Outline for QMS Guide Document

Revision 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.
      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)
   - Procedures
   - Work Methods
   - 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

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<tr>
<th>Convention Theme</th>
<th>Fall 2016</th>
<th>Spring 2017</th>
<th>Fall 2017</th>
<th>Spring 2018</th>
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<th>Spring 2019</th>
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<th>Preliminary Session Request</th>
<th>November 13, 2015</th>
<th>April 22, 2016</th>
<th>October 28, 2016</th>
<th>March 31, 2017</th>
<th>October 20, 2017</th>
<th>March 30, 2018</th>
<th>Friday after the Convention one year before the Session</th>
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<tr>
<td>Call for Papers in Concrete International requested</td>
<td>June 24, 2015</td>
<td>November 25, 2015</td>
<td>June 15, 2016</td>
<td>November 23, 2016</td>
<td>June 14, 2017</td>
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<td>(Co)Moderator Training completed</td>
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<td>April 24, 2015</td>
<td>September 25, 2015</td>
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<td>October 13, 2020</td>
<td>March 23, 2021</td>
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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.
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  Jon B. Ardahl  Michelle E. Walters
  *Chair*  *Vice Chair*  *Secretary*

Godwin Q. Amekuedi  Mihaela Birley  Casimir Bognacki
Paul D. Brooks  Martin Brugger  Martin J. Fradua
Thomas M. Greene  John Hausfeld  Paul Hedli
Stephen Marchese  Anand S. Mehta  Oon-Soo Ooi
Jerry Parnes  Johan C. F. Schor  Eugene Takhtovich
James R. Turnham  Woody L. Vogt

CONSULTING MEMBERS

Stefanos J. Eapen  Alejandro Graf Lopez  Morris V. Huffman
Gajanan M. Sabnis  Paul Zoltanetzky, Jr.

ASSOCIATE MEMBERS

Dirar Alaa  Mohammad Alhashim  Keith S. Foster
Mostafa M. Gad Alla  Arturo C. Gaytan  Jack Holley
Jinesh Mehta  Jose Rangel  Peter Stamps
Rongyun Xu
AGENDA
Committee 121
Quality Assurance Systems for Concrete
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3:00 to 5:00 pm
Room: GM Training Room 6

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:
      ▪ 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