

# MANUAL OF PRACTICE for planning, design and construction Volume 1

# 103.102 - QUALITY ASSURANCE FORMS AND TEMPLATES

## PART 1 - INTRODUCTION

## 1.01 GENERAL

A. The following forms and templates are available online for use by the architect and engineers for various quality assurance activities.

PART 2 - GUIDELINE - Not used.

#### **PART 3 - DOCUMENTATION**

## 3.01 FORMS AND TEMPLATES

- A. The following planning forms and templates are as follows.
  - 1. Field Observation Report

PART 4 - SUPPORTING INFORMATION – Not used.

END OF DOCUMENT



# RESPONSIBILITY MATRIX

The following matrix identifies those individuals, roles or departments responsible for maintaining the accuracy of the information and those responsible for providing input. Refer to Preface for detailed explanation.

	BJC HealthCare									Hospital/Entity								
	PD&C					M)					(1							
	Corporate Architect	Corporate Engineer	Director of Planning	Director of Design	Director of Construction	Other:	Clinical Asset Management (CAM)	Risk Management	Real Estate	Ergonomics	Infection Prevention (IP)	Info Systems, Data, Telecom (IS)	Other:	Standards Review Committee	Facilities Engineering	Housekeeping	Security	Other:
Primary Authorship																		
Secondary Authorship			$\boxtimes$	$\boxtimes$	$\boxtimes$													

# DOCUMENT REVISION HISTORY

The following table indicates the date the document originated and any subsequent revisions.

Document 103.102 – Quality Assurance Forms and Templates						
Issue	Description of Issue	Prepared by				
2018 v1	Original Issue	G. Zipfel				