# QUALITY MANAGEMENT

**MONTHLY REPORT**

**Month of 2022-07-04**

**[For multi-project developers, this is an in-house report.]**

**[For major infrastructure projects, this is a report first from the Quality Manager to the Project Manager, and with his approval is part of the monthly report to the Owner’s Rep.]**

**Quality Plan item 1.3 Quality Objectives: any progress or change?**

This list of reporting activities has been reorganized 2022-07-04 to order the activities in the sequence the project will encounter them. [Sorry Lori for the late attention to this.]

**Section 1 Critical items**

**Section 2 Subcontractor RFPs to include quality requirements (Inspection checklists and WMs)**

**Section 3 Work methods and inspection checklist status in a look ahead schedule [See QMP 8.2.2 Work Method, Inspection Checklist, Status Report 2022-07-04]**

**Section 4 Preventive action:**

**Pre-Award Meetings (per QMP 3.2.2)**

**Pre-Mobilization Meeting Requirements (per QMP 4.1a)**

**Work method review meetings (Per QMP 4.2)**

**Initial Inspection (Per QMP 4.3)**

**Section 5 Quality monitoring meetings**

**~~Section 6~~  ~~(WM Review above does this) (Owner & company quality review meetings so do not need to duplicate (instructions to self 😊)~~**

**Section 6 QA/QC testing summary (for trades that have testing requirements)**

**Section 7 Deficiency, Non-conformance and Corrective action summary**

**Section 8 QA audit activities (following the WM review and Initial Inspection) (for any trades that have not demonstrated that they will follow requirements)**

**Section 9 Hand-over or completion activities (start this early with the first record collected, so that it is not a problem at the end).**

**Notes:** This QMP simply provides an outline for the Quality Manager to envision reporting requirements that likely are required on a monthly basis.

[QMP 8.7.1 with client feedback loop would be useful to contemplate as an addition. Probably a separate document. Useful in-house.]

[Quality management or project management users shall modify this agenda as is fitting.]

**QMP 5.2 – Accountability Matrix [In-house reporting only]**

Note: We have populated the Accountability Matrix with the Quality Summary items, so the Accountability Matrix will speak for all line items in the Quality Summary.

**Project Pre-Award Activities:** reporting on the significant aspects is required.

**Project Award and Implementation Activities:**

No comment is required on line items associated with individual Subs as those activities are handled by QMP 3.1.1

The updated QMP 5.2 Accountability Matrix submitted monthly should provide a good record of status and progress for all QMS activities (except subcontractors who are managed by QMP 3.1.1).

The Accountability Matrix is thought to be an in-house document, not intended to report to the Owner’s Rep.

**QMP 3.1.1 – Subcontractor Status Report:** See also

[See QMP 8.2.2 Work Method, Inspection Checklist, Status Report 2022-07-04]

PMs or Superintendents (whoever is keeping this document) should update it and send it on a fixed day each month (say last work day in the month) to the direct report. This document should be reported up to the Quality Manager by the middle of the next month. Of interest will be the most recent date entered into the sheet for every column. The input date would signify the completion of a column item for a given Sub. The whole sheet will tell the story of the details that go into quality management for each Subcontractor.

Once QMP 3.1.1 is updated for the month, PM should be encouraged to comment on the successes of some subs and the lack of success and the needed improvement for other subs.

Subcontractor reporting is thought to be an in-house document, not intended to report to the Owner’s Rep.

The items below were the main categories that were reported when the author was Quality Manager on the Vancouver Sky Train project (single major project reporting). For an infrastructure project, these will be main report items.