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| **Project Specific Quality Assurance Plan**Weathertightness Remediation |
| **Project title:** | **Weathertightness Remediation works to Block <xxxx> at <xxxxx> School** | Insert photo image of building in this space |
| **Prepared by****(company name):** |  |
| **Revision number / date:** |  |
| **Property Address:** |  |
| **Building consent number****(if applicable):** |  |

**Purpose**

This Project Specific QA Plan provides a breakdown of key work stages and inspection points that are important to ensuring that the weathertightness failures have been addressed and that the remedial works are compliant with the construction documents and New Zealand Building Code. When completed with site observation aspects, this QA Plan will also provide a record of the work stages that have been visually inspected and recorded on site.

This QA Plan is prepared and led by the designer. The QA Plan is also used by all designated parties including the main contractor, sub-contractor, building surveyor and any other identified specialists to observe and record key inspection points.

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| ***Delete this box:****Note: <overwrite all yellow highlighted areas in this template>* |

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| **Guidance Notes**1. This Project Specific QA Plan (this QA Plan) is to be kept onsite by the main contractor to enable all designated parties including the designer and any other specialists to observe and record the key inspection points.
2. The designer is to initially prepare this QA plan determining the key inspection points, remediation works locations and scopes, and other requirements in this template.
3. The QA plan should focus on high risk details and common failure points such as head flashing upstands, ground clearance, air seals, saddle junctions, apron kick-outs, scupper outlets, inadequate internal gutters and proprietary support bars for windows etc.
4. After the contractor is appointed, the designer shall review the QA plan in consultation with the contractor to re-confirm the sequencing of works, key inspection points and the responsible individuals for completing and signing off the various inspection points.
5. The QA Plan is to be printed in A3 or A4 size such that all text and diagrams are legible with adequate space to sign and hand write comments on site.
6. The designer shall specify the level of construction monitoring to be able to undertake sufficient site inspections of the remediation works including critical inspection points so they can recommend or approve the certificate of practical completion or equivalent provision under the form of contract.
7. Adequate written and photographic records shall also be taken before, during and after completion of remediation works to enable the Ministry to be satisfied that the remediation works have been carried out in accordance with the construction documents. Site visit notes and associated photos to be held in this QA Plan under Appendix A.
8. Any variation to remediation works to the construction documents shall be covered by a written instruction, including supporting drawings, specifications and photographs as necessary, to the contractor to accurately describe the extent of remediation work. This shall be recorded in or appended to this QA plan under Appendix A.
9. Similarly, any required Building Consent Amendment/ Minor Variations that have been submitted and approved by the Building Consent Authority (BCA) are to be recorded in or appended to this QA plan under Appendix A.
10. This QA Plan does not replace Council Inspections where a building consent process is being followed.
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**Document Control Records**

Document Prepared by:

< Full Legal Company Name >

< Company Address >

Telephone: < Company Phone Number >

Email: < Company Email >

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision No.** | **Prepared By** | **Description** | **Date** |
| < 0 > | < xxxxx > | < Draft for review by MoE> |  |
| < 1 > | < xxxxx > | < Final > |  |
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**Document Acceptance**

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| **Action** | **Name** | **Signed** | **Date** |
| Prepared by: |  |  |  |
| Reviewed and Approved by: |  |  |  |
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| ***Delete this box:****All actions in the Revision History and Document Acceptance tables to be completed by the Design Team.* |

**Key Personnel**

|  |  |  |  |
| --- | --- | --- | --- |
| **Site Position** | **Name and Company** | **Registration Number** (e.g. NZIA, CPENG, NZIBS, LBP etc) | **Sample Signature** |
| <Complete all sections in this table> |  |  |  |
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**Level of Construction Monitoring (CM1-5)**

The required level of construction monitoring for this project is <xxx>.

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| ***Delete this box:****The designer is required to specify the level of construction monitoring (CM1-5) considered necessary for a successful completion of the project in accordance with this QA Plan.* |

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| **Brief Building Description** |
| **Existing Building:** | <Insert outline descriptions into these rows as necessary – refer to Model QA Plan for examples> |
| **Foundation/flooring system:** |  |
| **Wall/Cladding/System:** |  |
| **Roof System:** |  |
| **Roof slope:** |  |
| **Wind zone:** |  |
| **Exposure zone:** |  |

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| **General scope of work** |
| **<e.g. Site / drainage:>** | <Insert outline descriptions into these rows as necessary - refer to Model QA Plan for examples> |
| **<e.g. Subfloor:>** |  |
| **<e.g. Cladding:>** |  |
| **<e.g. Roofing:>** |  |

Note: A General Scope of Work and Project Specific QA plan is to be prepared for each individual building to be remediated.

**Existing building**

A general overview image of the building is provided below.

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| Insert a relevant photo image or drawing extract in this space(refer to the Model QA Plan for an example) |

**Fig. 1 <Insert title *e.g. Image of Block X* >**

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| Insert a relevant photo image or drawing extract in this space(refer to the Model QA Plan for an example) |

**Fig. 2 <Insert title *e.g. Proposed subfloor plan* – *refer 100 series Architectural drawings>***

**<Insert section title *e.g. Subfloor Remediation (Fig. 2 above)*>**

| **Key Inspection Points** | Typically Contractor / Sub-contractor | Typically Architect / Designer / Specialist | **Comments** (if required) |
| --- | --- | --- | --- |
| **Completed by**(Name & signature) | **Date**  | **Checked by (as required)**(Name & signature) | **Date**  |
| <Insert key works stages in these rows> |  |  |  |  |  |
| <Refer to Model QA Plan for examples> |  |  |  |  |  |
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| Insert a relevant photo image or drawing extract in this space(refer to the Model QA Plan for an example) |

**Fig. 3 <Insert title *e.g. Room X - North Elevation - refer 200 series Architectural drawings*>**

**<Insert section title *e.g. Cladding - Room X, North Elevation (Fig. 3 above)*>**

| **Key Inspection Points** | Typically Contractor / Sub-contractor | Typically Architect / Designer / Specialist | **Comments** (if required) |
| --- | --- | --- | --- |
| **Completed by**(Name & signature) | **Date**  | **Checked by (as required)**(Name & signature) | **Date**  |
| <Insert key works stages in these rows> |  |  |  |  |  |
| <Refer to Model QA Plan for examples> |  |  |  |  |  |
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| Insert a relevant photo image or drawing extract in this space(refer to the Model QA Plan for an example) |

**Fig. 4 <Insert title *e.g. Room Z - South Elevation proposed works – 200 series Architectural drawings*>**

**<Insert section title *e.g. South Elevation, Cladding to Room Z (Fig. 4 above)*>**

| **Key Inspection Points** | Typically Contractor / Sub-contractor | Typically Architect / Designer / Specialist | **Comments** (if required) |
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| **Completed by**(Name & signature) | **Date**  | **Checked by (as required)**(Name & signature) | **Date**  |
| <Insert key works stages in these rows> |  |  |  |  |  |
| <Refer to Model QA Plan for examples> |  |  |  |  |  |
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| Insert a relevant photo image or drawing extract in this space(refer to the Model QA Plan for an example) |

**Fig. 5** **<Insert title *e.g. Central Toilet Block – East Elevation proposed works – 200 series Architectural drawings*>**

**<Insert section title *e.g. Cladding – Central Toilet Block, East Elevation (Refer Fig. 5)*>**

| **Key Inspection Points** | Typically Contractor / Sub-contractor | Typically Architect / Designer / Specialist | **Comments** (if required) |
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| **Completed by**(Name & signature) | **Date**  | **Checked by (as required)**(Name & signature) | **Date**  |
| <Insert key works stages in these rows> |  |  |  |  |  |
| <Refer to Model QA Plan for examples> |  |  |  |  |  |
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| Insert a relevant photo image or drawing extract in this space(refer to the Model QA Plan for an example) |

**Fig. 6 <Insert title *e.g. Roof plan – Existing and proposed works – 120 series Architectural drawings*>**

**<Insert section title *e.g. Roof plan, Existing and proposed remediation works (Refer Fig. 6)*>**

| **Key Inspection Points** | Typically Contractor / Sub-contractor | Typically Architect / Designer / Specialist | **Comments** (if required) |
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| **Completed by**(Name & signature) | **Date**  | **Checked by (as required)**(Name & signature) | **Date**  |
| <Insert key works stages in these rows> |  |  |  |  |  |
| <Refer to Model QA Plan for examples> |  |  |  |  |  |
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**Appendix A**

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| ***Delete this box:***Use this section to hold copies of written and photographic records taken before, during and after completion of remediation works to enable the Ministry to be satisfied that the remediation works have been carried out in accordance with the detailed design documents. Records shall comprise:* Site visit notes and associated photos,
* Variations to remediation works including written instructions, supporting drawings, specifications and photographs as necessary to accurately describe the extent of remediation work, and
* Any required Building Consent Amendment/ Minor Variations that have been submitted and approved by the Building Consent Authority (BCA).
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