Contractor shall provide a quality control program encompassing: selection of construction materials and sources; suppliers; subcontractors; on-site and off-site fabrication of Contractor-furnished assemblies; on-site and off-site assembly; erection; work procedures; workmanship; inspection; and testing.

Contractor's program shall provide document systems ensuring that quality provisions of contract schedule, specifications, and drawings have been performed.

1.3.2.1 Management and Organization

Contractor shall designate an individual within the on-site organization whose sole responsibility shall be the day-to-day on-site management and direction of the Quality Program.

The Quality Program Manager shall report to the Contractor's management and shall have the necessary authority to discharge contractual responsibilities.

1.3.2.2 Identification and Data Retrieval

Contractor shall have an identification and data retrieval system.

Records, drawings, submittals, and equipment shall be identified by referencing the Contract Number; Contract Specification Number; Contract Drawing Number; Submittal Document Number; Contract Change Number; and the Contractor's Drawing Number System.

1.3.2.3 Procurement

Contractor shall be responsible for controlling procurement sources and those of his subcontractors to ensure that each purchase meets quality requirements.

1.3.2.4 Receiving Inspection System

Contractor shall maintain a site receiving inspection system that ensures procured materials and equipment are inspected and tested.

Receiving inspection records shall accompany each procurement delivery to the construction site. Records of site receiving inspections shall be maintained by the Contractor.

Records shall show defects, discrepancies, dispositions, and waivers, including evidence of Government source inspection.

1.3.2.5 Nonconforming Articles and Material Control

The Contractor shall control nonconformances discovered by the Contractor, subcontractors, suppliers or Government quality representatives to prevent their use and to correct deficient operations.

- a. Contractor shall prepare a "nonconformance" report for each instance comprising:
 - (1) A unique and traceable number.
 - (2) Identification of the nonconforming article or material.
 - (3) A description of the nonconformance and the applicable requirement.
 - (4) Cause or reason for the nonconformance.
 - (5) Remedial actions taken or recommended.
 - (6) Disposition of the nonconforming article or material.
- b. The Contractor shall identify and mark each nonconforming article for removal from the work area.
- c. The Contractor shall monitor and correct deficient operations.

1.3.2.6 Fabrication, Process, and Work Control

Contractor's procedures and controls shall ensure compliance with requirements in contract specifications and drawings.

Contractor shall establish in-process inspections, to ensure compliance with quality requirements.

[Special processes may include, but are not limited to, plating, anodizing, nondestructive testing, welding, and soldering.]

1.3.2.7 Quality Control Records

Quality control records shall be maintained at a central on-site location.

Maintenance of quality control records shall not relieve the Contractor from submitting samples, test data, detail drawings, material certificates, or other information required by each section in the specification.

Contractor shall ensure each record is identified and traceable to specific

requirements in the specifications and drawings.

1.3.2.8 Drawings and Change Control

Drawing-control system shall be maintained to provide revised drawings and ensure continuous removal of obsolete drawings from work areas. Changes involving interface with other work areas, or affecting materials controlled by others shall be controlled by the Contractor. This system shall be integrated with the document requirements of the contract.

Drawing changes shall be clearly annotated. Implemented changes shall be clearly identified and associated drawings shall be revised accordingly. Drawings that have been approved, or approved as noted, by the Contracting Officer shall be used for fabrication and inspection.

1.3.3 Quality Inspections

1.3.3.1 Government Inspections

Work performed under this contract will be subject to inspection by the Contracting Officer. Changes to the specifications or drawings will not be allowed without written authorization of the Contracting Officer.

When the Contracting Officer determines that inspected work needs to be corrected, the Contracting Officer will be allowed [24] [_____] [hours] [_____] to complete reinspection of the corrected work.

Contracting Officer shall also be notified in writing before backfilling or encasing any [underground] utility so that work may be inspected. Failure to notify the Contracting Officer before backfill or encasement occurs shall require the work be uncovered at no additional cost to the Government.

Contractor's program is subject to continuous evaluation, review, and verification by the Contracting Officer. Contractor will be notified in writing of any noncompliance and will be given [_____] calendar days to correct identified deficiencies.

1.3.3.2 Contractor's Quality Inspections

Contractor shall implement an inspection system. Documentation shall indicate quality control through records of inspections, tests, and procedures.

Contractor's quality assurance system shall include the following:

- a. Single Contractor's representative responsible for on-site communication and operation of the inspection program.
- b. Purchasing control system documenting project procurement to drawings, specifications, and approved submittals.
- c. Receiving inspection system documenting inspections for each procurement.
- d. Documentation for handling and disposing of nonconforming components and materials.
- e. Inspection records for each specific section of the specification and drawings.

- f. Identification of test(s) to be performed, test procedures, records, and independent organizations used.
- g. Documenting and maintaining certification or re-certification of procedures.
- h. Management of government-furnished equipment, components, and materials.
- i. Calibration of gages, tools, measuring instruments, and independent laboratories used.

Contractor shall establish a system of scheduled or random audits to ensure task completion.

1.3.4 Field Services

1.3.4.1 Responsibility for Inspection and Testing

Contractor shall be responsible for all inspections and tests, and the accompanying documentation for each inspection and test. Contractor may utilize independent inspection and testing laboratories or services as approved by the Contracting Officer.

Contractor shall also be responsible for tests of construction materials utilizing the services of an approved independent testing laboratory.

1.3.4.2 Inspection and Test Records

Contractor shall provide on-site records of each inspection and test performed throughout the life of the contract. Records shall include, but not be limited to, factual evidence that the required inspections or tests have been performed, including type and number of inspections or tests involved, identification of operators and inspectors, result of inspections or tests, nature of defects, causes for rejection, proposed remedial action, and corrective actions taken.

Inspection records, test procedures, test results, and associated forms be verified by and provided to the Contracting Officer. Final test data shall have a cover letter/sheet clearly marked with the system name, date, and the words "Final Test Data - [Forward to the Systems Engineer/Condition Monitoring Office/Predictive Testing Group for inclusion in the Maintenance Database.]"

1.4 HANDLING AND STORAGE

Contractor shall provide controls, procedures and documentation with each shipment, that meet requirements of each section of the specifications.

The Contractor shall include documentation with each shipment. The data shall consist of documentation required by the contract along with specifications required to identify, store, preserve, operate, and maintain the items shipped.

1.5 SEQUENCING AND SCHEDULING

Contractor shall notify the Government at least [_____] hours prior to scheduled inspections and tests.

Contractor shall provide [24] [_____] hour notice to the Government of the date when the contract work will begin at the site.

When Contractor suspends work for [_____] calendar days or longer prior to completion, the Contracting Officer shall be notified. Work shall not resume without notification of the Contracting Officer.

Contracting Officer shall be notified at least [_____] hours in advance of backfilling or encasing any underground utility.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

-- End of Section --