



Landworks E16-2021

**Quality Assurance Policy (QAP)**

**Goal:** To ensure all construction, installation, and other related work completed by Landworks is of the appropriate quality and is documented in a manner which is satisfactory to our clients, and to foster an environment where high quality work is mandated and desired.

**Responsibilities:** Management will be responsible for creating systems, providing resources, and following up with all team members to ensure quality assurance and control is executed correctly. Workers and foreman are responsible to follow these policies, communicate when there are quality challenges, and not succumb to pressure to reduce work quality, be that from other staff or another third party (client representative, owner). It is everyone's responsibility to learn and adhere to best practices and educate others who may be unaware of certain quality requirements, as well as being open to criticism regarding work quality.

**QAP Specifics**

**Client Requirements:** The ITP, Quality Control Plan, or other quality assurance tools shall be thoroughly reviewed with the client (owner/owner representative/general contractor). These tools will be curated by the management of the project to ensure the unique quality requirements of the project will be met. Landworks must remain flexible regarding all quality assurance activities to achieve any client requirements which pertain to the scope an agreement of the project.

**Documentation:** There shall be adequate, complete, and accurate documentation of all quality control inspections. Bills of lading, shop drawings, receipts, tags, and other field deliverables will be scanned and kept filed neatly. Landworks internal quality control checklists shall be completed on time during the work process. All third-party inspectors and consultants will be required to participate in the ITP, Quality Control Plan, or other quality assurance methods, and provide input and signatures where appropriate. Document submissions, timing, and methods shall be flexible and curated to the client's requirements.

**Warranties/Rework:** The client's requirements regarding warranty shall be followed unless clear deviation or modification to the warranty is documented by management and agreed to by the client. Landworks shall ensure that all rework (if required) be completed in a timely manner.

**Signed:** Ned Gokich

**Title:** President

**Date:** 1/10/2021

**Signed:** Peter Demrowsky

**Title:** Vice-President

**Date:** 1/10/2021