



## **Quality Assurance Program**

### **Quality Objectives**

Quality is everyone's responsibility. This plan is documentation of responsibility, authority and communication for the activities that affect quality;

- Verify that all provisions have been made to provide required testing.
- Verify that all required tests are performed.
- Observe all required tests such as Mechanical and Electrical to verify compliance with specifications.
- Monitor daily work progress.
- Check dimensional requirements.
- Visually inspect on site material.
- Ensure completion of deficiencies in a timely manner.
- If work is performed under CCDC 2 (2008) Stipulated Price Contract, work is completed in accordance with GC 2.3 REVIEW AND INSPECTION OF THE WORK and GC 2.4 DEFECTIVE WORK stipulations.



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### **Quality Policies**

RNF Ventures strives to ensure quality workmanship through all phases of construction. The following principles ensure we attain this goal.

- Establish clearly defined responsibility and authority for compliance.
- Ensure on site inspections occur at least monthly.
- Meet contractual obligations by conformance to Contract Documents and Specifications.
- Complete and maintain accurate records.
- Maintain communication to all levels including Trades.
- Advise the Owner and Consultant of quality related non-conformance to ensure timely corrective action.
- Ensure corrective action is implemented and documented.

Our intent is that quality is a team effort. RNF Ventures will assist the Trades to facilitate a quality finished product. RNF will be proactive in anticipating problems and implementing corrective action before they occur.

### **Duties and Responsibilities**

#### **Site Supervisor**

- Responsible for all site activity.
- Will develop schedules; maintain a record of daily site activity. This includes co-ordination of Sub-trades, field testing, inspections and Site Safety procedures.
- The site supervisor will report directly to the Project Manager.

#### **Project Manager**

- Responsible for co-ordination and management of the project.
- Will ensure that quality assurance program is being followed.
- Ensure the testing and inspection process is being achieved.
- Will attend on site a minimum of once a month or as needed to ensure compliance with RNF Venture's Quality Assurance Program.
- Monitoring quality and implementing corrective measures when necessary.
- The Project Manager will be the point of contact for RNF Ventures with Sub-trades, the Owner and/ or the Consultant.
- Will prepare monthly billings, quotes for proposed changes, resolve conflict within the contract documents and conduct monthly project meetings.



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### **Inspections**

#### **Pre-work Coordination Meetings**

Before a Sub-trade begins work a coordination meeting will be held. The RNF Site Supervisor will meet with the sub-trade on site lead. The meeting agenda will cover work coordination, safety, quality control and on site orientation.

#### **Periodic Inspections**

RNF Supervisors will monitor quality workmanship daily. Any deficiencies observed will be noted. Follow up inspections by the Site Supervisor and/ or Project Manager will be done to ensure any deficiencies are corrected.

#### **Third Party Inspections**

Third party site inspections, (Building Permit, Compaction, Concrete, Roofing ,etc.) shall be coordinated by the Site Supervisor and Project Manager as required by the Authority having jurisdiction.



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### Consultant inspections

Consultants will inspect the site as required. Inspections will be coordinated by the Site Supervisor and Project Manager. A report will be forwarded to RNF to ensure all deficiencies are corrected in a timely and cost effective manner.

### Material Inspections

A visual inspection will be made of all construction material used for verification of conformance to specifications. RNF Site Supervisor periodic inspections during installation to ensure compliance with specifications.

A handwritten signature in black ink, appearing to be "KM", is positioned above the printed name of the signatory.

Signed

Date: January 12, 2013

Kelly Miller

President, RNF Ventures