Quality control plan (QCP)

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Project	Document number	Revision

Contractor	Client	Date

QC manager	Client specification no.	Quality management standard
		ISO 9001:2015

1. SCOPE

Scope of work covered by this plan: facilities, disciplines, work packages, subcontractors and exclusions

2. QUALITY ORGANISATION

Role	Name	Company	Responsibility	Contact
QC manager			Owns this plan, approves ITPs, reports quality performance and NCR trends	
Discipline QC engineers			Write and maintain the ITPs; review records before sign-off	
QC inspectors			Carry out the inspections and sign the ITRs at each ITP step	
Welding and NDT coordinator			WPS and PQR, welder register, NDT requests and results	
Document controller			Transmittals, record filing and the handover dossier	
Client QA/QC representative			Reviews ITPs; attends hold and witness points	
Third party inspector (TPI)			Independent inspection at the points marked TPI	

3. REFERENCED DOCUMENTS

Document	Number	Revision	Purpose	Status
Project quality plan			How quality is managed on the project	
Inspection and test plans (ITPs)			One per discipline or work package	
Non-conformance procedure			Raising, dispositioning and closing NCRs	
Calibration procedure			Control of measuring and test equipment	
Document control procedure			Revisions, transmittals and return codes	
Welding and NDT procedures			WPS, PQR and NDT techniques	
Completions and handover procedure			ITRs, punch, certificates and the dossier	

4. INSPECTION CODES USED IN THIS PLAN

H = Hold point: work stops until the party has inspected and released it. W = Witness point: the party is notified and may attend; work goes on if they do not. R = Review of records. S = Surveillance (spot checks). The QC activities sheet lists every inspection with its code per party; each line is detailed in the discipline ITP.

Sign-off	Name	Signature	Date
Contractor			
Client			
Third party (TPI)			

QC activities

One line per inspection or test. H hold, W witness, R review, S surveillance, per party. Detail each line in the discipline ITP. The starter lines are typical: edit, delete or add to match your scope.

Status

Activities: 18 Hold points: 7 Witness points: 16 Client holds: 3 TPI holds: 0

No.	Activity	Discipline	Specification / standard	Acceptance criteria	Frequency	Record (ITP / ITR no.)	Contr.	Client	TPI	Remarks
1	Review of drawings, specifications and procedures	General	Contract and project specifications	Latest approved revision at the work front	Each work package	Transmittal record	R	R		
2	Calibration of measuring and test equipment	General	Calibration procedure	Valid certificate traceable to a national standard	Each instrument	Calibration register	R	S		
3	Receiving inspection of materials	General	Purchase order, EN 10204	Grade, size and heat number match the 3.1 certificate	Each delivery	Receiving report	H	R		
4	Concrete pour release	Civil	EN 13670, project specification	Formwork, reinforcement cover and embedments to drawing	Each pour	Pour card	H	W		
5	Structural steel erection and bolting	Structural	EN 1090-2	Alignment and bolt tightening within tolerance	Each frame	Steel ITR	W	S		
6	Welding procedures and welder qualification	Piping	ASME IX, ISO 15614, ISO 9606	Qualified for the process, material and position	Each WPS and welder	WPS, PQR, welder register	R	R	R	
7	Visual inspection of completed welds	Piping	ASME B31.3	No unacceptable imperfections	100 %	Weld log	W	S		
8	Non-destructive testing of welds	Piping	ASME B31.3, NDT procedures	Acceptance criteria of the code	Per line class	NDT reports	R	R	R	
9	Pressure test	Piping	ASME B31.3 para 345	No leaks over the hold period	Each test pack	Test pack and certificate	W	H	W	
10	Alignment of rotating equipment	Mechanical	Vendor manual, API 686	Within the vendor tolerance	Each machine	Alignment report	W	W		
11	Cable insulation resistance test	Electrical	IEC 60364-6, project specification	Above the specified minimum	Each cable	IR test report	W	S		
12	Ex equipment inspection	Electrical	IEC 60079-14, IEC 60079-17	Detailed inspection passed	Each Ex item	Ex inspection record	W	W	R	
13	Instrument calibration	Instrumentation	Datasheet, calibration procedure	Within the stated tolerance	Each instrument	Calibration certificate	W	R		
14	Loop check	Instrumentation	Loop drawings	Signal and display correct end to end	Each loop	Loop check sheet	W	W		
15	Surface preparation and coating	Painting	ISO 8501-1, ISO 19840	Cleanliness grade and DFT to the painting specification	As specified	Coating report	W	S		
16	Insulation before cladding	Insulation	CINI manual, NORSOK R-004	Thickness, vapour barrier and sealing to specification	Each line or item	Insulation record	H	W		
17	Mechanical completion walkdown	General	Completions procedure	A ITRs signed, no category A punch open	Each subsystem	MC certificate	H	H	W	
18	Handover documentation review	General	Contract, dossier index	All records complete and signed	Each system	Handover dossier	R	H	R	
19										
20										
21										
22										
23										
24										

Hold and witness summary

Counts update from the QC activities sheet. Use them to plan inspector visits and notice periods.

INSPECTION POINTS PER PARTY

Party	Hold (H)	Witness (W)	Review (R)	Surveillance (S)	Total
Contractor	4	9	5	0	**18**
Client	3	5	5	5	**18**
Third party (TPI)	0	2	4	0	**6**

HOLD AND WITNESS POINTS BY DISCIPLINE

Discipline	Activities	Client hold	Client witness	TPI hold	TPI witness
General	5	2	0	0	1
Civil	1	0	1	0	0
Structural	1	0	0	0	0
Piping	4	1	0	0	1
Mechanical	1	0	1	0	0
Electrical	2	0	1	0	0
Instrumentation	2	0	1	0	0
Painting	1	0	0	0	0
Insulation	1	0	1	0	0
HVAC	0	0	0	0	0
Telecom	0	0	0	0	0
Total	**18**	**3**	**5**	**0**	**2**

NOTICE PERIODS

Witness notice to client (working days)	Witness notice to TPI (working days)	Hold points released by

Each line in the QC activities sheet is detailed step by step in the discipline inspection and test plan (ITP), and each ITP step is recorded on an inspection and test record (ITR). Free ITP template: deskely.com/resources/inspection-and-test-plan-template