



Metra Vendor Development Virtual Series

“Metra’s Third-Party Contractor Quality Management Program” Workshop

Presented By:

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Keith Kutkowski, Manager QA/QC



PRESENTATION GUIDELINES/HOUSEKEEPING



Presentation
will be
recorded



Keep Camera
off throughout
presentation



Stay on mute.
Use the Q&A
box for
questions



Questions will
be answered
at the end of
the
presentation

Regulatory Environment



Code of Federal Regulations (CFR)

49 CFR 633 – Project Management Oversight

Contents of Project Management Plan

Quality Assurance and Quality Control Program

FTA Quality Management System Guidelines

FTA Quality Management System Guidelines

QUALITY RULES/REGULATIONS

FTA Quality Management System Guidelines

- **Management Responsibility**
- **Documented Quality Management System**
- **Design Control**
- **Document Control**
- **Purchasing**
- **Product Identification and Traceability**
- **Process Control**
- **Inspection and Testing**
- **Inspection, Measuring, and Test Equipment**
- **Inspection and Test Status**
- **Nonconformance**
- **Corrective Action**
- **Quality Records**
- **Quality Audits**
- **Training**

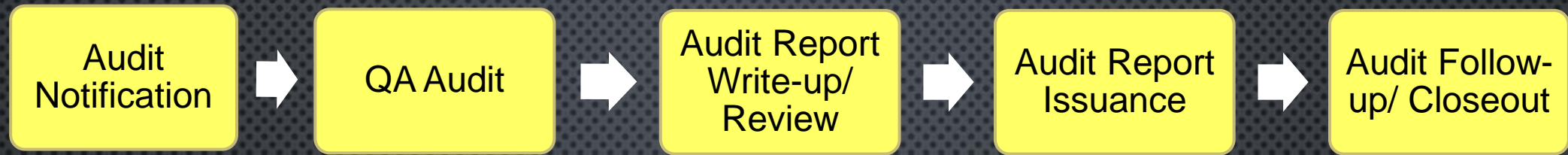
CORPORATE QUALITY ASSURANCE

- Provide Quality Assurance (QA) oversight for capital program
- Manage Metra Corporate Quality Manual (CQM):
 - Provides Metra's Corporate Quality Program requirements for departmental and Third-Party implementation of the FTA QMS Guidelines
 - Comprised of established processes and procedures developed to ensure capital project quality
- Perform independent QA audits to verify compliance with capital project quality plan requirements

ENGINEERING/CAPITAL DELIVERY QUALITY

- Goal of audit program is to enhance capital delivery program using FTA quality requirements
- Quality assurance audits are conducted on all types of capital projects (design, construction, rolling stock)
- Audits are comprehensive assessments of implementation of quality processes in the TPCQMP
- Benefits of robust Quality Assurance Audit Program
 - Early identification/correction of errors
 - Minimize construction defects
 - Construction per drawings/specs
 - Time and Cost
 - Improved Project Outcomes

Audit Process Overview



- Typically performed at 20-30% project completion point
- Audit Notification
 - Notify auditee 2-3 weeks in advance
 - Date/time/location
 - Audit question checklist
 - Initial request for documents for pre-audit review
- 2 weeks (on average) for response to any deficiencies
- Audit CANNOT be closed out until deficiencies are corrected

Engineering/Capital Delivery

- Manuals are posted to guide Contractors/Consultants on how to successfully work on Metra projects
 - Design
 - Construction
 - Quality
 - Templates and Instructions
- Third Party Contracts Quality Management Plan (TPCQMP) consists of procedures that Contractors/Consultants must follow and documents that must be utilized
- TPCQMP requirements apply to Capital Contracts
 - Design
 - Construction
 - Construction Management
 - Signal
 - Telecommunication
- All documents are available on the Metra Engineering Website
<https://metra.com/engineering>.

Engineering/Capital Delivery

- Training is available to Contractors/Consultants
 - Quality Guidance Keith Kutkowski
kkutkowski@metrarr.com
 - Project Guidance Pedro Hurtado/Alicia Pitlik
phurtado@metrarr.com and
apitlik@metrarr.com
- Training can be set up and completed virtually with Microsoft Teams

Questions?

Thank You!