

Source Inspection Quality Management Plan for Local Agency

(Recommended Outline)

- I. Introduction
 - A. Description of the project to be built
 - B. Roles and responsibilities for the resident engineer (and staff) and the source inspection staff
 - C. Materials and supplies for the project that will require source inspection
- II. Certifications
 - A. Personnel
 - 1. Include resumes.
 - 2. Include separate QMP for subconsultants.
 - B. Laboratories
 - 1. Prepare an equipment list with up-to-date calibrations.
 - 2. Include separate QMP for subconsultants.
- III. Documentation
 - A. Forms (file system)
 - B. Compliance certifications
 - C. Release mechanisms
- IV. Quality control plan for each type of manufacturing or supply site
- V. Frequency of inspection, sampling, and testing (various products and processes) for each material and supply on the list
- VI. Management plan to address nonconforming workmanship
 - A. Roles and responsibilities
 - B. Documentation