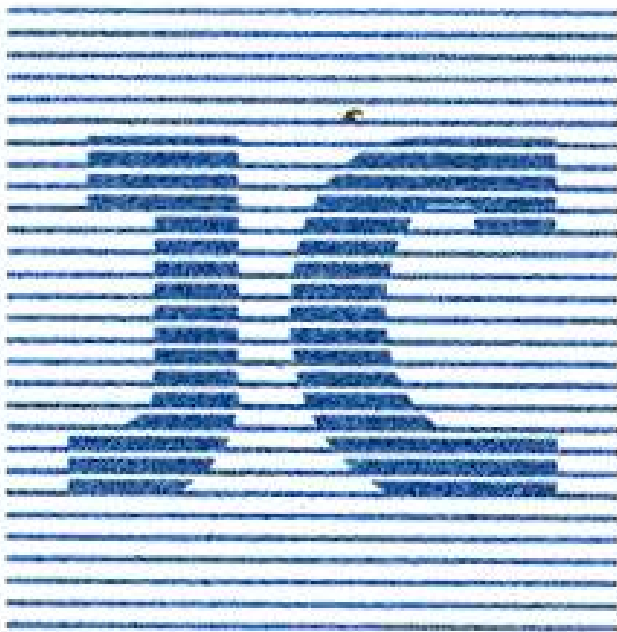


*Quality for a better tomorrow*

# QUALITY FIELD PLAN MANUAL

(Contractor's Quality Control Plan)



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General Contractors

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## REPORTING FORMS

Client's forms:

Provided by the Client if any

( for example, submittal attached here with form reference no. **QC. FORM - A** of client )

**Jammy's forms:**

S.No.	FORM Reference No.	Intended Purpose
1	<b>QC-01</b>	Preparatory meeting checklist
2	<b>QC-02</b>	Initial phase inspection record
3	<b>QC-03</b>	Notice of Prep./ initial inspection
4	<b>QC-04</b>	Request for information
5	<b>QC-05</b>	Field notice instructions
6	<b>QC-06</b>	Non Conformance Report (NCR)
7	<b>QC-07</b>	Hold Tag
8	<b>QC-08</b>	Stop work order
9	<b>QC-09</b>	Initial inspection checklist

## Section - 1

### Purpose of the Quality Field Plan

#### 1.0 Purpose of the Quality Field plan

Queries? Drop us a mail at: [info@jammyconstructors.com](mailto:info@jammyconstructors.com)

The plan under discussion is established to provide all the necessary testing and documentation of the contract in order to assure that all work accomplished and all materials and equipments supplied are in accordance with the plans and in specifications applicable to the work and meet the quality control provisions of the plan and specifications. This Plan is to be adhered to Jammy and any of our sub contractors if any.

### 1.1 **Scope**

This procedure establishes the method to be used for providing all necessary inspections, tests and documentation for the contract.

### 1.2 **Design**

The quality control plan is designed to be both preventive and corrective in nature.

#### 1.2.1 **Preventive**

The purpose of the plan is to evaluate construction materials, methods of workmanship, plans and specifications and to assure in advance that every available methods used to meet the contract requirements of this contract.

#### 1.2.2 **Corrective**

It is the Quality Control team's responsibility to address all defects in both materials and workmanship and to plan and implement the corrective action necessary to assure compliance with the pans and specifications in the contract.

### 1.3 **Plan Revisions**

1.3.1 The quality control plan will be revised and updated when ever any changes in the quality organization or quality plan occurs. This action will ensure that the plan is current at all time during the executed time of the contract are deemed necessary.

1.3.2 Revision will be denoted on the "Revision sheet"

1.3.3 Plan revisions shall be submitted to the concern officer of client as per relevant clauses of the contract.

**1.4 Specific Plan for Any of item of work if required by the client.**

Such specific plan will be submitted separately and prior to the start of the execution of any activity. Such plan will include all specifications as per the contract documents.

Section - 2

Jammy's Quality Control staff

**Organization Chart for Field quality Control**

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**Resumes of the Quality Control key personnel**

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### Section - 3

Jammy's Quality Control  
System Management Responsibilities

#### **3.0 Quality Control Management Responsibilities.**

##### **3.1 Purpose**

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To define the duties, responsibilities and reporting authority of the quality Control Manager in exercising surveillance over personnel activities, material's supplies and testing for the project.

### 3.2 **Scope**

This Procedure establishes the methods and procedures to be used by the Quality Control Manager in implementing this plan.

### 3.3 **Quality Control Manager's Responsibilities.**

The quality Control Manager reports directly to the Project Manager and is authorized to exercise surveillance over all production work and safety.

Quality Control Manager shall take such action necessary to assure complete compliance with contract Drawings, and specifications. The Quality Control Manager will Co ordinate daily with the Project Manager and Project Superintendent over all problem areas concerning Quality. The Quality Control Manager shall at all times keep a current copy of the drawings to include as – built and shall be available to the CE Contracting Officer or his construction representative.

### 3.4 **Additional Duties Shall including but Not Limited to.**

- 3.4.1 Implementation and supervision of this plan.
- 3.4.2 Verification of the various crafts and sub-contractors.
- 3.4.3 Insure that all tests and inspections are conducted in accordance with the plans and specifications.
- 3.4.4 Review all submittals to ensure compliance with the plans and specifications.
- 3.4.5 Conduct tests and inspections as required by the contract specification and assure a high standard of quality.
- 3.4.6 Maintain accurate and detailed reports of production activities, tests, and inspections conducted for those activities.
- 3.4.7 Direct both the onsite and the independent testing laboratory to make all tests required by the specifications and any additional tests needed to assure a high standard of quality. The testing Laboratory will be available at all times for any test the client should require.
- 3.4.8 Provide the Client's Concern Officer, his construction representatives, any visiting inspections team or visitors any assistance requested during the site visits.

- 3.4.9 Review the Methods and Procedures of work for the various sub-contractor to assure their understanding and compliance with plan and specifications of this contract.
- 3.4.10 Periodically review the Quality Control Plan to assure maximum efficiency from the quality Organization and that is conducive to daily production efforts.
- 3.4.11 Inspection of all material delivered to the job site to assure their compliance with the plans and specifications.
- 3.4.12 Provide daily written reports of production activities and the supporting tests and inspections. These reports will include both passing and failing results. The results of all such reports will be documented through the specified forms and Quality Control System.
- 3.4.13 Conduct off-site inspections of supplies and material to include, but not limited to
  - 3.4.13.1 Aggregate and sand quarries.
  - 3.4.13.2 Off site material testing and calibration laboratories.
  - 3.4.13.3 Any other Material suppliers.

### 3.5 **Alternate Contractor's Quality Control System Manager.**

An Alternate Quality Control System Manager is appointed to serve in the vent of the Control Field Quality Control System Manager's absence and shall have all the responsibilities, duties as well as authorities pertinent to the actual Contractor's Quality Control Manager's Job Description.

## Section - 4

## Jammy's Quality Control Staffs' Responsibilities

### 4.0 **Quality Control Staffs' Responsibilities.**

#### 4.1 **Purpose**

To define the duties, responsibilities for the Quality Control Representatives to conduct surveillance, reviews on construction activities, testing and material control for the project.

## 4.2 Scope

This Procedure establishes the methods and procedures to be used by the Quality Control Staff for conducting surveillance and reviews over work activities in compliance with contract requirements.

## 4.3 Procedure

Jammy will assign civil quality control and material technician persons on site to act as a Quality Control Team members , they will report directly to Quality Control Manager, their duties and responsibilities will be to administrate all quality control functions on site.

- 4.3.1 Review all contract drawings, specifications and amendments.
- 4.3.2 Review all material submittals for compliance to plans and specifications.
- 4.3.3 All conflicts shall be notified and submitted to the Client's Concerned Representative for clarifications.
- 4.3.4 Maintain continuous inspection of all construction activities to assure a high standard quality.
- 4.3.5 Report all Quality Control activities on a daily basis.
- 4.3.6 Review specifications and drawings along with submittals with the sub-contractor (if any) prior to commencement of all work.
- 4.3.7 Maintain a jobsite file for all submittals, daily Quality Control reports, and logs for testing requirements.

All Quality Control personnel together with other key personnel shall become familiar with this Quality Control Plan as well as the contract plans and specifications before each phase work begins.

## Section - 5

Jammy's Quality Control  
Submittals

## 5.0 **Submittals**

All submittals will be managed by proper registering system, and records of submission with date should be recorded in dispatch register to follow-up.

### 5.1 **Purpose**

To assure tracking of submittals, materials and shop drawings to eliminate loss of production time due to the lack of approved materials and shop drawings. Also to assure that all submittals procedures satisfy the requirements of the relevant specification

### 5.2 **Scope**

This will establish the method of preparation, review and approval of submittals for the distribution control of all drawings, samples and submittals.

### 5.3 Procedures

The Contractor's Quality Control Organization shall be responsible for certifying that all submittals and deliverable have been reviewed and are in strict conformance with the contract drawings, specifications and reference documents.

The submittal procedure can be classified as follow

The submittal categories should be stamped by the Contractors' Quality Control System Manager Prior to submittal. Submittals not annotated as approved by the Contractor's Quality Control Manager / Authorized Site Representative of Client, each submittal shall be transmitted to final approval of the Clients Authorized Officer at their head office.

#### 5.3.1 Clients Approval Submittals

Submittals in required number of copies as per the instruction and requirement of the client.

#### 5.3.2 Information Only Submittals

Submittals for information only in required number of copies as per the instruction and requirement of the client to the authorized representative of the client.

#### 5.3.3 Construction deviations

If submittal show deviations from the contract parameters / requirements, the contractor shall describe such deviations in writing, at the time of submission. The contractor shall justify all design deviation requests by providing the following minimum information

- Reason or purpose for proposed deviation, substitutions
- How does quality of deviation compare with quality of the specified item
- Provide a cost comparison
- For proprietary materials, products, systems, and patented processes a certification signed by an official authorized to certify in behalf of the manufacturing company that the proposed substitution meets or exceeds what was originally specified.
- For all other actions, a certification signed by a licensed professional engineer certifying that the proposed or revision meets or exceeds what was originally specified.



- Advantage to the Client, if deviation is approved.

#### 5.4 **Shop Drawings and Submittals format**

All drawings shall be prepared as per the sized approved and required by the Client, each drawing shall have a title block in the lower right hand corner with adjustment blank strip in the proper format as authorized by the client and consultants. Required number of copies and data calculations and other informations necessary for evaluating the shop drawings shall be submitted.

#### 5.5 **Material and Submittals Format**

- 5.5.1 Manufacturer's product data as required by the client / consultant.
- 5.5.2 Sample of selected aggregates
- 5.5.3 Mix design.
- 5.5.4 Material tests reports
- 5.5.5 Pre construction submittals
- 5.5.6 Certificates  
Manufacturer instruction

#### 5.6 **Shop Drawings approval and / or disapproval.**

When shop drawings, samples or submittals are approved, Clients / Consultants quality control manager affixes his signature and date to the approved submittal. If disapproved, he shall return it to the contractor supplier or vendor for corrective action. When the representatives, they shall forwarded to the Clients Authorized Representative for review, the Authorized officer will return two copies of shop drawings but normally information only submittals will not be returned.

When submittals are disapproved they will be returned to the contractor with comments. They must be corrected and re-submitted for approval.

#### 5.7 **As-Built Drawings**

Contractors staff will be responsible for maintaining a full set of contact drawing to show all changes from contact plans. Such set of drawings will be marked "AS BUILT Drawings" in prominent letters or as instructed by the Client / consultant. All AS-BUILT drawings shall be made readily available for review by the Client's / consultants representative upon request.

#### 5.8 **Forms Used**

Transmittal form generated from the Contractor's quality control department or as instructed by the Client / Consultant, will be used during the execution period of the contract.

## Section - 6

### Material Receiving and Inspection

## 6.0 **Material Receiving and Inspection**

### 6.1 **Purpose**

To assure that material and supplies are properly received, off loaded, inspected and stored in accordance with approved purchase orders and contracts specifications.

### 6.2 **Scope**

This will establish method to be employed to assure that supplies are properly reviewed, off loaded, inspected and stored in accordance with the approved purchase order and contract specifications.

### 6.3 **Material receiving and Inspection**

The Material Control Section the “Store Department” will keep adequate control and timely records of the entire site. They will notify Quality control material technician for inspection who will record inspection results and report any material that do not conform to the specifications. All materials received on site will be handled in the following manner.

6.3.1 Material and / or containers of materials will be off loaded only in the presence of Quality Control Engineer or any person authorized by the Client / Consultant.

- 6.3.2 All Material will be compared to the technical specification provided in the contract documents.
- 6.3.3 A report on over, short damaged or un-acceptable materials will be forwarded to the concern authorized represent of clients /consultant.
- 6.3.4 Un acceptable material will be marked “ NOT FOR USE”
- 6.3.5 Any material that is found not to be in compliance to approved submittals will be marked “ NOT FOR USE”
- 6.3.6 Un approved materials will be stored in a separate location from the material storage facility.

#### 6.4 **Rejected Materials**

Rejected Materials will not be removed from the site without the receipt of a proper authorization for the removal of such materials. After authorization receipt, they will immediately be removed from the site and disposed of in accordance with the local customs and as directed by authorized representative of the Client / Consultant.

Section - 7

Fabrication and Installation Control

## 7.0 **Fabrication and installation control**

### 7.1 **Purpose**

To assure that all site fabrications and installations are performed in accordance with contract requirements and specifications.

### 7.2 **Scope**

Quality Control Manager shall assure that all installations and fabrications are performed in accordance with contract requirements and procedure as per specifications given in the documents.

### 7.3 **Procedures**

Quality Control Manager shall assure that all installations and fabrications conducted are in accordance with the contract requirements and specifications. Inspections and tests will be conducted under the supervision of the quality control organization to assure that inspections are adequate and that tests are performed in accordance with written approved procedures. Should discrepancies be noted or modifications be required during these inspections and tests, sufficient re-inspections and re-tests must be performed to assure adequate corrective action. Copies of inspection and data obtained will be forwarded to the Client accordingly.

Final inspection by the client will be notified by their authorized representative with in a proper duration of time required for preparation for the same.

Section - 8

Testing

## 8.0 Test Planning

### 8.1 Purpose

To assure that test requirements are adequately planned and that necessary test requirements are available to conduct the test in a satisfactory manner.

### 8.2 Scope

This procedure established the methods to be used conducting all tests specified in the contract specifications.

### 8.3 Procedures

Quality Control Manager will conduct a review of the relevant documents, type of tests required to assure that tests performance is in accordance with the applicable specification requirement.

The test equipment required to perform specified test directed in the documents will be calibrated in accordance with equipment manufacturers' recommendations or recommendations specified in the ASTM publication or any what ever client intend to specify as per the contract clauses and technical specifications.

All test equipments that are properly in compliance with the specifications and are not certified will be immediately removed from the site.

### 8.4 Independent Testing Laboratories



A commercial Testing Laboratory will be utilized whenever necessary for performing tests that the on-site lab is not equipped to do. This Testing laboratory and its facilities will be subject for approval by the Client / consultant.

Qualification of both independent and on site testing laboratory will be submitted for the Client's approval.

### Section - 9

Coordination between Client and Contractor

## 9.0 **Coordination between the Client and the Contractor**

### 9.1 **Purpose**

To assure that all areas concerning Quality Control are properly coordinated between the Client / Consultant and Contractor. manner.

### 9.2 **Scope**

This procedure established the methods to be employed to assure that the quality matters are coordinated between the Representative of Client / Consultant and the Contractor's representative.

### 9.3 **Procedures**

Quality Control Manager shall coordinate with the Authorized representative of Client / Consultant on all areas concerning Quality on the site.

The Client's / Consultant's representative shall provide contractor with reply / answer with in a minimum possible time to eliminate any delay in execution of the work.

Section - 10

Three Phase Inspection System

## 10.0 Inspection Procedures

### 10.1 Purpose

To establish the method for quality control reporting, performing inspections and tests.

### 10.2 Scope

This procedure established the methods to be employed when conducting tests or inspections in order to ensure conformance with contract documents. Quality Control Representative will use the various reporting forms contained in the plan, together with certificates, test reports and other verification data for evaluating specific work elements for acceptability and completion in accordance with contract requirements.

### 10.3 Procedures

Quality Control Manager or his assigned designee will conduct all inspection necessary to ensure compliance to contract documents These inspections will include, but not limited to, materials and equipment, purchase orders and workmanship.

Daily inspection will be performed and will consists of surveillance of workmanship, material, testing and any other activity that may have an impact on the satisfactory performance of this contract. Contractor's Quality Control daily report will be initiated with the aid of the procedure agreed with the Client and Consultant and submitted accordingly by the next day. This report will include activities performed to the phases of construction underway during the time frame of the report phases inspection (Preparatory, Initial or Follow-up) inspection results, report of test performed, results of inspections of materials, instructions received from Clients / Consultants representative. This report will normally be signed by the Quality Control Manager.

### 10.4 Three Phase Inspection

The quality control Manager will implement a three phases inspection program. These three phases inspection include

#### 10.4.1 Preparatory Inspections

This phase shall be performed prior to beginning work on each definable feature of work, after all required plans / documents / materials are approved accepted and after copies are at the work site. This phase shall include

- A review of each paragraph of applicable specification, reference codes, and standards. A copy of those sections of referenced codes and standards applicable to that portion of the work to be accomplished in the field shall be made available by the Contract at the preparatory inspection. These copies shall be maintained in the field and available for use by the Client and Consultant personnel until final acceptance of the work.
- A review of the Contract and Shop Drawing
- A check to assure that all materials and or equipment have been tested, submitted, and approved.
- Review of provisions that have been made to provide required control inspection and testing.
- etc.
- Examination of the work area to assure that all required preliminary work has been completed and is in compliance with the contract.
- A physical examination of required materials, equipment, and sample work to assure that they are on hand, conform to approved shop drawings or submitted data, and are properly stored.
- A review of the appropriate activity hazard analysis to assure safety requirements are met.
- Discussion of procedures for controlling quality of the work including repetitive deficiencies. Document construction tolerances and workmanship standards for that feature of work
- A check to ensure that the portion of the plan for the work to be performed has been accepted by the Contracting officer.
- Discussion of the initial control phase.
- The Govt. shall be notified at least 48 hours in advance of beginning the preparatory control phase. This phase shall include a meeting conducted by the CQC System Manage and attended by the superintendent, other CQC personnel(as applicable), and the foreman responsible for the definable feature. The results of the preparatory phase actions shall be documented by separate

minutes prepared by the CQC System manager and attached to the daily CQC report. The Contractor shall instruct applicable workers as to the acceptable level of workmanship required in order to meet contract specifications.

#### 10.4.2 Initial Inspection

This phase shall be accomplished at the beginning of a definable feature of work. The following shall be accomplished

- A check of work to ensure that it is in full compliance with contract requirements
- Review minutes of the preparatory meetings.
- Verify adequacy of controls to ensure full contract compliance and verify required control inspection and testing. etc.
- Establish level of workmanship and verify that it meets minimum acceptable workmanship standards. Compare with required sample panel as appropriate.
- Resolve all differences.
- Check safety to include compliance with and upgrading of the safety plan and activity hazard analysis. Review the activity analysis with each worker.
- The Govt. shall be notified at least 48 hours in advance of beginning the initial phase. Separate minutes of this phase shall be prepared by the CQC System Manager and attached to the daily CQC report. Exact location of initial phase shall be indicated for future reference and comparison with follow-up phases.
- The initial phase should be repeated for each new crew to work onsite, or any time acceptable specified quality standards are not being met.

#### 10.4.3 Follow-up Inspections

- Follow up inspection shall be performed daily to assure continuing compliance with the contract requirements.
- Adjustment to Quality Control Procedures shall be required based upon the Quality Control testing results of this phase.
- Follow up inspections shall be recorded in the daily inspection reports which will be attached to the daily Quality Control Report.

#### 10.5 Additional Preparatory and Initial Phases

Additional preparatory and initial phases shall be conducted on the same definable features of work if

- The quality of on going work is un acceptable
- There are changes in the applicable Jammy Quality Control staff, onsite production supervision or work crew.
- If work on a definable feature is resumed after a substantial period of inactivity
- If other problems develop

#### 10.6 **Input to Jammy's Quality Control daily report.**

All preparatory, initial phases reports will be documented by the Jammy's Quality Control system manager by separate minutes which will be attached to the contractors daily report generated by the specific manner and using any predefine form provided by the client / consultant if any.

## Non-Conformance Control

### 11.0 Non Conformance Control

#### 11.1 Purpose



To establish and maintain an effective system for identification, control and resolution of construction conditions that can pose adverse effects on quality.

## 11.2 Scope

This procedure covers the handling of deviations, deficiencies, non conformance conditions that have and adverse effect on Quality Control. Also it covers the determination of the cause of such condition and the disposition of corrective action taken to prevent repetition.

## 11.3 Definitions

NCR	Non-conformance report
Non-conformance	A deficiency in performance, characteristics, configuration, documentation or procedure.
Disposition	Those actions as necessary to identify the need for corrective action and to release a non-conformance which include use as is, repair, or return to vendor.
Corrective Action	Timely action taken to prevent re-occurrence of significant non-conformance

## 11.4 Procedure

11.4.1 The Site Manager and the Quality Control Organization of Jammy shall work closely in the investigation of the unsatisfactory work. When a non-conformance is detected in any material or item of work, the material or item shall be segregated and a hold tag shall be affixed.

11.4.2 The Quality Control Representative will issue a Field Notice prior to NCR. He will affix his signature in the validation block and distribute the NCR to all parties affected and forward one copy to the Client in the Daily Quality Control Report.

11.4.3 etc.

11.4.4

- The Quality Control rep. Will issue a Field notice prior to NCR. He shall affix his signature in the validation block and distribute the NCR to all parties affected and forward one copy to the CE. Residential Engineer in the daily Quality Control report.

- The Quality Control Representative shall make investigation to determine, maintainability or serviceability of the appropriate action to have the non-conformance corrected.
- In an event that the non-conforming conditions occurs but does not affect the configuration, maintainability or serviceability of the affected item of work, a "Use as is " disposition may be proposed. Such disposition must be fully documented and approved by the CE Contracting Officer.

Section - 12

## Completion Inspection

### **12.1 Punch-out inspection**

Near the end of the work, or any increment of the work established by a time stated in the Special Clause, “ Commencement, Prosecution, and Completion of work”, or by the specifications, the CQC Manager shall conduct an inspection of the work. A punch list of items which do not conform to the approved drawings and specifications, shall be prepared and included in the CQC documentation.

The list of deficiencies shall include the estimated date by which the deficiencies will be corrected. The CQC System Manage or staff shall make a second inspection to ascertain that all deficiencies have been corrected. Once this is accomplished, AICI will notify the Govt. that the facility is ready for the Govt. pre-Final inspection.

### **12.2 Pre-Final Inspection**

The Govt. will perform the pre-final inspection to verify that the facility is completed and ready to be occupied. A Govt. Pre-Final Punch List may be developed as a result of this inspection. The contractor’s CQC System Manage shall ensure that all items on this list have been corrected before notifying the Govt., so that a Final inspection with the customer can be scheduled. Any items note don the Pre-Final inspection shall be corrected in a timely manner. These inspections and any deficiency corrections required by this paragraph shall be accomplished within the time slated for completion of the entire work or any particular increment of the work if the project is divided into increments by separate completion dates.

### **12.3 Final Acceptance Inspection**

The Contractor’s Quality control inspection personnel, plus the superintendent or other primary management person, and the Contracting officer’s Representative shall be in attendance at the final acceptance inspection. Additional Govt. personnel including, but not limited to those from Base / Post Civil Facility Engineer user groups, and major commands may also be in attendance. The contracting officer based upon results of the pre-final inspection will formally schedule the final acceptance inspection. Notice shall be given to the Contracting officer at least 14 days prior to the final acceptance inspection and shall include the Contractor’s assurance that all specific items previous identified to the Contractor as being unacceptable, along with all remaining work performed under the contract, will be complete and acceptable by the date scheduled for the final acceptance inspection.

Failure of the Contractors to have all contract work acceptably complete for this inspection will be cause for the Contracting Officer to bill the Contractor for the Govt.’s additional inspection cost in accordance with the contract clause titled “Inspection of Construction”.

Section - 13

Definable feature of work

**13.1 Mobilization Work**

**13.2 In-Survey**

**13.3 Site Establishment/ Including Plant Installation**

**13.4 Pilling Works**

**13.5 Earth Works / Termite**

**13.6 Concrete Works**

**13.7 Installation of Embedded Parts**

**13.8 Flooring**

**13.9 Misc. Finishes**

**14.0 Demobilization**

Section - 14

Recording Forms

**QC - FORM – A**

**Jammy's Quality Control Forms**

Queries? Drop us a mail at: [info@jammyconstructors.com](mailto:info@jammyconstructors.com)