QUALITY PROGRAM

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The entire Bradbury Stamm work force shares in the responsibility of assuring quality in a project. However, the true success of assuring quality is a direct reflection of those individuals directly involved. The duties assigned to project personnel inherently ensure that work is performed to provide our clients with a product and service of the quality expected. Although Bradbury Stamm's Quality Assurance Representative functions as the team quality control representative, all team members have a role in quality. They include:

PROJECT MANAGER:

The project manager is responsible for the success of the project and is responsible for assuring that the goal of providing the client with a quality product is attained. In initial phases of the project, the project manager works in concert with the estimating staff to ensure that subcontracts and purchase orders are issued in conformance with Contract Documents and that procurement is timely in regard to meeting the project schedule. The Bradbury Stamm project manager supervises all office personnel associated with the particular project.

The project manager closely interfaces with the project superintendent on a daily basis and has the final authority to make decisions for the company in regards to the particular project. The project manager's duties affecting quality assurance include:

- Preparation of the Project Schedule and monthly updates.
- Administration of the agreement/contract for construction with the Owner.
- Issuance and administration of all agreements/contracts and material orders with Bradbury Stamm's subcontractors and suppliers.
- Processing of submittals and change orders, if any.
- Preparation and submission of monthly pay requests. Approval of subcontractors' and material suppliers' requests and expediting payment to subcontractors and suppliers within one week of our receiving payment.
- Convey to project superintendent and subcontractors that proper workmanship and materials are mandatory and in the best interest of all parties - "Do it right the first time" philosophy.

SUPERINTENDENT:

The superintendent is responsible for the coordination of field operations on the project. The superintendent has the immediate responsibility for all work to be performed under the contract at the project site and assumes a pro-active role in assuring quality performance on a day-to-day basis. One of the superintendent's major assigned responsibilities is that of maintaining as a standard the highest quality workmanship with Bradbury Stamm's field crews and subcontractors. The Bradbury Stamm superintendent is full-time in the field and is assigned to the particular project.

Our superintendent's duties affecting quality assurance include:

- Coordination and field management of all work performed under our contract, to maintain ample crews and keep project on schedule, including work done directly by Bradbury Stamm's own forces and the work done by our subcontractors.
- Conducts coordination meetings as the Bradbury Stamm representative with the other team members.
- Conduct and document pre-installation conferences with each trade.
- Constant awareness of the necessity to properly protect work-in-place, stored materials and work-in-progress.
- Inspection of all work on site as it progresses. Constant surveillance to be sure materials and workmanship are in accordance with the contract documents.
- Providing information to the Quality Assurance Representative of all field changes that must be included in the project record documents.
- Ensuring that material is received, checked, and properly stored prior to installation.
- Authorization to call for additional inspections as required and alert the proper persons and our project manager on possible conflicts, ambiguities, omissions or other potential problems.
- Obligation to call for all testing as required or to see that subcontractors have proper tests performed.
- Ensuring that the job is kept clean.
- Providing "check-off" system for concrete pours and "cover-up" operations to ensure that all inspection are conducted and that all built-in items are in place.
- Ensuring that craft supervisors and subcontractors are using current contract documents and are aware of approved changes.

PROJECT TECHNICIAN:
The project technician assists the project manager and is primarily responsible for processing submittals. Specific duties include the following:

- Performs a comprehensive study of the Contract Documents in conjunction with checking submittals made by subcontractors and suppliers to make certain that all design, dimensions, quantities, and quality of work represented in the submittal conform to the plans and specifications.
- Maintains Plan Distribution Log to keep track of the most current revisions and to ensure that all concerned parties are copied.
- Maintains Change Order Request Log and file to monitor all modifications to the Contract.
- Maintains Clarification Log (RFI) and files to monitor the disposition of all interpretations to the Contract Documents.
- Updates plans and specifications to reflect clarifications and changes implemented by the Architect and ensures that any modifications to the contract documents are properly communicated to all contractor team members.

QUALITY ASSURANCE REPRESENTATIVE (QAR):
The project manager shall designate the Quality Assurance Representative for the project. The QAR may be the superintendent, project technician, project engineer or project manager or a combination of these individuals. On certain jobs a QAR may be assigned QA/QC responsibilities solely. The QAR has specific areas of responsibility that are established to maintain control of the quality of the work and is supplemented by the testing laboratories, inspectors, and various specialty subcontractor personnel. The QAR's duties concerning quality are as listed below, but not limited to:

- Schedules and coordinates off-site quality control inspections at fabrication facilities to monitor quality of prefabricated items.
- Schedules and conducts Preparatory and Initial Inspections with subcontractors and suppliers to ensure compliance with Contract Documents.
- Conducts thorough study of the Contract Documents to identify all quality assurance, testing, and equipment commissioning requirements and prepares a log that identifies scheduled and actual dates that such requirements are fulfilled.
- Maintains Field Order Log and files to track the disposition all field orders issued by the Architect.
- Assists superintendent in the receipt and checking of delivered materials for condition, compliance with specifications, and proper storage.

- Maintains the central file of assurance records to provide a basis for managing the quality assurance program for the project.

- Maintains ongoing deficiency identification and correction system to ensure that noted deficiencies do not go uncorrected.

- Conducts punchlist inspections and prepares reports to aid the superintendent in the final close-out phase of the job with the goal to identify and correct all deficiencies prior to final completion if the project.

NETWORK ANALYSIS SCHEDULING

Bradbury Stamm routinely utilizes Primavera Project Planner scheduling software, principally the Precedence Diagram Method. The inherent demands of a large project require detailed schedule breakdowns, with particular emphasis on tracking of submittal "paperwork" and material deliveries. In order to assure that no item is overlooked, separate schedules are developed and incorporated into the overall project schedule. Separate schedules are created for receipt of submittals from subcontractors and suppliers, submittal review, fabrication and delivery of critical materials, and operations and maintenance close-out documentation. Weekly updates are created to identify critical paths, and each of the Owner's schedule reports include a narrative description of critical issues and corrective action to be taken.

SUBMITTALS

In the initial phases of work, the QAR shall conduct a careful study of all contract documents including plans, specifications, and any addenda that have been issued. All addenda will be physically posted on the contract documents (plans & specifications). The recommended method is to "cut & paste" addendum items rather than transcribing them.. Plans and specifications will be crossed checked in order to make a complete list of all material items and equipment. This list is categorized by specification section and further identified within each section among subcontractors and suppliers. All material and equipment provided by each subcontractor or supplier will be entered into the Submittal Log which is interfaced with the project schedule.

I. The submittal approval and control process generally follows the outline below:

A. Determine number of submittal copies (as outlined in contract) received from sub/ supplier by Bradbury Stamm - reviewed by Bradbury Stamm for correctness

B. Prior to submitting to the architect, all submittals will be checked by Bradbury Stamm personnel designated by the project manager for conformance to contract documents and will be checked for quantity, accuracy of dimensions, omissions, and coordination with other trades. **EVERY SUBMITTAL NOTED "BY OTHERS" BY THE ORIGINATOR IS TO BE NOTED BY BRADBURY STAMM AS TO THE IDENTITY OF "OTHERS".**

C. Either field or office personnel-review stamp applied to submittal with initials of reviewer and submittal #

D. Submittal log - created - (example included)

E. Submittals are numbered sequentially 001, 002, 003, etc. as submitted. If owner or architect requires different system, this shall be noted in addition to sequential system. Letter of Transmittal (include example) and distributed to architect/engineer for approval (depending on manager / superintendent)

1. One copy remains in master submittal file for field and office - until returned by architect (appropriate two week review process)
2. Bradbury Stamm is sometimes requested to maintain or distribute final approved owner copy (record on submittal log or separate log - the architect is sometimes required to do this). Check specifications for responsibility.

F. Submittal is returned from architect/engineer if approved - cc Office, Field, Owner - if required (pull preliminaries from submittal file bind-file in subs file. Note on transmittal)

1. submittals/*supplier required for coordination*
2. *copy transmitt*al to sub file
3. On return transmittal - addressed to submitting sub/supplier - important to include all documentation sent with returned submittal note accordingly - good legal documentation (application, rejection, resubmitted, clarification) if needed

Acquire all required submittals in a timely manner.

Pursue color selection early

G. If submittal is rejected or requires corrections and a re-submittal, item is noted on transmittal number as ##/R-1 for resubmitted item or as ##/S-1 for supplemental information not previously submitted as part of initial submittal (supplemental is discretionary by manager).

H. Repeat return or resubmit process.

1. Coordination of material deliveries and sub start dates needs to be scheduled by superintendent.

Submittal approval process is critical: *without approved product, there is no material, and therefore no project...*

DRAWING DISTRIBUTION AND DESIGN CONTROL

I. The QAR is responsible to Bradbury Stamm regarding all architect generated drawings for any errors and discrepancies and for reporting these to the project manager for resolution. When drawings are revised due to clarifications or changes, the project technician will record them on a Current Plan Log as soon as the drawings are approved and the contractor has been directed to proceed.

II. The project technician is responsible for distributing plans, specifications, addenda, and revisions to the superintendent, QAR, field supervisors, and subcontractors. All drawings distributed to subcontractors are sent with transmittal letters indicating the plan numbers and current revision date. Distribution will be recorded on a Plan Distribution Log to ensure that the appropriate personnel have all current documents that affect their area of work.

III. The superintendent or QAR is responsible to check all field supervisors and subcontractors on a regular basis to ascertain that they have been and are using current plans in the performance of their work and that no confusion exists about recent changes, clarifications, etc.

IV. When discrepancies are identified or further clarification of the contract documents are required, the project coordinator through the project technician will initiate a Request for Information (RFI) to the Architect. All RFI's are given a distinct number and logged on the RFI Log. The out-going RFI copied to the Bradbury Stamm project team to ensure that all staff members are fully advised of the subject clarification. Likewise, upon receipt of response from the Architect, the reply is distributed to all affected subcontractors and suppliers as well as the Bradbury Stamm staff.

V. When a proposal request, change directive, field order, or similar document that identifies a contract change is received, the project technician distributes copies to Bradbury Stamm staff and affected subcontractors and suppliers to advise all parties of pending changes. These documents are issued on an informational, advisory basis until cost and time impact are identified. The disposition of all proposal requests and field orders are tracked by the project technician on Change Order Requests. Upon acceptance of change proposals, all staff and affected subcontractors and suppliers are notified of acceptance and that changes will be incorporated into their contracts upon receipt of a change order from the Owner. If revised drawings are involved with the proposal request, additional revised drawings will be issued by the project technician for field use. Contract modifications generally follow the procedures below.

VI. Processing Contract Modifications:

A. Create a log to track a contract modification as soon as it is identified.

B. Assign it an identification number.

C. Cross reference to A/E RFP/RFI when applicable.

D. Describe change.

1. Note date of receipt.

2. Note latest quotation amount.

3. Note the date of the latest quotation.
4. Note proceed status.
5. Note approval status
6. Note change order number.
7. Note sub contractor's written (optional).
8. Note budget adjustment (optional).
9. Note billing adjustment (optional).
10. Note time extension.

VII. Set up a separate file for each proposed change (RFP). This could also be a binder with tabs depending on the anticipated volume of changes.

VIII. All correspondence, drawing transmittals, quotations and estimates are part of this file. Duplicate copies in Correspondence File are optional.

IX. Immediately upon receipt, distribute change document to affected subcontractors and suppliers and specify date when response is due. Determine the status of proceeding and advise affected parties accordingly. Be sure superintendent is kept advised.

X. Assemble quotes, price Bradbury Stamm work and prepare and submit proposal.

XI. Follow up on change proposal until it is incorporated into the contract by change order.

XII. Issue subcontract/material contract change orders and follow up on their return. Execute after return.

XIII. Prepare and submit budget revision using job cost breakdown.

XIV. Revise billing document to agree with revised contract amount.

AS-BUILTS

The QAR is responsible for maintaining project record (as-built) drawings for civil, architectural, and structural disciplines and for ensuring that the mechanical and electrical subcontractors are maintaining their respective as-built information. As a minimum, record drawings will be reviewed monthly to ensure that they are up to date. As-built information includes clarifications, field orders, and contract modifications. The project coordinator is responsible for collecting and submitting through the project technician as-built information at the close of the project.

INSPECTIONS

The QAR is responsible for review of the Contract Documents with all subcontractors and suppliers to generally discuss the means in which they will prosecute their work and to discuss the quality assurance requirements that Bradbury Stamm and the Architect will expect them to follow. This is conducted in two phases - Preparatory Inspection (PI) and Initial Construction Inspection (II).

I. PREPARATORY INSPECTIONS - conducted after award of subcontract or purchase order and prior to construction. The QAR will prepare an agenda and will chair the meeting. The following format will generally be followed to ensure compliance with quality assurance specifications:

A. Notification at least twenty-four hours in advance will be given by the QAR to the affected contractor and subcontractor personnel and to the Architect, as may be required, of an impending preliminary inspection for a particular phase of work to be performed.

B. Each section in the specifications will be subject to a PI, although a number of sections may be combined in one PI if phasing of the work lends itself to combining.

C. Attending personnel will be instructed to review their particular responsibility in the specifications, including any control testing requirements prior to attending the inspection meeting.

The PI meetings will be held with the following agenda:

1. Review of safety program with respect to subcontractor operations.
2. Review of materials for proper submittals, approvals, testing, and quantities.
3. Review of salient points in specifications.
4. Review specific QA requirements in technical specification section.
5. Physical inspection of site, materials, and equipment.

D. PI meeting results will be recorded on PI form and copies will be distributed as follows:

1. Architect	2 copies
2. Bradbury Stamm project manager	1 copy
3. Bradbury Stamm superintendent	1 copy
4. Bradbury Stamm QC file	1 copy
5. Subcontractor office	1 copy
6. Subcontractor field representative	1 copy

II. INITIAL CONSTRUCTION INSPECTION (II) - conducted generally at the start of each subcontractor's phase of work. The following format will generally be followed to ensure compliance with quality assurance specifications:

A. Items 1 and 2 of the PI format will be followed.

B. The meeting with the affected personnel will be held at the site where the representative

portion of the work has been accomplished. The following items will be noted:

C. Review of control testing.

D. Condition of materials.

E. Conformance of construction to design and specification QA check items.

F. Dimensional spot checks.

G. Quality of workmanship.

H. Safety.

I. A record of the meeting on II form (see Appendix) will be distributed as follows:

Architect	2 copies
Bradbury Stamm project manager	1 copy
Bradbury Stamm superintendent	1 copy
Bradbury Stamm QC files	1 copy
Subcontractor office	1 copy
Subcontractor field representative	1 copy

III. FOLLOW-UP INSPECTIONS: Daily inspections will be conducted of work items noted in PI and II where applicable and results will recorded on the daily report.

IV. AUTHORITY: The QAR, as quality control representative has the complete authority to inspect, reject, or accept the work and to direct the contractor operations with respect to quality. The Architect may inspect the work as deemed necessary to assure contract compliance.

A. Items determined to be deficiencies to contract requirements shall be corrected as quickly as practical. In cases where contract documents are not clear, resolution will be determined utilizing the RFI process.

B. Equipment and material purchased from suppliers must conform to the drawings and specifications. All purchase orders shall be routed to the project manager to ensure that quality specifications and degree of quality control are clearly defined. Suppliers will be required to submit all specified test results and certification of material used in the manufacture of the product. These records will be maintained on file by the project coordinator.

INSPECTION AND TEST CONTROL

I. The superintendent or QAR shall monitor the overall conduct of inspections and testing required by contract documents and this quality assurance manual to ensure that they are properly executed.

II. Documentation of the inspections and testing will be maintained on record by the QAR for review by the Owner and Architect. III. The project coordinator is responsible for thoroughly reviewing the contract specifications to identify all quality assurance measures and testing requirements. The coordinator will then prepare a log which lists all QA measures and testing

along with the scheduled and actual dates (as they occur) of the testing. This list will be distributed to the superintendent and responsible subcontractors for their information and management of testing.

IV. Prior to all testing, written test procedures will be prepared by the subcontractor responsible for the testing and submitted for review and approval by the Architect. One copy of procedures will be maintained in the QA files.

V. Off-site Testing/Inspections:

A. The QAR shall notify the Architect of operations requiring off-site fabrication or batching in sufficient time for the arrangement of inspections.

B. The project coordinator will follow up on correction of any noted deficiencies prior to shipping.

VI. On-site Testing:

A. The superintendent will notify the testing lab of operations requiring on-site test as required by specifications.

B. The superintendent will arrange for concrete inspections utilizing a pour checklist.

C. The superintendent will verify that materials used conform to specifications.

D. The superintendent will arrange for inspection of concrete reinforcing steel.

E. The superintendent will ensure that subcontractors are making proper notifications for inspections prior to cover up.

F. The superintendent will document any deficiency in the work.

G. The QAR will follow up to ensure that noted deficiencies are corrected.

VII. Upon completion of testing, test results will be distributed in written reports as required by specification and submitted to the Architect for record. One copy of the test reports will be maintained in the QA files.

A. Files will maintained for quality control purposes and will initially include the following:

1. Submittal data.
2. Shop drawings.
3. Written test procedures
4. Field test reports
5. PI and II reports
6. Laboratory test reports
7. Specifications and amendments
8. Modifications

B. The QAR will be responsible for ensuring delivery of required samples to the proper destination points and construction of required mock ups. From an operational standpoint this will consist of requiring various suppliers and subcontractors to ship

specimens directly.

CONTROL OF SPECIAL PROCESSES

I. The QAR shall ensure that all the written qualification procedures required by specification for all special processes such as welding and non-destructive examination are submitted to the Architect for review prior to commencement of work involving the special process.

II. The QAR shall ensure that all personnel involved in special process work are qualified under procedures that have been reviewed by the Architect. Qualification records of all personnel involved in special process work shall be maintained in the QA files.

HANDLING AND STORING MATERIAL AND EQUIPMENT

I. It is the responsibility of the superintendent to ensure that all material is stored in accordance with manufacturers' recommended procedures.

II. Any material or equipment which requires controlled temperature or humidity or protection from exposure to the weather will be stored in an adequate enclosure. Material or equipment which do not require environmental control may be stored in the open.

III. All material and equipment will be properly handled and transported to prevent any damage. Any special handling instructions provider by the supplier will be carefully followed.

A. It will be the responsibility of the QAR to conduct periodic inspections of material and equipment in storage. The coordinator will advise the project manager or superintendent of any items that are not properly stored. It shall be the responsibility of the project manager or superintendent to ensure that the any improper storage is corrected. Any items that are identified as lost shall be brought to the attention of the project manager or superintendent who shall have the responsibility to locate or replace them.

B. As applicable and as much as practical, material and equipment shall be segregated in various storage yards.

COORDINATION WITH SUBCONTRACTORS AND SUPPLIERS

The QAR will review the program on a routine basis and keep close contact with subcontractors and vendors to assure satisfactory handling, shipping, delivery, and storage of their furnished items. The manager will coordinate with subcontractors and suppliers to establish the best method of protecting items in transit. Equipment manufacturer's recommendations on handling, shipping, and storing are to be followed to maintain the quality, cleanliness, and appearance of items delivered to the job site.

MEETINGS

I. HAND-OFF MEETING

When the project is handed over to the project team, a “hand-off” or “start-up” meeting is to be held. The purpose of this meeting is to provide the estimator the opportunity to familiarize the project team with the project prior to construction. The meeting is to be scheduled by the project technician, project manager and operations manager. An outline agenda is included at the end of this section. The meeting will be conducted by the operations manager.

II. FORMAL PARTNERING MEETING

A formal partnering meeting at the start of a project is highly recommended. The meeting would include the project representatives from the owner, architect, engineers, and major subcontractors, as well as the Bradbury Stamm project team. A professional facilitator is to be employed, who will prepare the agenda and conduct the meeting.

III. PRE-CONSTRUCTION MEETING

A pre-construction meeting is to be held with all subcontractors and Bradbury Stamm project team. The meeting will be conducted by the project manager and will generally follow the agenda included at the end of this section.

IV. WEEKLY SUPERINTENDENT MEETING

On a weekly basis at the job site, the superintendent will conduct a meeting with all subcontractors working on the job or about to start. The project manager is responsible for recording the meeting notes and distributing them to appropriate parties.

V. WEEKLY OWNER MEETING

A weekly meeting with the owner’s representative and the architect or engineer is encouraged and should be held at the job site. If the owner or architect are located out of town a less frequent interval or alternative location may be appropriate. This meeting may be concurrent or in tandem with the superintendent’s coordination meeting, and will be conducted by the project manager. If the meeting is held off the job site, the project manager may deem the superintendent’s presence inappropriate. The project manager is responsible for the notes of this meeting to be recorded and distributed. **The note-taking and meeting record preparation by Bradbury Stamm personnel is desirable and emphatically encouraged.** An outline of this meeting is included at the end of this section.

VI. BENCHMARK MEETING

During the course of the project, one or more benchmark meetings shall be held. The purpose of the meeting is to provide a forum to review the status of the project and make adjustments to procedures or methods as determined. The meeting is to be attended by the Bradbury Stamm project team and the operations manager and will follow the outline contained at the end of this section. The number of meetings will be influenced by the project duration and determined by the

project manager and operations manager.

VII. SPECIAL MEETINGS

Special meetings that are called during the project shall be attended by whomever is designated by the person calling the meeting; however, Bradbury Stamm must be represented if subcontractors attend. Generally, the format is determined by the meeting originator, but the Bradbury Stamm project manager is encouraged to provide the record of the meeting.

VIII. CLOSING CONFERENCE

At the end of a project a closing conference is to be held among the project team, estimator and operations manager. The purpose of the conference is to review the project and to learn from the mistakes and excellent performance and to provide the estimator with feedback that may be useful in securing future work. An outline of the closing conference is included at the end of the section.

INITIAL INSPECTION CHECKLIST

Job Name:

SPEC SECTION	DATE

CONTRACT NO	DEFINABLE FEATURE OF WORK	SCHEDULE ACT NO.	DRWNG #	INDEX #

PERSONNEL PRESENT

OWNER'S REP NOTIFIED _____ HOURS IN ADVANCE: YES ☐ NO ☐

NAME	POSITION	COMPANY/GOVERNMENT

PROCEDURE COMPLIANCE

IDENTIFIY FULL COMPLIANCE WITH PROCEDURES IDENTIFIED AT PREPARATORY. COORDINATE PLANS, SPECIFICATIONS, AND SUBMITTALS.

COMMENTS:

PRELIMINARY WORK

ENSURE PRELIMINARY WORK IS COMPLETE AND CORRECT. IF NOT, WHAT ACTION IS TAKEN?

WORKMANSHIP

ESTABLISH LEVEL OF WORKMANSHIP.

WHERE IS WORK LOCATED?

WILL THE INIITAL WORK BE CONSIDERED AS A SAMPLE? YES ☐ NO ☐

IS A MOCK-UP REQUIRED? YES ☐ NO ☐

(IF YES, MAINTAIN IN PRESENT CONDITION AS LONG AS POSSIBLE AND DESCRIBE LOCATION OF SAMPLE)

RESOLUTION

RESOLVE ANY DIFFERENCES.

COMMENTS:

CHECK SAFETY

ARE BSC SAFETY PASSPORT GUIDELINES FOLLOWED?

COMMENTS:

OTHER

OTHER ITEMS OR REMARKS

Project Signature:

SUPERINTENDENT or Project Quality Rep DATE

Reviewed By:

PROJECT MANAGER DATE

PRE-INSTALLATION MEETING CHECKLIST

Job Name: (CONTINUED ON SECOND PAGE)	SPEC SECTION	DATE
CONTRACT NO / DEFINABLE FEATURE OF WORK	SCHEDULE ACT NO.	DRWNG # / INDEX #

PERSONNEL PRESENT

OWNER'S REP NOTIFIED ____ HOURS IN ADVANCE: YES ☐ NO ☐

NAME	POSITION	COMPANY/GOVERNMENT

SUBMITTALS

REVIEW SUBMITTALS AND/OR SUBMITTAL REGISTER. HAVE ALL SUBMITTALS BEEN APPROVED? YES ☐ NO ☐

IF NO, WHAT ITEMS HAVE NOT BEEN SUBMITTED?

ARE ALL MATERIALS ON HAND? YES ☐ NO ☐

IF NO, WHAT ITEMS ARE MISSING?

CHECK APPROVED SUBMITTALS AGAINST DELIVERED MATERIAL. (THIS SHOULD BE DONE AS MATERIAL ARRIVES.)

COMMENTS:

MATERIAL STORAGE

ARE MATERIALS STORED PROPERLY? YES ☐ NO ☐

IF NO, WHAT ACTION IS TAKEN?

SPECIFICATIONS

REVIEW EACH PARAGRAPH OF SPECIFICATIONS AND DISCUSS SPECIFIED TOLERANCES.

IS A MOCK-UP REQUIRED? YES ☐ NO ☐

DISCUSS PROCEDURE FOR ACCOMPLISHING THE WORK.

CLARIFY ANY DIFFERENCES.

PRELIMINARY WORK & PERMITS

ENSURE PRELIMINARY WORK IS CORRECT AND PERMITS ARE ON FILE.

IF NOT, WHAT ACTION IS TAKEN?

PRE-INSTALLATION MEETING CHECKLIST

Job Name:

(CONTINUED FROM FIRST PAGE)

SPEC SECTION	DATE

CONTRACT NO	DEFINABLE FEATURE OF WORK	SCHEDULE ACT NO.	DRWNG #	INDEX #

TESTING

IDENTIFY TESTING AGENCY AND PROCEDURE.

FREQUENCY?

WHERE REQUIRED?

REVIEW TESTING PLAN.

HAS TEST FACILITIES BEEN APPROVED? YES ☐ NO ☐

SAFETY

HAS SAFETY DIRECTOR BEEN NOTIFIED? YES ☐ NO ☐

ACTIVITY HAZARD ANALYSIS APPROVED? YES ☐ NO ☐

REVIEW APPLICABLE PORTION OF BSC SAFETY PASSPORT

SUPERVISION, MANPOWER and EQUIP.

IS THERE COMPETENT SUPERVISION? IS THE JOB PROPERLY MANNED?

OTHER ITEMS OR REMARKS

OTHER ITEMS OR REMARKS:

Project Signature:

SUPERINTENDENT and/or QC Manager DATE

Reviewed By:

PROJECT MANAGER DATE