

## SECTION 01400 - CONTRACTOR QUALITY CONTROL PROGRAM

### PART 1 - GENERAL

#### 1.01 RELATED DOCUMENTS

The General Provisions of the contract, including the General Provisions for Construction Projects (2016), Special Provisions, and General Requirements of the Specifications, apply to the work specified in this Section.

#### 1.02 CONTRACTOR QUALITY CONTROL PROGRAM

##### A. GENERAL

The Contractor shall establish, provide, and maintain an effective Quality Control Program that details the methods and procedures that will be taken to assure that all materials and completed construction required by this contract conform to contract plans, technical specifications and other requirements, whether manufactured by the Contractor, or procured from subcontractors or vendors. Although guidelines are established and certain minimum requirements are specified herein and elsewhere in the contract technical specifications, the Contractor shall assume full responsibility for accomplishing the stated purpose.

The intent of this section is to enable the Contractor to establish a necessary level of control that will:

1. Adequately provide for the production of acceptable quality materials.
2. Provide sufficient information to assure both the Contractor and the Engineer that the specification requirements can be met.
3. Allow the Contractor as much latitude as possible to develop his or her own standard of control.

The Contractor shall be prepared to discuss and present, at the pre-construction conference, his/her understanding of the quality control requirements. The Contractor shall not begin any construction or production of materials to be incorporated into the completed work until the Quality Control Program has been reviewed and approved by the Engineer and State Project Manager. No partial payment will be made for materials subject to specific quality control requirements until the Quality Control Program has been reviewed and approved.

B. DESCRIPTION OF PROGRAM

1. General Description. The Contractor shall establish a Quality Control Program to perform inspection and testing of all items of work required by the technical specifications, including those performed by subcontractors. This Quality Control Program shall ensure conformance to applicable specifications and plans with respect to materials, workmanship, construction, finish, and functional performance. The Quality Control Program shall be effective for control of all construction work performed under this Contract and shall specifically include surveillance and tests required by the technical specifications, in addition to other requirements of this section and any other activities deemed necessary by the Contractor to establish an effective level of quality control.
2. Quality Control Program. The Contractor shall describe the Quality Control Program in a written document which shall be reviewed and approved by the Engineer and State Project Manager prior to the start of any production, construction, or off-site fabrication. The written Quality Control Program shall be submitted to the Engineer for review no later than thirty (30) calendar days after award of the Contract.
3. The Quality Control Program shall be organized to address, as a minimum, the following items:
  - a. Quality control organization;
  - b. Submittals schedule;
  - c. Inspection requirements;
  - d. Quality control testing plan;
  - e. Documentation of quality control activities; and
  - f. Requirements for corrective action when quality control and/or acceptance criteria are not met.
  - g. A listing of the definable features of work for the project.

The Contractor is encouraged to add any additional elements to the Quality Control Program that he/she deems necessary to adequately control all production and/or construction processes required by this contract.

C. QUALITY CONTROL ORGANIZATION.

The Contractor's Quality Control Program shall be implemented by the establishment of a separate quality control organization that is not a part of the production organization. An organizational chart shall be developed to show all quality control personnel and how these personnel integrate with other management/production and construction functions and personnel. The organizational chart shall identify all quality control staff by name and function, and shall indicate the total staff required to implement all elements of the Quality Control Program, including inspection and testing for each item of work. At the top of the chart, an overall Contractor Quality Control System Manager, CQCSM, shall be named and his/her subordinates shall follow thereafter.

The quality control organization shall consist of the following minimum personnel:

1. Contractor Quality Control System Manager. The CQCSM shall be a full-time employee of the Contractor, or a consultant engaged by the Contractor. The CQCSM shall have a minimum of 5 years of experience in airport and/or paving and building construction and shall have had prior quality control experience on a project of comparable size and scope as the contract. The CQCSM shall be on the project full time and shall have no production duties. The CQCSM shall NOT be the point of contact for the production organization.

The CQCSM shall have full authority to institute any and all actions necessary for the successful implementation of the Quality Control Program to ensure compliance with the contract plans and technical specifications including authority to independently stop any work not in compliance with the contract. The CQCSM shall report directly to a responsible officer of the construction firm, such officer not being the project superintendent or foreman. The CQCSM may supervise the Quality Control Program on more than one project provided that person can be at the job site within 2 hours after being notified of a problem and a Quality Control Technician is present on the job site full time.

2. Quality Control Technicians. A sufficient number of quality control technicians necessary to adequately implement the Quality Control Program shall be provided. These personnel shall be either engineers, engineering technicians, or experienced craftsman with qualifications in the appropriate fields and shall have a minimum of 2 years of experience in their area of expertise.

The quality control technicians shall report directly to the CQCSM and shall perform the following functions:

- a. Inspection of all materials, construction, plant, and equipment for conformance to the technical specifications, and as required by Section 1.02E.
  - b. Performance of all quality control tests as required by the technical specifications and Section 1.02F.
3. Staffing. The Contractor shall provide sufficient qualified quality control personnel to monitor each work activity at all times. The scheduling and coordinating of all inspection and testing must match the type and pace of work activity. The Quality Control Program shall state where different technicians will be required for different work elements.

All personnel shown on the organizational chart shall have, in resume form, all information regarding their education, any licenses, their present position, previous work experience, etc. included in the Quality Control Program written documentation. These resumes shall be verified by the CQCSM.

#### D. SUBMITTALS SCHEDULE

The Contractor shall submit a detailed listing of all submittals (e.g., mix designs, material certifications, color samples) and shop drawings required by the technical specifications. The listing can be developed in a spreadsheet format and shall include:

1. Specification item number;
2. Item description;
3. Description of submittal;
4. Specification paragraph requiring submittal; and
5. Scheduled date of submittal.

#### E. INSPECTION REQUIREMENTS

Quality control inspection functions shall be organized to provide inspections for all definable features of work, as detailed below. All inspections shall be documented by the Contractor.

Inspections shall be performed daily to ensure continuing compliance with contract requirements until completion of the particular feature of work.

Before any definable feature of work is started, the CQCSM shall notify the Engineer and State Project Manager of such work at least 48 hours in advance. Upon notification, the Engineer or State Project Manager shall determine if a meeting shall be held to discuss the condition of the work area, material and equipment status, what is to be expected and any questions or possible problems. No definable feature work shall commence without the consent of the Engineer and State Project Manager.

F. QUALITY CONTROL TESTING PLAN

As a part of the overall Quality Control Program, the Contractor shall implement a quality control testing plan, as required by the technical specifications. The testing plan shall include the minimum tests and test frequencies required by each technical specification item, as well as any additional quality control tests that the Contractor deems necessary to adequately control production and/or construction processes.

The testing plan can be developed in a spreadsheet fashion and shall, as a minimum, include the following:

1. Specification item number;
2. Item description (e.g., concrete cylinder test);
3. Test type (e.g., concrete compressive strength);
4. Test standard (e.g., ASTM or AASHTO test number, as applicable);
5. Test frequency (e.g., as required by technical specifications or minimum frequency when requirements are not stated);
6. Responsibility (e.g., plant technician, independent lab); and
7. Control requirements (e.g., target, permissible deviations).

The testing plan shall contain a statistically-based procedure of random sampling for acquiring test samples in accordance with ASTM D 3665. The Engineer and State Project Manager shall be provided the opportunity to witness quality control sampling and testing. The CQCSM shall make every effort to inform the Engineer and State Project Manager at least 24 hours, or more if stated in the specifications, before such testing occurs.

All quality control test results shall be documented by the Contractor as

required by Section 1.02G.

G. DOCUMENTATION

The Contractor shall maintain current quality control records of all inspections and tests performed. These records shall include factual evidence that the required inspections or tests have been performed, including type and number of inspections or tests involved; results of inspections or tests; nature of defects, deviations, causes for rejection, etc.; proposed remedial action; and corrective actions taken.

These records must cover both conforming and defective or deficient features, and must include a statement that all supplies and materials incorporated in the work are in full compliance with the terms of the contract. Legible copies of these records shall be furnished to the Engineer and State Project Manager daily. The records shall cover all work placed subsequent to the previously furnished records and shall be verified and signed by the CQCSM.

Specific Contractor quality control records required for the contract shall include, but are not necessarily limited to, the following records:

1. Daily Inspection Reports. Each Contractor quality control technician shall maintain a daily log of all inspections performed for both Contractor and Subcontractor operations on a form acceptable to the Engineer and State Project Manager. These technician's daily reports shall provide factual evidence that continuous quality control inspections have been performed and shall, as a minimum, include the following:
  - a. Technical specification item number and description and location of work performed;
  - b. A comprehensive breakdown of the work force including the number of workers and total hours for each trade.
  - c. Compliance with approved submittals;
  - d. Proper storage of materials and equipment;
  - e. Proper operation of all equipment;
  - f. Adherence to plans and technical specifications;
  - g. Review of quality control tests; and

h. Safety inspection.

The daily inspection reports shall identify inspections conducted, results of inspections, location and nature of defects found, causes for rejection, and remedial or corrective actions taken or proposed.

The daily inspection reports shall be signed by the responsible quality control technician and the CQCSM. The Engineer and State Project Manager shall be provided at least one copy of each daily inspection report on the work day following the day of record.

2. Daily Test Reports. The Contractor shall be responsible for establishing a system which will record all quality control test results. Daily test reports shall document the following information:

- a. Technical specification item number and description;
- b. Test designation;
- c. Location;
- d. Date of test;
- e. Control requirements;
- f. Test results;
- g. Causes for rejection;
- h. Recommended remedial actions; and
- i. Retests.

Test results from each day's work period shall be submitted to the Engineer and State Project Manager prior to the start of the next day's work period. When required by the technical specifications, the Contractor shall maintain statistical quality control charts. The daily test reports shall be signed by the responsible quality control technician and the CQCSM.

H. CORRECTIVE ACTION REQUIREMENTS

The Quality Control Program shall indicate the appropriate action to be taken when a process is deemed, or believed, to be out of control (out of tolerance) and detail what action will be taken to bring the process into control. The requirements for corrective action shall include both general

requirements for operation of the Quality Control Program as a whole, and for individual items of work contained in the technical specifications.

The Quality Control Program shall detail how the results of quality control inspections and tests will be used for determining the need for corrective action and shall contain clear sets of rules to gauge when a process is out of control and the type of correction to be taken to regain process control.

When applicable or required by the technical specifications, the Contractor shall establish and utilize statistical quality control charts for individual quality control tests. The requirements for corrective action shall be linked to the control charts.

I. SURVEILLANCE BY THE ENGINEER AND STATE PROJECT MANAGER

All items of material and equipment shall be subject to surveillance by the Engineer or State Project Manager at the point of production, manufacture or shipment to determine if the Contractor, producer, manufacturer or shipper maintains an adequate quality control system in conformance with the requirements detailed herein and the applicable technical specifications and plans. In addition, all items of materials, equipment and work in place shall be subject to surveillance by the Engineer or State Project Manager at the site for the same purpose.

Surveillance by the Engineer or State Project Manager does not relieve the Contractor of performing quality control inspections of either on-site or off-site Contractor's or subcontractor's work.

J. NONCOMPLIANCE

1. The Engineer or State Project Manager will notify the Contractor of any noncompliance with any of the foregoing requirements. The Contractor shall, after receipt of such notice, immediately take corrective action. Any notice, when delivered by the Engineer or State Project Manager or his/her authorized representative to the Contractor or his/her authorized representative at the site of the work, shall be considered sufficient notice.
2. In cases where quality control activities do not comply with either the Contractor's Quality Control Program or the Contract provisions, or where the Contractor fails to properly operate and maintain an effective Quality Control Program, as determined by the Engineer or State Project Manager, the Engineer or State Project Manager may:
  - a. Order the Contractor to replace ineffective or unqualified



quality control personnel or subcontractors in accordance with Section 8.4 – “Character and Proficiency of Workers” of the General Provisions for Construction Projects.

- b. Order the Contractor to stop operations in accordance with Section 8.10 – “Suspension of Work” of the General Provisions for Construction Projects.
- c. Determine work performed by the Contractor during periods of noncompliance to be unacceptable and subject to inspection, removal or non-payment in accordance with Section 5.12 – “Removal of Non-Conforming and Unauthorized Work: Performance of Corrective or Remedial Work” of the General Provisions for Construction Projects.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

PART 4 - MEASUREMENT & PAYMENT

4.01 BASIS OF MEASUREMENT AND PAYMENT

Work under this section will not be measured nor paid for separately, but shall be considered incidental to and included in the prices bid for the various items of work in this project.

END OF SECTION