1. **PURPOSE**
   1. To define the responsibilities and describe the method and documents to be used to carry out **Initial Inspection** of work item.
   2. The objective from the very first occurrence shall be to verify that workmanship standards are being met, Work Method and the Inspection and Test Plan(s) is reviewed for adequacy, and verify that initial inspection results show compliance with the contract documents, approved work method and approved submittals.
   3. Ongoing inspection is relatively easy to ensure as long as initial inspection has been performed. Ongoing inspection is added to this QMP version for completeness.
2. **SCOPE**

2.1 This procedure applies to the Initial Inspection of a representative sample of the work as soon as it has been completed, and applies to all work for which a Work Method has been written.

1. **DEFINITIONS**
2. **RESPONSIBILITIES**
   1. The Quality Manager, Work Method writer, or Subcontractor Rep, shall lead the **Initial Inspection** meeting.
   2. The following personnel shall attend and participate in the meeting, as applicable:

* The Quality Control (QC) representative responsible for quality  
   compliance inspections.
* The Contractor and/or Subcontractor Superintendents responsible for the sample Work item.
* Owner’s Representative if they are available.
* Designer if available.
* Others involved such as testing rep as required.

1. **PROCEDURE**
   1. A preparatory meeting (Work Method Review Meeting) (see QMP 4.2) will have been called and performed, any revisions made, and the Work Method signed off and distributed prior to the initial inspection.
   2. The **Initial Inspection** may be requested by the Quality Manager or QC representative or the Construction Superintendent when the prototype or first sample or first production run has been completed.
   3. The Quality Manager shall use the Work Method Checklist to record the following items:

5.3.1 Conformance of work item to establish quality standards including the approved Work Method.

5.3.2 Conformance of equipment and materials to the Work Methods.

5.3.3 Conformance of the work to the contract “Issued for Construction” drawings and specifications.

5.3.4 Confirmation that the Work Method, Inspection Forms, Check Lists, and Test Reports are in place.

5.3.5 Conformance Inspection and Test results to the requirements of the Inspection and Test Plans.

5.3.6 Adequacy of construction methods, tools and resources utilized, and conformance of same to the Work Method.

5.3.7 Adequacy of the environment and safety precautions taken and conformance of the same to the Work Method.

* + 1. During the **Initial Inspection**, deficient items shall be fixed in that shift, or where that is not possible, noted on a Non-Conformance Report (NCR). These reports shall be signed by the Quality Manager or his designee, and all other attendees following the review.

1. **Ongoing Inspection:**

Parties utilizing this procedure shall themselves provide for on-going inspection at intervals they deem appropriate. Note that there is a QMP 4.4 that provides for this ongoing inspection, but we shall reference to that, state the requirement here, and leave that for the user.

1. **REFERENCES**

7.1 Quality Plan Template.

7.2 Work Method Review Meeting (QMP 4.2)

7.3 Non-Conformance Report, (QMP 8.3)

Originated By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_//\_\_\_\_ \_\_ Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_//\_\_\_\_\_\_\_ Quality Manager Date Project Manager Date

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