



## **WSP Subcontractor Quality Requirements Information**

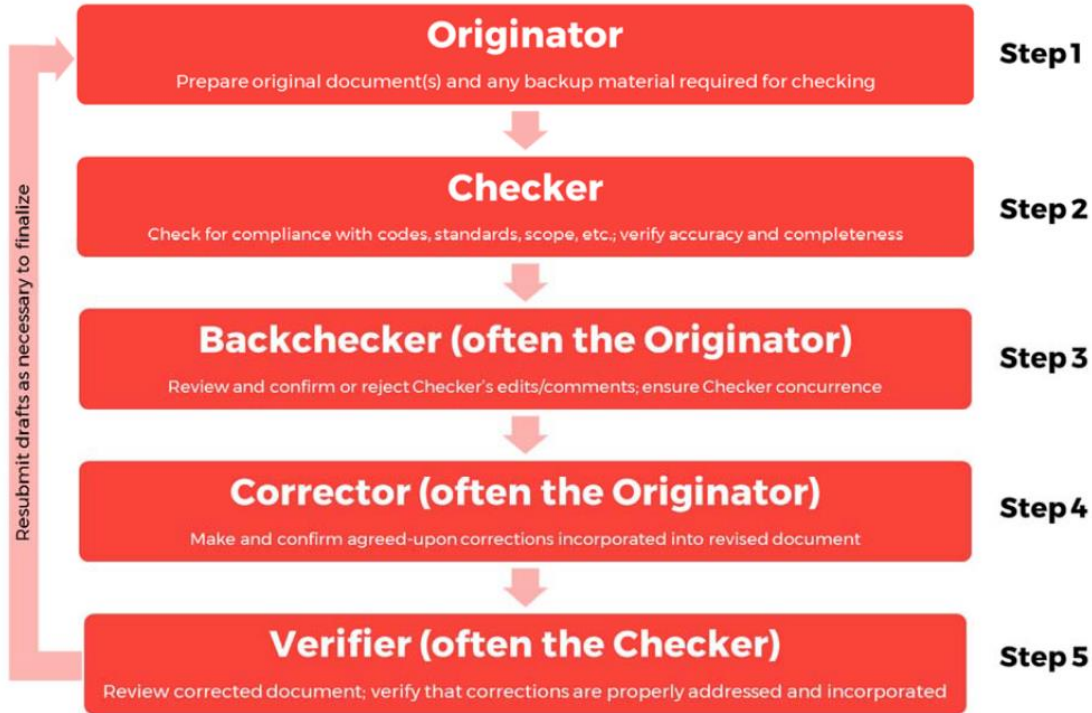
### **SUBCONTRACTOR MINIMUM QUALITY PROGRAM REQUIREMENTS:**

- 1: PRIOR TO MAKING SUBMITTALS TO WSP, DOCUMENTS WILL BE CHECKED BY A SUBCONTRACTOR REVIEWER QUALIFIED TO ASSURE TECHNICAL COMPETENCY AND COMPLIANCE WITH APPLICABLE PROJECT CRITERIA AND STANDARDS (I.E., CADD, SPECIFICATION FORMATS, ETC.).**
- 2: Subcontractor will maintain an acceptable Document Control system, which will include Check and Record Sets of deliverables and copies of responses to comments received from WSP or the ultimate client. Upon request of WSP or the Client, copies of any project documents will be provided.
- 3: Draft versions of Subcontractor deliverables will be submitted to WSP in advance of WSP's due date to the Client to confirm quality assurance and quality control activities have been conducted.
- 4: When equipment is obtained for and used by Subcontractor, the Subcontractor is responsible for verifying that the equipment is properly calibrated and in good operating condition prior to its use on the project. Equipment requiring calibration shall be calibrated in accordance with the manufacturer's criteria and/or to a nationally or internationally recognized standard. All calibration records will be provided to WSP upon completion of work or the task for which the equipment was used.

Prior to initiating field activities, Subcontractor shall inspect equipment necessary for the field assignment to verify that it is calibrated and in working condition. Suspect equipment shall not be used until its status has been clarified. If equipment is found to be damaged or out of calibration after use, WSP shall be notified of the extent and or impact to the work effort and corrective actions taken. The affected project records shall show the results of this assessment, noting if it was of no consequence or a description of the corrective action.



**SAMPLE DELIVERABLE CHECKING PROCESS FLOWCHART**



**SAMPLE DELIVERABLE REVIEW CHECKPRINT STAMP**

SUBMITTAL:			
	Signature	Date	Discipline
<b>ORIGINATOR</b> (Ready for Checking)			
<b>CHECKER</b> Correct: Yellow Highlight Incorrect: Red Comments: Black Cloud or Leader			
<b>BACKCHECKER</b> Agree: Green Check New Comment: Green text Disagree: Green Strikethrough			
<b>CORRECTOR</b> Blue Circle			
<b>VERIFIER</b> Correct: Yellow Highlight in Blue Circle Incorrect: Red on clean print & return			
<b>to BACKCHECKER</b> New Comment: Black Cloud			

