

PM FIELD RESOURCE · THE GRACE QA/QC PROCESS

Who does what, and when.

● SIDE 1 · THE PROCESS

Grace's QA/QC process, from project start to closeout.

GRACE'S
RULE

A project moves to the next phase only after it meets quality standards, and the right people accept any open risks. **The project manager is the accountable owner for quality, regardless of who performs the specific steps in the process.**

01 THE PROCESS BY PHASE

PHASE	WHO	ACTION	TOOL
Start of project	PM	Choose an emerging designer from the team as the Storyteller. The office Storyteller Ambassador onboards them.	None
Pre Design	PM and ST	Request the project number and folder. Then the ACC Forma and Centerline projects, with every team member and consultant. Identify the project schedule with QA/QC dates for each phase.	Milo, ACC Forma, Centerline
SD, DD, CD	PM and ST	Edit the BIM and Excel QA Prompts with the design team. Set the progress reports. PM chooses the QC Reviewer and sets the dates. ST books the reviewer at least 3 weeks before the signing and sealing deadline.	QA Prompts, Centerline
End of each phase	Team, ST, QC Reviewer	Design team performs its own quality control review before the next phase. ST PDFs each sheet with the BIM QC Checklists and sends the QC Form to the QC Reviewer and the AOR. The QC Reviewer reviews the form and performs the review.	QC Form, BIM QC Checklist, project folder
Prior to permitting	AOR	Review the QC Form, check the drawings, sign and seal.	QC Form, QC report
Construction Admin	PM and ST	Keep Centerline current, construction tab included.	Centerline
Closeout	ST, PM	The Storyteller completes the A3. The PM reviews it.	A3 Template, Centerline

02 THE ROLES

Design team

Checks its own drawings against the QA Prompts. Runs its own review at the end of each phase.

Storyteller

Emerging designer who shadows the PM. Keeps the record, books the reviewer on the PM's dates, sends the form, composes the A3.

QC Reviewer

Chosen by the PM. Reviews the form and the set against the BIM QC Checklist. From outside the team and office at CD.

Architect of Record

Reviews the form, checks the drawings, then signs and seals.

Ambassador

The office Storyteller Ambassador onboards the Storyteller.

03 THE TOOLS AND WHERE THEY LIVE

Milo

Project request, QC forms, QA/QC staff list, BlueBeam QC tools.

MILO

QA Prompts

The checklist the design team uses to check its own drawings.

BIM TEMPLATE AND EXCEL

BIM QC Checklist

What the QC Reviewer checks the set against.

MILO

Quality Control Form

The QA/QC record that travels with the set.

MILO, EDITABLE PDF

Centerline

Lifecycle information, progress reports, QA/QC metrics, closeout form.

CENTERLINE

A3

The project story, composed by the Storyteller.

A3 TEMPLATE

Grace source documents. QA/QC Implementation, 4 August 2026. QA/QC Timeline, Project Manager, 9 September 2026. Storytellers Timeline. Quality Control Form. PM Project Manager, ST Storyteller, AOR Architect of Record.

PM FIELD RESOURCE · YOUR ROLE IN THE PROCESS

Schedule, prepare, drive, verify.

● SIDE 2 · YOUR 4 STEPS

Four steps in every phase. Each step has a clear start point.

04 THE 4 STEPS

1

Schedule

Starts when you build the phase plan.

You choose each reviewer and date. Your Storyteller books them 3 weeks out. At CD, choose a reviewer from outside the team and office. Plan the pickup window with the review.

RECORD: PHASE PLAN, PHASE DUE DATES ROW, REVIEWER BOX

2

Prepare

Starts when a review date is on the calendar and the package has not gone out.

Confirm each discipline checked its work against the prompts. Read the form before it goes.

RECORD: PROMPT SHEETS, SHEET PDFS WITH CHECKLISTS, THE FORM

3

Drive

Starts when the comments come back.

Red lines picked up, then back checked. Items that cannot close go into the Design Team Report.

RECORD: BACK CHECK ROW, AREAS UNDER DEVELOPMENT

4

Verify

Starts when a set is about to go out.

Check the team's own review, the open items on the form, and the back check row. Then the AOR signs and seals.

RECORD: THE 3 RECORDS, BEFORE THE SEAL

Schedule the review. Prepare the reviewer. Drive the resolution. Verify the correction.

05 READ THE QC FORM

ROW ON THE FORM	WHAT A BLANK MEANS
Phase Due Dates	The Schedule step never happened. Fix this first.
Design Review / Design Standards Review	Not done, or not recorded. Find out which.
Building Code / Zoning Review	Not done, or not recorded. Find out which.
QA Reviews / Red-lines Back Checked	Nobody can say the corrections reached the drawings. Not ready.
QC Peer Review (the Quality Review)	The independent review has not happened, or was never booked.
Areas Under Development	If you know of open items, the form is missing them. Record them before the set goes out.

06 FIELD SIGNALS

DO	WATCH FOR	AVOID
- Choose every reviewer and set every date. No TBD - Have the QC Reviewer booked 3 weeks before signing and sealing - Read the QC Form before it goes out - Write open items into the Design Team Report	- A reviewer who gets the set the day before the deadline - A review date and an empty back check row - A blank due dates row after Pre Design - An item left for next phase that is not on the form	- Judging how serious a finding is - Taking a verbal yes as confirmation - Leaving an open item in meeting notes only - Booking the reviewer after the phase plan is built

THE ONE THING TO REMEMBER

A blank row means the step is not confirmed.

If the QC Form is not complete when the set reaches the Architect of Record, find the missed step and complete it before the set is signed and sealed.