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1. **Introduction**

This Project Quality Assurance Plan details the responsibilities, procedures, and the related Remedial Actions for the construction of the new building unit for [INSERT COMPANY NAME] located at [INSERT ADDRESS]. This document is one of the deliverables for [INSERT COMPANY NAME] as expressly stipulated in the contract executed between [INSERT COMPANY NAME] and [INSERT COMPANY NAME] on [INSERT DATE]. The documents are also prepared to satisfy the regulatory requirements under [INSERT REGULATION].

1. **Purpose and Objectives**

This document outlines the QA procedures as a metric in determining if the work meets the requirements of the construction project. The specific purpose of the Project Quality Assurance Plan is to organize a strong team and define their tasks responsibilities as necessary.

1. **Quality Assurance Organization**

The Quality Assurance Team will be headed by [DESIGNATED TEAM LEADER], who will also serve as the main point of contact during the duration of the project. Other members are as follows: [LIST NAMES OF TEAM MEMBERS].

Assignments will be designated to members of the Quality Assurance Team, which will conduct both office and field activities to ensure that construction works are accomplished as specified.

The Quality Assurance Team shall see to the following required tasks:

* Implementing tasks on quality assurance reports, inspections, and keep the required records.
* Reviewing and approving construction plans.
* Conducting ocular inspections and field tests.
* [INSERT OTHER RESPONSIBILITIES]

1. **Reporting**

The Quality Assurance team will submit the following reports, containing a summary of information relating to the construction activities. These are based on the records gathered during the reporting period and includes other relevant records from previous periods.

* Quality Criteria and Minimum Standards
* Audit Scope and Objective
* Management Summary
* Critical to Quality (CTQ) Risks and Findings
* Measures and Recommendations
* Preliminary Audit Results
* [OTHER REPORTS AS NECESSARY]

The reports shall include any proposal for modification and justification for any of the works in the project if deemed necessary.

1. **Record-Keeping**

The Quality Assurance team shall perform various record-keeping duties under the control and supervision of the Team Leader. They shall ensure the accuracy and completeness of all the records, which shall be readily available to project personnel for review or other project-related purposes.

The following will comprise the record keeping duties of the Quality Assurance Team:

* Daily Project Logs
  1. [INSERT DETAILS]
* Photographs
* Quality Assurance Testing Documents
* [OTHER RECORD KEEPING DUTIES AND CORRESPONDING DETAILS]

1. **Construction Meetings**

The Quality Assurance Team will conduct daily meetings regarding oversight inspection. In addition to these meetings, the team will also conduct the following during the entire project life.

* Pre-construction Meeting
* Weekly Progress Meetings
* Monthly Progress Meetings
* Final Inspection and Meeting
* [INSERT OTHER MEETINGS]

1. **Construction Quality Assurance Activities**

The Quality Assurance Team will conduct Construction Quality Assurance activities both on- and off-site. They will be responsible for ensuring that work is implemented in compliance with the special provisions and specifications in the contract and the technical plans.

The Construction Quality Assurance Activities include the following:

* Execution of QA activities in accordance with the contract and technical specifications
* Review and approval of reports and submittals
* Verification of material certifications
* Review and approval of material testing results
* Tracking of construction progress including preparation of reports
* [INSERT OTHER ACTIVITIES]

1. **Testing, Sampling and, Analyses**

To ensure that design and quality specifications are met, the Quality Assurance Team will conduct Quality Assurance verification, sampling, testing, and analyses. This section identifies the actions and construction activities that require testing, sampling, and analysis.

The following are the activities contemplated in this section:

* [INSERT LIST OF ACTIVITIES AND CORRESPONDING TESTING, SAMPLING, AND ANALYSES DONE]

1. **Acronyms and Abbreviations**

* CTQ: Critical to Quality
* QA: Quality Assurance
* [ADD TO LIST AS NECESSARY]

1. **Glossary**

* Quality Assurance: maintenance of level of quality of services, products, and overall project
* Submittals: shop drawings and material data required to verify that correct products will be installed
* [ADD TO LIST AS NECESSARY]

**11. References**

* [ADD LIST OF REFERENCES]

**12. Appendices**

* [ATTACH CHARTS, TABLES, AND OTHER APPENDICES]