

# Quality Assurance and Inspection Procedures Template for Subcontractors

## Project Information

Project Name	
Location	
Main Contractor	
Subcontractor	
Date	

## 1. Purpose

Outline the quality assurance and inspection procedures to be implemented by the subcontractor to ensure compliance with project requirements, specifications, and standards.

## 2. Scope

This procedure applies to all works performed by the subcontractor as defined in the contract.

## 3. Responsibilities

- Project Manager:** Oversee implementation of QA/QC procedures.
- Site Supervisor:** Ensure compliance on site and maintain records.
- Quality Inspector:** Conduct inspections and report findings.
- Workers:** Follow established procedures at all times.

## 4. Inspection and Test Plan

Activity	Inspection/Test	Acceptance Criteria	Responsible	Records

## 5. Procedures

### 5.1 Material Receiving and Inspection

- Verify materials against approved submittals and specifications.
- Inspect for damage, defects, or non-compliance.
- Document results and maintain material inspection records.

### 5.2 In-Process Inspection

- Conduct regular inspections during installation or construction.
- Identify and record any deviations.
- Implement corrective actions as needed.

### 5.3 Final Inspection

- Verify completion of work meets acceptance criteria.
- Prepare inspection reports.
- Submit records for approval.

## **6. Non-Conformance and Corrective Action**

Identify, document, and report non-conformances. Track corrective actions and verify resolution before proceeding.

## **7. Documentation and Records**

- Material receipt records
- Inspection reports
- Non-conformance reports
- Test certificates
- Corrective action records

## **8. Review and Approval**

This document is subject to review and approval by both the Main Contractor and the Subcontractor prior to implementation.

Subcontractor Representative

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Date

Main Contractor Representative

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Date

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