

QUALITY

TRADE PARTNER'S SITE-SPECIFIC QUALITY CONTROL PLAN



TRADE PARTNER

ATTENTION

EMAIL ADDRESS

PHONE NUMBER

SAMET JOB NUMBER

PROJECT NAME

FAX NUMBER

SCOPE OF SERVICES

PROJECT START

PROJECT FINISH

CONTRACTOR QUALITY TEAM

QUALITY CONTROL DIRECTOR

EMAIL

PHONE

[Responsible for the overall QAQC Program for the Contractor]

PROJECT SUPERINTENDENT

EMAIL

PHONE

[Responsible for the project's specific QAQC Program for the Contractor]

SITE QUALITY COORDINATOR

EMAIL

PHONE

*[Responsible for all inspections and field documentation for this project for the Contractor]***TRADE PARTNER QUALITY TEAM**

OPERATIONS MANAGER

EMAIL

PHONE

[Responsible for the overall QAQC Program for the Trade Partner]

PROJECT MANAGER

EMAIL

PHONE

[Responsible for this SSQCP for the Trade Partner]

SITE QUALITY REPRESENTATIVE

EMAIL

PHONE

*[Responsible for all inspections and field documentation for this SSQCP for the Contractor]***TRADE PARTNER'S QUALITY PROGRAM OBJECTIVE:**

The principle objective of this Site-Specific Quality Control Plan (SSQCP) is to provide Samet and the Owner with the specified materials and high-quality workmanship that meets or exceeds their expectations. To accomplish this, both Samet's management and its employees are committed to continuous improvement in the quality of the products and services we provide.

This SSQCP has been established to ensure that all work performed by employees and Trade Partners of Samet meet or exceed all contractual and regulatory requirements. Our Quality Team (defined above) takes total responsibility for the implementation of this program and its success for our scope of work on this project.

QUALITY CONTROL REQUIREMENTS

TOPIC	REQUIRED ACTIONS & DOCUMENTATION	INITIALS
DOCUMENTATION CONTROL RFI's + COR's	<ul style="list-style-type: none"> ◦ Keep an organized file of all required project documents up to date at all times. ◦ Submit timely RFI's [Include suggestions for the best outcome with the RFI]. ◦ Submit timely changes [Include cost, detail, and time impacts of all ASI'S, RFI's, or other project changes]. NO LATE CO's ◦ Communicate with Samet when the inspection or test reports will be completed and the frequency of submissions. 	
SUBMITTALS AND 100% MATERIAL VERIFICATION WITH THE CONTRACTUAL USE OF PROCORE	<ul style="list-style-type: none"> ◦ Confirm to contractual requirements regarding submittals. ◦ If the project specifications do not call out what is to be submitted, then Samet will create a list of products to be used. ◦ At the time of first installation inspection or earlier, field verify that materials conform to the approved material submittal for the materials in question. 	
PRE-INSTALLATION MEETINGS	<ul style="list-style-type: none"> ◦ Attend Samet's pre-installation meetings as a primary Trade Partner or coordinating Trade Partner with the Trade Partner's qualified Field Supervisor(s)* performing the work and the Trade Partner's Project Manager and any other key personnel at all pre-installation meetings requested. <p><i>*Includes supervisors for tiered Trade Partners</i></p>	
MANUFACTURER'S APPLICATION	<ul style="list-style-type: none"> ◦ Confirm the approved submitted material is compatible for, with other products that interface with this product. ◦ What does it go on, go in, or what's on it? ◦ Confirm interface details. 	
STORAGE AND HANDLING OF MATERIALS / EQUIPMENT	<ul style="list-style-type: none"> ◦ Identify any special requirements and documentation specific to Samet's contract 	
FIRST DELIVERY	<ul style="list-style-type: none"> ◦ Execute first delivery checklist. ◦ Confirm materials match approved submittal specifications. 	
FIRST INSTALLATION INSPECTIONS	<ul style="list-style-type: none"> ◦ Manage first installation inspections and reviews with Samet, designer, etc. ◦ Document standard of performance. 	
QUALITY CONTROL CHECKLISTS AND SPECIAL DOCUMENTATION	<ul style="list-style-type: none"> ◦ Trade specific inspection checklists will be utilized on this project. ◦ All inspection results and documentation will be complete and turned over to Samet prior to project completion with contractual use of Buildr. 	

QUALITY CONTROL REQUIREMENTS

TOPIC	REQUIRED ACTIONS & DOCUMENTATION	INITIALS
TESTING AND INSPECTIONS	<ul style="list-style-type: none"> ◦ A testing and inspection plan will be prepared by Samet's SQR that lists all specified tests and inspections from the project specification for Samet's scope of work. ◦ Tests and inspections will be witnessed by Samet's SQR. ◦ Samet's SQR will track all contractual and non-contractual inspections on a testing & inspection log. 	
NON-CONFORMANCES	<ul style="list-style-type: none"> ◦ Samet will document and notify Trade Partner to rectify all non-conformances. ◦ All issues will be corrected per the approved corrective action plan and completed in an acceptable time frame tracked on a deficiency log. 	
PROGRESS PHOTOS	<ul style="list-style-type: none"> ◦ Trade Partner and Samet will take daily progress photos, documented to confirm work complies with project requirements. 	
AS-BUILT DRAWINGS	<ul style="list-style-type: none"> ◦ The master as-built drawing set kept by Samet in the field office will be updated by your field supervisor on a weekly bases, as applicable. 	
CLOSE-OUT AND WARRANTY PROCEDURES WITH THE CONTRACTUAL USE OF BUILDR.	<ul style="list-style-type: none"> ◦ Submit all close-out data within 30 days of receiving Certificate of Occupancy requirements. ◦ Warranty, guarantee, attic stock, manufacturer maintenance data, and training all required for submission in Buildr. ◦ Provide responsive action to warranty issues. ◦ Manage warranty issues with a goal of overall customer satisfaction. ◦ Observation and punch items must be closed before proceeding process. 	
BUILDR	<ul style="list-style-type: none"> ◦ We are using Buildr to automate and digitize the closeout and warranty process. Through Buildr, project owner will receive a digital copy of O&M's, as-builts, warranties, tests, reports, certificates, attic stock material with transmittal, and owner training. 	

TRADE PARTNER'S SITE QUALITY REPRESENTATIVE (SQR)

SAMET'S REPRESENTATIVE

<hr/> TRADE PARTNER'S SITE QUALITY REPRESENTATIVE (SQR)	<hr/> DATE
<hr/> SAMET REPRESENTATIVE	<hr/> DATE

*Inspection checklists and inspection report forms shall be attached.

JOB NAME		SAMET
LOCATION	CONTRACT #	

	SPEC SECTION	TEST REQUIRED	ACCREDITED / APPROVED LAB		SAMPLED BY	TESTED BY	LOCATION OF TEST (ON OR OFF SITE)		DATE OF THE TEST	DATE SENT TO OWNER	CONFORMS?	
1			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
2			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
3			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
4			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
5			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
6			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
7			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
8			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
9			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
10			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
11			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
12			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
13			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
14			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
15			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>

REMARKS

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

JOB NAME		SAMET
LOCATION	CONTRACT #	

	SPEC SECTION	TEST REQUIRED	ACCREDITED / APPROVED LAB		SAMPLED BY	TESTED BY	LOCATION OF TEST (ON OR OFF SITE)		DATE OF THE TEST	DATE SENT TO OWNER	CONFORMS?	
16			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
17			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
18			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
19			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
20			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
21			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
22			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
23			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
24			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
25			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
26			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
27			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
28			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
29			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>
30			YES <input type="checkbox"/>	NO <input type="checkbox"/>			ON <input type="checkbox"/>	OFF <input type="checkbox"/>			YES <input type="checkbox"/>	NO <input type="checkbox"/>

REMARKS

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

DATE	TIME	PROJECT	JOB #
LOCATION		MEET AT	
BID PACKAGES		TRADE PARTNER(S)	
SPEC SECTION(S)		DRAWING #(S)	

QUALITY INSPECTION SIGN-OFF		
TRADE PARTNER NAME(S)	TRADE PARTNER SIGNATURE(S)	DATE

*Attach photos documenting the inspection.
Photos should be taken by the Trade Partner(s) and Samet representative.

NO

NO

SAMET REPRESENTATIVE

QUALITY

The contractor shall coordinate all electrical requirements for equipment provided under this Trade Partner's Scope of Work. Provide a written statement confirming coordination of voltage requirements for all equipment requiring an electrical connection. Statement shall bear the names and signatures of the Trade Partner supplying the equipment and the electrical contractors. Coordinate location, position, orientation, or other requirements for connecting equipment with electrical and other trades as may be needed.

VOLTAGE COORDINATION STATEMENT

This statement is to confirm that the voltages of all equipment provided under this Trade Partner's Scope of Work have been coordinated with the electrical drawings and specifications, as well as with the electrical contractor.

TRADE PARTNER

NAME	SIGNATURE	DATE
PROJECT MANAGER	SIGNATURE	DATE

ELECTRICAL TRADE PARTNER

NAME	SIGNATURE	DATE
PROJECT MANAGER	SIGNATURE	DATE

CONNECTIONS

Who supplies disconnects?
Who wires disconnects to power supply?
Who wires disconnects to equipment?
Who supplies fire alarm devices?
Who wires fire alarms / security devices?

NOTICE

At the time of discovery of a discrepancy within the project documents as regards to power requirements, the Trade Partner shall issue a request for information identifying the following: specification, drawing, submittals, or any project documents related to the discrepancy. Include specific information as to the nature of the discrepancy and a suggestion for resolving the issue.

*No changes will be issued for cost or time impacts related to a failure to coordinate the appropriate power requirements for this Trade Partner's Scope of Work.

COORDINATION OF TRADES

The contractor shall give full cooperation to other trades and shall furnish all information necessary to permit the work of all trades to be installed satisfactorily and with the least possible interference or delay.

Coordinate with all preceding trades and follow-on trades related to this Trade Partner's Scope of Work. Confirm compliance of preceding and follow on work to the work of the Trade Partner with regards to the following: Specifications, drawings, submittals, manufacturer's applications, and specified trade association / institute requirements (ACI, AISC, etc.)

PRECEDING TRADE PARTNER(S)

NAME	SIGNATURE	DATE
PROJECT MANAGER	SIGNATURE	DATE

TRADE PARTNER(S)

NAME	SIGNATURE	DATE
PROJECT MANAGER	SIGNATURE	DATE

FOLLOW-ON TRADE PARTNER(S)

NAME	SIGNATURE	DATE
PROJECT MANAGER	SIGNATURE	DATE

NOTICE

Notify Samet in writing at the time of discovery of a discrepancy affecting this Trade Partner's Scope of Work prior to the application of the work of this subcontract. Re-assess after corrections are made and execute this document.

*No changes will be issued for cost or time impacts related to a failure to coordinate the appropriate power requirements for this Trade Partner's Scope of Work.