



Construction QA/QC Field Kit

Inspection and test plan, inspection requests, NCRs, punch list, concrete and weld logs for contractors and subcontractors.

What's inside

File	What it is / how to use it
01_Construction_QAQC_Field_Workbook.xlsx	ITP, inspection request log, NCR log, punch list, concrete and weld logs with flags.
02_Project_Quality_Plan.docx	Plan outline.
03_Inspection_Request_and_NCR_Forms.docx	Field forms.

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About the author

Built by Matt Norman, US Navy veteran and former SpaceX Falcon 9 quality inspector and QA supervisor. (Not affiliated with or endorsed by SpaceX.) Norman Quality Tools is Veteran-Owned & Operated. Contains no SpaceX, government, or customer proprietary information; all example data is made up.

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Project Quality Plan Outline

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1. Purpose and scope

Make sure work on [Project] meets the contract documents, with inspections planned and recorded (ISO 9001:2026 clause numbers usable for navigation).

2. Responsibilities

Role	Responsibility
QA/QC manager	[Define]
Project manager	[Define]

3. Procedure

1. Review contract documents and specs; list submittals and tests.
2. Build the ITP with hold/witness points agreed with the owner.
3. Request inspections before covering work.
4. Raise NCRs for any deviation; get engineer approval for repair/use-as-is.
5. Run the punch list to closeout.
6. Hand over records (test reports, NCRs, as-builts).

4. Records

- ITP
- IR log
- NCR log
- Punch list
- Test logs

5. Revision history

Rev	Date	Change	Approved

Role	Name	Signature	Date
Prepared by			
Approved by			

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