

Sample Quality Control Guidelines



1. Quality control begins with proper paperwork. Construction should never begin on any project unless the project superintendent has city approval plans on site along with an accurate start order, a building permit, shop drawings and any other necessary paperwork. The superintendent should keep a job book for each project that includes all of the paperwork for that job.
2. The backbone of any quality control program is trade supervision. The onsite job superintendent is responsible for visiting every job site everyday at least once. The superintendent should meet each trade contractor at the site and make sure that every worker understands that only the highest quality work is acceptable. The superintendent must give personal attention to even the smallest details to reinforce this point. The superintendent should inspect every job site every time a trade contractor completes a phase of construction. This inspection should include a thorough review of all work completed and verification that the work is done in accordance with all plans and paperwork, is done using the proper materials installed pursuant to manufacturer recommendation using appropriate workmanship standards.
3. Each superintendent should maintain a Quality Control Inspection Checklist for each project. The Quality Control Checklist, along with the digital pictures identified on the checklist, will provide a record of the superintendent's inspections of the project. The superintendent should write in the date "Verified" column when each item on the checklist is verified. Once every verified line has a completed date for a Phase, the superintendent should signify completion of the phase by initialing and dating the lines next to the applicable phase.
4. A digital picture should be taken of a representative piece of work for each item identified with a line in the "Digital Picture" column. Digital picture files should be maintained by job , numbered sequentially. The identifying number should be recorded on the Quality Control Checklist for each picture. Once all pictures have been taken, a permanent record of the pictures should be saved and backed up along with the Quality Control Checklist.
5. In addition to the pictures identified on the Quality Control Checklist. Additional digital pictures should be taken of any item requiring repair, re-inspection or re-engineering.

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