



**CORPORATE
QUALITY CONTROL
PROGRAM**

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Abbreviations and Acronyms

AHA	Activity Hazard Analysis
CM	Construction Manager
DFOW	Definable Feature of Work
DQO	Data Quality Objectives
EPA	US Environmental Protection Agency
HASP	Health and Safety Plan
MSDS	Material Safety Data Sheet
PM	Project Manager
PS	Project Superintendent
QC	Quality Control
QCP	Quality Control Plan
QCPR	Quality Control Production Report
QCR	Quality Control Report
SAP	Sampling and Analysis Plan
SD	Submittal Description
SHSO	Site Health and Safety Officer
GR BIRDWELL	GR Birdwell Construction, L.P.

1.0 INTRODUCTION

GR Birdwell Construction, L.P. (GR BIRDWELL) designed this Quality Control (QC) Program as a corporate outline for all construction projects. Since each project GR BIRDWELL performs is unique, it is difficult to prepare one set of procedures. Therefore, this QC Program outlines the responsibilities and guidelines GR BIRDWELL employees will use to establish and maintain an effective QC system in compliance with client procedures (whether commercial or governmental) and standard industry practices. Specific QC Plans (QCPs) will be prepared in accordance with this Program and client-specific documents for individual projects.

A QC program is necessary to ensure proper planning, sourcing of products, and expectations of work are in accordance with project specific plans and specifications. Successful QC program will aid in the completion of work efficiently, safely, and with maximum cost effectiveness.

The objective of this QC Program is to:

- Describe GR Birdwell's QC organization and personnel responsibilities, including a chart showing lines of authority;
- Develop format for QCPs;
- Identify the various QC meetings necessary for each project;
- Outline the three phases of control to be implemented;
- Provide procedures for scheduling, managing, reviewing, and certifying submittals;
- Establish control, verification, and acceptance testing procedures;
- Specify procedures for inspecting construction activities;
- Define reporting procedures, including certifications and documentation.

2.0 QC ORGANIZATION AND RESPONSIBILITIES

This section describes personnel responsibilities and sets forth lines of authority for GR Birdwell's QC organization. The QC organization presented has been developed to ensure the quality of construction, to obtain reliable data, and to facilitate effective communication and decision-making.

QC activities will occur at all levels of the organization and during all phases of construction in order to consistently produce cost-effective and efficient solutions to mitigate a broad range of potential technical problems.

2.1 ORGANIZATIONAL STRUCTURE

The associated organizational chart illustrates the primary positions involved with GR Birdwell's QC Program.

2.2 RESPONSIBILITIES

Responsibility for QC lies with the organization assembled to execute the work. It depends on the efficient use of the lines of communication between members of the organization. The responsibilities of the GR BIRDWELL QC team are summarized below.

2.2.1 Program Manager

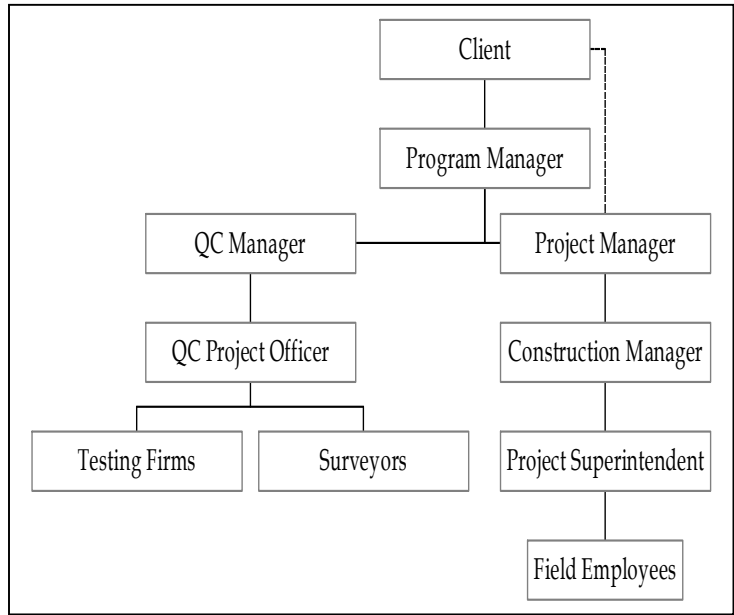
GR Birdwell's President has overall responsibility for all GR BIRDWELL projects and serves as Program Manager on contracts with multiple projects. His responsibilities in this role include:

- Serving on the program or project QC review committee
- Administering and supervising contractual requirements
- Approving technical changes and nonconformance reports and verifying corrective actions associated with all projects
- Communicating to the appropriate project staff regulatory and QC requirements
- Reviewing information for completeness and accuracy prior to release

2.2.2 QC Manager

GR Birdwell's QC Manager, will manage and implement all QC programs and will be responsible for development and execution of QC implementation activities, including developing project-specific test plan design, execution, data reduction, and reporting. The QC Manager reports to GR Birdwell's President. Additional responsibilities include:

- Preparing QC documents, including QCPs, that define project-specific policies, organization, objectives, functional activities, and specific QC implementation procedures designed to achieve data quality goals or requirements
- Providing the mechanism whereby QC problems may be brought to the immediate attention of the Project Manager (PM) and/or Program Manager, for implementation of corrective action
- Performing independent review of the project approach, methods, and experimental design
- Coordinating any external QC audit activities requested by a client
- Documenting the results of all QC activities in reports to GR BIRDWELL management, clients, and appropriate regulatory agencies



2.2.3 QC Officer

GR BIRDWELL will assign a QC Officer for each project. The QC Officer will be responsible for inspecting the progress of daily work on behalf of the QC Manager and will have the authority to require that corrective measures be implemented for any work or material that does not meet the acceptance/rejection criteria. The QC Officer will be held responsible for the quality of work on the project. (The QC Officer may be assigned other duties on a part-time basis as allowed by each client and project workload.)

Additional responsibilities include:

- Coordinating independent, third party QC testing firms, including surveying, chemical and geotechnical testing
- Reviewing design drawings and specifications for clarity and completeness
- Performing submittal review and approvals, except for submittals designated for approval by the client
- Verifying that the equipment used in testing meets test requirements, that tests are conducted according to procedures defined by the QCP, and that testing equipment and procedures remain consistent over the duration of the project
- Identifying work that should be accepted or rejected, documenting defective work, and specifying corrective measures to be implemented
- Inspecting the work in progress to assess compliance with the QCP and facility design criterion by construction personnel
- Performing QC sampling and testing during construction or ensuring that outside companies are performing tests according to the specifications
- Conducting various QC meetings
- Administering the three phases of control
- Confirming that the test data are accurately recorded and interpreted
- Preparing and submitting the required QC documentation
- Recording the minutes of all QC meetings and submitting these to the appropriate parties
- Assisting the QC Manager with required QC certifications.

2.2.4 Project Manager

Each project will be assigned a PM. The PM has overall responsibility for technical, financial, and scheduling matters of the project. The PM will report to the GR Birdwell's President and will, as appropriate:

- Assign project staff and coordinate staff efforts
- Control procurement and assure compliance with contract requirements
- Review and approve project-specific documents
- Establish project budgets, schedules, and resource requirements

- Serve as the "collection point" for project staff reporting of nonconformance and changes in project documents and activities
- Disseminate project-related information from the client and other entities
- Serve as liaison for communications with the client, subcontractors, other company-specific groups, and the project staff
- Interface with the client and attend meetings and conferences between project participants as directed or assign another member of the project staff to this task
- Notify the project staff and, as appropriate, the client of contractual and technical changes and nonconformance
- Determine the effect of nonconformance and changes on the project, the means for controlling the further processing of nonconforming items and activities, and the appropriateness for reporting such items and activities to the client
- Control project costs and approve invoices

2.2.5 Construction Manager/Project Superintendent

Construction Managers (CM) and Project Superintendents (PS) will be assigned to projects based upon the size and complexity of each project. Larger, multi-faceted projects may be assigned a CM and two or more PS, while other projects may only be assigned a PS.

The CM/PS will have day-to-day responsibilities for controlling project performance, the quality of production, and executing the scope of work within his assigned task. The primary role will be to directly supervise and coordinate the activities of the field staff. Other duties will include, as necessary:

- Reviewing project-specific documents (e.g., work instructions, procurement documents, drawings, correspondence and reports)
- Reviewing scope of work, contractual and regulatory requirements, and applicable QC procedures with assigned personnel
- Orienting the staff to the needs and requirements of each task
- Attending meetings and conferences between GR BIRDWELL, the client, and any other project participants as directed by the PM
- Establishing task budgets, schedules, and resource requirements
- Controlling task costs and reviewing invoices
- Controlling the data flow process
- Documenting site activities on a daily QC Production Report (QCPR)

2.2.6 Field Employees

Day-to-day performance of the work is the responsibility of each of the field employees who report to the CM/PS. Responsibilities of all field employees will include:

- Completing assigned tasks in accordance with GR BIRDWELL policies, project requirements, and accepted industry standards
- Identifying scope, technical, quality, and health and safety issues
- Notifying supervisors of any problem, development, or issue, which could, adversely or positively, affect project performance with regard to quality, schedule, budget or performance
- Documenting test results, site survey and activities, and equipment calibration on pre-printed data forms and completing the execution of documentation for the work performed
- Providing and documenting formal equipment calibration and adjustment systems to maintain precision, accuracy, and sensitivity within necessary and established limits

3.0 PROJECT QC PLANS

Project specific QCPs will be prepared by the QC Manager for each project. These QCPs will address both on- and offsite work related to the project. Typically, approval of this plan by the client will be required prior to the start of construction. (At the discretion of the client, a planning meeting may be held before submittal of the QCP. The purpose of this meeting is to develop a mutual understanding of the QCP requirements prior to plan development and submission.)

The primary contents of each QCP will include:

- Name and qualifications of the QC Officer, in resume form with a letter signed by an officer of GR BIRDWELL appointing the QC Officer and identifying the responsibilities for implementing the QC program as described. A copy of a standard appointment letter is included in Appendix A.
- Names of employees authorized to prepare, review, and certify submittals prior to client approval.
- A listing of subcontracted entities such as testing laboratories, architects, and consulting engineers that will be used on the project and a description of the services these firms will provide.
- An initial submittal register, identifying all submittals necessary for the project.
- Testing laboratory information, with the Accredited Laboratory Requirements, as applicable.
- A Testing Plan and Log that includes the tests required, referenced by the specification paragraph number requiring the test, the frequency, and the employee or organization responsible for each test.
- Procedures to identify, record, track, and complete the rework items.
- Documentation procedures, including proposed report formats.

4.0 QC MEETINGS

Various QC meetings will be scheduled during each project to develop effective delegation of responsibilities within each participating organization, to summarize site activities, and to provide a mechanism for resolving uncertainties encountered during construction.

The QC Officer will be responsible for taking minutes at every QC meeting. These minutes should be submitted to the client and PM within 2 calendar days of the meeting or as defined during the pre-construction meeting.

4.1 COORDINATION AND MUTUAL UNDERSTANDING MEETING

After submission of the QCP and prior to the start of site work, a meeting will be held with the client to discuss the QC Program. The purpose of this meeting is to develop a mutual understanding of the QC details, including:

- Administration for onsite and offsite work;
- Coordination of GR Birdwell's management, production, and QC personnel with the client;
- Implementation methods of the three phases of control;
- Identify project-specific meetings and scheduling; and
- Documentation procedures.

Personnel required to attend this meeting will include the PM, CM/PS, QC Officer, appropriate subcontracted testing firms, and the client. Minutes of the meeting will be prepared by the QC Officer and signed by both the QC Officer and the client. This meeting may be held in conjunction with other meetings (i.e., Pre-construction Meeting).

4.2 PRE-CONSTRUCTION MEETING

A Pre-construction meeting will be held at the project site before commencement of fieldwork. Meeting participants will include GR Birdwell's PM, CM/PS, QC Officer, the client, regulatory agencies (if necessary), and major subcontractors or suppliers. The purpose of the meeting is to ensure the following items are understood and, if necessary modify them so that all QC activities necessary to ensure the quality of construction, are specified:

- Responsibilities and lines of authority of each organization, as well as communication and reporting requirements;
- Project work plans, including the QCP, Health and Safety Plan (HASP), and Sampling and Analysis Plan (SAP);
- Protocol for inspection and review methods for documenting and reporting QC inspection and test results;
- Protocol for managing construction deficiencies, repairs, and re-testing;
- Work area security and safety protocol;
- Delineating the project work zones;

- Any appropriate modifications to the contract specifications to ensure that site-specific considerations are addressed;
- Procedures for the protection of construction materials and for the prevention of damage from inclement weather or other adverse conditions;
- Ensure that all materials and/or equipment have been tested, submitted, and approved; and
- Site visit to verify that the design criteria, plans, and specifications are understood and to review materials and equipment storage locations.

4.3 WEEKLY QC MEETINGS

After the start of site work, the QC Officer will conduct an informal QC meeting, at least once a week, with the CM/PS responsible for the upcoming work and GR Birdwell's Site Health and Safety Officer (SHSO). The client will be notified of the meeting in advance in order to attend these meetings. Minutes shall be summarized in the daily QC Report (QCR). At a minimum, the following shall be accomplished at each meeting:

- Review the minutes from the previous meeting;
- Review the schedule (work or testing accomplished since last meeting, rework items identified since the last meeting, rework items completed since the last meeting);
- Review the status of submittals (submittals reviewed and approved since last meeting, submittals required in the near future);
- Review the work to be accomplished in the next two weeks and documentation required;
- Schedule the three phases of control and testing (establish completion dates for rework items, preparatory phases required, initial phases required, follow-up phases required, testing required, status of offsite work or testing, documentation required);
- Resolve QC and production problems, including Request for Information issues;
- Address items that may require revisiting the QCP (changes in personnel or procedures); and
- Review HASP and the appropriate Activity Hazard Analysis (AHA) to ensure that applicable safety requirements are met and proper equipment is available.

4.4 PROBLEM OR WORK DEFICIENCY MEETINGS

Additional meetings may be scheduled should QC problems or construction deficiencies exist or are likely to occur. Construction personnel and the QC Officer will attend the meetings. The QC Manager and/or PM will attend those meetings that include discussions of severe or recurring problems. The purpose of these meetings will be to define and resolve the problem or recurring work deficiency in the following manner:

- Define and discuss the problem or deficiency;
- Review alternative solutions;
- Implement a plan to resolve the problem or deficiency; and
- Document the problem and the selected corrective measure(s).

4.5 MONTHLY PROGRESS MEETINGS

Monthly and/or Quarterly progress meetings will be held (depending on the length of each project) to appraise all organizations of the status of the work in progress. GR Birdwell's management personnel (QC Manager and PM) and onsite staff (CM/PS, and QC Officer) will attend, as well as the client and any major subcontractors.

5.0 THREE PHASE OF CONTROL

The QC Officer will perform three phases of control for each definable feature of work (DFOW) to ensure that everyone associated with the project is adequately prepared to begin a phase of work, to eliminate deficiencies, and to ensure that the work complies with contract documents, applicable rules and regulations, and accepted industry standards.

A DFOW is a task that is separate and distinct from other tasks, has the same control requirements, and work crews. The DFOW is cross-referenced to the activities on the Construction Schedule and the Specifications for each project. At a minimum, critical path activities or each section of the Specifications will be considered a definable feature.

The three phases of control shall adequately cover appropriate onsite and offsite work and shall include the following:

- Preparatory Phase
- Initial Phase
- Follow-Up Phase

Preparatory and initial phase checklists will include a breakdown of quality checks that will be used when performing the QC functions, inspections, and tests required by the contract documents. The preparatory phase and initial phase meetings shall be conducted with a view towards obtaining quality construction by planning ahead and identifying potential problems for DFOW. Scheduling and notification parameters of the phases will be developed during the Pre-construction Meeting.

5.1 PREPARATORY PHASE

This phase will be performed prior to beginning work on each DFOW. The QC Officer will notify the client within a time frame developed during the Pre-construction Meeting. This meeting will include the QC Officer, the CM or PS responsible for the DFOW, and SHSO. The QC Officer will document the results of the preparatory phase actions on the daily QCR and Preparatory Phase Checklist.

The Preparatory Phase Meeting will include:

- Reviewing each paragraph of the applicable specifications sections;
- Reviewing the contract drawings;
- Examining the work area to ensure that the required preliminary work has been completed;

- Verifying that appropriate shop drawings and submittals for materials and equipment have been submitted and approved. Verifying receipt of approved factory test results, when required;
- Reviewing the testing plan and ensure that provisions have been made to provide the required QC testing;
- Examining the required materials and equipment, and sample work to ensure that materials and equipment are on hand and conform to the approved shop drawings and submitted data;
- Reviewing the HASP and appropriate AHA to ensure that applicable safety requirements are met, and that required material safety data sheets (MSDS) are submitted;
- Discussing construction methods, construction tolerances, workmanship standards, and the approach that will be used.

5.2 INITIAL PHASE

This phase is to be accomplished at the beginning of a DFOW. The QC Officer will notify the client within a time frame developed during the Pre-construction Meeting before the crews are ready to start work on a DFOW. The initial phase meeting will be conducted by the QC Officer, with the CM/PS responsible for that DFOW and SHSO in attendance. The QC Officer will observe the initial segment of the DFOW to ensure that the work complies with contract requirements and document the results of the initial phase on the daily QCR and the Initial Phase Checklist (See Appendix D). The initial phase meeting will need to be repeated for each new crew or when acceptable levels of specified quality are not being met.

The following will be performed at each DFOW initial phase meeting:

- Establish the quality of workmanship required (and inform all workers);
- Resolve conflicts;
- Review the HASP and the appropriate AHA to ensure that applicable safety requirements are met; and
- Ensure that testing is performed by the approved laboratory, if required.

5.3 FOLLOW-UP PHASE

The QC Officer will perform the following on ongoing work, at least daily, until the completion of each DFOW and document in the daily QCR:

- Ensure the work is in compliance with contract requirements;
- Maintain the quality of workmanship required;
- Ensure that testing is being performed at appropriate intervals;
- Ensure that rework items are being corrected; and
- Assist the SHSO in performing safety inspections.

5.4 ADDITIONAL PREPARATORY AND INITIAL PHASE

Additional preparatory and initial phase meetings shall be conducted on the same DFOW if:

- The quality of ongoing work is unacceptable,
- There are changes in the applicable QC organization,
- There are any changes in the onsite production supervision or work crew,
- Work on a DFOW is resumed after a substantial period of inactivity, or
- Other problems develop.

6.0 SUBMITTALS

Submittals will be prepared by various GR BIRDWELL departments and forwarded to the QC Manager and/or the QC Officer for handling as described within this Section. GR Birdwell's QC personnel are responsible for submitting all documents to the client.

6.1 TYPES OF SUBMITTALS

Submittals are classified into four groupings, as described below. Examples of these submittal descriptions (SD) are also included.

- **Shop Drawings:** Drawings, schedules, diagrams, and other data prepared specifically for the contract by GR BIRDWELL or through a subcontractor, manufacturer, supplier, distributor, or other lower tier contractor to illustrate a portion of the work.

SD-04, Drawings: Submittals which graphically show relationships of various components of the work, schematic diagrams of systems, details of fabrications, layouts of particular elements, connections, and other relational aspects of the work.

SD-05, Design Data: Design calculations, mix designs, analyses or other data, provided in writing and pertaining to a part of the work.

SD-07, Schedules: A tabular list of data or other lists including locations, features, or other pertinent information regarding products, materials, equipment or components to be used in the work.

SD-08, Statements: A document prepared by a supplier, installer, manufacturer, or other lower tier contractor to further the quality or orderly progression of a portion of the work by documenting procedures, acceptability of methods or personnel, qualifications, or other verification of quality.

SD-11, Factory Test Reports: A written report that includes the findings of a test required to be performed on an actual portion of the work or prototype prepared for this project before it is shipped to the job site. The report must be signed by an authorized official of an approved testing laboratory and must state that the test was performed in accordance with requirements, provide the test results, and indicate whether the material, product, or system has passed or failed the test.

SD-12, Field Test Reports: A written report which includes the findings of a test made at the job site, in the vicinity of the job site, or on a sample taken from the job site, or on a portion of the work during or after installation. The report must be signed by an authorized official of the testing laboratory or agency and must state the test was performed in accordance with the test requirements, state the test results, and indicate whether the material, product, or system has passed or failed the test.

SD-13, Certificates: Statements signed by responsible officials of a manufacturer of a product, system, or material attesting that the product, system, or material meets specified requirements. The statements must be dated after award of this contract, name the project, and list the specific requirements that it is intended to address.

- **Product Data:** Preprinted material such as illustrations, standard schedules, performance charts, instructions, brochures, diagrams, manufacturer's descriptive literature, catalog data, and other data to illustrate a portion of the work, but not prepared exclusively for this contract.

SD-01, Data: Submittals, which provide calculations, descriptions, or other documentation regarding the work.

SD-02, Manufacturer's Catalog Data: Data composed of catalog cuts, brochures, circulars, specifications, and product data, and printed information in sufficient detail and scope to verify compliance with requirement of the contract documents.

SD-03, Manufacturer's Standard Color Charts: Preprinted illustrations displaying choices of color and finish for material or product.

SD-06, Instructions: Preprinted material describing installation of a product, system, or material, including special notices and MSDS.

SD-09, Reports: Reports of inspections and laboratory tests, including analysis and interpretation of test results. Each report shall be properly identified. Test methods used and compliance with recognized test standards shall be described.

SD-10, Test Reports: A report signed by an authorized official of a testing laboratory that a material, product, or system identical to the material, product or system to be provided has been tested in accordance with requirements specified by naming the test method and material. The test report must state the test was performed in accordance with the test requirements; state the test results and indicate whether the material, product, or system has passed or failed the test. Testing must have been within 3 years of the effective date of award of the project.

- **Samples:** Physical examples of products, materials, equipment, assemblies, or workmanship, physically identical to a portion of the work, illustrating a portion of the work or establishing standards for evaluation of the appearance of the finished work or both.

SD-14, Samples: Samples, including both fabricated and un-fabricated physical examples of materials, products, and units of work, as complete units or portions of units of work.

SD-15, Color Selection Samples: Samples of the available choice of colors, textures, and finishes of a product or material, presented over substrates identical in texture to that proposed for the work.

SD-16, Sample Panels: An assembly constructed at the production site in a location acceptable to the client and using materials and methods to be employed in the work; completely finished; maintained during construction; and removed at the conclusion of the work or when authorized by the client.

SD-17, Sample Installations: A portion of an assembly or material constructed where directed and if approved, retained as a part of the work.

- **Administrative Submittals:** Submittals of data for reviews and approval will be required to ensure that the administrative process requirements of the project are adequately met. These submittals are not intended to ensure directly that the work is in accordance with the design concept and in compliance with the contract documents.

SD-18, Records: Documentation to ensure compliance with an administrative process requirement or to establish an administrative mechanism.

SD-19, Operation and Maintenance Manuals: Data intended to be incorporated in an operations and maintenance manual.

6.2 SUBMITTAL REGISTER

A submittal register will be prepared for each project by the QC Officer and submitted with the QCP. This submittal register will be used to track the progress of submittals as they are processed. An example submittal register is included in Appendix B.

6.3 PROCEDURES FOR SUBMITTALS

GR Birdwell's QC Officer will be responsible for reviewing and certifying that all submittals comply with contract requirements. Each "Submittal" paragraph in the project specifications section will include the submittals required for that specification. Submittal items needing client approval will be identified; otherwise, the QC Officer is the approving authority.

The guidelines listed below will be followed when preparing all submittals regardless of the approving authority:

- All submittals shall be completed for each DFOW and submitted at the same time.
- Coordinate preparation and processing of submittal with performance of the work so that work will not be delayed by submittal processing. (Allow time for potential resubmittal.)
- Except as specified otherwise, allow a review period, beginning with receipt by the approving authority, that includes at least 2 working days for submittals requiring QC Officer approval, and 20 working days for submittals requiring client approval. These dates

are to be used as guidelines. Exact time frames will be determined for each project at the Pre-construction Meeting.

- Transmit submittals to the client in an orderly sequence, in accordance with the submittal register, and to prevent delays in the work, delays to the client, or delays to other Contractors working on or near the project.
- Correct and resubmit submittal as directed by the approving authority. When resubmitting disapproved transmittals or transmittals noted for re-submittal, provide a copy of the previously submitted transmittal, including all reviewer’s comments with the re-submittal. Direct specific attention, in writing, or on resubmitted submittal, to revisions not requested by the approving authority on previous submissions.
- Ensure no work has begun until submittals for that work have been returned as “approved” or “approved as noted” except to the extent that a portion of the work shall be accomplished as a basis of the submittal.
- Update the submittal register as submittal actions occur and maintain the submittal register at the project site until final acceptance of work by the client.
- Retain a copy of approved submittals at the project site, including a copy of approved samples.
- When the approving authority is the QC Officer, provide two copies of each approved submittal, except “samples” (where one set is required) to the client.

6.3.1 Certification Stamps

The QC Officer will stamp each sheet of the submittal with GR Birdwell’s certification stamp, except data submitted in bound volumes or on one sheet printed on two sides that may be stamped on the front of the first sheet only.

- QC Officer Certification Statement:

When the approving authority is the QC Officer, the following approval statement when “approving” or “approving as noted” submittals will be used:

“I hereby certify that the (equipment) (material) (article) shown and marked in this submittal and proposed to be incorporated with Contract Number _____, is in compliance with the contract drawings and specification, can be installed in the allocated spaces, and is _____ approved for use.”

Certified by QC Officer: _____, Date _____

- Client Certification Statement

When the approving authority is the client, the QC Officer will certify submittals forwarded to the client with the following certification statement:

“I hereby certify that the (equipment) (material) (article) shown and marked in this submittal is that proposed to be incorporated with Contract Number _____, is in

compliance with the contract drawings and specification, can be installed in the allocated spaces, and is submitted for approval.”

Certified by QC Manager: _____, Date _____

The signatures shall be in original ink, or identified as “original signature” if approval is by electronic transmission.

6.3.2 Actions Possible

Submittals will be returned from the client or the QC Officer with one of the following notations:

- Submittals marked “**not reviewed**” will indicate submittal has been previously reviewed and approved, is not required, does not have evidence of being reviewed and approved by GR BIRDWELL, or is not complete. A submittal marked “not reviewed” will be returned with an explanation of the reason it was not reviewed. Resubmit submittals returned for lack of review or for being incomplete, with appropriate action, coordination, or change.
- Submittals marked “**approved**”, “**approved as submitted**” authorize work to proceed as covered in this submittal.
- Submittals marked “**approved as noted**” or “**approval except as noted; resubmission not required**” allows work to proceed as noted provided no exceptions are taken to the notations.
- Submittals marked “**revise and resubmit**” or “**disapproved**” indicate submittal is incomplete or does not apply with design concepts or requirements of the contract documents and shall be resubmitted with appropriate changes. No work shall proceed for this item until resubmittal is approved.

6.4 FORMAT

Consistency when preparing submittals is an integral part of QC management. The following sections outline the formatting procedures for the different types of submittals. The sections below are general guidelines; the specific format for each type of submittal will be developed within each QCP.

6.4.1 Transmittal Form

The QC Officer will use a Transmittal Form that has been approved by the client when submitting any information. A copy of a transmittal form is located in Appendix C. The transmittal form shall identify GR BIRDWELL, indicate the date of the submittal, and include information prescribed by the transmittal form and described in Section 6.4.2 entitled “Identifying Submittals”.

6.4.2 Identifying Submittals

Identify submittals, except sample panel and sample installation, with the following information permanently adhered to or noted on each separate component of each submittal and on the transmittal form. Mark each copy of each submittal identically, with the following:

- Project title and location
- Contract number, and GR Birdwell's Project Number
- Section number and part number of the section by which the submittal is required
- SD number of each component of the submittal; if a resubmission, an alphabetic suffix on the submittal description, for example SD-10A, to indicate a resubmission
- Name, address, and telephone number of the subcontractor, supplier, manufacturer, and any other second tier contractor associated with the submittal
- Product identification and location in project

6.4.3 Format for Product Data

Present product data submittals for each section as a complete, bound volume. Include a table of contents listing page and catalog item numbers for a product data. Indicate, by prominent notation, each product, which is being submitted; indicate the specification section number and paragraph number to which it pertains. Supplement product data with material prepared for the project to satisfy submittal requirements for which product data does not exist. Identify this material as developed specifically for the project.

6.4.4 Format for Shop Drawings

Present 8 ½ by 11-inch shop drawings as a part of the bound volume for the submittals required by this section. Present larger drawings in the sets. Include on each drawing the drawing title, number, date, and revision numbers and dates, in addition to the information required in "Identifying Submittals" (Section 6.4.2). Dimension drawings, except diagrams and schematic drawings; prepare drawings demonstrating interface with other trades to scale. Identify materials and products for work shown.

6.4.5 Format for Samples

Furnish samples as described below unless otherwise specified or unless the manufacturer has prepackaged samples of approximately the specified size.

- Sample of equipment or device: Full size
- Sample of materials less than 2 by 3 inches: Build up to 8 ½ by 11 inches
- Sample of materials exceeding 8 ½ by 11 inches: Cut down to 8 ½ by 11 inches and adequately detailed to indicate color, texture, and material variations
- Sample of linear devices or materials, such as conduit and handrails: 10-inch length or length to be supplied, if less than 10 inches
- Sample of non-solid materials: One pint, unless otherwise specified

- Sample panel: 4 feet by 4 feet
- Sample installation: 100 square feet

Incorporate returned samples into the work only if so specified or indicated. Incorporated samples shall be undamaged at the time of use. Note and preserve the notation of the area constituting the sample installation but remove the notation at the final cleanup of the project.

6.4.6 Format for Administration Submittals

When the submittal includes a document that is to be used in the project, or becomes a part of the project record, other than as a submittal, do not apply the Contractor's approval stamp to the document, but to a separate sheet accompanying the document.

6.5 QUANTITY

Quantities of the different submittal types (product data, shop drawings, samples, administration) will be identified for each project at the planning meeting.

7.0 TESTING

A list of required control tests and the person or organization to perform the test will be provided in each QCP. Enough detail will be included to identify all tests to be completed, who will perform the test, when, and how often tests are to be done, and the acceptable parameters and reporting procedures of each. No testing activities will be performed unless the QC Manager or QC Officer is on the worksite.

7.1 CONSTRUCTION MATERIAL TESTING

Construction material testing laboratories must be approved by the client as directed in the project specifications.

The QC Officer will submit a copy of the actual results and include a statement that the item tested or analyzed conforms or fails to conform to specified requirements to the client within 2 working days after the test is performed by attaching them to the daily QCR. Test results shall be signed by a testing laboratory representative authorized to sign certified test reports. Conspicuously stamp the cover sheet for the results in large red letters "CONFORMS" or "DOES NOT CONFORM" to the specified requirements, whichever is applicable.

The QC Officer will furnish a summary report of the field tests at the end of each month to the client. Attach an original and one copy of the monthly summary reports to the last daily QCR of each month.

7.2 CHEMICAL ANALYSIS TESTING

Chemical analysis performed on GR BIRDWELL projects shall conform to the following requirements:

- GR BIRDWELL shall utilize laboratories that have been approved by the client or that have undergone successful reviews by other DOD agencies, including: AFCEE, DERP, USACEMRD, USACECLP.
- Data Quality Objectives (DQOs) shall be established and described in the QCP or SAP.
- Data deliverables shall be provided.
- Data validation shall be provided. Approx 10% of analytical data shall be validated, excluding waste characterization and field screening sampling.
- Specific analytical laboratory analysis shall be performed using Environmental Protection Agency (EPA) methods and QC.
- Laboratories must hold any state approval, certification, or license as may be required by the state in which the sample originates.

The QCP and SAP for each project will identify the testing required, test reporting requirements, laboratory, equipment, and personnel certification requirements. As well as DOQs, validation processes, and methods to be used.

The results of each test, along with a summary of the results, will be provided to the client within 2 days of receiving the report from the laboratory. Test results shall be signed by a testing laboratory representative authorized to sign certified test reports.

8.0 INSPECTIONS

Various inspections will be performed by the QC Officer during the project. These inspections are discussed below. The QC Manager may also make random, unscheduled visits the project sites.

8.1 DAILY INSPECTIONS

Follow-up inspections of the daily operations will be done by the QC Officer (see Section 5.3). Any discrepancies that are found will be recorded and transmitted to the CM/PS. The QC Officer has the authority to stop any work activity until the deficiencies have been corrected. Inspections will be documented on the daily QCR.

8.2 PUNCH OUT INSPECTION

Near the completion of all work or any portion of work established during the Pre-construction Meeting, the QC Officer will conduct an inspection of the work and develop a punch list of items that do not conform to the approved drawings and specifications. Any items remaining on the Rework Items List, which were not corrected prior to the punch out inspection will also be included. The punch list shall state the estimated date the deficiencies will be corrected. A copy of the punch list shall be provided to the client.

The QC Officer shall make follow up inspections to ascertain that all deficiencies have been corrected. Once this is accomplished, the QC Officer will notify the client that the work is ready for the "Pre-Final Inspection".

8.3 PRE-FINAL INSPECTION

The client will perform this inspection to verify that the work is complete and ready to be accepted. A Pre-Final Punch List may be developed from of this inspection. The QC Officer shall ensure that all items on this list are corrected prior to notifying the client that a Final Inspection can be scheduled. Any items noted on the Pre-Final Inspection shall be corrected in a timely manner and shall be accomplished before the contract completion date for the work or any particular increment thereof, if the project is divided into increments by separate completion dates. If no deficiencies were found, this will be considered the Final Acceptance Inspection.

8.4 FINAL ACCEPTANCE INSPECTION

The QC Officer, the PM, or other primary contract management personnel, and the client will attend this inspection. This inspection will be formerly scheduled by the client based upon results of the Pre-Final Inspection. Notice will be given to the client prior to the final inspection at a time frame developed during the Pre-construction Meeting stating that all specific items previously identified as being unacceptable, along with all remaining work performed under the project, will be complete and acceptable by the date scheduled for the final acceptance inspection.

9.0 DOCUMENTATION

Summaries of site activities will be recorded on various logs and reports. Each of the documents is described below and a sample included in Appendix D. GR BIRDWELL will modify these reports or use a client-specified form if required. The daily reports will be completed in the field and submitted to the client. Formal reports will be prepared to document construction activities and present data verifying compliance with the contract specifications and agency requirements. A numbering system for all documents will be developed for each client, but in summary will include:

- QCR: Number consecutive days, begin with QCR-001
- QCPR: Number consecutive days, begin with QCPR-001
- Preparatory Phase Checklists: 001-P-01, where the first number corresponds to the daily QCR, P stands for Preparatory Phase, and the last number is the number assigned to that Preparatory Phase Checklist.
- Initial Phase Checklists: 001-I-01, where the first number corresponds to the daily QCR, "I" stands for Initial Phase, and the last number is the number assigned to that Initial Phase Checklist.

9.1 DAILY QC REPORT

Daily QCRs will be required for each day that work is performed and for every seven consecutive calendar days of no work, on the last day of that no-work period. (Account for each calendar day throughout the life of the contract.) The QC Officer will submit an original and one copy to the client the next working day after each day that work is performed. QCR

are to be prepared, signed, and dated by the QC Officer and shall contain the following information, as appropriate:

- Date of Report, Report Number, Contract Number, and GR Birdwell’s Project Number.
- Note if a preparatory phase meeting was held; include the DFOW (by construction schedule activity ID number), and a list of personnel present at the meeting. Complete a Preparatory Phase Checklist and attach to the QCR.
- Note if an initial phase meeting was held; include the DFOW (by construction schedule activity ID number), and a list of personnel present at the meeting. Verify in the report that for this DFOW the completed Initial Phase Checklist is attached to the QCR.
- Results of any follow-up phase inspections held, include the DFOW (by construction schedule activity number). Verify in the report for the DFOW that the work complies with the contract as approved in the initial phase, and that required testing has been performed, and include a list of who performed the tests.
- Results of the three phases of control for offsite work, if applicable, including actions taken.
- List rework items identified, but not corrected by the close of business.
- As rework items are corrected, provide a revised rework items list along with the corrective action taken.

Include a “Comments’ section in the report, which shall contain pertinent information including directions received, QC problem areas, deviations from the QCP, construction deficiencies encountered, QC meetings held, acknowledgement that as-built drawings have been updated, corrective direction given by the QC Officer, and corrective action taken.

9.2 PRODUCTION REPORT

Daily QCPRs, prepared by the CM/PS are required for each day that work is performed and shall be attached to the daily QCR prepared for the same day. Account for each calendar day throughout the life of the contract. The QC Officer will submit an original and one copy to the client the next working day after each day that work is performed (unless modified at the Pre-construction Meeting). A copy of this form is in Appendix D. The reporting of work shall be identified by terminology consistent with the construction schedule. CPRs are to contain the following information:

- Date of report, report number, contract number, title and location of contract, GR Birdwell’s Project Number, and CM/PS present.
- Weather conditions in the morning and in the afternoon including maximum and minimum temperatures.
- A list of GR BIRDWELL and subcontractor personnel on the work site, their trades, employer, work location, description of work performed, and hours worked by trade, by date, and since start of construction.
- Describe the work performed by corresponding schedule activity number.
- A list of equipment and material received that day.

- A list of construction equipment on the work site, including the number of hours used, idle, and down for repair.
- A list of job safety actions taken and safety inspections conducted. (The safety forms will be completed by the SHSO and attached to the QCPR.) Indicate that the safety requirements have been met including the results of the following:
 - Was a job safety meeting held (if yes, attach a copy of the meeting minutes)?
 - Were there any lost time accidents (if yes, attach a copy of the completed OSHA report and GR Birdwell's Accident/Incident Report)?
 - Was hazardous material or waste released into the environment (if yes, attach description of incident and proposed action)?

Include a "Comments" section in this report, which shall contain pertinent information including directions received, problems encountered during construction, work progress delays, conflicts or errors in the drawings or specifications, field changes, safety hazards encountered, instructions given, corrective actions taken, delays encountered, and a record of visitors to the work site.

9.3 PREPARATORY PHASE CHECKLIST

A Preparatory Phase Checklist will be completed for each DFOW that is in the preparatory phase. The checklist will be signed and dated by the QC Officer. This checklist, and one copy, is to be attached to the daily QCR of the same date. A copy of this checklist is in Appendix D. The checklist should include:

- Specification section, date of report, contract number, and GR Birdwell's project number. (Duplicate this information in the header of the following pages of this report.)
- DFOW, schedule activity number (corresponding to the construction schedule).
- Indicate the number of hours of advance notice that was given to the client. Indicate the names of preparatory phase meeting attendees, their position, and company/agency they are with.
- Indicate if submittals have been approved, if not, indicate which ones have not been submitted. Are materials on hand? If not, what items are missing. Check delivered material and equipment against approved submittals and comment as required.
- Indicate if material and equipment is stored properly and if not, what action is or was taken.
- Review and comment on Specification paragraphs that describe the material and equipment, procedures for accomplishing the work, and clarify any differences.
- Ensure preliminary work is in accordance with the contract documents and necessary permits are on file, if not, describe the action taken.
- Identify who performs tests, the frequency, and where the tests are to occur. Review the testing plan, report abnormalities, and if the test facilities have been approved.
- Indicate if the AHA has been approved and comment on the review of the applicable portions of the HASP.

- Note comments and remarks made during the preparatory meeting that were not addressed in previous sections of this checklist.

9.4 INITIAL PHASE CHECKLIST

Each DFOW that is in the initial phase shall have a checklist filled out by the QC Officer. This checklist will be identified by terminology consistent with the construction schedule. This Initial Phase Checklist, and one copy, will be attached to the daily QCR of the same date. A copy of the checklist is included in Appendix D. This checklist will include:

- Specification section, date of report, contract number, and GR Birdwell's project number. (Duplicate this information in the header of the following pages of this report.)
- DFOW, schedule activity number (correspond to the construction schedule).
- Indicate the number of hours of advance notice that was given to the client. Indicate the names of initial phase meeting attendees, their position and company or agency they are with.
- Comment on compliance with procedures identified at the preparatory phase meeting and assurances that work is in accordance with plans, specifications, and submittals.
- Ensure preliminary work is being placed in compliance with specifications and if not, what action is or was taken.
- Identify where initial work is located, if a sample panel is required, is the initial work the sample, and if yes, describe the panel location and precautions taken to preserve the sample.
- Comment on any differences and the resolutions reached.
- Comment on the safety review of the job conditions.
- Note any other remarks or items that were a result of the initial phase meeting.

9.5 TESTING PLAN AND LOG

As tests are performed, the QC Officer shall record on the Testing Plan and Log the date the test was conducted, the date the test results were forwarded to the client, and any remarks and acknowledgement that an accredited or client approved testing laboratory was used. Attach two copies of the Testing Plan and Log to the last daily QCR each month. A copy of the Testing Plan and Log is included in Appendix D.

9.6 REWORK ITEMS LIST

The QC Officer shall maintain a list of work that does not comply with the contract, identifying what items need to be reworked, the date the item was originally discovered, and the date the item was corrected. There is no requirement to report a rework item that is corrected the same day it is discovered. Attach two copies of the rework items list to the last daily QCR of each month. The QC Officer shall be responsible for including on this list items needing rework including those identified by the client.

9.7 AS-BUILT RECORDS

The QC Officer is required to review the as-built records to ensure that they are kept current and marked to show deviations from the contract drawings that have been made. The QC Officer will ensure each deviation is identified within the appropriate modifying document and is cross-referenced on the as-built drawing. These changes will be initialed by the QC Officer. Upon completion of work, the QC Officer shall submit a certificate attesting to the accuracy of the as-built records prior to submission to the client.

9.8 MONTHLY PROGRESS AND EVALUATION REPORT

A monthly progress report will be prepared by the QC Officer and PM to summarize all site construction and inspection activities. Data in the report will be organized according to construction tasks and will include the following information:

- A summary of construction activities performed during the reporting period.
- A summary of QC inspection activities, including references to inspections and a summary of the results of the inspections.
- A discussion of QC characteristics evaluated and specific comparisons to design criteria, plans, and/or specifications.
- Descriptions of QC sampling activities, sample locations, and results.
- Modified Project Schedule.

10.0 CERTIFICATIONS

All work will be certified by the QC organization, stating that the work being certified has been done according to contract documents and industry standards.

10.1 QC REPORT CERTIFICATION

Each daily QCR shall contain the following statement signed by the QC Officer: "On behalf of GR BIRDWELL, I certify that this report is complete and correct and equipment and material used and work performed during this reporting period is in compliance with the contract drawings and specifications to the best of my knowledge except as noted in this report".

10.2 COMPLETION CERTIFICATION

Upon completion of a project, the QC Officer or QC Manager shall furnish a certificate to the client attesting that "the work has been completed, inspected, and tested, and is in compliance with the contract."

Appendix A
Sample QC Officer Appointment Letter

Date

QC Officer
GR Birdwell Construction, L.P.
9720 Derrington
Houston, Texas 77064

RE: Project Quality Control Officer

Dear

This is a letter of direction to you outlining your duties and responsibilities as our Project Quality Control Officer on the above referenced project.

You will be responsible for preparing and maintaining the submittal register form for the duration of the project. You are required to check all shop drawings for accurate dimensions and to ensure compliance to applicable specifications and drawings as to the quality of materials being proposed for the project. This also applies to all subcontractors, offsite fabricators, and suppliers.

You will make, on a continuing basis, sufficient daily follow-ups to ensure that all workmanship and materials in the construction of this project are in conformance with the specifications and drawings.

You will be responsible for all testing as required by the specifications; a qualified testing laboratory will be furnished to you, as outline in the Quality Control Plan (QCP).

You will be present during all testing and coordinate all such tests as required in accordance with the specifications and the Contracting Officer's Representative (COR).

The QC system will include three phases of control and tests, Primarily, Preparatory Phase, Initial Phase, and Follow-Up Phase. You are directed to the QCP for specific instruction outlining these control phases.

All control phases and tests shall be recorded daily on the QC Report and submitted as outlined in the QCP.

You are directed to review the QCP for this project, as well as the project specifications and drawings in their entirety. If there is an item not understood, please discuss with myself, or the Program Manager.

Sincerely,

QC Program Manager

Appendix B
Submittal Register

Appendix C
Transmittal Form

Appendix D
Reports, Checklists, Logs

CONTRACTOR PRODUCTION REPORT (Attach Additional Sheets If Necessary)				Date	
Contract No.	Project #	Location	Report No.		
Contractor:		Superintendent:			
AM Weather	PM Weather	Max Temp	°F	Min Temp	°F
<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="text-align: center;"> <p>JOB SAFETY</p> </div> </div>	Was A Job Safety Meeting Held This Date? <small>(If Yes, attach copy of the meeting minutes)</small>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Total Worked Hours On Job Site This Date	
	Were There Any Lost Time Accidents This Date? <small>(If Yes, attach copy of completed OSHA report)</small>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Cumulative Total Of Work Hours From Previous Report	
	Was Trenching/Scaffold/HV Electrical/High Work Done? <small>(If Yes, attach statement or checklist showing inspection performed)</small>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Total Work Hours From Start Of Construction	
Was Hazardous Material/Waste Released Into The Environment? <small>(If Yes, attach description of incident and proposed action)</small>		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
List Safety Actions Taken Today/Safety Inspections Conducted				<input type="checkbox"/>	Safety Requirements Have Been Met
Equipment/Material Received Today to be Incorporated in Job					
Construction and Plant Equipment of Job Site Today. Include Number of Hours Used Today.					
Work Performed Today					
Work Location and Description	Employer	Number	Trade	Hrs	
Comments					
_____ Construction Manager/Superintendent				_____ Date	

CONTRACTOR QUALITY CONTROL REPORT			DATE	
Contract No:	GR BIRDWELL Project No:	Report No:		
PREPARATORY PHASE				
Preliminary Tasks	Yes	No	N/A	Remarks
1. Plans and specs review complete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Submittals have been reviewed and approved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Stored/delivered materials comply with submittals and are properly stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Testing plan has been developed and reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Work method and schedule discussed with client?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Other preliminary work completed correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Definable Feature of Work				
Work Location:				
Personnel Present:				
INITIAL PHASE				
Preliminary and Ongoing Tasks	Yes	No	N/A	Remarks
1. Sample has been prepared and approved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Workmanship complies with specifications/industry standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Test results are acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Work complies with contract requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Preliminary work completed correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Definable Feature of Work				
Work Location:				
Personnel Present:				
Sampling/Testing Performed	Sampling/Testing Company	Site Technician		

CONTRACTOR QUALITY CONTROL REPORT				DATE			
Contract No:		GR BIRDWELL Project No:		Report No:			
FOLLOW-UP PHASE							
Preliminary and Ongoing Tasks				Yes	No	N/A	Remarks
1. Work complies with contract requirements as approved in initial phase?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Definable Feature of Work							
Work Location:							
Personnel Present:							
Sampling/Testing Performed		Sampling/Testing Company		Site Technician			
Rework items identified today which were not corrected by close of business:							
Rework items corrected today which were on the rework items list:							
COMMENTS							
<small>On behalf of GR BIRDWELL, I certify that this report is complete and correct, and equipment and material used, and work performed during this reporting period is in compliance with the contract drawings and specifications to the best of my knowledge, except as noted in this report.</small>				_____ <small>QC Officer</small>	_____ <small>Date</small>		
CONTRACTOR QUALITY CONTROL REPORT				DATE			
Quality assurance representative's remarks and/or exceptions to this report:							
				_____ <small>Client Quality Control Manager</small>	_____ <small>Date</small>		

Preparatory Phase Checklist		Date _____
Contract No. _____	Spec Section. _____	Project. _____
Client Rep Notified _____ Hours in advance <input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Personnel Present</i>		
<u>Name</u>	<u>Position</u>	<u>Company</u>
1.		
2.		
3.		
4.		
5.		
<i>Submittals</i>		
1.	Have all submittals been approved? If no, what items have not been submitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Are all materials on hand? If no, what items are missing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Check approved submittals against delivered material. Comments:	
<i>Material Storage</i>		
1.	Are materials stored properly? If no, what action is taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Specifications		
1.	Review each paragraph of specifications.	
2.	Discuss procedure of accomplishing the work.	
3.	Clarify any differences.	
<i>Preliminary Work and Permits</i>		
1.	Ensure preliminary work is correct and permits are on file. If not, what action is taken?	
<i>Testing</i>		
1.	Identify test to be performed, frequency, and by whom.	
2.	When required?	
3.	Where required?	
4.	Review Testing Plan.	
5.	Has test facilities been approved?	
<i>Safety</i>		
1.	Review applicable portion of HASP.	
2.	Activity Hazard Analysis approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Comments</i>		
		_____ QC Officer Signature

Initial Phase Checklist		Date _____
Contract No. _____	Project. _____	DFOW _____
Client Rep Notified _____ Hours in advance <input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Personnel Present</i>		
<u>Name</u>	<u>Position</u>	<u>Company</u>
1.		
2.		
3.		
4.		
5.		
6.		
<i>Compliance</i>		
1.	Identify full compliance with procedures identified at preparatory. Coordinate plans, specifications, and submittals.	
<i>Preliminary Work</i>		
Ensure preliminary work is completed and correct. If not what action is taken?		
<i>Workmanship</i>		
1.	Where is the work located?	
2.	Is a sample panel required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Will the initial work be considered as a sample? (if yes, maintain in present condition as long as possible)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Differences</i>		
Resolve any differences.		
<i>Safety</i>		
Review job conditions and Activity Hazard Analysis.		
<i>Comments</i>		
		_____ QC Officer Signature