



## QA/QC Plan

At Chord III Contracting ensuring a quality delivery to our clients is one of our top priorities. We aim to meet and exceed client expectations of quality through all stages of the project. With the extensive experience of our executive team, we are able to adapt and work on an integrated platform to meet any required or desired QA/QC measures of our clients. If our client does not have a required QA/QC system in place to be met, we have our standard measures that we take to ensure that superior quality unmatched by any other is achieved. We refer to our QA/QC plan as the 3-step plan. Our 3-step plan is as follows.

### Step 1: Pre-Installation Meeting

- Before any major phase of work is to commence we will host a meeting on site with the owner's representative and our trade contractor. At this meeting along with our trade contractor and owner's representative, we will verbally discuss the expected outcome of the scope. A sign in sheet will be provided at the meeting for everyone in attendance to sign. If any mockups are required, they will be viewed at this time.

### Step 2: Follow up Inspection & Log

- We will invite the owner's representative to periodic site visits to ensure the expected quality and installation procedures are being met. A sign in sheet will be provided to sign by visitors upon arrival to the site. During the installation process the site superintendent will keep a log book documenting that correct and undamaged materials have been delivered after inspecting the material immediately upon delivery. Material will be stored according to the manufacturer's specifications and in such a way that does not cause damage or threaten the structural integrity of the material. The site superintendent will keep a daily log documenting the installations of materials.

### Step 3: Final Inspection

- After a major phase of work is completed, we will generate a punch list prior to a final inspection with the owner's representative. The punch list will be given to the owner's representative at the site to add or delete items. Once the punch list has been completed the owner's representative will be asked to come back to the site for a final inspection of the work phase.

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