| **QMP 0**  **Log of QMPs** | **Doc enclosed below** | | **C = Const**  **D = Design**  **C Library = Reference Library** | **QMP rating – usefulness**  **Zero to 3 stars is the scale** | **Level of Detail**  **1 = light**  **2 = ok**  **3 = too much** | | **Content**  **1 = needs work,**  **2 = ok**  **3 = good** | **Procedure Description**  Note: “Library” designation is for what are being called “non-essential” QMPs that may have value to certain users. |  | **QMP COMMENTS**  For ACI 121 users |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Legend:**  **C = Contractor** related process – to be issued to Contractors;  **D = Design** process (or a construction process that designers should know about if they administer construction projects), - to be issued to Designers;  **R1 = Reference** material, not issued via OneDrive for simplicity, (A Quality Plan may require these but we wanted to limit or filter the *“must have QMPs”* (per C and D) from the *“possibly useful QMPs*”. Available to those that want them, (like a library.)  **R2 = Reference material not likely to be needed or utilized**, but available to those that want them, (like a library.)  **[Summary]** 67 Procedures in total (some are for both Construction and Design). **C = 33, C Libr=24, D = 17, D Library = 5**  **Light Blue font** – suggest we delete, or leave in the “Library”  This “Library” designation is thought to be for all QMPs that are not listed in QMP 0.1 which are for those thought to be recommended. | | | | | | |  | **Updated 2023-01-09** |
|  |  | |  |  | **QMP Review** | | | Note that ACI 121 members are suggested to print out this QMP and use it to rate the QMPs during the review process |  |  |
| 0 | Yes | | C, D |  |  |  |  | QMP Log (This document) |  |  |
| 0.1 |  | | C, D |  |  |  |  | QMP 0.1 – Section 0.4, Log of QMPs abbreviated, for 5 construction types 2021-12-04 |  |  |
| 1 |  | |  |  |  |  |  | Project development (“get work”)[Note: This integer number (example 1) and category-name provides the type of QMP, but is not itself a QMP] |  |  |
| 1.1 |  | |  |  |  |  |  | [There is no QMP on Business Development at this time] |  |  |
| 2 |  | |  |  |  |  |  | Contractor or Subcontractor RFP quality management requirements |  |  |
| 2.1 |  | | C | \*\*\* |  |  |  | QMP 2.1 – Contractor and/or Subcontractor RFP Quality process, Meeting, and Agenda |  |  |
| 2.2a-b | Y | |  |  |  |  |  | QMP 2.2a-b – RFP Quality Requirements Tier-1 – Public Sector Owner, or Developer to General Contractor Library |  |  |
| 2.2c | Y | | C | \*\*\* |  |  |  | QMP 2.2c – RFP Quality Requirements Tier-2-3 -General Contractor to Large Subcontractor |  |  |
| 2.5 | Y | | C | \*\*\* |  |  |  | **QMP 2.5 Subcontractor RFP Quality Requirements – Short Form.** |  |  |
| 2.5b ~~03 00 00~~ |  | | C | \*\*\* |  |  |  | **QMP 2.5b ~~03 00 00~~ Concrete Subcontractor Quality Plan Template** – Concrete scope 2022-10-21 by John, edited by Jim |  |  |
| 3 |  | |  |  |  |  |  | Work Breakdown, Sub RFP Pre-award Mtgs, Post-award tracking |  |  |
| 3.1.1  Word | Y | | C | \*\*\* or can use Excel version |  |  |  | QMP 3.1.1 – Work breakdown, Subcontractor RFP and post-award tracking – in Word. The advantage is that it easily can be attached to the bottom of your Quality Plan. Use only one version of 3.1.1. |  |  |
| 3.1.1 Excel |  | | C | \*\*\* |  |  |  | QMP 3.1.1 – Work breakdown, Subcontractor RFP and post-award tracking – in Excel. The advantage is that it has more capability in a real-world application for tracking of subcontractors, etc. |  |  |
| 3.1.2 | Y | | C | \*\* |  |  |  | QMP 3.1.2 – Submittal Flowchart |  |  |
| 3.1.3 | A link is provided | | C | \*\*\* |  |  |  | QMP 3.1.3 - RFQ Subtrade Mgt Submittals and Requirements (Lucidchart) 2021-06-08 |  |  |
|  |  | |  |  |  |  |  | (See QMP Library item 11.1 for introductory checklists for contractor with none.) |  |  |
| 3.2.1 excel | Link provided to file | | C new | \*\*\* |  |  |  | QMP 3.2.1 – Pre-award Meeting- Upward perspective (example Developer ß Contractor) [Excel version is good. Word version needs to be rewritten] |  |  |
| 3.2.2 |  | | C | \*\*\* |  |  |  | QMP 3.2.2 – Pre-award Meeting Agenda, perspective is-down to level below –(example: Contractor à Subcontractor (downward perspective) |  |  |
|  |  | |  |  |  |  |  |  |  |  |
| 4 |  | |  |  |  |  |  | Sub RFP Preparation –procedures to inform subcontractors of quality process requirements, both at bid stage and for construction stage |  |  |
| 4.1  C Library |  | | Soon to be superseded by 4.1a | \* |  |  |  | QMP 4.1 - Pre-mobilization kickoff meeting agenda (one sub at a time) – [example provided for safety-quality integration, could be expanded to include all construction admin elements of coming to site.] |  |  |
| 4.1a | Now revised by Jim | | C | \*\*\* |  |  |  | Improvement to QMP 4.1. [**Jim may still need to edit** **and simplify] it,** but it is a good document for Pre-Mobilization with Subs to get them understanding the QMS requirements for Subs. |  |  |
| 4.2 | Y | | C | \*\*\* |  |  |  | QMP 4.2 - Work Method Review Meeting |  |  |
| 4.2.1 |  | |  |  |  |  |  | QMP 4.2.1 - Implementation of Inspection Checklist |  |  |
| 4.2.2 |  | |  |  |  |  |  | QMP 4.2.2 - Implementation of Work Methods |  |  |
| 4.3 | Y | | C | \*\*\* |  |  |  | QMP 4.3 - Initial Inspection. (see also QMP 4.2 WM Review Mtg) |  |  |
| 5 |  | |  |  |  |  |  | “Project Award” - admin and project set-up |  |  |
| 5.1 | Y | | C | \*\*\* |  |  |  | QMP 5.1 - Job Start Checklist |  |  |
| 5.2 | Y | | C D | \*\*\* |  |  |  | QMP 5.2 - Accountability Matrix – Developer, Contractor and Designer; 2020-05-02 [concept is Quality Plan with summarized processes assigned to positions in the organization. |  |  |
| 5.3.1 | Y | | C D | \*\*\* |  |  |  | QMP 5.3.1 - Document Control – no collaboration software references (or 5.3.2 is a choice) |  |  |
| 5.3.2 | Y [for now] | | C Library | \*\* |  |  |  | QMP 5.3.2 - Document-Control – (Collaboration Software) (student can substitute for 5.3.1) [Or this could be Library] |  |  |
| 5.3.3 | Y [for now] | | C Library | \*\*\* |  |  |  | QMP 5.3.3 - Document-Control – Procore (Collaboration Software) (student can substitute for 5.3.1) [Or this could be Library] |  |  |
| 5.4.1 | Y | | C | \*\* |  |  |  | QMP 5.4.1 - Document Control and communication requirements for Subs Suppliers - Dropbox Example (LL) |  |  |
| 5.4.2 | Y [for now] | | C Library | \* |  |  |  | QMP 5.4.2 - Document Control and communication requirements for Subs Suppliers, Collaboration Software (Procore) example. (users can substitute for 5.4.1) [Or this could be Library] |  |  |
| 5.6 | Y | | C Library |  |  |  |  | QMP 5.6 - Request for Information (RFI). This is old. Some on the committee will have an up to date RFI procedure. |  |  |
| 5.6.1 | No | | C Library |  |  |  |  | QMP 5.6.1 - RFI Attachment |  |  |
| 5.7 | No | | C Library |  |  |  |  | QMP 5.7 - Track Changes Procedure [available, but removed] |  |  |
|  |  | |  |  |  |  |  |  |  |  |
| 6 |  | |  |  |  |  |  | Section 6 Design management and checking procedures |  |  |
| 6.1 | Y | | C LibraryD | \*\*\* for design |  |  |  | QMP 6.1 - Engineering Project Procedures – (Guide to D-B Contractor in-house Design Manager) |  |  |
| 6.2 | Y | | D | \*\*\* for design |  |  |  | QMP 6.2 - Overview Design Checking [Presentations can include portions of 6.3, 6.5 as needed] |  |  |
| 6.3 | Y | | D | \*\* |  |  |  | QMP 6.3 - Engineering Checking & Peer Review Summary |  |  |
| 6.5 | Y | | D Library |  |  |  |  | QMP 6.5 - Mechanical Design Inputs Checklist |  |  |
| 6.6 | Y [for now] | | D, Library | \* |  |  |  | QMP 6.6 - Design Checking Per EGBC - Documented Checks of Engineering and Geoscience Work in British Columbia superseded Feb 2021 |  | [This section 6 EGBC Design quality management is not being updated, users are referred to their jurisdiction for design quality management updates.] |
| 6.7 | No | | D Library | \*\*\* |  |  |  | *QMP 6.7 - Design Quality Procedures Template for large D-B Designers* [Library] |  |  |
| 6.8 | Y | | D (for D-B), Library | \*\* |  |  |  | *QMP 6.8 - Design Review form - for DB Contractors and Designers* [Library] |  |  |
|  |  | |  |  |  |  |  |  |  |  |
| 7 |  | |  |  |  |  |  | Training, calibration, and material receiving |  |  |
| 7.1 | Y | | C | \*\* |  |  |  | QMP 7.1 Training - required reading 2020-01-27 |  |  |
| 7.2 | Y | | C | \*\*\* |  |  |  | QMP 7.2 - Calibration of Inspection and Measurement (see also 9001, item 7.1.5.2) [Library] |  |  |
| 7.3 | N | | C Library | \* |  |  |  | QMP 7.3 - Receiving Inspection [Library] |  |  |
| 7.4 | N | | C Library |  |  |  |  | QMP 7.4 - Materials Return Notice Form [Library] |  |  |
| 7.5 | N | | C Library |  |  |  |  | QMP 7.5 - Materials Receiving, Owner Supplied – Example [Library] |  |  |
| 7.7 | N | | C Library |  |  |  |  | QMP 7.7 Owner Supplied Equipment Handover – Example [Library] |  |  |
|  |  | |  |  |  |  |  |  |  |  |
| 8 |  | |  |  |  |  |  | Records of Conformance and nonconformance |  |  |
| 8.1 | Y | | C Library | \* |  |  |  | QMP 8.1 Site Records – record types reviewed as general information |  |  |
| 8.2 | N | | C Library |  |  |  |  | QMP 8.2 - Quality Records Process Tracking highlights – and example [Library] |  |  |
| 8.2.1 | N | | C Library | \* |  |  |  | QMP 8.2.1 – WM Record Status Log [Library] |  |  |
| 8.3 | Y | | C D | \*\*\* |  |  |  | QMP 8.3 Nonconformance, OFI, and Deficiency Procedure (highlighted). [Presentation application: Can present 8.3 +8.3.1, 8.3.2, 8.3.3 or just some of them. Deficiency and NC together in the same procedure is one of the key elements.] |  |  |
| 8.3.1.1 |  | | C Library |  |  |  |  | QMP 8.3.1.1 Deficiency, NC, Audit by Traine Corp – with rating |  |  |
| 8.3.1.2 |  | | C Library | \*\* |  |  |  | Audit Report Multi-family with ratings – from Traine |  |  |
| 8.3.1 | Y | | C D | \*\*\* |  |  |  | QMP 8.3.1 - Non-Conformance or Deficiency Report - 2018-07-03 (generic). This now contains instructions on creating digital forms for use on your phone. |  |  |
| 8.3.2 | Y | | C D | \*\* |  |  |  | QMP 8.3.2 - NCR Flow Chart 2013-08-21 (generic) |  |  |
| 8.3.3 | Y | | C D | \*\*\* |  |  |  | QMP 8.3.3 – Word Version - NCR- OFI - Deficiency Log – with examples of NC, OFI, Deficiency |  |  |
| 8.4 | N | |  |  |  |  |  | QMP 8.4 - Corrective Action [used in lieu of Nonconformance, OFI, and Deficiency Procedure]; Not preferred by the writer, does not address OFI or Deficiency. Delete |  |  |
| 8.4.1 | N | |  |  |  |  |  | QMP 8.4.1 - Corrective Action Request Form [used in lieu of Nonconformance, OFI, and Deficiency Report]; Not preferred by the writer, does not address OFI or Deficiency. Delete |  |  |
| 8.5 | N | | C Library |  |  |  |  | QMP 8.5 - Weekly or project completion deficiency status report [Library] |  |  |
| 8.6 | N | | C Library | \*\* |  |  |  | QMP 8.6 - Stop Work Order [Library] |  |  |
| 8.7 | Y | | C Library | \*\* |  |  |  | QMP 8.7 – Quality Management Monthly Report (Single or multi-project developer or infrastructure) – template example; either jobsite to QMgr or QMgr to Owner’s Rep |  |  |
| 8.7.1 |  | | C |  |  |  |  | QMP 8.7.1 – Quality Management Monthly Report – For CM contractors with many projects (can be used in lieu of 8.7). **Can also be used to request evaluation by Client.** [Library] |  |  |
|  |  | |  |  |  |  |  |  |  |  |
| 9 |  | |  |  |  |  |  | **Audit process** |  |  |
| 9.1 | Y | | C D | \*\*\* |  |  |  | QMP 9.1 Audit Flowchart and Procedure - [Student presentations: recommend to focus on 9.1 and identification of audit processes 9.1.1 through 9.1.5] |  |  |
| 9.1.1 | Y | | C D | \*\* |  |  |  | QMP 9.1.1 Audit Schedule |  |  |
| 9.1.2 | Y | | C D | \*\* |  |  |  | QMP 9.1.2 Audit Agenda Form |  |  |
| 9.1.3 | Y | | C D | \*\*\* |  |  |  | QMP 9.1.3 Audit Checklist Form |  |  |
| 9.1.4 | Y | | C D | \*\*\* |  |  |  | QMP 9.1.4 Audit Report Form |  |  |
| 9.1.5 | Y | | C D | \*\*\* |  |  |  | QMP 9.1.5 Log - Audits and NCRs |  |  |
|  |  | |  |  |  |  |  |  |  |  |
| 10 |  | |  |  |  |  |  | **Completion activities** |  |  |
| 10.1 |  | | C Library | \* |  |  |  | QMP 10.1 Subcontractor Work Completion and Evaluation (do 10.1 or 10.1.1, not both) Now superseded, archived [Library] |  |  |
| 10.1.1 | Y | | C | \*\*\* |  |  |  | QMP 10.1.1 Subcontractor Work Completion and Self-Evaluation (useful to link with 10.2) |  |  |
| 10.2 + 10.2.1 | Y  Y | | C Library | \*\*\* |  |  |  | QMP a10.2 Subcontractor, WM, and Checklist Rating Log - two in one - 2019-08-19 [Library] |  |  |
| 10.3 | Y | | C Library | \* |  |  |  | QMP 10.3 - Certificate of Completion [Library] |  |  |
| 11.01 | Y | | C | \*\*\* |  |  |  | QMP a11.01 Implementation Plan - |  |  |
|  |  | |  |  |  |  |  | **Library – Quality Checklists, ITPs, Work Methods** |  |  |
| 11.1 | **Y [for now] 7 pages only** | | C Library | \*\*\* |  |  |  | QMP 11.1 Quality Checklists, Inspection forms 2020-09-24  **Master Checklist - Inspection checklists** (basic) from multiple sources - Raymond’s (Div) , Behrouz (B), and First Time Quality – Prepared for Building Trades. |  |  |
| 11.2 |  | | C Library | \*\* |  |  |  | QMP a11.2 - Subcontractor, WM, and-or Checklist Rating Log 2019-08-05 [Library] |  |  |
|  |  | |  |  |  |  |  | WM Templates - Generic – (See also list of existing WMs in a library) Prepared and reviewed for Building Trades, are available if we think they add value |  |  |
|  |  | | **C = 33**  **C Library=24**  **D = 17**  **D Library = 5**  **Total = 67** | Not to be added as some are duplicates. |  |  |  | **Summary:** Approximate number of QMPs in each type.  Note that C and D have a lot of overlap as Designers are Owner’s Reps and need to utilize the similar tools (or know about them) as the contractors have. . |  | Total of C +D + C,D = 44 due to the overlap. Approx 34 QMPs are referenced in the Quality Plan Template |

## QMP 0 Log of QMPs (2022-10-18 provides TT comments, updated 2023-01-08)

**End QMP 0**

**Filename: QMP 0 - Log of QMPs**