



## Metal Framing & Drywall Essentials QA/QC Plan Sample

Good for smaller projects and bid qualifications

*Has All the Essential Elements of a well-founded  
Quality Control Plan*

**Contact:**  
**First Time Quality**  
**410-451-8006**

[www.firsttimequalityplans.com](http://www.firsttimequalityplans.com)

# [CompanyName]

## Metal Framing and Drywall Installation Quality Assurance/Quality Control Plan

Management acceptance

This project-specific quality plan has been reviewed and accepted

Endorsed By: (Name / Title)	[PresidentName], President		
Signature:	<i>[PresidentName]</i>	Date:	[Date]

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# METAL FRAMING & DRYWALL INSTALLATION QUALITY PLAN

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## **I. WORK TASK QUALITY INSPECTIONS**

[CompanyName] identifies a list of work tasks that will be quality controlled. Each work task is subject to a series of inspections; before, during, and after completion.

Each inspection verifies compliance with full scope of the relevant specifications; not limited to inspection form checkpoints.

The initial work task-ready inspection occurs when work is ready to start and ensures that work begins only when it does not adversely impact quality results.

Incoming material inspections verify that materials are as specified and meet all requirements necessary to assure quality results.

Work-in-process inspections continuously verify that work conforms to project specifications and quality expectations. Work continues only when it does not adversely impact quality results.

At completion of the work task an inspection verifies that work has been completed in accordance with project quality requirements.

Inspection results are recorded and maintained as part of the project files.

The Quality Manager identifies each Task that is a phase of Drywall installation that requires separate quality controls to assure and control quality results. Each Task triggers a set of requirements for quality control inspections before, during and after work tasks.

Independent quality audits are conducted to verify that the task quality controls are operating effectively.

Metal framing and drywall installation projects may execute a work task multiple times in a project, in which case a series of quality inspections are required for each work task.

Independent quality control audits are conducted to verify that the task quality controls are operating effectively.

### **IDENTIFICATION OF QUALITY INSPECTED WORK TASKS**

A listing of project work tasks is included on the Quality Control work task List and included as an exhibit in this subsection.

### **REQUIRED INSPECTIONS FOR EACH WORK TASK**

Each work task is subject to a series of inspections before, during, and at completion as described below. Results of inspections are recorded.

#### **PREPARATORY SITE INSPECTION**

The Superintendent performs a quality inspection of the work area and:

- Assesses completion of required prior work
- Verifies field measurements
- Assures availability and receiving quality inspection status of required materials
- Identifies any nonconformances to the requirements for the task to begin
- Identifies potential problems

### **TASK-READY INSPECTIONS**

For each work task, the Superintendent or a qualified inspector performs job-ready quality inspections to ensure that work activities begin only when they should begin. Job-ready quality inspections verify that conditions conform to the project quality requirements.

### **WORK IN PROCESS QUALITY INSPECTIONS**

For each work task, the Superintendent or a qualified inspector performs an initial work in process inspection when the first representative portion of a work activity is completed.

The Superintendent or a qualified inspector performs ongoing work in process quality inspections to ensure that work activities continue to conform to project quality requirements.

### **WORK TASK COMPLETION QUALITY INSPECTIONS**

For each work task, the Quality Manager or a qualified inspector inspects the completion of each work task to verify that work conforms to project quality requirements.

Completion quality inspections are performed for each work task. Completion quality inspections are conducted before starting other work activities that may interfere with an inspection.

Any outstanding punch items remaining after the work task completion inspection is deemed a nonconformance.

### **DAILY QUALITY CONTROL REPORT**

The Superintendent records a summary of daily work activities. The report will include:

- Schedule Activities Completed
- General description of work activities in progress.
- Problems encountered, actions taken, problems, and delays
- Meetings held, participants, and decisions made
- Subcontractor and Supplier and Company Crews on site
- Visitors and purpose
- General Remarks
- Improvement Ideas
- Weather conditions

<b>[CompanyName] Quality Controlled Work Task List</b>			
Project ID	Project Name	Preparer	Date
[ProjectNumber]	[ProjectName]		

Project Work Tasks / Contract Section	Quality Controlled Work Task	Method for identification of Approved Inspection Status
	Drywall Installation Initial Field Assessment	Checklist included in this subsection
	Drywall Installation Work Plan	Checklist included in this subsection
	Drywall Framing Layout	Checklist included in this subsection
	Metal framing	Checklist included in this subsection
	Drywall installation side one	Checklist included in this subsection
	Drywall installation wall close-in	Checklist included in this subsection
	Drywall taping coat	Checklist included in this subsection
	Drywall finishing and sanding	Checklist included in this subsection
	Grid Ceiling installation	Checklist included in this subsection

## Questions? Call First Time Quality 410-451-8006

Checklist	Quality Risk Checkpoints
Drywall installation Initial Field Assessment	<ul style="list-style-type: none"> <li><input type="checkbox"/> Drawings and documents approved</li> <li><input type="checkbox"/> Schedule date and status of schedule approval</li> <li><input type="checkbox"/> Required inspections before installation of framing</li> <li><input type="checkbox"/> Required inspections before installation of close-in</li> <li><input type="checkbox"/> Material load area and access</li> </ul>
Drywall installation Work Plan	<ul style="list-style-type: none"> <li><input type="checkbox"/> Drywall panel takeoff complete</li> <li><input type="checkbox"/> Framing takeoff complete</li> <li><input type="checkbox"/> Ceiling takeoff complete</li> <li><input type="checkbox"/> Special equipment and tools</li> <li><input type="checkbox"/> Special and non-standard procedures specified</li> <li><input type="checkbox"/> Work schedule</li> <li><input type="checkbox"/> Manpower plan including special skills and qualifications</li> </ul>
Metal framing layout	<p>Pre-layout job-ready Checks</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Required inspections of prior work complete</li> <li><input type="checkbox"/> Openings are complete</li> </ul> <p>Framing Layout Check</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Floor/location</li> <li><input type="checkbox"/> Overall dimensions are per plans</li> <li><input type="checkbox"/> No interference between installed MEP and layout plan</li> <li><input type="checkbox"/> Strike all lines per plan</li> <li><input type="checkbox"/> Ceiling line marked</li> </ul>
Metal framing	<p>Pre-framing job-ready Checks</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Openings are complete</li> <li><input type="checkbox"/> Required Inspection before framing are complete</li> <li><input type="checkbox"/> Framing materials are per project specifications</li> </ul> <p>Framing Checks</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Floor/location</li> <li><input type="checkbox"/> All plates and studs in place and secure</li> <li><input type="checkbox"/> All openings verified</li> </ul>

<b>[CompanyName] Daily Production Report</b>		
Project ID	Project Name	Preparer*/Date
[ProjectNumber]	[ProjectName]	
<small>* On behalf of the contractor, I certify that this report is complete and correct, and equipment and material used, and work performed during this reporting period is in compliance with the contract drawings and specifications to the best of my knowledge except as noted in this report.</small>		
	<b>Description</b>	
Job-ready and WIP Inspections (Active work tasks)		
Work Tasks Completion Inspections		
Sampling/Tests Performed		
Nonconformance Reports		
Problems encountered, actions taken, problems, and delays		
On Site Subcontractors and Suppliers, Company Crews, and Visitors		
Meetings held and decisions made		
General Remarks and improvement ideas		
Weather conditions	Temperature: Low: _____ F High: _____ F Precipitation: <input type="checkbox"/> No <input type="checkbox"/> Yes, type and amount: _____	



## **K. PROJECT COMPLETION INSPECTIONS**

[CompanyName] conducts a series of inspections near the end of each project to assure that the contracted work is completed to specifications.

Near the end of the project, or a milestone, the Quality Manager, Superintendent, and Project Manager participate in the inspection of the completed project and verify conformance to contract specifications. Any deviations are corrected and reinspected before submitting the project to the customer for final inspection.

If the customer performs a final inspection, corrections are quickly addressed, reinspected by the Quality Manager, and then submitted for customer final review.

### **PUNCH-OUT QC INSPECTION**

Near the end of the project, or a milestone established in the Project Quality Inspection and Test Plan, the Quality Manager will inspect the completed project and verify conformance to contract specifications.

The Quality Manager records nonconforming items.

The Superintendent assigns a planned date by which the deficiencies will be corrected. The date may be assigned for all items or individual items as necessary. After corrections have been made, the Superintendent verifies the completion of each item.

Then the Quality Manager conducts a follow-up inspection and verifies that all nonconforming items have been corrected to meet contract specifications. Any remaining deficiencies are recorded and managed as nonconformances.

When the pre-final [CompanyName] inspection process is complete, the Quality Manager then notifies the customer that the project is ready for the customer's final inspection. The customer is also notified of any remaining nonconformances and their planned resolution.

**[CompanyName]  
Punch List**

Project ID		Project Name		Punch List Type			
[ProjectNumber]		[ProjectName]		<input type="checkbox"/> Work Tasks _____ <input type="checkbox"/> Project Final Punch <input type="checkbox"/> Pre-Final Customer Inspection <input type="checkbox"/> Final Acceptance Inspection			
Inspection Date		Preparer					
Item	Location	Description	Due Date	Compl. Date	Item Completion Verification		
					Super Initial	QA Initial	
Punch List Completion Date		Final QA Sign-off		Remaining Nonconformances Reported ID # and Description			

Selected Pages



**For More Information:**

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