

Outline for QMS Guide Document

Rev 2 08-07-16 (Condensed)

Comments Key:

Jim

Tom

Mihaela

Body of text

Table of Contents

- i. Synopsis
- ii. Introduction and Scope
 - Introduction -
 - Objectives
 - Scope –
 - **Flow Chart of description of the Gold thru Zinc**
- iii. Definitions;

Discussions:

1. Over view of **Quality Management Systems (QMS)**
2. Context of the Organization
 - A. Market –
 - B. Customers – Capabilities, core competencies, growth potentials and objectives –
 - C. Competition
 - D. **Assessing the need for a QMS –.**
3. Project Management Systems
 - A. Elements of PMS
 - B. QMS functions within PMS and overlaps
4. Types of QMS's and **Standards** in use –
 - A. **ISO 9001, Baldrige, TQM, Six Sigma,**
 1. Includes the level of definition of requirements, from highly specific to wide open and general.
 2. Defining certification, registration, and self-declaration.
 3. Where each is common, advantages, and how applied
 - B. **Elements common to all QMS types**
 - C. **Certifications, Registrations, self-declarations –**
5. Choices for conformance – **Use of selective compliance**
 - A. Scalability and **relevance**
 - B. Project based or Corporate based -
 1. Company based (Corporate) -
 2. **Project Based – rewrite of Company based to address a specific project**
 3. **Combination of both, utilizing Project Specific Quality Plan for the project specific elements and Corporate Quality Plan as the generic document that contains the company-wide quality elements and is able to remain unchanged.**
 - C. Decision Tree **(or Flow Chart)**
 - D. Use of existing System set to compliance matrix for gap analysis
6. QMS / Plan Structure, **elements and/or documents**
 - a. Policy, **Commitments, Objectives**

Outline for QMS Document

- b. ~~Quality Plan elements~~ ~~Quality Plan (Objectives and Commitments)~~
- c. Procedures
- d. Work Methods
- e. ~~Quality Manual~~ –
- 7. Implementation
 - a. Senior Management Leadership
 - b. ~~Quality Manager Leadership~~
 - c. Employee Involvement
 - d. Training
 - e. ~~Roll out~~
 - f. ~~Audit process~~
 - g. Feedback and improvement
 - 1. Measurement
 - 2. Adjustment
 - 3. ~~Management review~~

Tools for use on company and project level (shown in appendices)

Per Tom

App A: QMS / Quality Plan Template (Per Tom)

- Mission Statement / Quality Policy / Signatures
- Project Description Sheet
- Objectives
- Main processes
- **ISO** Elements – (Can be set in any order). May be best to pick a template that is out of order from ISO (maybe a Baldrige one) to show how the Compliance Matrix can put it in order with regards to ISO 9001-2015 (or any other defined standard for that matter).

Per Jim

Appendix A: QMS / **Corporate** Quality Plan Template (Per Jim)

- **Project Specific Quality Plan** -
- **Quality Plan** - Mission Statement / Quality Policy / Signatures
- Objectives
- **Company or project processes** - summary.
- **ISO 9001** Elements –

App B ISO 9001-2015 Discussions and Commentary

- Not intended to cover every single subclause when they can be combined into a single thought or concept.
- Can provide a paraphrase of the clauses and commentary on the meaning and application.

App C: ISO 9001-2015 Compliance Matrix

Filled out per the QMS/Quality Plan Template to show alignment with the 9001. (This is a bit of work in terms of matching it all up.)

App D: QMS Responsibility (**Accountability**) Matrix

App E: Subcontractor Compliance Matrix [**or Subcontractor Requirements and Status**]

Outline for QMS Document

App: F: Training Records / Qualifications Matrix?

App G: Procedures (Quality Management Procedures)

App H: Inspection and Test Plan Example(s)?

App I: Work Method Examples

App J: Org Chart?

App K: Process Mapping?

App L: Templates for Quality Records

SP and Technical Session Deadlines

	Philadelphia, PA Fall 2016 October 23-27, 2016	Detroit, MI Spring 2017 March 26-30, 2017	Anahiem, CA Fall 2017 October 15-19, 2017	Salt Lake City, UT Spring 2018 March 25-29, 2018	Las Vegas, NV 2018 October 14-18, 2018	Fall Quebec City, Quebec Canada Spring 2019 March 24-28, 2019	Deadline Requirements
Convention Theme	Revolutionary Concrete	Driving Concrete Technnology	Making Connections	Grand America & Little America	TBD	TBD	Please contact staff if the deadlines cannot be met
Preliminary Session Request	November 13, 2015	April 22, 2016	October 28, 2016	March 31, 2017	October 20, 2017	March 30, 2018	Friday after the Convention one year before the Session
Call for Papers in Concrete International requested	June 24, 2015	November 25, 2015	June 15, 2016	November 23, 2016	June 14, 2017	November 22, 2017	16 Months before the Session
All Abstracts received by Moderator	February 22, 2016	July 25, 2016	February 13, 2017	July 24, 2017	February 12, 2018	July 23, 2018	8 Months before the Session
(Co)Moderator Training completed	April 17, 2016	October 23, 2016	March 26, 2017	October 15, 2017	March 25, 2018	October 14, 2018	At least one Convention before the Session
Final Session Request	April 22, 2016	October 28, 2016	March 31, 2017	October 20, 2017	March 30, 2018	October 19, 2018	Friday after the preceding Convention (late submissions cannot be accepted)
SP Preliminary Request if it is to be available at Session	April 24, 2015	September 25, 2015	April 15, 2016	September 23, 2016	April 14, 2017	September 22, 2017	18 Months before the Session
SP Final Material if it is to be available at Session	July 23, 2016	December 24, 2016	July 15, 2017	December 23, 2017	July 14, 2018	December 22, 2018	3 Months before the Session
SP Final Material if produced after Session	October 23, 2018	March 26, 2019	October 15, 2019	March 24, 2020	October 13, 2020	March 23, 2021	2 Years after the Session at the latest

ACI 121 Anaheim Mini Session – Abstracts

121.1R - 2016 – Guide to Quality Management Auditing in the Concrete Industry

Mini-Presentation 1 - Tom Tyler
20 minutes

- ACI 121.1R document presentation, showcasing the guide to the methodology of audits including common processes, design, and construction.
- It will speak to the objectives of the 121.1R-2016, describe its structure, and discuss scalability and relevancy.

Quality Auditing Guide and Industry Practices

Mini-Presentation 2 – Jinesh Mehta/Divyesh Vora
30 minutes

- Comparison of quality management auditing guide to some of the industry practices
- Demonstrate how Caltrans performs audit of precast concrete facilities
- Discuss key elements from the guide and how they are implemented on day to day basis
- Discuss challenges and lessons learned from auditing practices

Preliminary Session Request – Salt Lake City

Suggest Title

“Quality Management: The Common Thread of Good Practice”

Synopsis

Beyond the technical aspects, the practice of quality management is about people, relationships, and processes that can have a huge impact on results. Where does one find this type of content, and who will be so bold as to start this discussion? These topics are discussed in many committee meetings where of the most passionate debates revolve around them and how industry stakeholders work together. The concrete industry will benefit from a healthy discussion in a public forum on QMS implementation. The hosting of various speakers, topics, and perspectives will help to engage subject matter experts, highlight practices, and impact other committee documents.

Possible Sessions or Speaker Topics at Future Conferences

1. Introduction of the new 121.1R-16 *“Guide to Quality Management Audits in the Concrete Industry”*.
2. Updating of the 121R-08 – *“Guide for Concrete Construction Quality Systems in Conformance with ISO 9001”* - With the updating of the ISO 9001 Standard in 2015, Committee 121 sees the need to update 121R-08 accordingly. This will be a “QMS Guide” that is less prescriptive than ISO 9001 and presents a more diverse approach in addressing the needs of a broader range of organizations.
3. Pros and Cons of Various Basis Quality Standards in the Concrete Industry: From ISO to Lab Certification Programs, etc.
4. Driving Quality with Project Collaboration and Communication; QMS Deployment in a Fragmented World (For Owners, A/E firms, Structural Licensed Design Professionals, Construction Managers, Concrete Contractors, and Suppliers)
5. QMS Deployment for Various Project Delivery Methods - DB, DBB, CM at Risk, etc.
6. Making Quality Relevant- Implementing Collaborated Project Specific Quality Plans; Replacing Reliance on Fragmented Quality Requirements from Multiple Stakeholders.
7. Design Quality through Peer Reviews, Formal Constructability Programs, and VDC Tools.
8. Best Practices for Concrete Construction Field Quality: Project Start up Meetings, Setting Project Expectations with Mock Ups, Craft Training, VDC Collaboration, Work Planning, etc.
9. Quality Metrics and Methods for Tracking, Trending, and Improving Concrete Construction.
10. Best Practices for Inspection and Reporting Concrete Quality.
11. Best Practices for Coordination and Execution of Concrete Testing.
12. Project Performance Audits and Supplier Qualification Audits in the Concrete Construction Industry.
13. Leveraging Concrete Material Performance & Workability to Enhance the In Place Quality of Concrete.

AGENDA

Committee 121 Quality Assurance Systems for Concrete

**Detroit Marriott at the Renaissance Center
Detroit, MI**

**Sunday, March 26, 2017
3:00 to 5:00 pm
Room: GM Training Room 6**

MEMBERS:

Thomas G. Tyler
Chair

Jon B. Ardahl
Vice Chair

Michelle E. Walters
Secretary

Godwin Q. Amekuedi

Mihaela Birley

Casimir Bognacki

Paul D. Brooks

Martin Brugger

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Thomas M. Greene

John Hausfeld

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Peter Stamps

Rongyun Xu

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1. Call to Order and Welcome
2. Introduction of Members and Guests
3. Update of Membership Status
4. Establish Date of Next Meeting
5. Attendance – Prior Notification of non-attendance, response to email
6. Approval of Minutes from Philadelphia, PA
7. Announcements
 - A. Published ACI 121.1R-16 It is now part of the MCP.
8. Old business:
 - A. Revisions to the “*QMS Document*” – *121R-18 -Guide for Concrete Construction Quality Systems in Conformance with Whatever You So Chose*”
 - Approval of the TOC.
 - Status of the rewrite
 - ***Drafts to be presented.***
9. New Business
 - A. Change in the Committee Chair
 - B. Session discussion
 - Mini-session in Anaheim – Proposal attached.
 - Full session or double session in Salt Lake City – Proposal attached. Will make it a double session if there are enough speakers. Decision to be made at this convention. Deadline is 3/30/17. Too late for *Call for papers* in CI. Need more speakers if we are to have a double session. Proposal attached.
 - C. Audit Document 121XR – *Guide to Auditing in the Concrete Industry*.
Development of text for sections on:
 - a. Batching (if to be done)
 - b. Laboratory Testing and Inspection
 - c. Precast Manufacture (if to be done)
10. Open discussion on ideas for new projects
11. Adjourn