

GUILFORD COUNTY

QUALITY ASSURANCE PROGRAM

Program Guidelines

- GOALS AND OBJECTIVES
- INDIVIDUAL WORK PLANS
- GUIDELINES (NEW,REVISED)
- DAYS WORKED WITH STAFF
- FOLLOW UP VISITS
- PROBLEMS NOTED

- CORRECTIVE ACTIONS TAKEN
- PROGRESS STATEMENTS / CHANGES TO INDIVIDUAL WORK PLANS
- EDUCATIONAL NEEDS

WATER QUALITY

- SPLIT INTO TWO UNITS

PERMITTING

INSPECTIONS

PERMITTING

- COVER ANY WORK THAT REQUIRES A NEW IMPROVEMENT PERMIT OR CONSTRUCTION AUTHORIZATION

- APPLICATIONS
 - NAME / CONTACT
 - PHONE #
 - ADDRESS
 - COMPUTER #
 - # OF BEDROOMS
 - BASEMENT W / WO FIXTURES
 - DIRECTIONS

- SITE PLANS
 - PLAT TO SCALE / RECORDED
 - HOUSE LOCATION
 - WELL LOCATION (NEW-EXISTING)
 - DRIVE LOCATION
 - OTHER

- PLATS
 - STAMPED AND APPROVED BY PLANNING
 - » MAJOR SUB/DIVISION
 - » TECHNICAL REVIEW COMMITTEE
 - » LOTS GREATER THAN 10 ACRES
 - » SOIL SCIENTIST STAMP
 - LOGGED INTO OFFICE PLAT BOOK

- LOG BOOK
 - SIGNED IN ACCORDING TO THE DATE RECEIVED
 - PUT INTO WORK LOAD

- FIELD WORK

- SOIL EVALUATION

- SOIL CHARACTERISTICS

- SOIL DEPTH

- SOIL WETNESS

- TOPOGRAPHY AND LANDSCAPE

- AVAILABLE SPACE

- HOUSE LOCATION

- WELL LOCATION

- SITE SETBACKS MET

- SYSTEM LAYOUT

- DOCUMENTATION
 - IMPROVEMENT PERMITS
 - GPD
 - CONDITIONS
 - DATED
 - SIGNED
 - CONSTRUCTION AUTHORIZATION
 - TYPE OF SYSTEM/REPAIR
 - DESIGN
 - COMMENTS
 - SIGNED

- HISTORY SERVICE CHART
- LOGBOOK/COMPUTER

INSPECTIONS

- SYSTEM INSTALLATION
- WELL INSTALLATION
- ADDITIONS
- WATER SAMPLES

- OFFICE
 - APPLICATION
 - FILLED OUT CORRECTLY FOR APPROPRIATE JOB
 - DIRECTIONS
 - SITE PLAN
 - ASSIGNED TO INSPECTOR
 - FILE
 - ADDRESS
 - PERMITS
 - EXISTING (SYSTEM / WELL)

- FIELD
 - INSTALLATION / INSPECTION
 - PERMIT
 - LOCATION
 - SYSTEM TYPE
 - DESIGN
 - TANKS
 - CONDITION
 - LEVEL
 - STAMPED / DATED
 - FILTER

- LINES

- CONTOUR

- DEPTH

- GRAVEL / APPROVED SYSTEM

- LINE LENGTH

- FALL

- DISTRIBUTION DEVICES

- LEVEL

- USED APPROPRIATE

- MEET PERMIT DESIGN

- REPAIR AREA

- MAINTAINED

- PUMP AND ALARM
 - OPERATIONAL
 - MEETS DESIGN
- COVER
 - LANDSCAPED PROPERLY
 - STRAW AND SEEDED

- WELL INSTALLATION
 - APPLICATION
 - PERMIT
 - INSTALLATION
 - CASING
 - GROUT
 - WELL HEAD COMPLETION
 - CAMERA INSPECTION
- ADDITIONS
- WATER SAMPLES

- DOCUMENTATION
 - OPERATION PERMIT
 - FINAL DRAWING
 - HISTORY LOG
 - SIGNED OFF (COMPUTER)
 - PAPER WORK COMPLETED

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