

# Quality Control System (Q C S)

**User Manual and Training Guide  
(QCS Software Version 2.37)**

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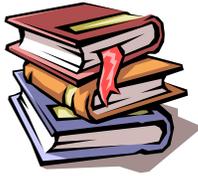
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# Chapter 1 - Quality Control System Basics



## What Is the QCS Program?

**T**he Quality Control System (QCS) is a user-friendly comprehensive system for the expedient and effective management of construction contracts through tracking and documentation of all facets of a contract being administered for U.S. Army Corps of Engineers' construction field offices.

## What makes QCS different from standard commercial programs (COTS)?

QCS is a Microsoft Windows® platform utilizing the Firebird® database engine designed with the User in mind. It allows the rapid entry and retrieval of information necessary to efficiently manage your resources. Several key features allow QCS to accomplish these goals. They include:

- Planning for Design, Government and Contractor Resources
- Contract Administration relative to unique Business Processes
- Interface with other Corps of Engineers Database systems
- Multiple QCS Sites can be used for a given contract
- Contractor Quality Control Activities
- 3-Phase Inspections at Library Level
- Hazard Analysis at Contractor Library level
- Libraries that span all contracts in database
- Comprehensive Report Explorer
- Windows features such as:
  - Copy, Cut and Paste
  - Spell and Grammar Check
  - Print and Preview Options

This chapter presents basic information about the QCS program. You will learn:

- How this manual is designed
- What hardware and software you need
- How to install and run the QCS program
- How to view and print reports

## Purpose of the QCS Program

The Quality Control System (QCS) is the Contractor's Quality Control module of the Government's Resident Management System (RMS) and was developed to assist contractors in providing contract-required data to the Corps of Engineers. Furthermore, by taking advantage of the monitoring and reporting aspects of this program, the contractor can perform quality control activities more consistently and within the requirements specified by the Corps of Engineers.

## About this Manual

This **User Manual and Training Guide** is designed to give detailed, easy to understand instructions on how to use the QCS program. It assumes that the QCS User has an understanding of Corps of Engineers' policy and the construction business in general but it does not necessarily require any previous computer knowledge.

## Typographic Conventions and Symbols

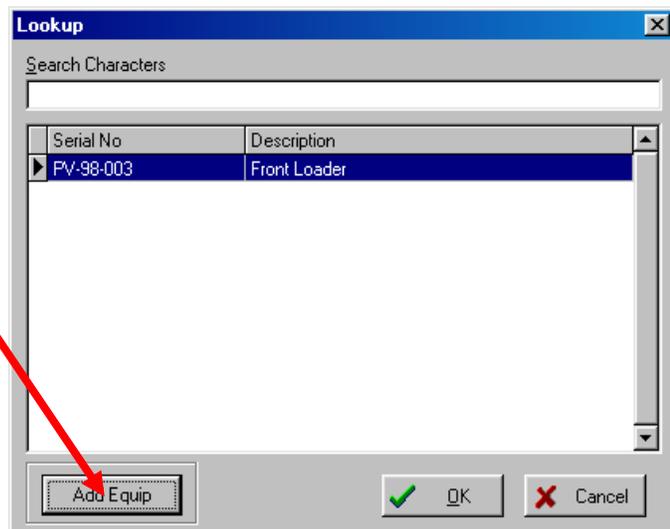
To make it easier for you to use this guide, symbols and type styles are used consistently. These are:



An ellipsis lookup associated with data entered into a cell.

**When a button exists in this position, it affords the capability to add items directly without having to exit from where you are.**

*Lookup Dialog Window*



 Drop Down Item List associated with required data entered into cell.

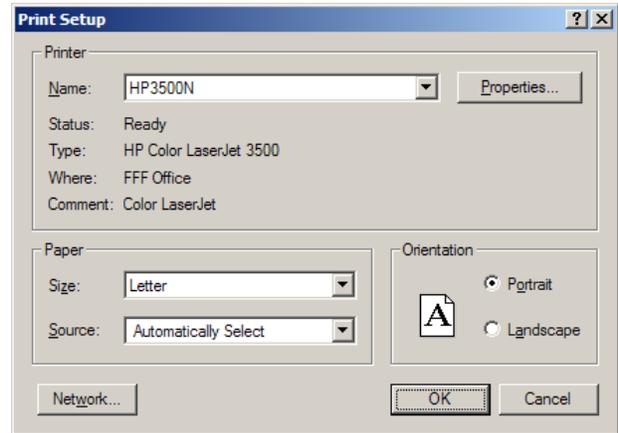
 Check Box indicates “yes” or “no” definitive.

**Note:** The grayed check box with an apparent check showing indicates **either** “Yes” or “No”.



Print Option

*Print Options Window*

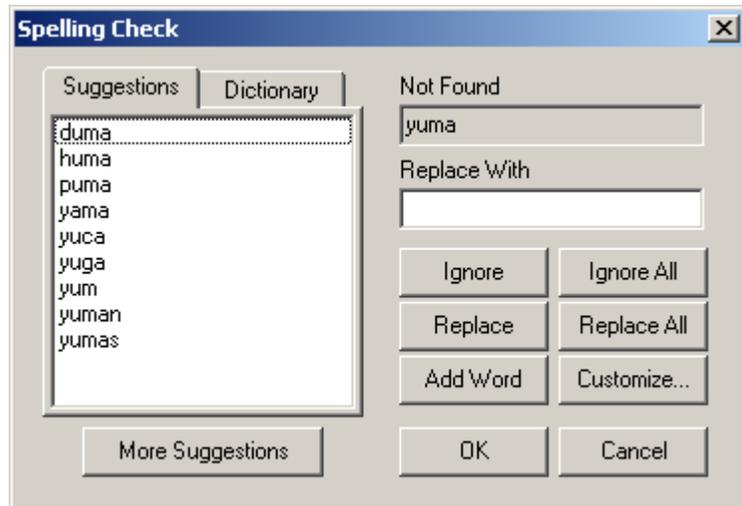


Reports Button to launch Report Screen



Spell Check Button

*Spell Check Dialog Window*





Add Data



Delete Data

<b>FILE</b>	Bold / Upper Case indicates Main Menu Option
<b>Office</b>	Bold / Standard Case indicates Drop Down, Secondary, and any additional Menu Options
<b><i>Accidents</i></b>	Bold /Standard Case / Italics indicate a window name.
<i>Forum</i>	Italics indicates cell or field name
[Tab]	Brackets indicate keyboard functions
[Login]	Italicized Brackets indicate window buttons utilized

## The Screen Layout of the System

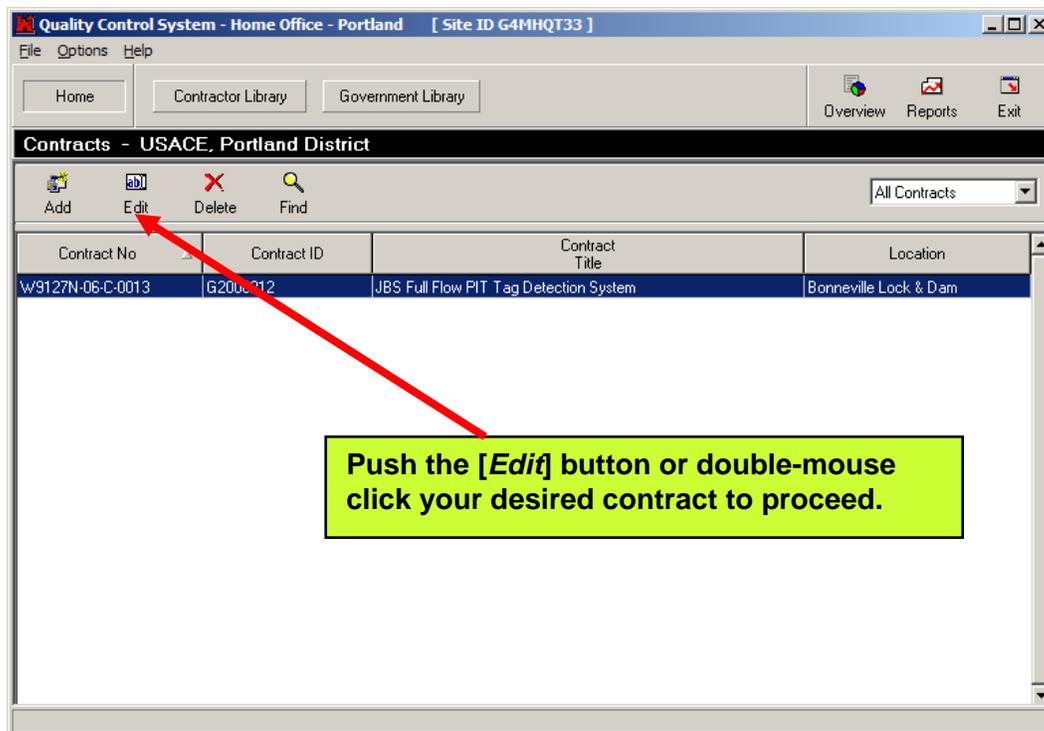
There are quite a number of screens used within the program. However, consistency exists with their appearance and navigation requirements. The QCS opening menu, shown below, is just one example. The menu bar is displayed across the top of a screen and indicates the tasks you can perform from that screen. From this screen you are able to access libraries that affect all contracts within the system. You will also be able to access numerous reports from the **REPORTS** button. The **OVERVIEW** button is not yet available, but is anticipated to provide comprehensive data, views and reports spanning all, or several contracts, with “top management” in mind.

We are going to assume you have a contract added to your program and begin discussions beginning at that point. Later in this Manual, we will explain in detail how data is exchanged with the Government, including the ability to add contracts to the program.

## List of Projects

Use your cursor to highlight the contract you want and then press the *[Edit]* button (you may also just double-mouse-click on a contract). You can also use *[Find]* if you have more contracts than may be seen on the screen. When you are working with Contracts from more than one Corps of Engineers Districts, you will need to add a separate QCS program for each District. You are not able to add contracts from different Corps of Engineer Districts into the same QCS database.

There are additional menu bar options on this screen, which we shall discuss at the appropriate point.

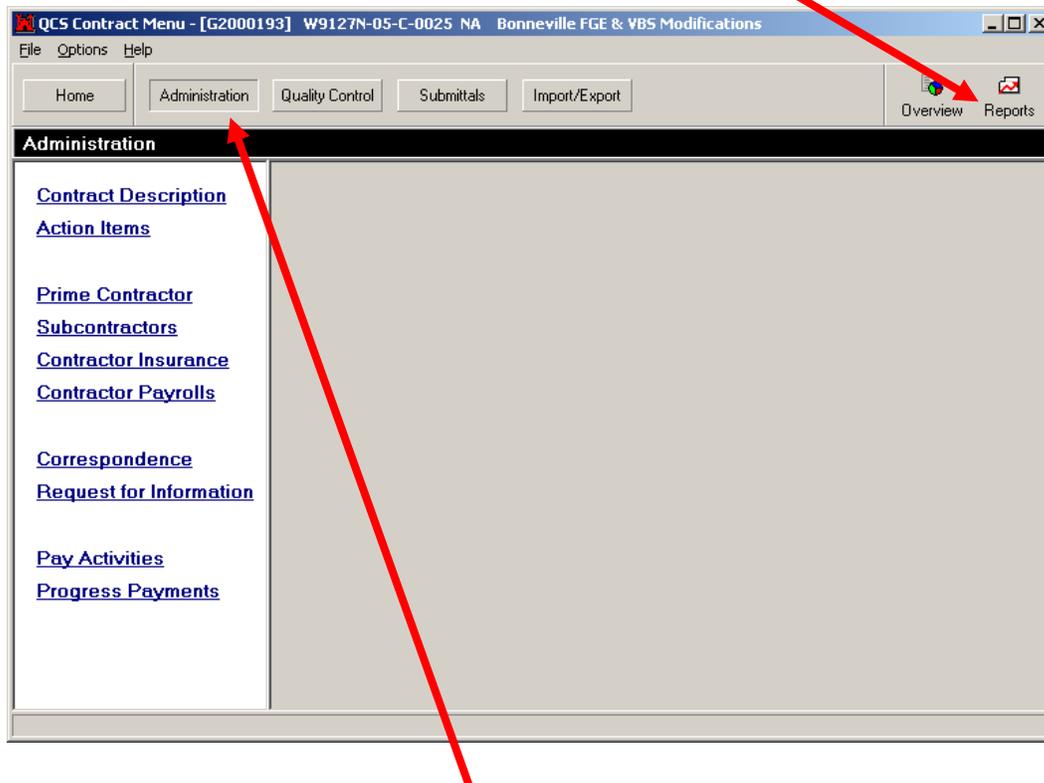


*Main (Opening) QCS Screen*

**NOTE:** When you are finished working in the QCS program, you may exit the program by using the **File/Exit** option or pushing the "X" in the upper right hand side of each screen. In any case, you will observe a confirmation request that asks if you REALLY want to exit the program and if you desire to backup your QCS Database. Turning off your computer without exiting properly can damage your files.

## Contract Menu – Administration Screen

The QCS Contract Menu consists of four primary areas: **Administration**, **Quality Control**, **Submittals**, and **Import / Export**. All QCS reports may be accessed from this (or any other) screen by clicking on the **Reports** button, located at the upper right side of the screen.

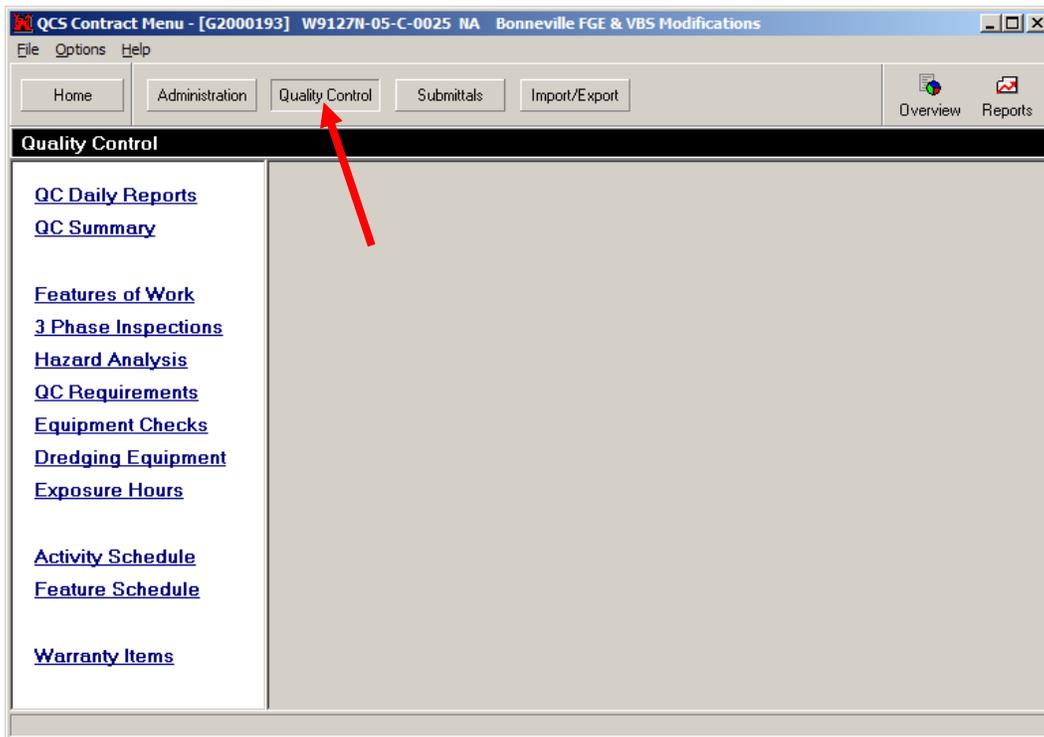


This initial screen defaults to the **Administration** screen and reflects various items that may be viewed, edited or entered, as may be necessary. This screen and the one found under **Quality Control** will be where most work is accomplished. Each selection will be discussed in detail.

## Contract Menu – Quality Control Screen

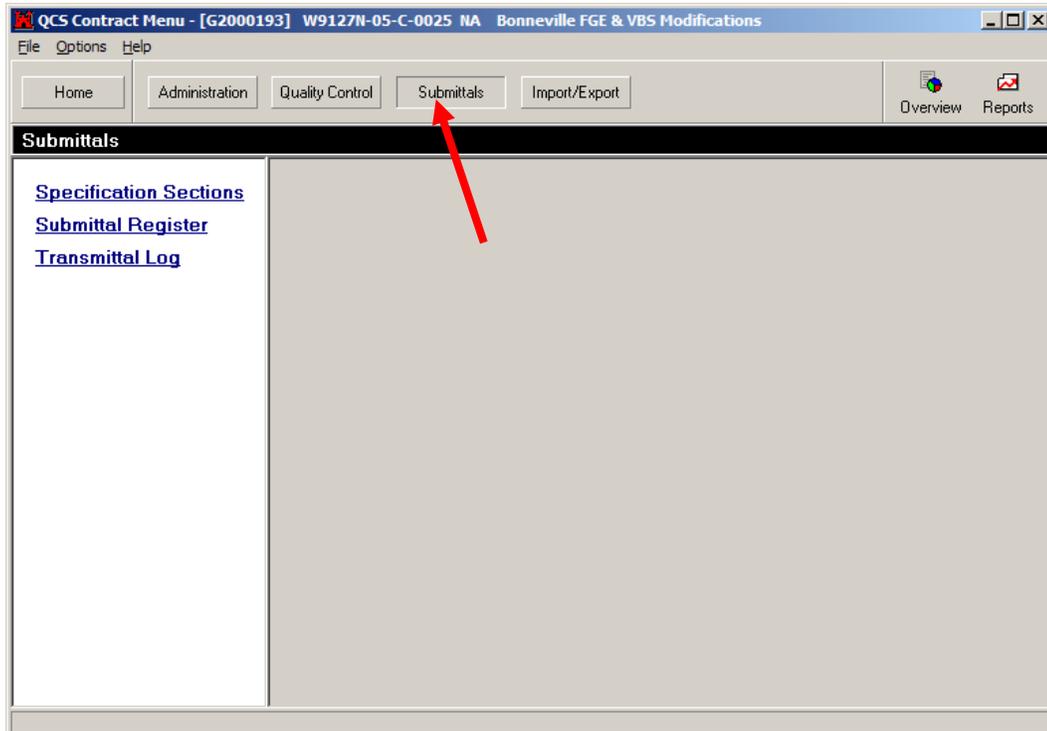
The **Quality Control** selection presents the area for entering the Daily Quality Control Report (QCR). All reports may also be viewed from this screen by choosing the **QC Summary** selection.

Planning for **Features of Work**, **QC Requirements**, and so forth, are also accomplished from this screen selection.



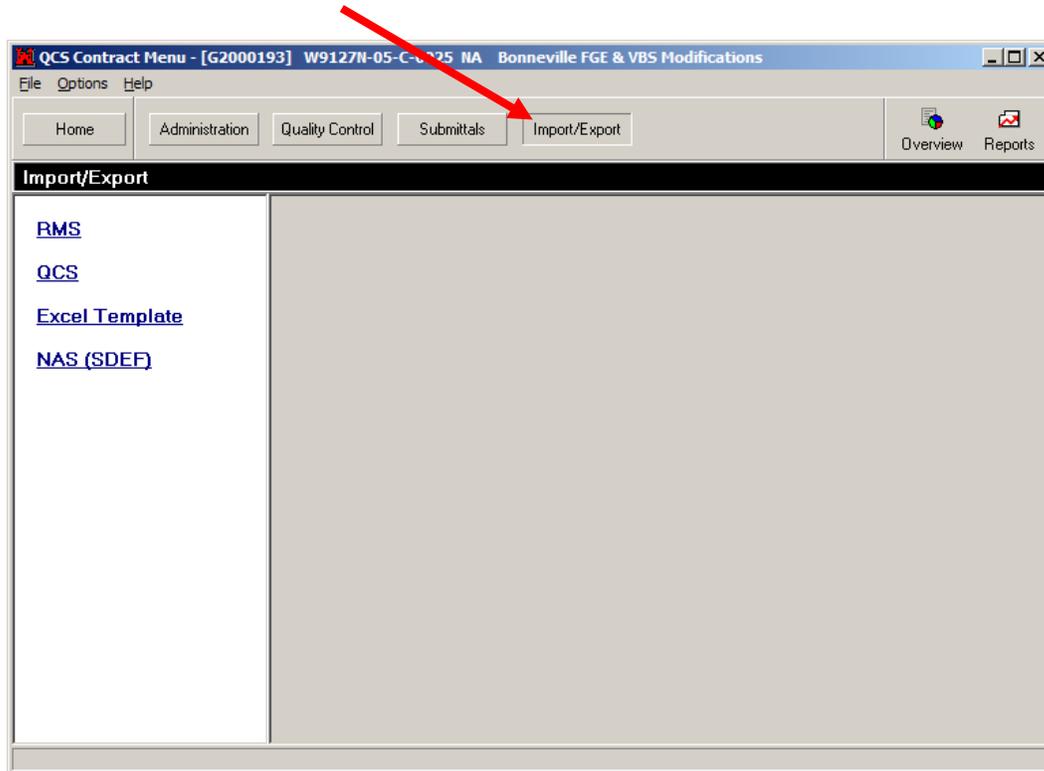
## Contract Menu – Submittals Screen

The **Submittals** selection presents the area for entering the Specifications Sections (using either the MasterFormat 1995 Library or the MasterFormat 2004 Library). The Submittal Register and Transmittal Log are also accessed from this screen.



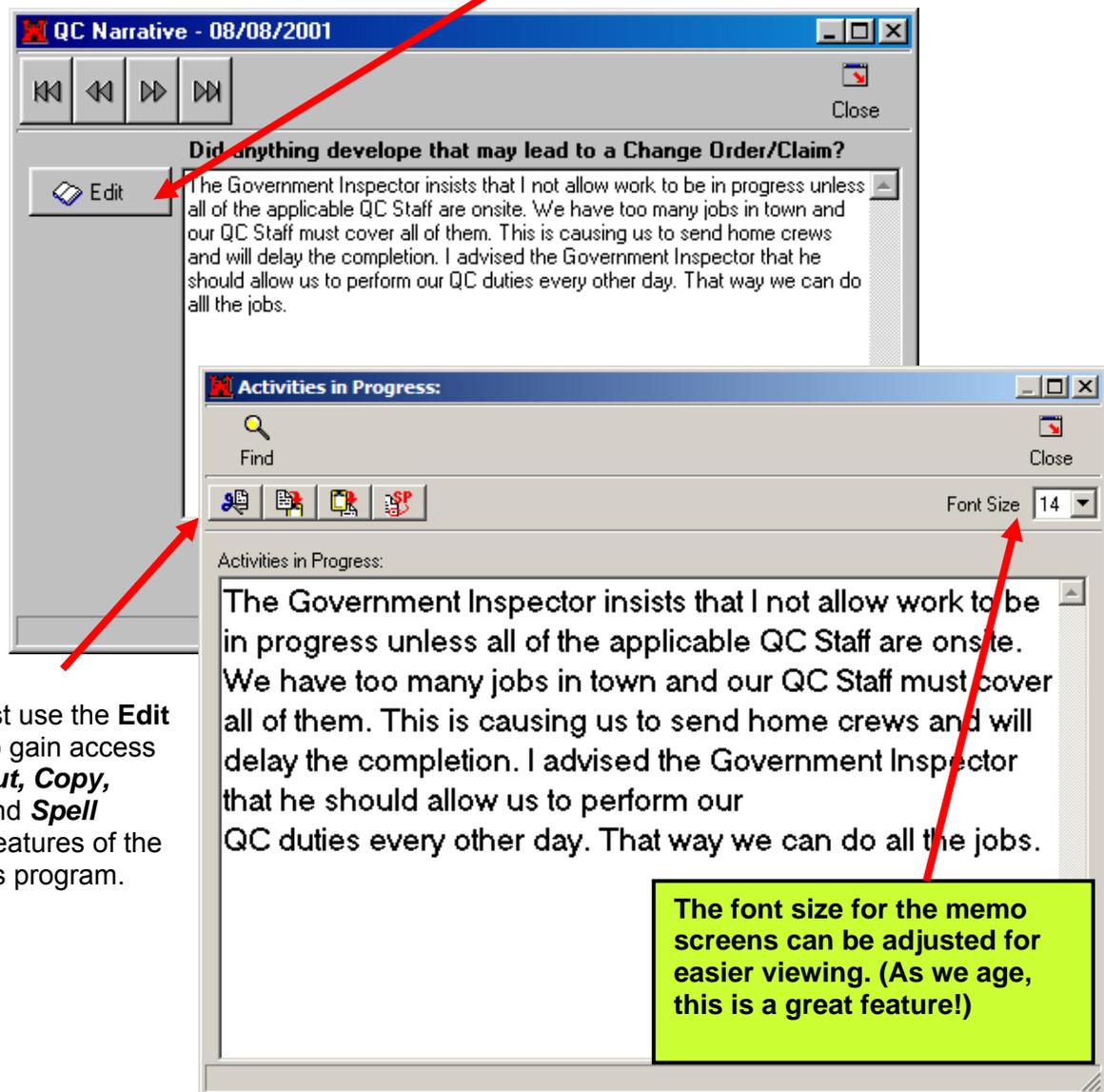
## Contract Menu – Import / Export Screen

This is the screen where all exchange of data will take place between the Contractor (QCS Program) and the Government (RMS Program). The Contractor will also use this screen to import / export data from the scheduling system (i.e., Primavera) and an Excel spreadsheet for a submittal register.



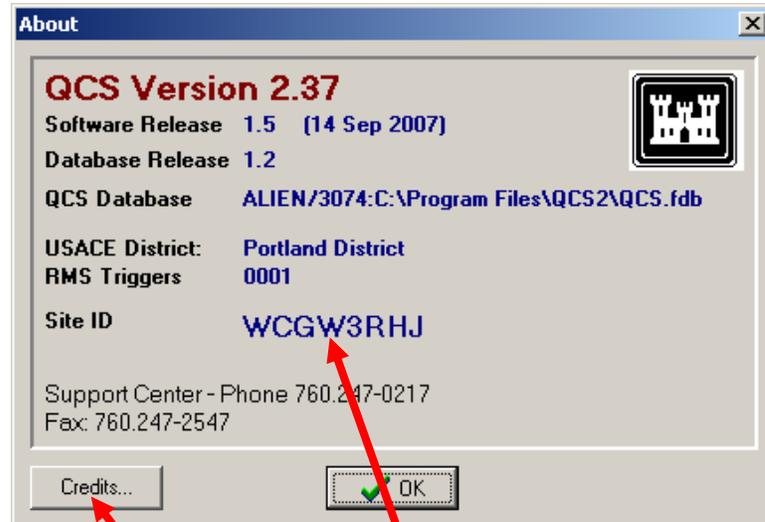
## Edit (Memo) Fields

Edit fields allow unlimited input into a Memo field. An **EDIT** button next to the field indicates them. One example is in QC Narratives, in the following screen. You have an unlimited amount of space to enter comments on a variety of QC topics. Only a certain number of lines display on the screen; however, more of the field can be displayed by pushing the **EDIT** button. This switches the field to full screen mode.



## Help / About Screen

The Help/About Screen can be used to verify the version of your database and software, and shows where your database is located. This information will be needed if you run into technical difficulties and require assistance from the RMS Center.



The "Credits..." button identifies that QCS uses certain proprietary Software. That way, litigation is whole lot less likely.

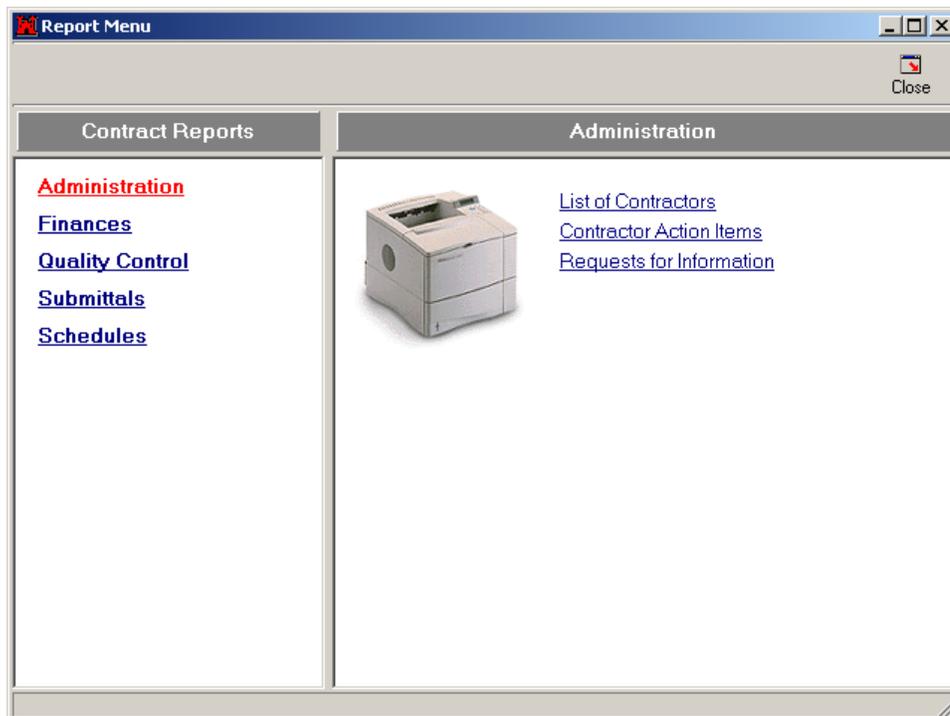
The "Site ID" is necessary to setup remote QCS sites and to exchange contract information with the Government RMS program.

## The Reports Option

The **Reports** option can be accessed from any menu or submenu and from most input screens. It has a menu structure similar to the main menu. You can request multiple copies of any report sent to the printer. You can export reports to a PDF File, an MS Word document (OBJECT,) or in HTML format.

From any menu, press the **Reports** button and you are shown the report topics available. We will discuss the individual reports at the appropriate time.

You will often have the ability to choose various sorts and ranges for the reports, while others, such as the report entitled **List of Contractors**, will immediately print to screen to allow preview.



## Action Item Report

It is highly recommended that the Contractor look at the **Action Items** report prior to any exchange of data with the Government -- especially prior to making a pay request. This report will let you know what needs attention. If you are requesting payment for some activity that shows up on the **Action Items** report, don't flip-out when the Government reduces the amount for that item to \$0.00 – they are only supposed to pay for work activities that have been completed, and that do not have outstanding issues with them.

The screenshot displays the 'QCS Contract Menu' application window. The title bar shows the contract details: 'QCS Contract Menu - [G2000193] W9127N-05-0025 NA Bonneville FGE & VBS Modifications'. The menu bar includes 'File', 'Options', and 'Help'. Below the menu bar are buttons for 'Home', 'Administration', 'Quality Control', 'Submittals', and 'Import/Export'. On the right, there are 'Overview' and 'Reports' buttons. The 'Administration' section is active, showing a list of links: 'Contract Description', 'Action Items' (highlighted with a red arrow), 'Prime Contractor', 'Subcontractors', 'Contractor Insurance', 'Contractor Payrolls', 'Correspondence', 'Request for Information', 'Pay Activities', and 'Progress Payments'.

The 'CONTRACTOR ACTION ITEMS' window is open, showing a printer icon and the title 'CONTRACTOR ACTION ITEMS'. Below the title, it indicates 'Range Items requiring completion on or before 09/09/2007'. The window contains a table with the following data:

Date	Actions that need to be taken on or before 09/09/2007 ( 7 days )	
	<input type="radio"/> All Subjects <input checked="" type="radio"/> Selected Subjects	
Include	<input checked="" type="checkbox"/> Missing Data	<input type="checkbox"/> Quality Control
	<input type="checkbox"/> Payrolls/Insurance/SF1354	<input checked="" type="checkbox"/> Exposure Hours
	<input checked="" type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Submittals
	<input checked="" type="checkbox"/> Modifications	<input checked="" type="checkbox"/> Schedules
	<input type="checkbox"/> Finances	
	<input type="checkbox"/> Show Selection Criteria	

## Contractor Action Items – Page 1



US Army Corps  
of Engineers

### CONTRACTOR ACTION ITEMS

27 Aug 2007

Bonneville FGE & VBS Modifications  
W9127N-05-C-0025 NA

Prime Contractor missing critical data								
Enter missing data in "Prime Contractor"								
Prime Contractor Missing Data					Status			
The following Prime Contractor fields need to be entered: POC Tele, POC Fax, Bonding Company Tele, Bonding Company Fax					Missing Data			
Subcontractors missing critical data								
Enter missing data in "Subcontractors"								
Responsibility Code	Contractor Name	Trade	POC Name	Amount Subcontracted	Status			
6050	FP Erectors, LLC	Services/Manpower	Tom Ball		Missing Data			
PRIM	Fabrication Products	PRIM	Jesse Hawkins		Missing Data			
QC Requirements missing critical data								
Enter missing data in "QC Requirements"								
QC Requirement No.	QC Requirement Description	Section	To be performed by	Activity No.	Location	Status		
CT-00001						Missing Data		
Activities scheduled to be finished in next 7 days								
Enter date activity finished in "Activities Started/Finished"								
Activity No.	Activity Description	Contractor	Actual Start	Scheduled Finish	Status			
2003	VBS	PRIM	09/16/2006A	03/25/2007	Not Finished			
2004	STS Turning Vanes	PRIM	10/01/2006A	03/15/2007	Not Finished			
2006	Gap Closure Devices	PRIM	10/16/2006A	03/15/2007	Not Finished			
2007	Electrical Work (Pressure Transducers)	2	11/02/2006A	03/31/2007	Not Finished			
2008	Services of Skilled Craftsmen	PRIM	01/15/2007A	03/31/2007	Not Finished			
2013	Provide Transducer Desiccant Modules in Units 11, 1	PRIM	01/15/2007A	02/16/2007	Not Finished			
2015	Washdown Pump-Flow Switch	PRIM	01/05/2007A	02/16/2007	Not Finished			
Monthly Exposure Hours required								
Enter Exposure Hours and mark completed in "Exposure Hours"								
Exposure Hours not completed for the following months					Status			
Sep 05, Oct 05, Nov 05, Dec 05, Jan 06, Feb 06, Mar 06, Apr 06, May 06, Jun 06, Jul 06, Aug 06, Sep 06, Oct 06, Nov 06, Dec 06, Jan 07, Feb 07, Mar 07, Apr 07, May 07, Jun 07, Jul 07					Not Completed			
Submittal items requiring resubmission								
Enter submittal items on transmittal in "Transmittal Log"								
Section	Item No.	Item Description	Transmittal No.	Date Submitted	Gov't Returned	Resubmittal Due	QA Code	Status
01525	7	Crane Reports	01525-4	10/31/2005	02/10/2006	09/21/2005	F	Not Resubmitted
01525	9.1	CRANE OPERATOR CERTIFICATION	01525-5	10/31/2005	12/19/2005	09/21/2005	F	Not Resubmitted
01525	9.2	CRANE OPERATOR CERTIFICATION	01525-5	10/31/2005	12/19/2005	09/21/2005	F	Not Resubmitted
01525	9.3	OSHA 30 TRAINING CERTIFICATION	01525-5	10/31/2005	12/19/2005	09/21/2005	F	Not Resubmitted
01525	9.4	OSHA 30 TRAINING CERTIFICATION	01525-5	10/31/2005	12/19/2005	09/21/2005	F	Not Resubmitted
03307	4	Testing Laboratory - Carlson Testing	03307-3.2	11/27/2006	11/27/2006	08/17/2006	A	Not Resubmitted
03600	1	Shop Drawings - Gatewell Plans & Details	03600-1.1	10/17/2005	10/25/2005	09/01/2005	A	Not Resubmitted
03600	1.1	Shop Draw - Gatewell Conc Modis Sec & Det	03600-1.1	10/17/2005	10/25/2005	09/01/2005	B	Not Resubmitted
03600	1.2	Shop Draw - Gatewell Slot Conduit Embeds	03600-2	10/17/2005	10/25/2005	09/01/2005	B	Not Resubmitted
03600	5	DIVE PLAN UNIT 13C	03600-4	04/06/2006	06/02/2006	09/01/2005	F	Not Resubmitted
05055	3	Detail (Shop) Drwgs-Gen Arrang Plan	05055-1.1	10/17/2005	10/26/2005	09/01/2005	A	Not Resubmitted
05055	3.1	Detail (Shop) Drwgs-Slot Guide Arrn Pln	05055-1.1	10/17/2005	10/26/2005	09/01/2005	A	Not Resubmitted
05055	3.2	Detail (Shop) Drwgs-Slot Guide Sec & Det	05055-1.1	10/17/2005	10/26/2005	09/01/2005	A	Not Resubmitted
05055	3.3	Detail (Shop) Drwgs-Slot Guide Plate	05055-1.1	10/17/2005	10/26/2005	09/01/2005	B	Not Resubmitted
Items requiring completion on or before 09/03/2007 ( 7 days )								

## Hardware/Software Requirements

### Hardware

- IBM-compatible PC with 500 MHz Pentium or higher processor
- 128+ MB RAM for workstation / 256+ MB RAM for server.
- 1 GB hard drive disk space for sole use by the QCS system.
- SVGA or higher resolution monitor (1024x768, 256 colors).
- Mouse or other pointing device.
- Windows compatible printer. (Laser printer must have 4 MB+ of RAM).
- Connection to the Internet, minimum 56k BPS.

### Software

- MS Windows 2000, XP, or Vista.
- Word Processing software compatible with MS Word 97 or newer.
- Latest version of: Netscape Navigator, Microsoft Internet Explorer, or other browser that supports HTML 4.0 or higher.
- Electronic mail (E-mail) MAPI compatible.
- Virus protection software that is regularly upgraded with all issued manufacturer's updates.

## Installing the QCS Program

The **QCSSetup<version>.exe** is the program that you will begin the installation with. Launch the program through your Windows Explorer, the **Run** command, or however you are used to doing that sort of thing. This is a self-extracting file and will create the necessary files and folders and complete the installation and set up your program. The window will close automatically when the extraction process is completed.

The program should install itself, asking only minimal questions. The program will tailor the installation to suit the computer it is being installed on. That is, the program will install a "new" program if one has not already been installed; it will install an "update" if the program is already installed on the computer and will determine each client or server requirement and automatically install/update what is required. Each screen and instruction is shown on the following pages.

If you are installing multiple QCS programs (for working in multiple Corps Districts) you can simply change the default target directory to be unique for each QCS program. For example, the installation default target is "C:\Program Files\QCS". To add another QCS program you may change this path to read "C:\Program Files\QCS2", and so forth. You cannot use the same QCS program across multiple Corps of Engineers Districts.

## Choices for Installing QCS

The program gives you three basic options to install and use QCS.

### Single Stand-Alone System

**Install a single stand-alone system** (Client-Server on one machine). This machine will provide total control of QCS, including data entry and exchange of data with the Government. This could be the Home Office, Jobsite Trailer, and so forth. The installed program would have a unique Site ID and Title.

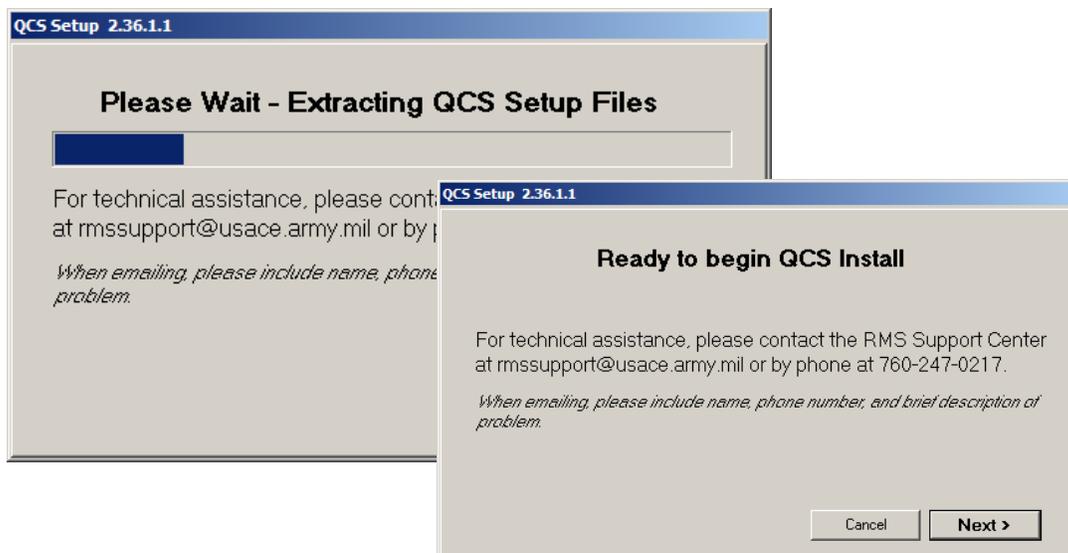
### Multiple Stand-Alone Systems

**Install multiple stand-alone systems** (Client-Server on multiple machines). This will allow multiple locations to manage different parts of the QCS program. The Master QCS Site will delegate responsibility of various modules to different remote QCS sites. This could include the Home Office, Jobsite Trailer, Submittal Review Office, Payroll office, etc. Each office would have their own unique Site ID and Title and be able to exchange data electronically with the Government and the Master QCS Site. These remote sites must export the contract file from the Master QCS Site in order to register their Site ID and Title and be delegated any of the QCS Module responsibilities.

### Installed on a Wide-Area-Network

**Install QCS on a Wide-Area-Network (WAN)** (Server and Clients connected together on a single network). These machines would all work on the same database and all machines would have the same Site ID and Title. This set up could involve the Home Office Network, with several machines connected to it from within the Home Office and could also include WAN connectivity to remote sites (VPN, etc.), depending on the capabilities of your IT setup.

*First screen after launching QCSSETUP*

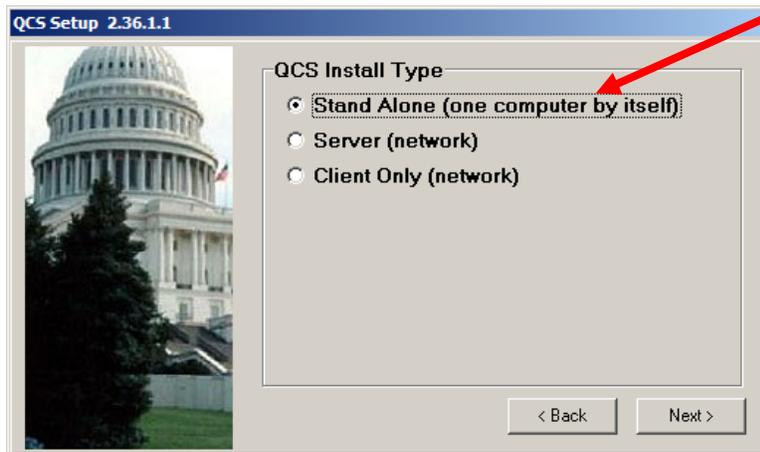


You are ready to begin installing the QCS program.



If you are installing an update, or reinstalling the program, QCS will detect it and install components as needed.

If you are on a *NETWORK*, you will most likely be setting up the program to be used by multiple users, at various workstations. In that case, you would typically install the QCS “Client” on each computer workstation and the QCS “Database” on a server. In this example, we will install the program on a “stand-alone” machine. This requires both the **CLIENT** and the **SERVER** to be installed.



**If you are installing the QCS as a “stand-alone” system (not on a network, but on a single computer station) you must select “Stand Alone (one computer by itself) to install both the QCS program and the database (Firebird©) on that computer.**

For the most part, you should accept the default recommendations of the install program.

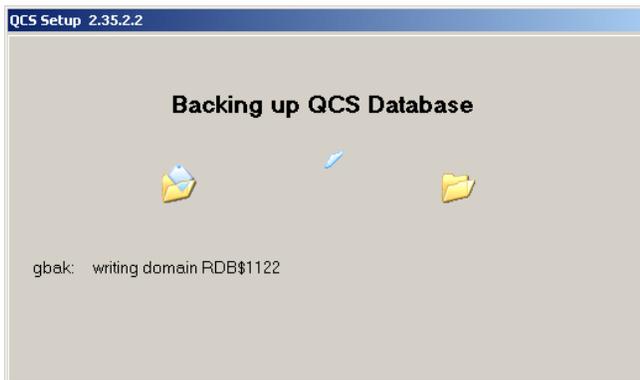
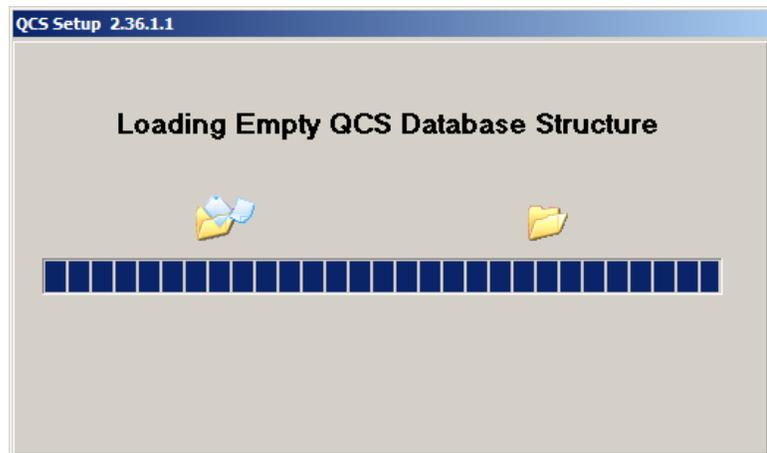
## Quality Control System

This will install the entire program, client and server on the single, stand-alone, machine.

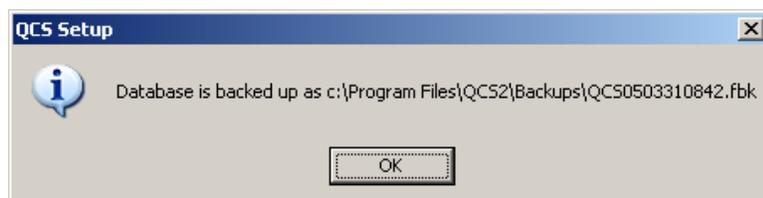


Accept the default path for the installation and push the **Next** button to complete the setup. (This is where you can change the default path when installing multiple QCS programs when working with more than one Corps of Engineer Districts, as is done in the screen above – QCS5.)

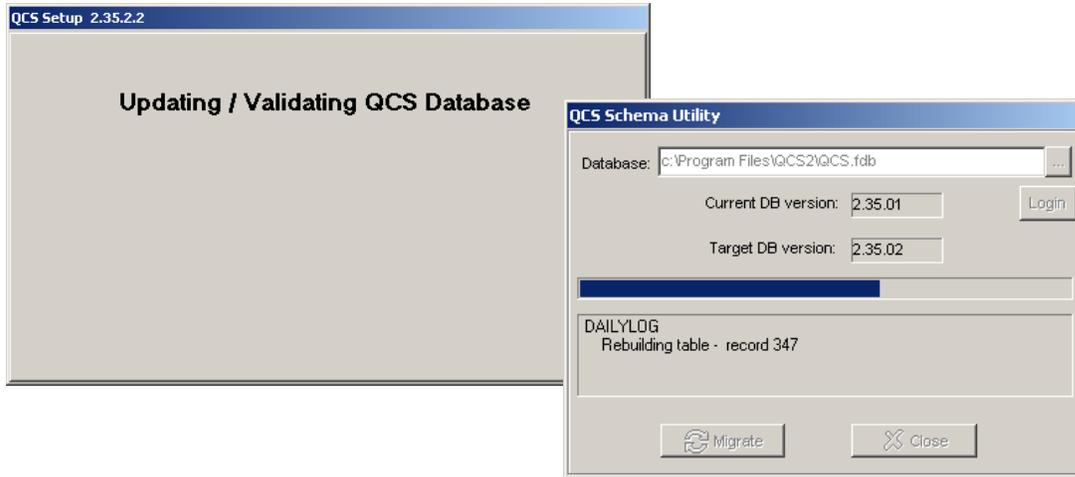
An empty database will be installed when you first set up QCS. You will need to import a contract from RMS to complete the database configuration.



If you already have it installed, the program will backup the QCS Database in the unlikely event your system crashes and you need to reinstall it later.



It will also indicate where the file has been backed up and stored.



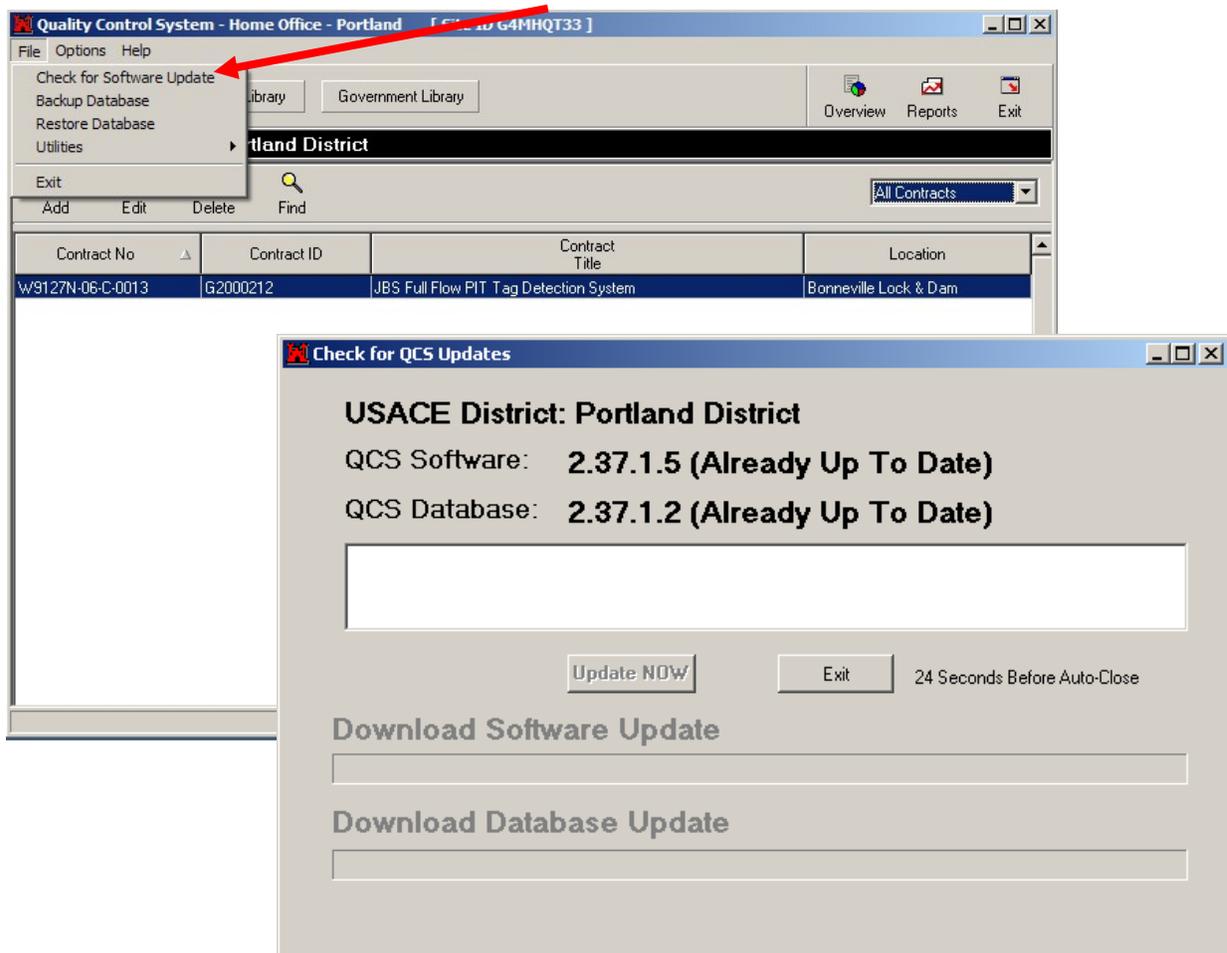
*The installation is complete and you are ready to use the QCS program.*



## Updating the QCS Program Software

Periodically you may want to go to **File/Check for Software Update** and download any available QCS updates. The selection will evaluate whether or not you need an update. Each time you launch the program (if connected to the Internet) the program will automatically install the update for you. Otherwise, it will tell you that the installed Software and Database is already up to date.

When you first launch QCS (each day) the program will check to see if you have the latest updates automatically and advise you accordingly. The update windows will time out in just a few seconds.

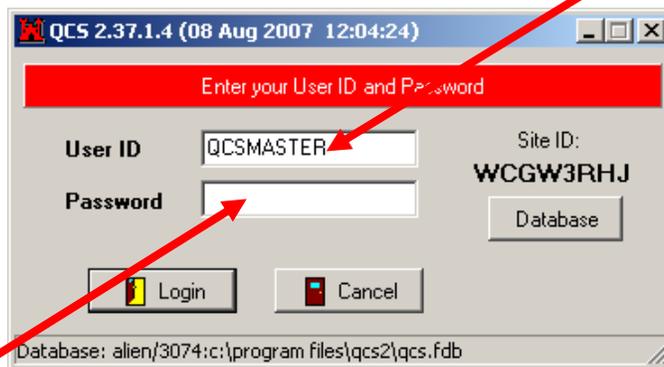


## Running the QCS Program

Go to **Start / All Programs / QCS /** and select the **QCS** red-castle icon to start using QCS. Or, double mouse-click on the Icon that was installed on your windows desktop.

The first time you login, you MUST sign in as **QCSMASTER** and use the password "**masterkey**". If you have installed multiple QCS databases the password may not be "**masterkey**", it will be what ever you have changed the other QCS password too, as the Firebird database is running all of your QCS programs.

After the initial sign-in process you will see this screen with the last person's User ID that used the program.



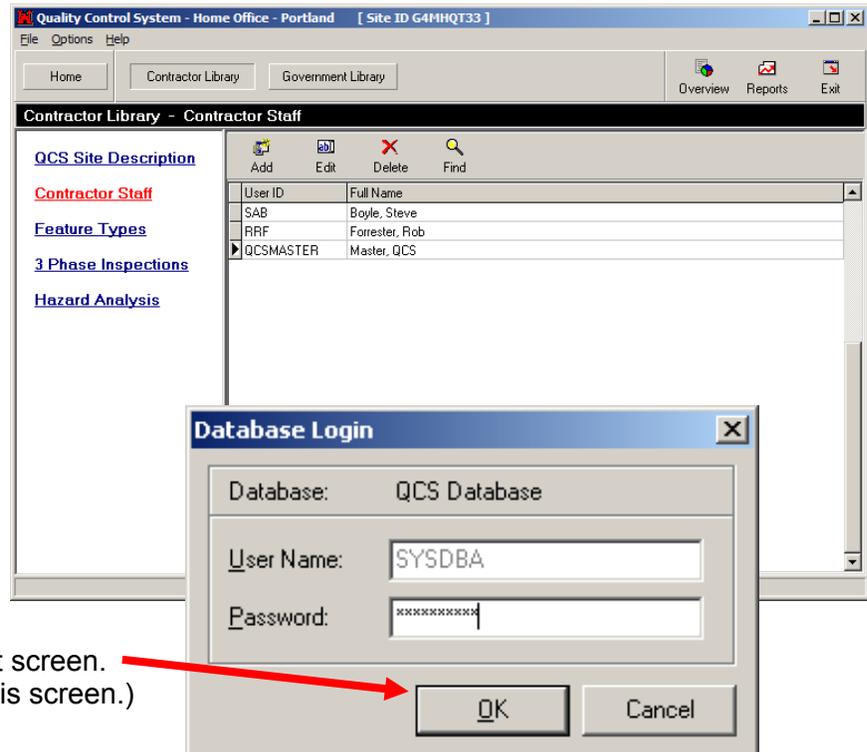
Depending on if you are installing a totally new Firebird Database you may see the word "SYSDBA" instead of "QCSMASTER" in this position. The procedures otherwise remain the same. You may change your password anytime and as often as you wish.

Next, you **SHOULD** add one or more STAFF members to the program. Push the **Contractor Library** button on the top of the opening menu bar, and select **Contractor Staff**.

### Contractor Library – Contractor Staff Screen

The User ID is automatically listed as **SYSDBA** or **QCSMASTER**. You need to change the password and add other users that will use the program.

Push the **Edit** button to change the password. You must first use “**masterkey**” as the default password.



Push **OK** to proceed to the next screen. (Note: you may not even see this screen.)

Add additional users to the system, by pushing the **Add** button. **Close** the screen when complete with entries.

**Add New User Screen**

The screenshot shows a window titled "Add New User" with a "Close" button in the top right corner. The form contains the following fields:

User ID	SLIM1234
First Name	Slim
Last Name	Pickens
Abbreviated Name	Slim

Below these fields is a horizontal line. Underneath the line is a checkbox labeled "Change Password" which is checked. A red arrow points to this checkbox. Below the checkbox is a sub-form with two text input fields:

New Password	xxxx
Confirm Password	xxxx

You can check the **Change Password** box anytime to change your password to something you will remember. It is also used when another Staff member forgets their password.

You must then login to the QCS program using your "User ID" and "Password".

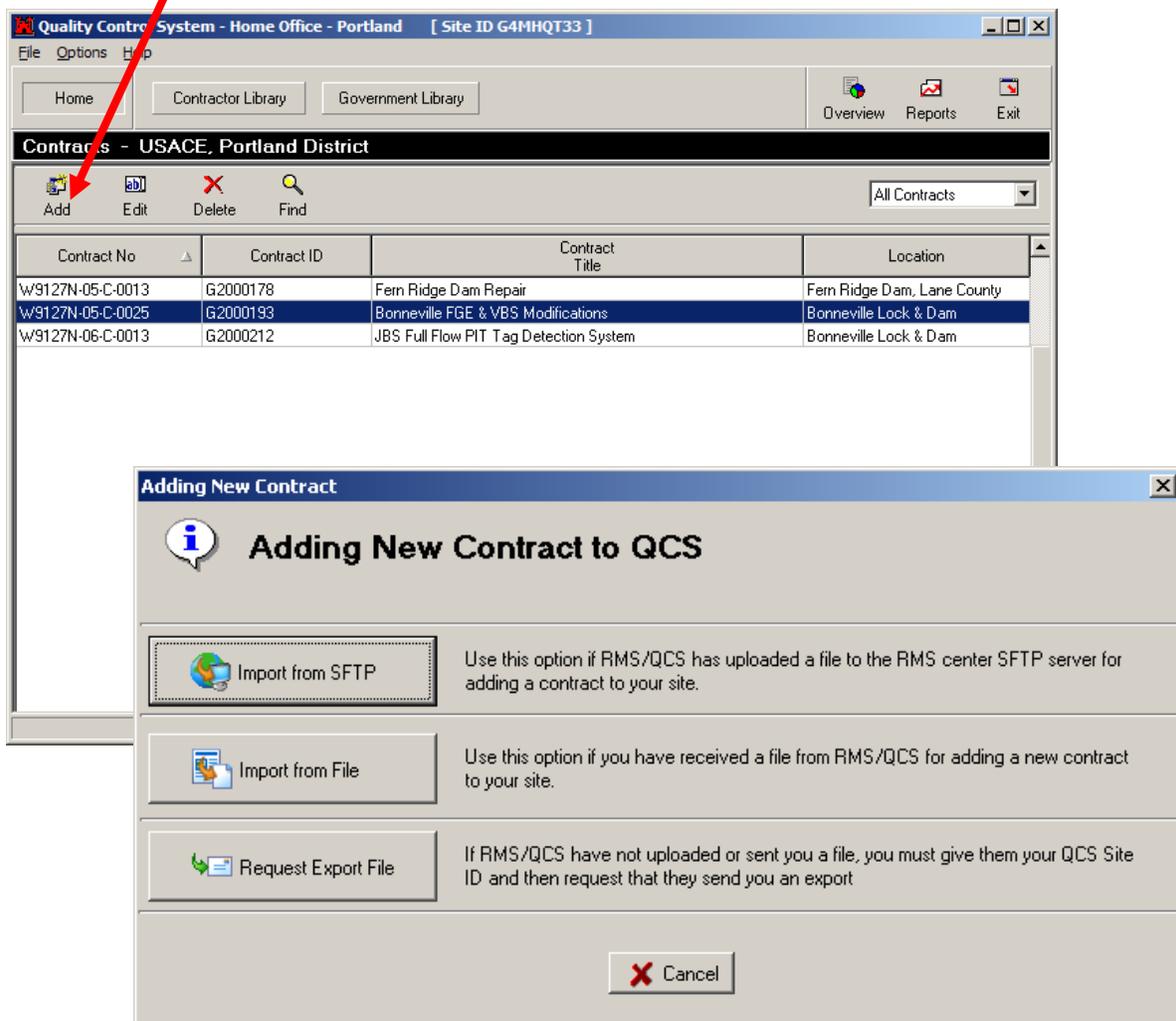
***You are now ready to add a contract to the QCS program.***

## Adding a Contract to the QCS Program

The contract must be exported from the Government's RMS program prior to importing to the QCS program. You cannot use the QCS program independent of the Government's RMS program. The Government's RMS program must be setup to indicate that the "Contractor will use the QCS program." There are three options you have to add a contract to your QCS database:

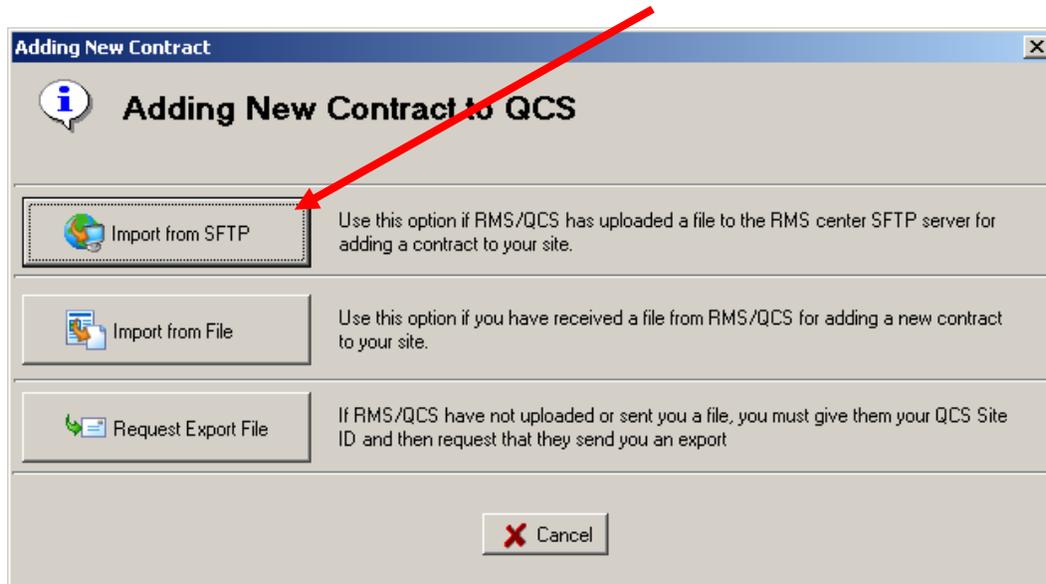
1. Import from the RMS Center SFTP Server
2. Import a File provided from RMS/QCS
3. Request an Export file if you have not yet received one

Push the **Add** button to start the process of adding a contract.



## Import from RMS to QCS Using SFTP Server

When the Contractor is ready to import the project into his QCS program, he must first be advised by the Government of the **Contract ID** number (i.e., **P0004537**). The Contractor will then import from the SFTP site, as follows.



Enter the **Contract ID** here (The Government must provide this number for you):



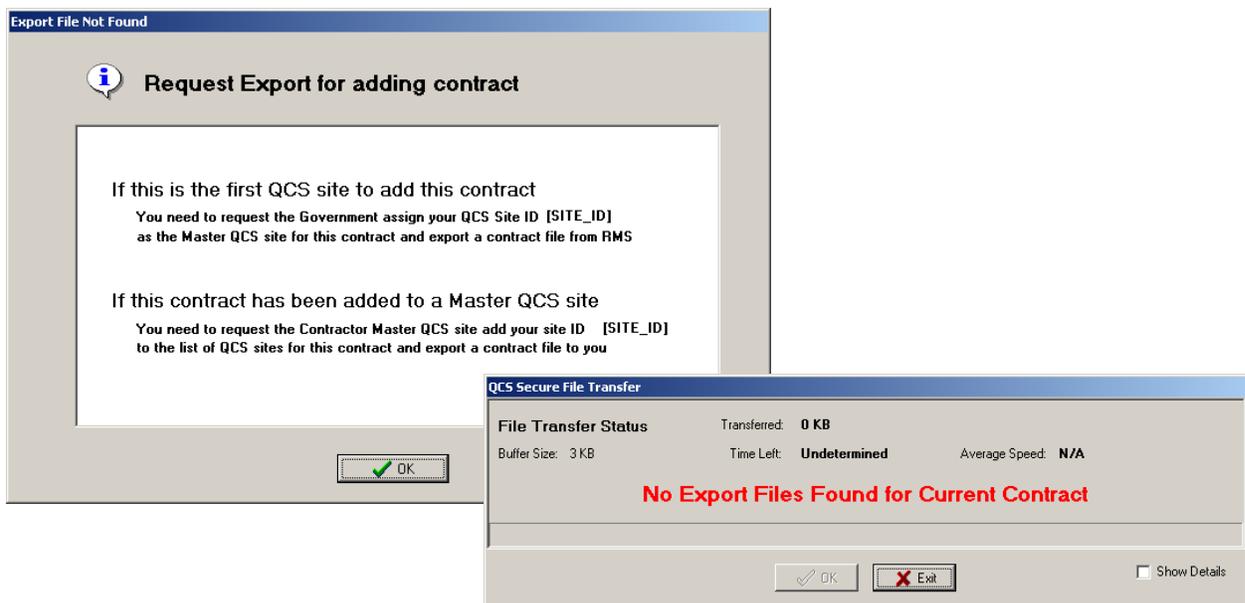
Push **OK**.

QCS will complete the import and it will then appear on the **Home** Menu of the program (opening screen).

If you do not use, or enter an incorrect **Contract ID** number, the following message will appear:

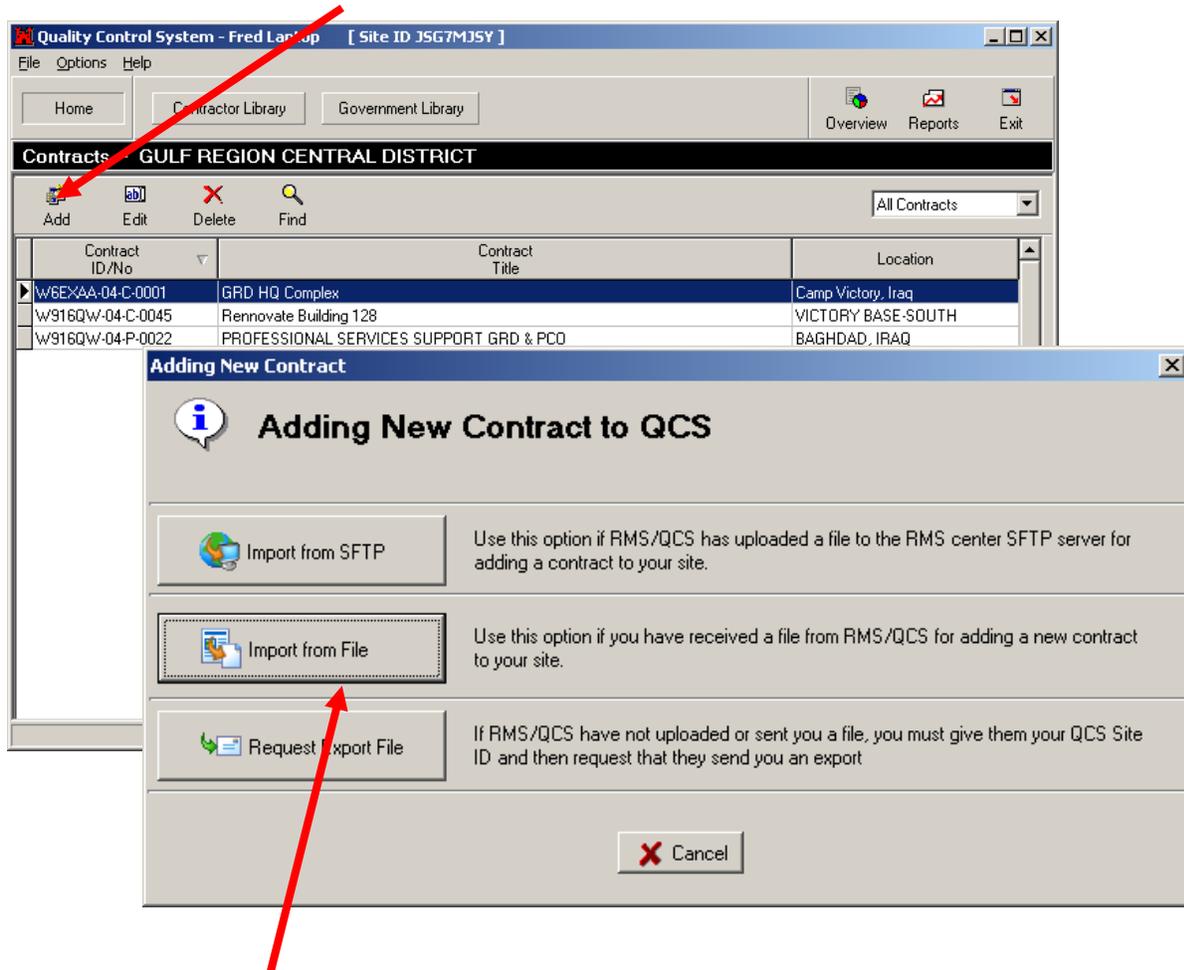


Or, you may see one of these messages:

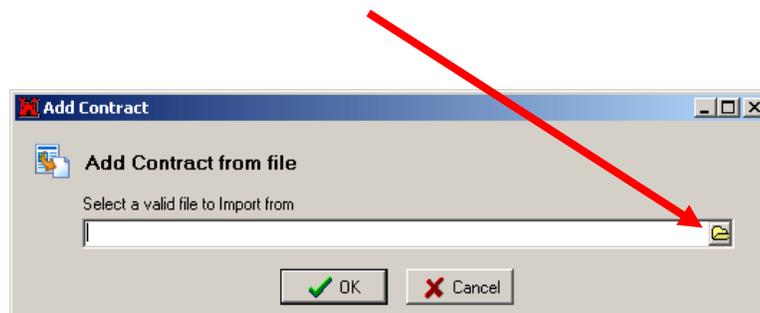


## Import from RMS into QCS by Exported File

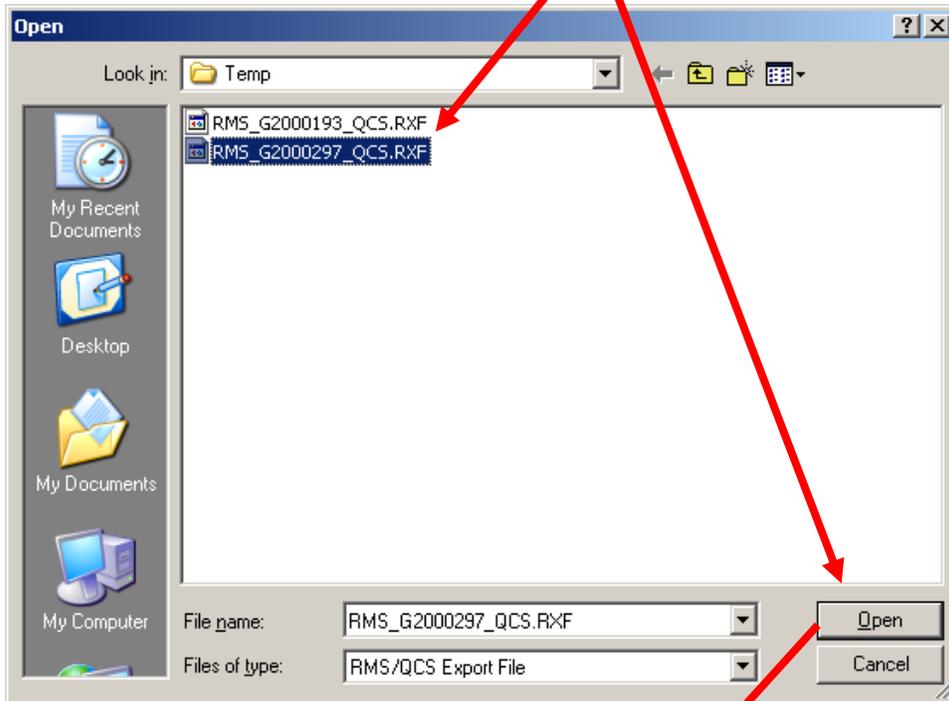
The procedure for adding a contract via an Import file is very similar to using the SFTP server. The first step is to push the **Add** button on the **Home** menu.



Select **Import from File**. Use the *Browse* button to locate the desired file.



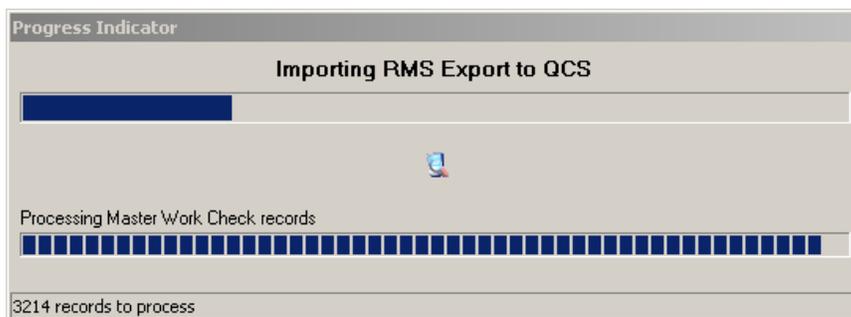
Locate and highlight the file and then push **Open** followed by **OK**.



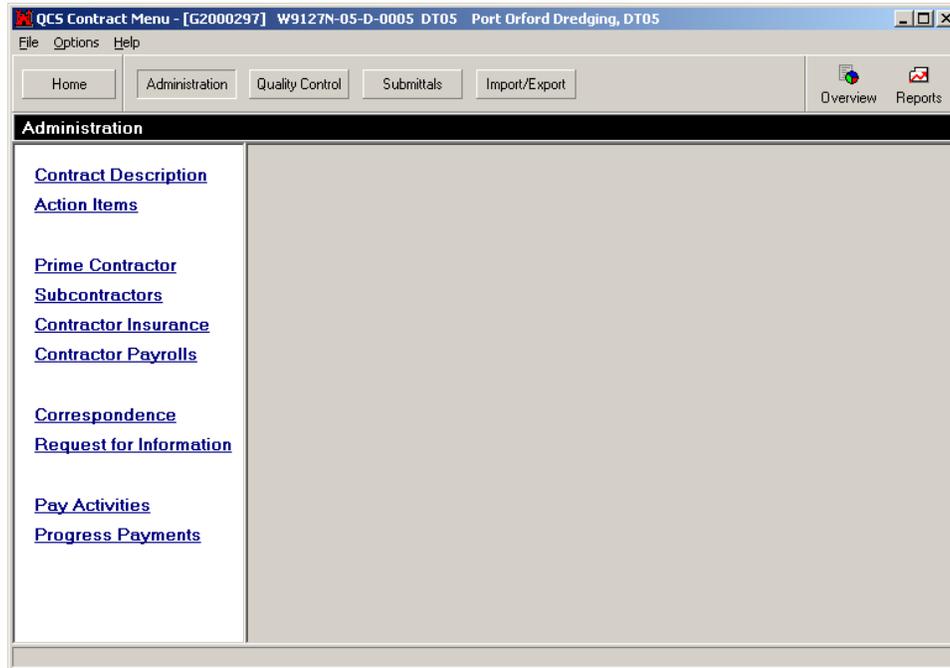
*Windows Explorer Window*



QCS will then import the file.

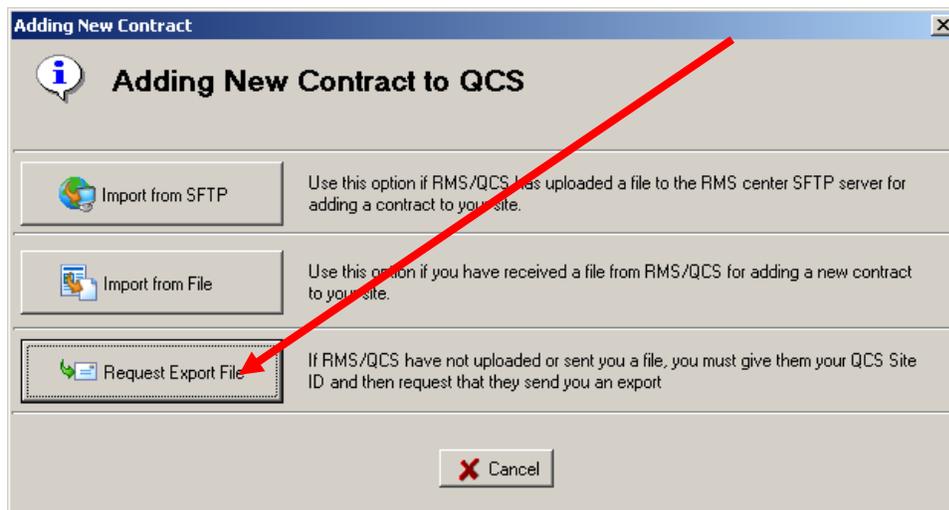


When the import is complete, the program will automatically open the contract to the **QCS Contract Menu/Administration** screen, as shown below. (An exception to this opening screen would be if the Government had already responded to an RFI, and this is the first setup, you will be taken to the **Import/Export** screen to login the RFI's.)



## Request Export File for Adding Contract

As above, when you push the **Add** button on the main menu, select **Request Export File** if you have not yet been provided one by the Government or the Master QCS Site. The next screen will provide instructions on getting the export file. In either of the cases, you will need to have your site registered to be able to import (Add) a contract.



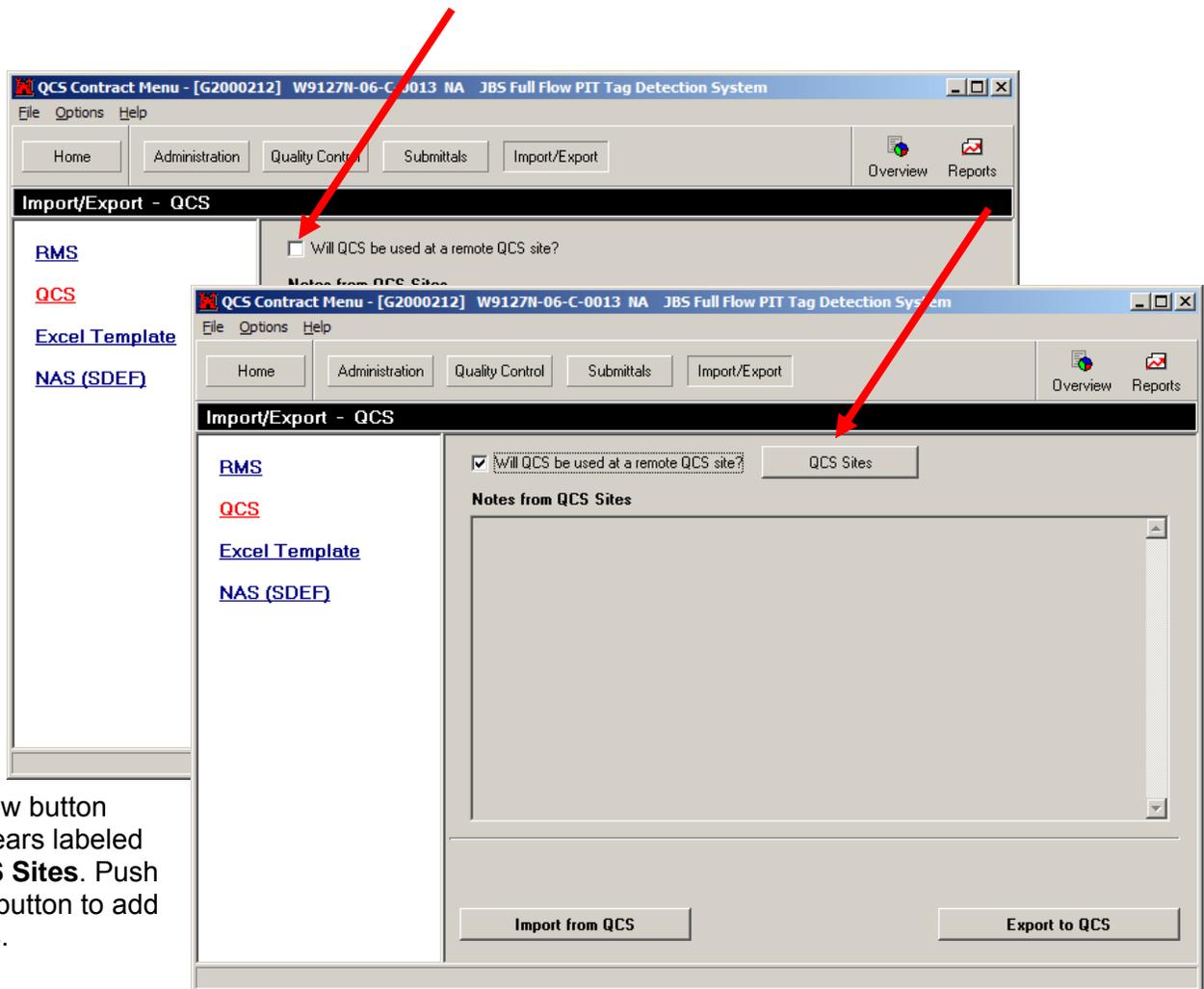
Again, this message may appear at this point in the process:



## Adding a Remote QCS Site

If you will be using remote sites for management of QCS, the remote site must be recognized by the Master QCS site and assignments delegated to each remote site as appropriate. Following the installation of the QCS program, each site receives a unique QCS Site ID. It is this number and title that must be provided to the Master QCS Site.

QCS Sites are entered (added) from the Import/Export screen, as shown below. If QCS will be used at remote sites check the box here.



A new button appears labeled **QCS Sites**. Push this button to add sites.

Initially, this screen will only list the QCS site of your computer (i.e., Home Office - Portland). To add new sites, push the **Add** button at the top of the screen.

Quality Control System

QCS Sites

Close

Add ...

Edit ...

Delete ...

Remote QCS Sites

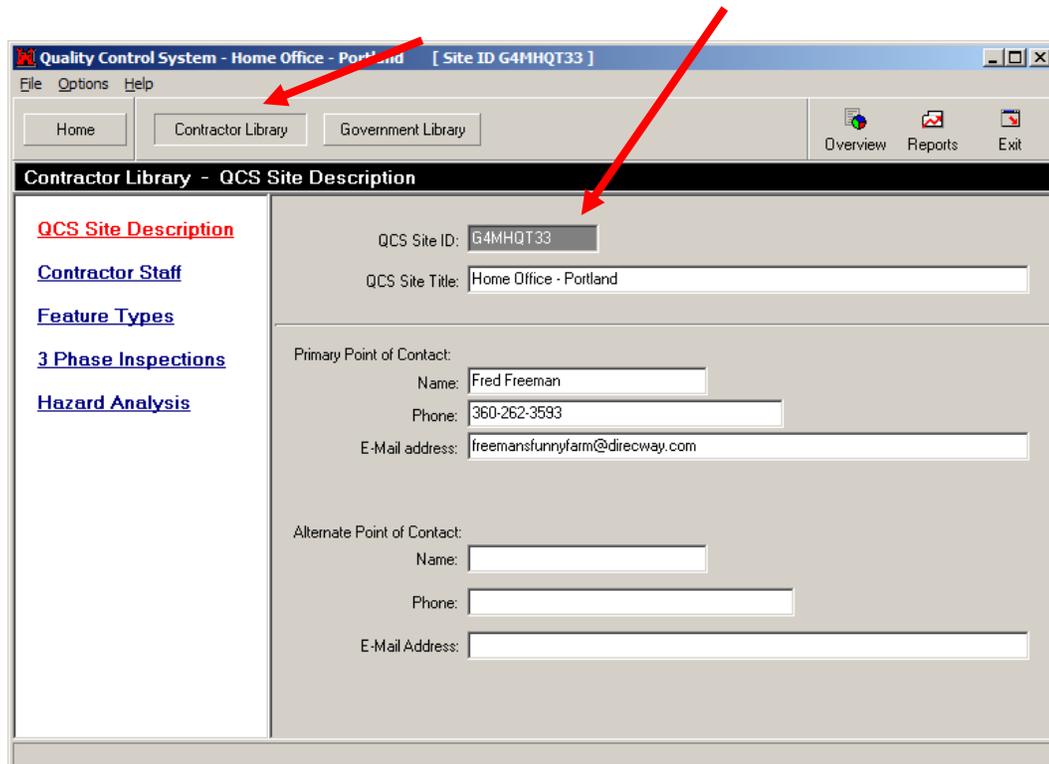
[97X6WK4H] Payroll Office

**Modules Assigned To**

QCS Master Site:	[WCGW3RHJ] Home Office - Portland	...
Home Correspondence:	[WCGW3RHJ] Home Office - Portland	...
Site Correspondence:	[WCGW3RHJ] Home Office - Portland	...
Request for Information:	[WCGW3RHJ] Home Office - Portland	...
Contractor Insurance:	[WCGW3RHJ] Home Office - Portland	...
Contractor Payrolls:	[WCGW3RHJ] Home Office - Portland	...
Prime Contractor / Subcontractors:	[WCGW3RHJ] Home Office - Portland	...
Pay Activities:	[WCGW3RHJ] Home Office - Portland	...
Progress Payments:	[WCGW3RHJ] Home Office - Portland	...
Daily Reports / QC Requirements / Equipment / Activity Schedule:	[WCGW3RHJ] Home Office - Portland	...
Features of Work:	[WCGW3RHJ] Home Office - Portland	...
3 - Phase Checks:	[WCGW3RHJ] Home Office - Portland	...
Spec Sections / Submittals / Transmittals:	[WCGW3RHJ] Home Office - Portland	...

## Entering a QCS Site Title

When a QCS program is installed a **Site ID** is automatically assigned with each program (site) installation. You must know this information prior to setting up a remote site. You can view the information in the **Home/Contractor Library**, **QCS Site Description** screen and on the very top of the opening screen of QCS. You can have an unlimited number of remote QCS sites and all would have their own assigned Site ID and Title. Sites that are listed in the Master QCS Site, but not delegated responsibilities for a module, will be “Read Only” sites.



As you hit the **Add** button on the previous page (Adding Remote QCS Site), the following screen advises you that a **Site Title** must be entered.



If you try to enter a duplicate Site Title, the program will display this message:

The screenshot shows a dialog box titled "Remote QCS Site". It contains two input fields: "Remote QCS Site Title" with the value "Dell XPS" and "Site ID" which is empty. Below the fields, a message reads: "The name of this site duplicates the name given to an existing site." At the bottom, there are two buttons: "OK" (with a checkmark icon) and "Cancel" (with a red X icon).

After you enter the Title, the same screen advises you that a **Site ID** must be entered.

The screenshot shows the "Remote QCS Site" dialog box. The "Remote QCS Site Title" field contains "Jobsite Trailer" and the "Site ID" field is empty. A red arrow points from the top right towards the "Site ID" field. The message below the fields reads: "You must enter a Site ID for this site." The "OK" and "Cancel" buttons are at the bottom.

If you enter an invalid Site ID number, you will receive this message.

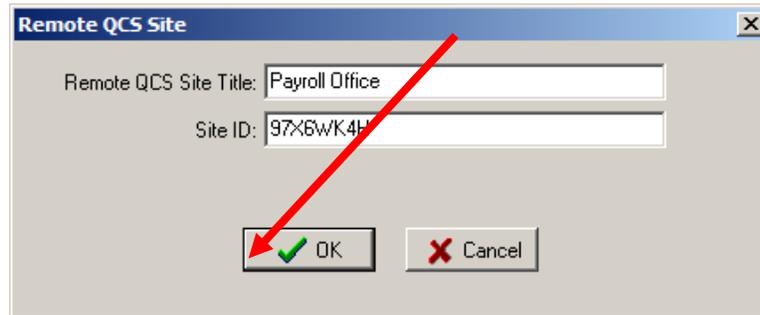
The screenshot shows the "Remote QCS Site" dialog box. The "Remote QCS Site Title" field contains "Jobsite Trailer" and the "Site ID" field contains "01111177". A red arrow points from the top right towards the "Site ID" field. The message below the fields reads: "The Site ID for this site is not valid." The "OK" and "Cancel" buttons are at the bottom.

It will also advise you if you have entered a Site ID already assigned to another QCS site.

The screenshot shows the "Remote QCS Site" dialog box. The "Remote QCS Site Title" field contains "Jobsite Trailer" and the "Site ID" field contains "JSG7MJSY". A red arrow points from the left towards the "Site ID" field. The message below the fields reads: "The Site ID for this site duplicates the Site ID given to an existing site." The "OK" and "Cancel" buttons are at the bottom.

## Quality Control System

Once the Title and ID are entered and pass the litmus test, push the **OK** button.



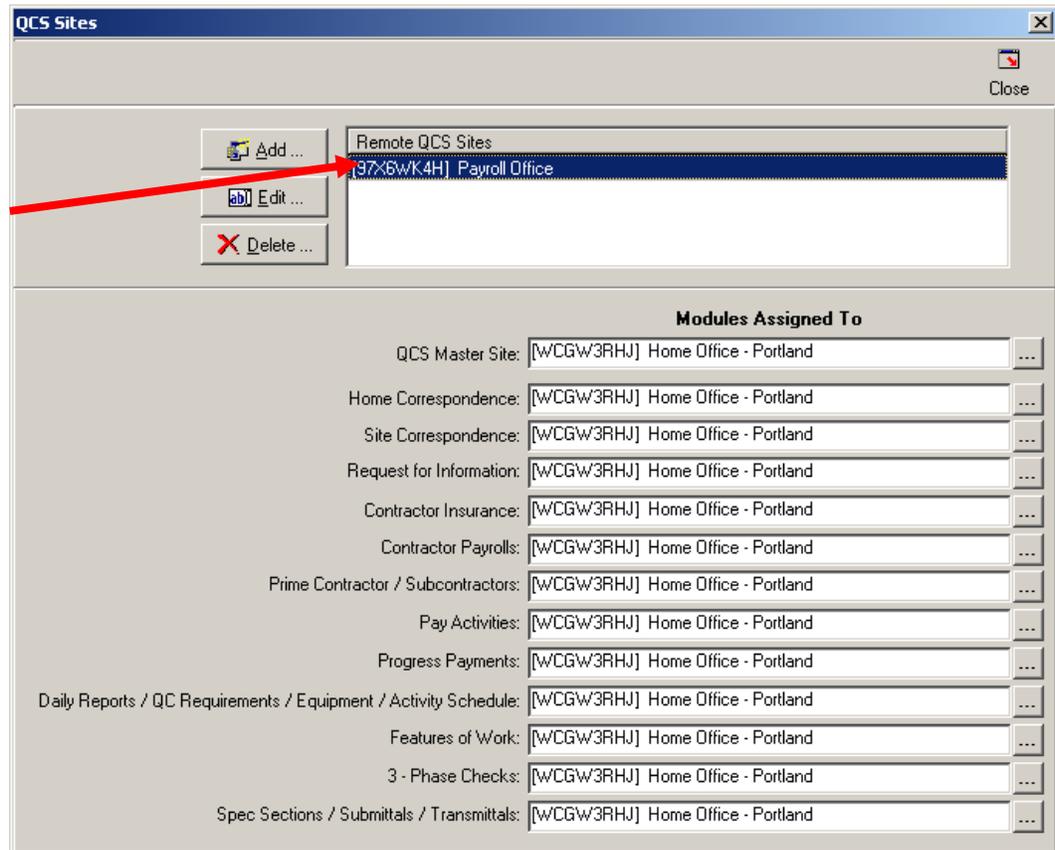
Remote QCS Site

Remote QCS Site Title: Payroll Office

Site ID: 97X6W/K4H

OK Cancel

Your new site is now on the lookup and you can then begin to assign modules to be managed by the new site.



QCS Sites

Close

Add ... Edit ... Delete ...

Remote QCS Sites

97X6W/K4H Payroll Office

**Modules Assigned To**

QCS Master Site: [WCGW3RHJ] Home Office - Portland ...

Home Correspondence: [WCGW3RHJ] Home Office - Portland ...

Site Correspondence: [WCGW3RHJ] Home Office - Portland ...

Request for Information: [WCGW3RHJ] Home Office - Portland ...

Contractor Insurance: [WCGW3RHJ] Home Office - Portland ...

Contractor Payrolls: [WCGW3RHJ] Home Office - Portland ...

Prime Contractor / Subcontractors: [WCGW3RHJ] Home Office - Portland ...

Pay Activities: [WCGW3RHJ] Home Office - Portland ...

Progress Payments: [WCGW3RHJ] Home Office - Portland ...

Daily Reports / QC Requirements / Equipment / Activity Schedule: [WCGW3RHJ] Home Office - Portland ...

Features of Work: [WCGW3RHJ] Home Office - Portland ...

3 - Phase Checks: [WCGW3RHJ] Home Office - Portland ...

Spec Sections / Submittals / Transmittals: [WCGW3RHJ] Home Office - Portland ...

## Assign QCS Modules to Remote QCS Sites

The 'QCS Sites' window has a title bar with 'QCS Sites' and a 'Close' button. On the left, there are three buttons: 'Add ...', 'Edit ...', and 'Delete ...'. The main area is divided into two sections. The top section, titled 'Remote QCS Sites', contains a list box with one entry: '[97X6WK4H] Payroll Office'. The bottom section, titled 'Modules Assigned To', contains a list of modules with their current assigned site and an ellipsis button for each:

Module	Current Site	Action
QCS Master Site:	[WCGW3RHJ] Home Office - Portland	...
Home Correspondence:	[WCGW3RHJ] Home Office - Portland	...
Site Correspondence:	[WCGW3RHJ] Home Office - Portland	...
Request for Information:	[WCGW3RHJ] Home Office - Portland	...
Contractor Insurance:	[97X6WK4H] Payroll Office	...
Contractor Payrolls:	[97X6WK4H] Payroll Office	...
Prime Contractor / Subcontractors:	[WCGW3RHJ] Home Office - Portland	...
Pay Activities:	[WCGW3RHJ] Home Office - Portland	...
Progress Payments:	[WCGW3RHJ] Home Office - Portland	...
Daily Reports / QC Requirements / Equipment / Activity Schedule:	[WCGW3RHJ] Home Office - Portland	...
Features of Work:	[WCGW3RHJ] Home Office - Portland	...
3 - Phase Checks:	[WCGV]	...
Spec Sections / Submittals / Transmittals:	[WCGV]	...

Use the ellipsis (lookup) to assign a module to your remote site.

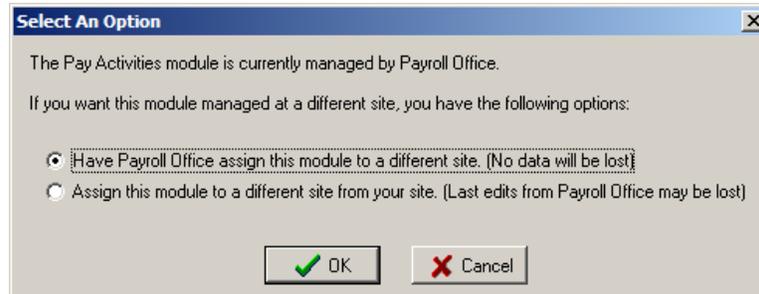
Select **Yes** to assign the module to a different site.

The 'Confirm' dialog box has a title bar with 'Confirm' and a 'Close' button. It contains a question mark icon and the following text: 'The Subcontractors module is currently managed by this site. Do you want to assign this module to a different site?'. At the bottom, there are two buttons: 'Yes' and 'No'.

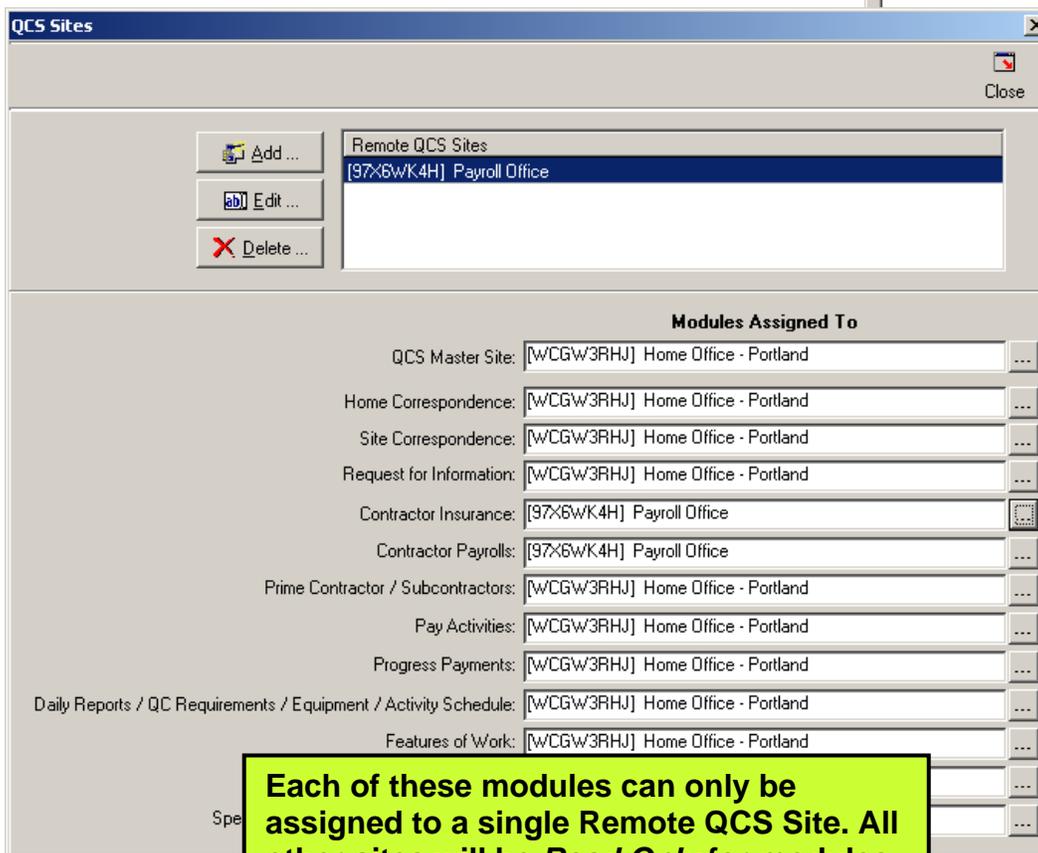
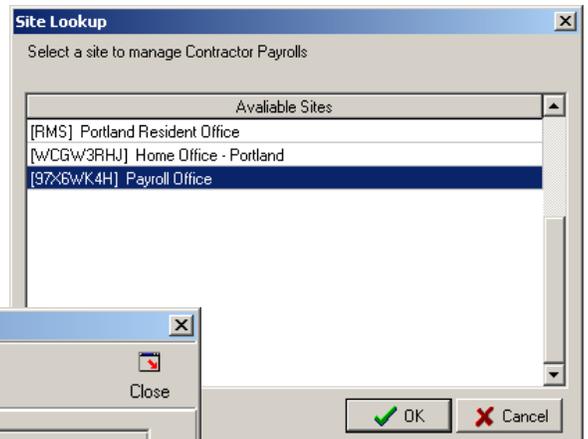
The 'Site Lookup' dialog box has a title bar with 'Site Lookup' and a 'Close' button. It contains the text 'Select a site to manage Contractor Payrolls'. Below this is a list box titled 'Available Sites' with three entries: '[RMS] Portland Resident Office', '[WCGW3RHJ] Home Office - Portland', and '[97X6WK4H] Payroll Office'. The last entry is selected. At the bottom, there are two buttons: 'OK' and 'Cancel'.

The available sites will be shown and you choose which one the assignment is for, and press **OK**.

If you have already assigned a particular module to a site and wish to reassign it, you can have either the previous site assign the new site, or reassign it from the **Master QCS Site**. You will see this screen accordingly.



You may continue to reassign it, but be aware that some data may be lost from the previous site if you have not first coordinated an import from them. It is good practice to export from the old site just prior to reassigning it to a new site, or have the previous site reassign it to avoid losing any data that may have been entered since the last import process.

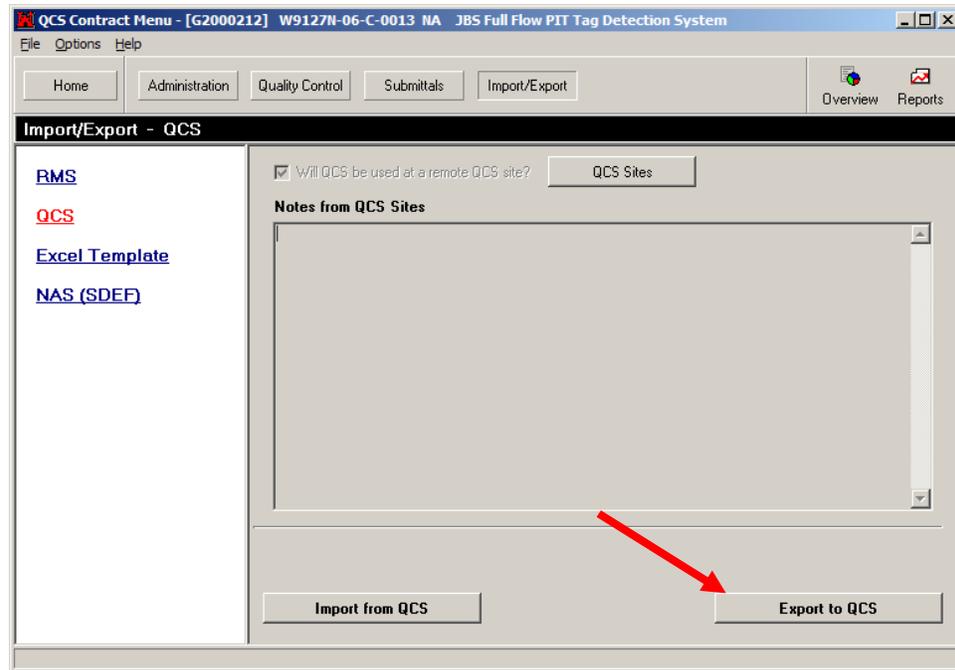


The assignment is complete and you can now export your QCS data to your remote site.

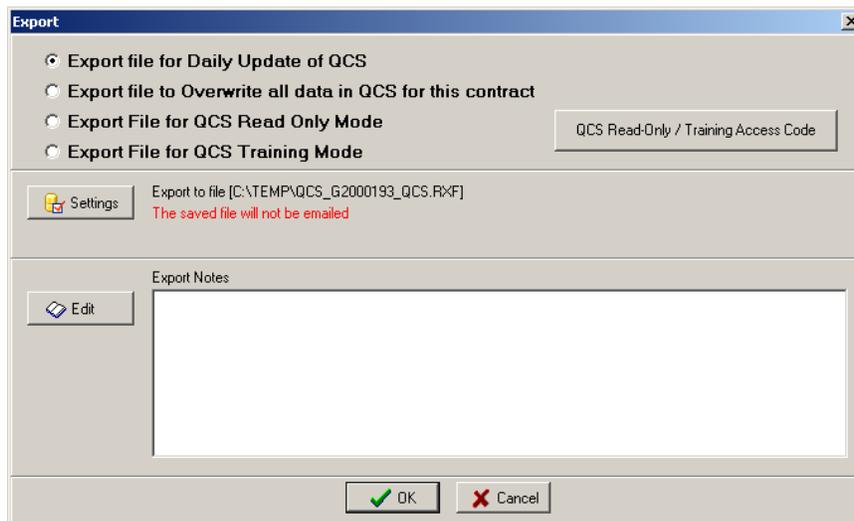
The procedure for exporting to a remote site is the same as importing and exporting to the Government.

## Exchanging Data with a Remote QCS Site

Master QCS Site

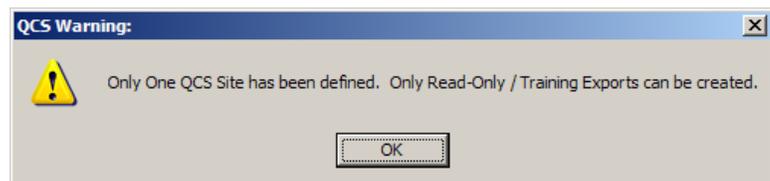


From the **Import/Export** screen, choose **QCS** and then the **Export to QCS** button at the bottom right of the screen.

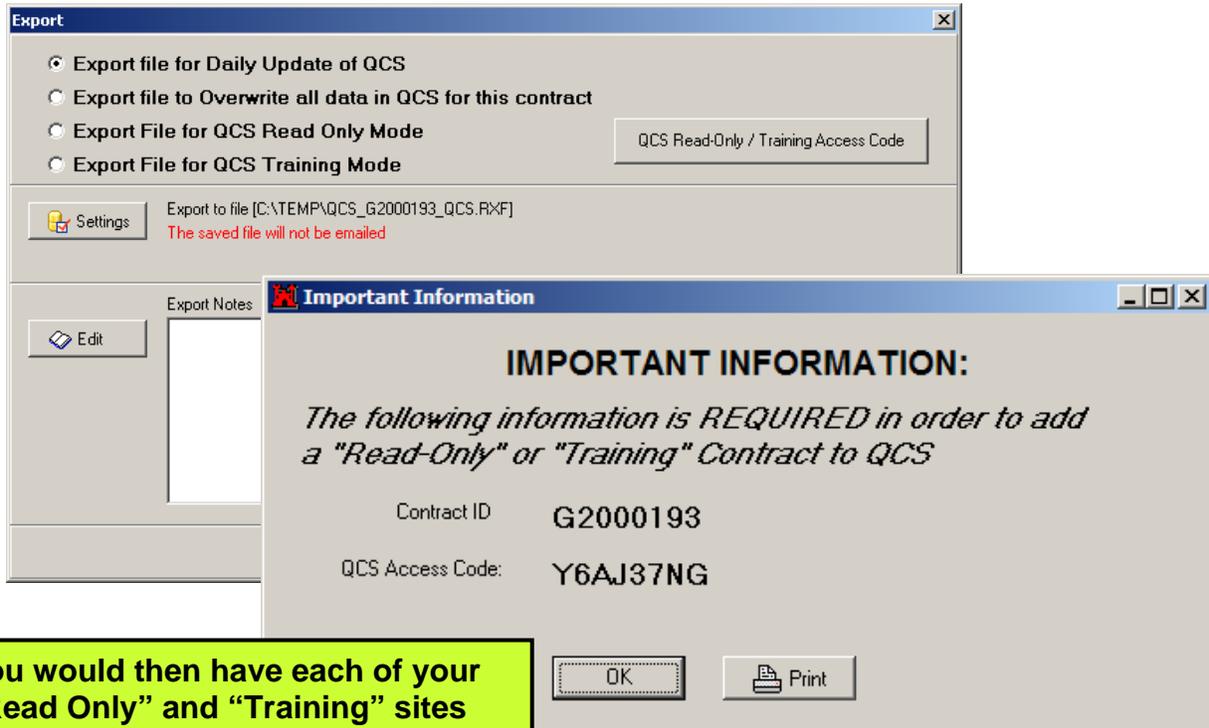


If you want to export to Remote Sites, and no modules have been assigned to a remote site, you will see the following message advising you that such exports will be **Read Only** or **Training Mode**.

The program will then give you the choice of exporting a file for the Read Only or Training mode.



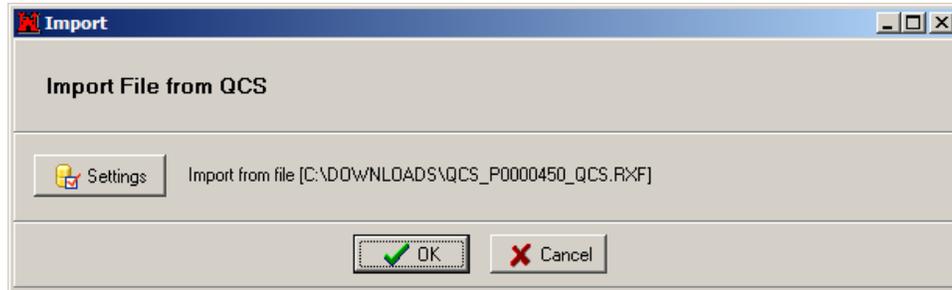
This version of the program also gives you opportunity to use your QCS program for training, and all exports/imports will be sent and/or retrieved from a special training server. This way, the real (live) data between the QCS program and the Government will not be corrupted.



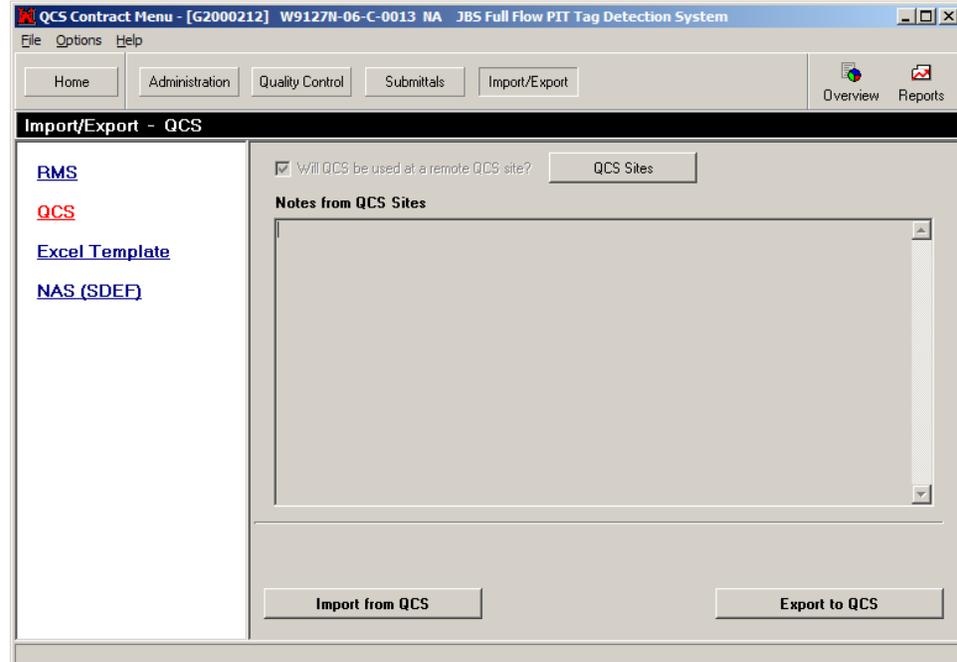
You would then have each of your "Read Only" and "Training" sites use this unique data.

Like previous procedures, you can export via **File** or via the **SFTP** Repository.

The manner in which you import data from a Remote QCS Site is the same as the export.



Remote QCS Site



The procedures to exchange data between the Master QCS Site and the Remote site are the same as between the Master QCS Site and the Government.

In addition, the Remote QCS Site can also exchange files directly with the Government. The areas that the Remote Site does not control will be "**READ ONLY**" for such modules. The Master QCS Site will also be "**READ ONLY**" for areas designated to be assigned to the remote QCS Sites.

Exchange of files between RMS and QCS (including remote sites) can only be accomplished within the same Corps of Engineer District. That is, Albuquerque District would not be able to exchange files with a contract from Los Angeles District. (We do have an exception in that GRD has three Districts (Northern, Central and Southern), but

they all use the same RMS database.)

## Warning! On use of Remote QCS Sites

If you are going to use the Remote QCS feature, it is very important that the QCS programs frequently exchange files with each other and RMS. The reason for this is two fold. First, it helps to ensure data integrity between the two programs and, secondly, it is needed to maintain manageable file sizes for the exports and imports.

Exchanging data frequently will ensure that each site is up to date with the most recent data. If for some reason a site becomes inoperative then RMS can send a full **overwrite file** to get them back on track. However, if the last time an export was done to RMS/QCS was over a week or two then you may have quite of bit of data entry to manually catch up with.

If all RMS/QCS sites are exporting and importing frequently, then it is very common for the file size to be less than 1 Megabyte in size. If you are on a remote site that does not have DSL a file less than 1 megabyte in size will be very helpful.

If you have a site that is no longer being used then please remove it and then promptly do an export to your other sites and RMS. Failing to remove a site that is no longer in use can result in data loss and a tremendous increase in the export file size.

## An explanation of Site ID's and Titles

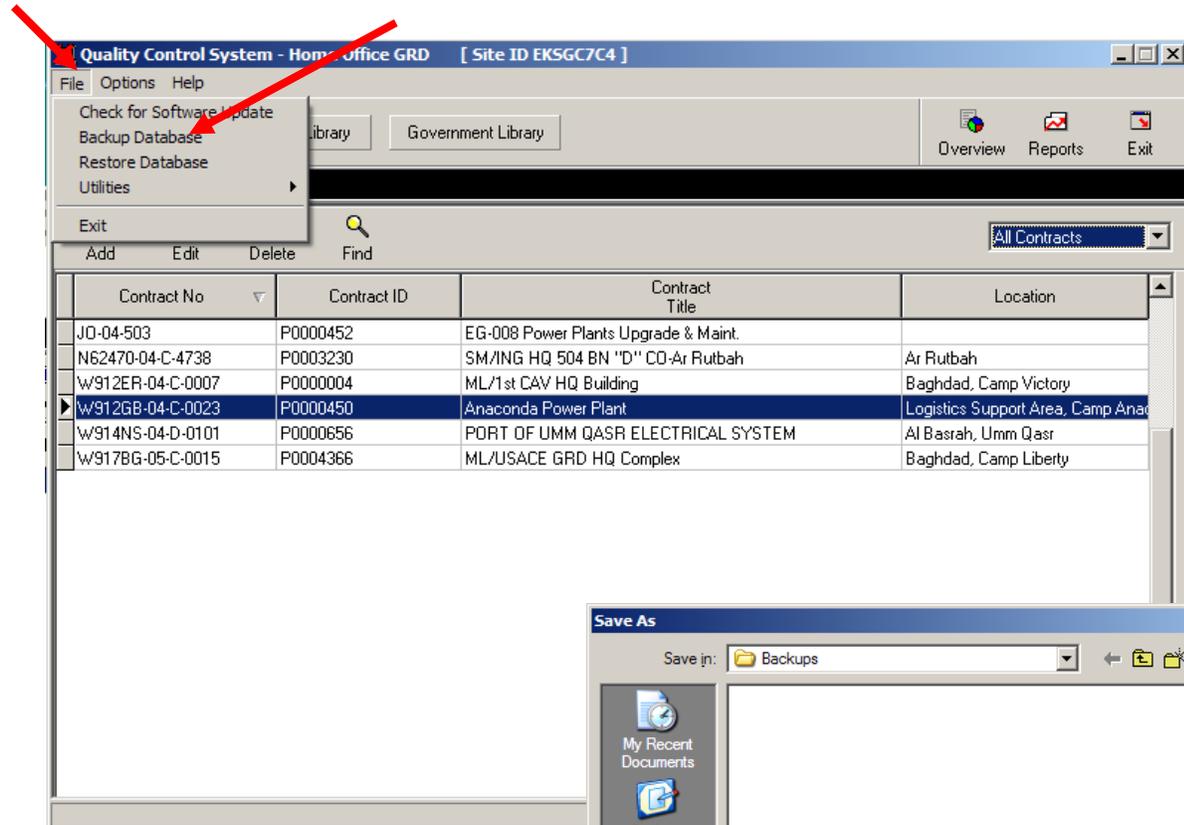
The Site IDs are generated during the QCS Setup process. A basic description of the overall process follows.

- When RMS begins to use a contract that has been designated to use QCS, there is no Master QCS site identified. So, RMS prompts you for the Master QCS site information and sends full exports from RMS to QCS. Until RMS gets confirmation back from the Master QCS site (via an import), it will allow you to change the Master QCS site ID and it will continue to send full exports.
- Once RMS hears back from the Master QCS site, then RMS is out of the site ID business and it will send normal daily exports and will no longer ask you about the Master QCS Site ID.
- If the Master QCS Site is required, for one reason or another, to be transferred from one QCS program to another, RMS has the capability to UNLOCK the initial assignment and assign the contract to another Master QCS Site. The RMS program requires a Government Office Administrator, or a System Administrator to accomplish this transfer.

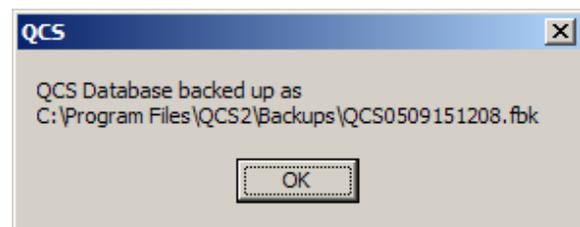
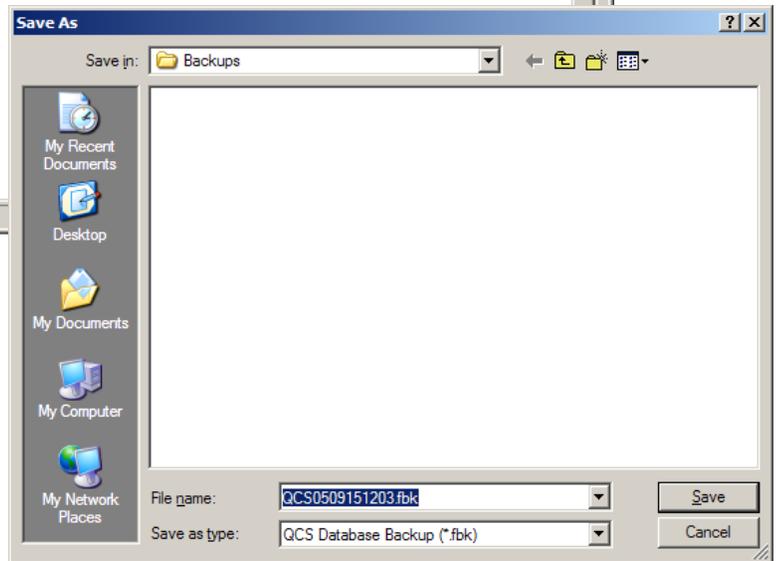
- Only the QCS master site has the option to add additional QCS sites. To do so, the Master QCS site goes to the export screen and clicks on the little check box on top of the screen saying "**Will QCS be used at a remote QCS site?**" That checkbox turns on a button for QCS sites and the Master QCS site can then click on that button and add additional sites and assign various modules as appropriate. To add a site, the QCS Master site will need to have the Site ID and Title for the Remote QCS sites.
- The Master QCS site and all Remote QCS sites can independently import and export data to and from RMS and/or QCS. However, it is recommended that the Remote QCS sites export directly to their Master QCS site and have the Master QCS site as the primary exchange point. This will cause less confusion for the Government RMS Users, as they must select from a Menu the available imports. It's been observed that the wrong import is made and that the Master QCS is totally ignored in some cases. This isn't a Contractor problem, per se, but QCS can certainly assist in avoiding confusion.

## Backup Database

This backup utility allows the User to have multiple backups. Click on **File** and scroll to **Backup Database** for access to this feature.

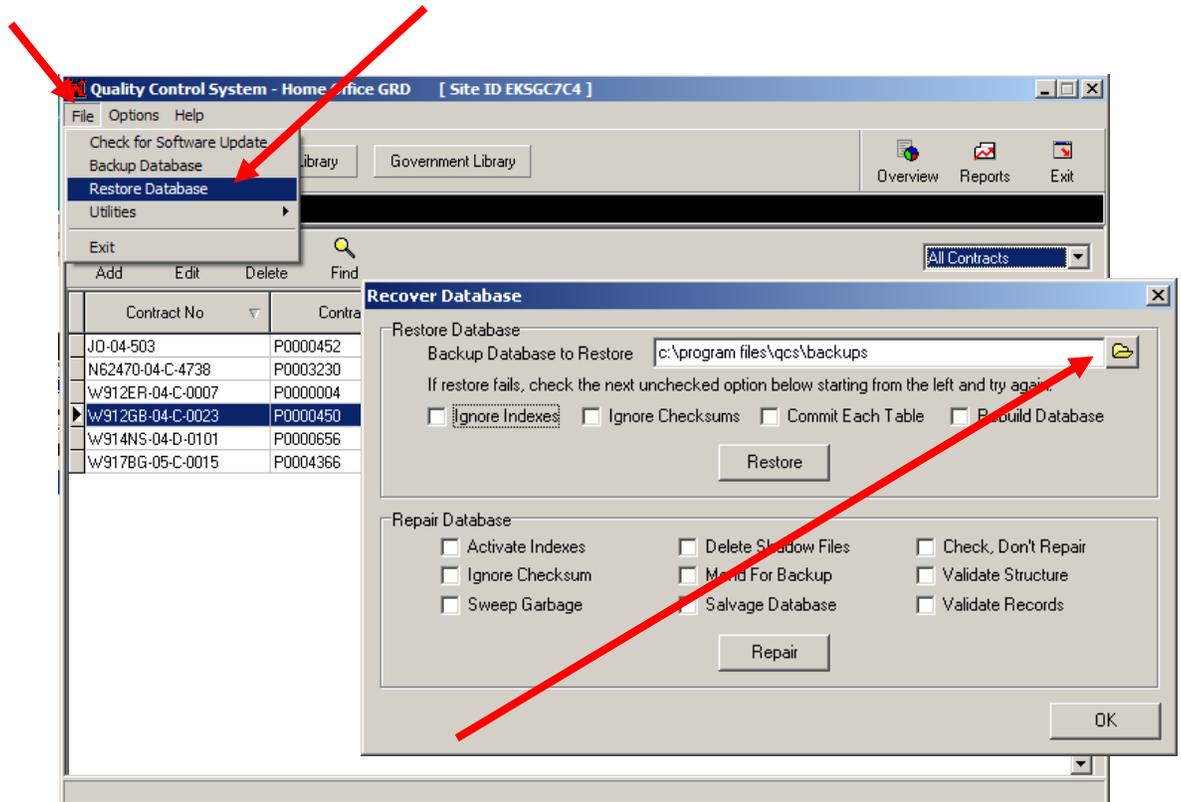


You can use this window to name your backup file. The name defaults to "QCSymmddhhmm.fbk" (yy=Year, mm = Month, dd = Day, hh = Hour, mm = Minute). It is recommended that you retain this naming scheme.



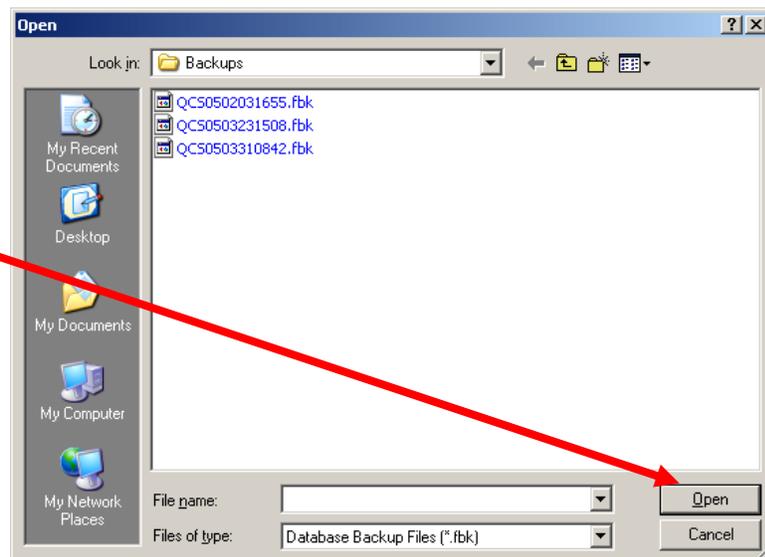
## Restore Database

This backup utility allows the User to recover a backup from the available files or to repair an existing database. Click on **File** and scroll to **Restore Database** for access to this feature.



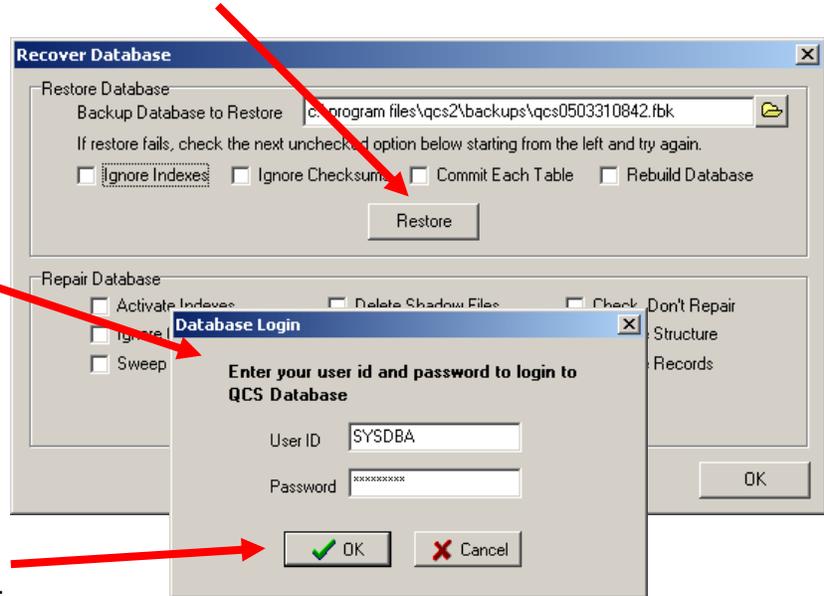
This screen is pretty much self-explanatory. The first thing you will need to do, if you wish to restore a database is to select the one you want to restore. Use the lookup for this purpose and make your selection.

Push **Open** after your selection.

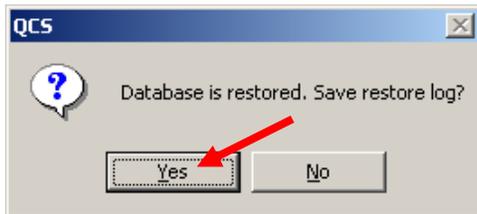


Push the **Restore** button to begin the actual process to restore the contract.

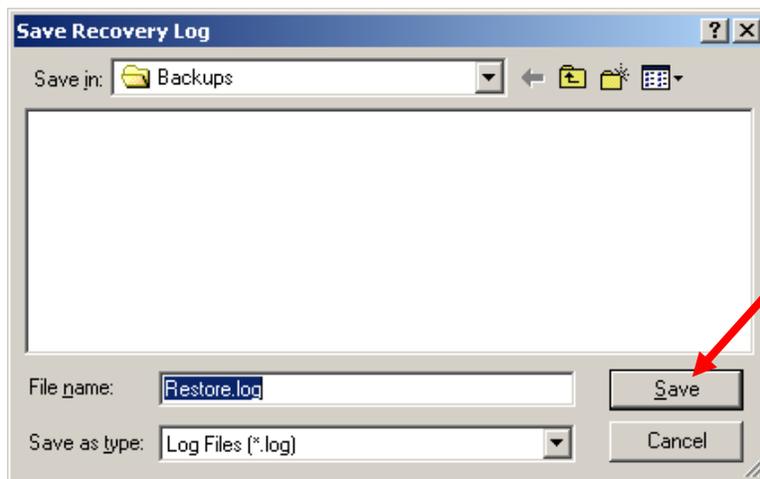
You will then be provided with a login screen to assure you have the proper “rights” to restore the contract.



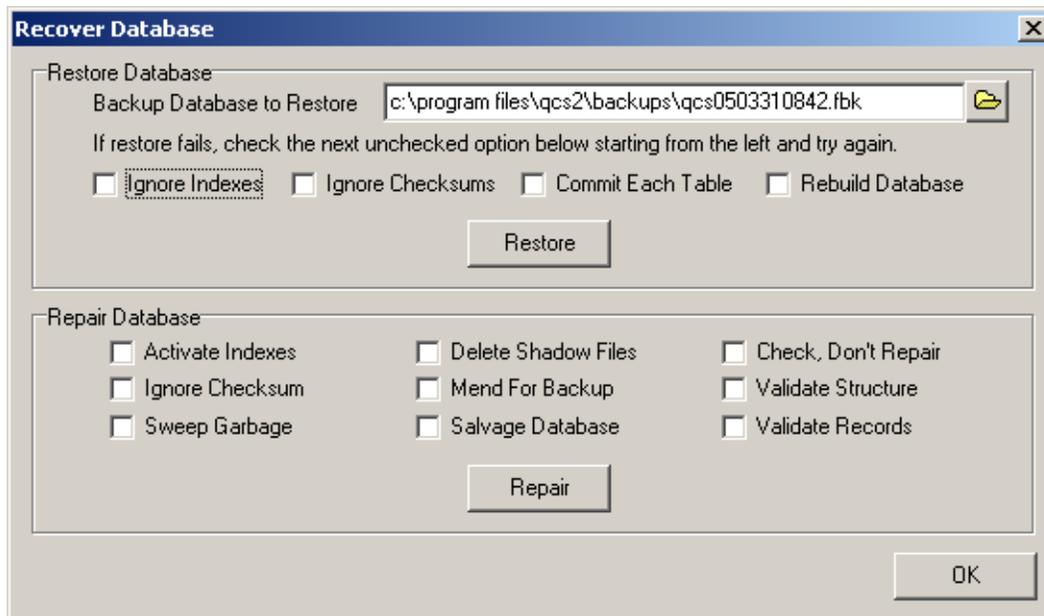
Push the **OK** button to proceed.



The database will be restored and you will then have the option to save a log to document the restore. This log will be useful if you run into difficulties and need the support of the RMS Center. Select **Yes**, and then **Save** to keep the log.



You will then be returned to this screen. If the restore FAILS, read the instructions and try each option. If you continue to have problems, please contact the RMS Center.



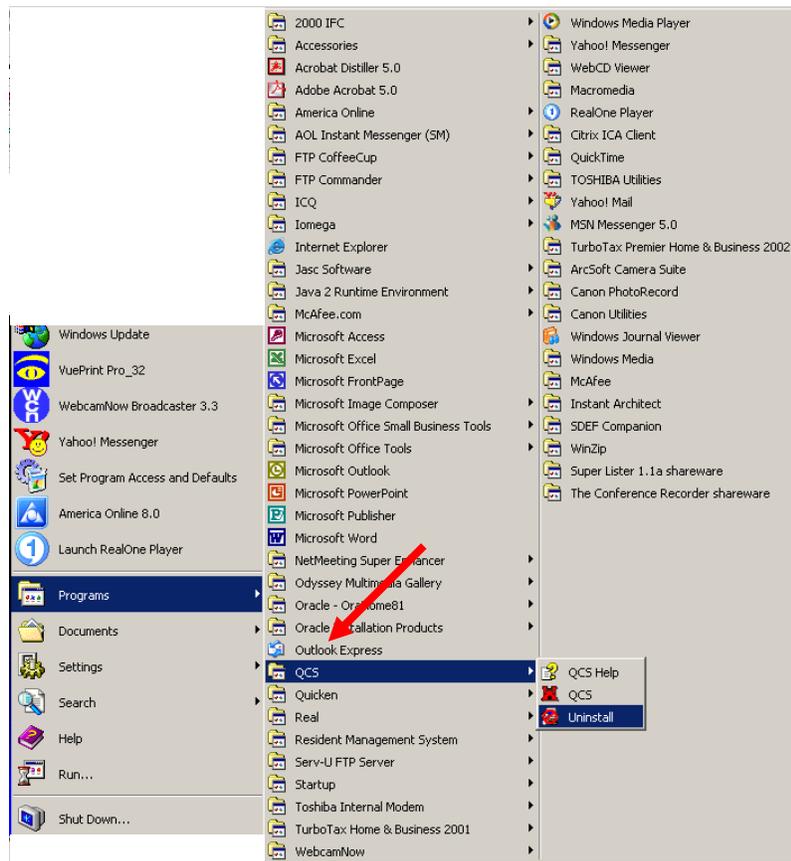
After you restore or repair your database you should exit from the QCS program and restart it for the changes to take effect.

**Restore** in QCS can only be done from the server itself. (A client can trigger a **Backup**, but not a **Restore**.) When a User enters an IP address, instead of a server name, the restore routine states that restores can only be done from the server. The *Server Name* is now compared to the IP address of the machine that is running QCS. If they are the same, **Restore** is now permitted.

In order to access the **Restore Database** function you must be at the MAIN QCS screen. That is, not from within a contract screen. The reason should be obvious: when you restore a database, you are restoring ALL contracts within that database, not just a single contract.

## Uninstall the QCS Program

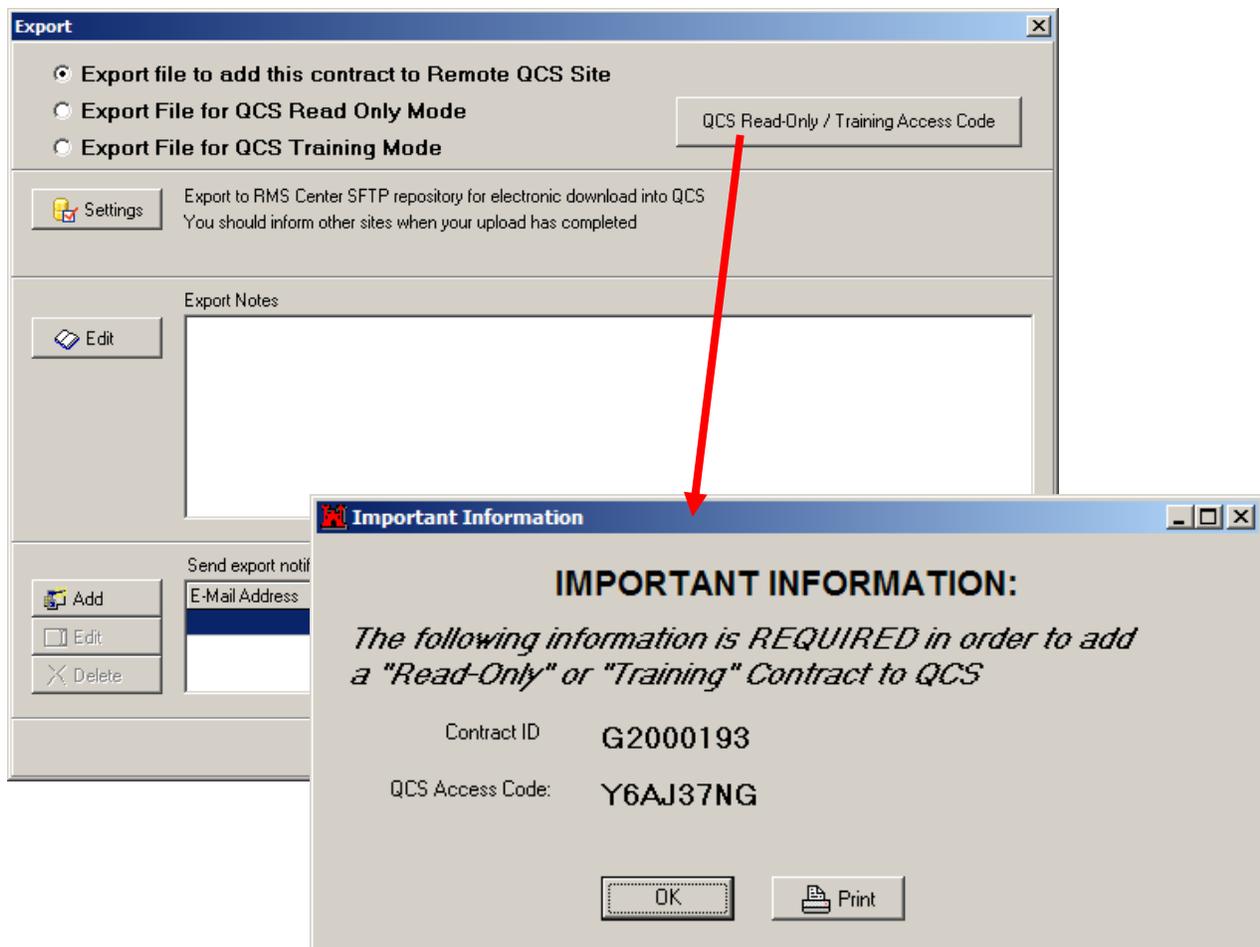
QCS has a fully functional “Uninstall” feature. This uninstall also provides the capability for uninstalling just the Firebird server.



## Training Mode Support

### Exports to Government SFTP Training Site

Two of the RMS Center programs, QAS and QCS, can be placed in a “Training Mode” to allow for things like training or troubleshooting. When in “Training Mode” the files can be retrieved from the SFTP Server. You won’t have to worry about clobbering your real data because nothing can be exported from the training programs. While in “Training Mode” you are only able to IMPORT files and review them and manage them, but will not be able to EXPORT anything back to the system you downloaded from.



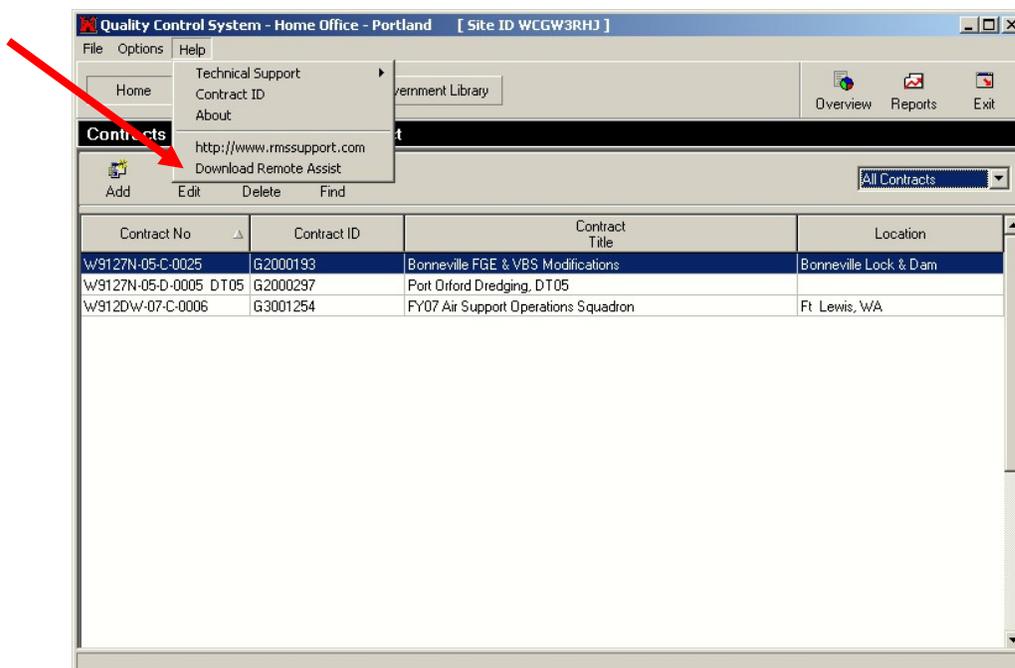
## Technical Support

Your Government Quality Assurance representative should be available to answer any questions you have regarding the QCS program. In addition, there is an RMS Support group that may also be of some benefit. You may email your questions/problems to **[RMSSupport@usace.army.mil/](mailto:RMSSupport@usace.army.mil/)**. There may be, however, a few days between the time your message is sent, and a reply is received. You may also call the RMS Center at (760) 247-0217 (0730 – 1600 Monday-Friday, Pacific Standard Time).

Onsite QCS Training is available for contractors for a fee from the RMS Center or from a Contractor that works with the RMS Center. Occasionally, the Government will coordinate training and arrange for RMS/QAS/QCS training all within the same time period to save and/or share costs for the training. Feel free to contact the RMS Training Director, [Mr. Fred Freeman](#), for particulars.

## RMS Support Remote Assistance

The RMS Center is able to assist you in troubleshooting your programs and answer questions by logging onto your system and operating your Desktop with you sitting at your computer. The program is from EchoVNC © and is available for Contractors to use free of charge. The program can be downloaded and installed directly from the QCS program, or it can be downloaded from the RMS – Contractor Home Page at [www.rmssupport.com/qcs/default.aspx](http://www.rmssupport.com/qcs/default.aspx).



## Chapter 2 – CQM and Quality Control

### What you will learn from this Chapter:

#### Required Administrative Data

- Prime Contractor Data
- Subcontractor Data



#### Required QA / QC Data

- Features of Work
- Three Phase Checks
- QC Tests
- User Schools
- Transfer Property
- Installed Property

#### Correspondence Tracking

- Entering Correspondence in QCS
- Exchange Correspondence Electronically with the Government

#### Request for Information

- Create RFI's in QCS
- Exchange RFI's Electronically with the Government

## Contractor Quality Control – Planning

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### Overview



**T**his chapter furnishes information on the planning activities required for **Contractor Quality Control** and provides instructions for utilizing the **Quality Control** modules of the QCS program.



Obtaining quality construction is a combined responsibility of the construction contractor and the government. Their mutual goal must be a quality product conforming to the contract requirements. A cooperative and professional working relationship should be established in order to realize this common goal. The contract documents establish the quality required in a project to be constructed. Contracting officers are responsible for assuring the contract documents clearly define the quality of materials and workmanship required for a project and that construction contractors comply with the contract documents and produce the required product. Certain civil works structures are specified by a construction procedure in lieu of end product quality. In these instances, contractors are responsible for the specified procedure and contracting officers must verify design assumptions, and control and assure the end product quality.

In contracts of \$1,000,000 or more, detailed CQC will likely be applied and a properly edited CEGS-01451 should be included in the contract. Inclusion of detailed CQC in construction contracts under \$1,000,000 is discretionary for the Government to specify. When construction services are obtained through an international governmental agreement, CQC will not be used unless it is specifically required by that agreement. In any case, the Contractor is reminded to comply with the specific requirements of the contract.

### Contractor Responsibility

*General.* Contractors are responsible for all activities necessary to manage, control, and document work so as to ensure compliance with the contract plans and specifications. The contractor's responsibility includes ensuring adequate quality control services are provided for work-accomplished on-and off-site by his/her organization, suppliers, subcontractors, technical laboratories and consultants. The work activities include safety, submittal management, and all other functions relating to the requirement for quality construction.

*Staffing.* It is the contractor's responsibility to carefully examine the contract requirements for CQC and provide personnel capable of complying with the CQC requirements of the contract clauses and technical provisions. The CQC staff must be of sufficient size and have the qualifications necessary to ensure contract compliance, whether the prime

contractor, subcontractors or vendors, performs work. The CQC system manager will be an employee of the prime contractor and must report directly to the project superintendent or someone higher in the contractor's organization. The size and composition of the CQC organization may vary as the job progresses. At all times it should be compatible with the level of effort and capability required by the contract and construction schedule.

*Quality Control Plans and Procedures.* Contractors will be required to prepare a quality control plan for all projects except those excluded under the discretionary authority. Plans and procedures will include the features described in CEGS-01451.

## Construction Quality Management Training for Contractors

The Corps of Engineers has been requiring the **Contractors' Quality Control Manager** to complete the course entitled "**Construction Quality Management for Contractors**," since 1994. The certificate obtained for successfully completing the training is good for five years. As the certificates expire, those individuals will be required to retake the training. Here are some points about the training that can stand repeating.

- a. The updated course has been coordinated with the Navy and they are using the same tape and student study manual to teach the course as the Corps of Engineers. It has been determined that the Navy will accept the Corps certificates and the Corps of Engineers will accept the Navy's certificates. A copy of the Corps of Engineers and the Navy certificates are shown hereafter for information.
- b. The instructor should be a **Corps of Engineers employee** with solid experience in **Construction Quality Management**, a thorough knowledge of the course material and preferably should have some experience in instruction. It may be suitable to use recently retired Corps employees, but their qualifications and experience level must remain up to date.
- c. To successfully complete the training the student must obtain a score of at least 70 on the Posttest. At the successful conclusion of training, contractor personnel will be given a *Certificate of Completion*. The District shall keep a record of all personnel trained by complete name, social security number, company, and job title. This is necessary to confirm that an individual has had the training if he/she presents a certificate issued by a different District. The certificate should also contain the name and phone number of the District POC to make verification easier. This training certificate is good for five years and the expiration date should be included on the certificate. After that the training must be retaken.
- d. In the event that a certified **Quality Control Manager** is relieved of his/her duties due to unsatisfactory performance, the District administering the contract must revoke the training certificate. If his/her certificate was issued by another District, that District must be notified in writing that the certificate was revoked and for what reason. The training District should then annotate the records to show that the certificate was pulled for unsatisfactory performance. Thus, it is essential that a background check be made any time an individual presents a certificate from another District as evidence of having completed the required training.

## Quality Control System

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- e. All parties will receive the most benefit from the *Mutual Understanding Meeting* if the Quality Control (QC) manager has had the required training before the meeting is held. It is therefore best if the District tries to pre-schedule the training based on their projected execution schedules; Partnering may demand individualized training for complex projects to accommodate contractors' needs and to facilitate development of the Corps/Contractor quality management team in a partnering process. Each QC manager shall be required to obtain the training within 90 days of the NTP if he/she does not have the required certification.
- f. The cost for this training should not be greatly different between Corps of Engineers Districts. The contractor can be charged the cost of reproducing the student study guide and cost of classroom rental if government facilities are not available. If there are large differences, we normally hear about it through the AGC or directly from some of our contractors. Headquarters USACE did not intend to infer in any way that the training should be done in a government facility. That decision is up to individual Districts based on their own unique situations.
- g. The course material will take about 12 hours to complete in a formal classroom situation allowing adequate time for student participation, pre and post tests, classroom breaks and lunch. You will find that this time varies somewhat between different Districts and facilitators.

## CQM Certificate – Sample – Corps of Engineers



## CQM Certificate – Sample - Navy



This is to certify that

has completed the training course  
**Construction Quality Management  
For Contractors**

given at \_\_\_\_\_  
Location

on \_\_\_\_\_  
Date

\_\_\_\_\_  
Facilitator

\_\_\_\_\_  
Issuing Official

This certificate expires five years from date of issue

## Contractor Quality Control Plans

The goal of the Contractor and the Corps of Engineers should be to provide a quality product to our customers on time and within budget. ER 1180-I-6, *Construction Quality Management*, requires the inclusion of CEGS-01451, *Contractor Quality Control*, in all contracts over \$1, 000, 000. This specification section details how the contractor will control his construction activities and obtain the quality he contracted for. It requires him to submit a quality control (QC) plan detailing how he intends to comply with the contract. A good detailed QC plan will help us achieve quality construction and the Contractor QCS module will help accelerate and unify that plan.

The following parts of contractor QC plans need special attention during review and approval of the plan.

- a. The QC plan must include a QC organization description, which shows in detail exactly who is responsible for the quality of each type of work performed. This means the name and qualifications of all the individuals responsible must be listed. If a subcontractor is doing the mechanical work and the foreman of the subcontractor is responsible for the quality of that work, his name, qualifications and responsibilities must be included in the plan. This allows the QA representative to know who is responsible and make sure he attends and is involved in the preparatory phase.
- b. The QC plan must contain a letter to the individual Quality Control Manager named in the plan. This letter outlines his duties and responsibilities and gives authority to halt work, which is not in compliance with contract requirements. An authorized official of the company must sign this letter. The QC manager will issue letters of direction to all other various QC representatives outlining duties, authorities and responsibilities and provide copies of the letters to the government.
- c. The QC plan must identify all control, verification and acceptance testing procedures for each specific test. It shall list the test name, specification paragraph number requiring test, feature of work to be tested, test frequency and the person responsible for each test. It is noted that if the contractor uses a commercial testing lab, the Corps must approve it. If the contractor intends to set up his own lab, then this must also be inspected and approved by the Corps.
- d. The QC plan must describe a procedure for tracking construction deficiencies from initial identification thru correction. It is noted that establishment of the procedures does no good unless the contractor is required to implement and maintain them.
- e. Procedures for reporting, to include forms, must be included in the QC plan. This should include as a minimum, forms for daily QC activities, preparatory and initial meetings, control testing, final inspections and subcontractor QC activities forms.
- f. The QC plan must also contain a list of definable features of work. There may be more than one definable feature of work in each section of the specifications. A definable feature of work is any task, which is separate and distinct from other tasks, has separate control requirements, or is identified by different trades or disciplines.

- g. The contractor must show how they plan to manage the submittals required by the contract. These QC procedures must show who is responsible for the review and approval of all submittals for the contractor, including those from subcontractors, offsite fabricators and suppliers. Note that the individual signing for the contractor is certifying that the submittal meets all contract requirements. If too many submittals sent to the government are not in compliance, then it is that individual who should be either retrained or replaced.

While these are not all of the items required to be in the contractors QC plan, they are problems noted during the last three years of Design Construction Evaluations. The easiest way to review a contractors QC plan is to have a copy of the contract specification section 01451 available and check off each item specified after reviewing it to determine if it will aide the contractor in obtaining the quality specified. Obtaining quality construction is a joint government and contractor effort. If we assure that the contractor has the proper tools in place and understands how they can help him obtain the quality specified, we have made our job easier.

## **QCS Contractor Quality Control Module**

### **Elements of Quality Control within QCS**

- **Daily QC Report**
- **Contractor Staff**
- **Subcontractors**
- **Features of Work**
- **3-Phase Inspections**
- **Hazard Analysis**
- **QC Tests**
- **User Schools**
- **Transfer Property**
- **Installed Property**
- **Equipment Checks**
- **Exposure Hours**
- **Warranty Items (Post Completion)**

Monitoring contract progress is a responsibility of both the Government and the Contractor. As a contract progresses, both the Contractor and the Government make a daily report as to that progression. These reports include activities started and completed, inspections made, QC requirements met, problems experienced and, if any, accidents encountered, as well as a variety of other information. The QCS program provides a place to enter all of this information pertaining to the Contract and is easily shared with the Government RMS program and between various Contractor QCS Sites (if remote sites are chosen to be used).

## Why should the Contractor use QCS?

- Once the Contractor enters the initial data and the Government approves the data, a variety of reports can be printed and used by both the Contractor and Government.
- The Contractor can use queries, ranges and sorts to monitor the Quality Control aspects of the contract.
- The Contractor can use multiple QCS sites to manage different areas of the Contract. For example, you can assign on QCS program to handle Payroll/Insurance, another to do Submittals, another to do the Daily CQC Report, and so forth.
- QCS provides the Contractor an automated tool to print Government required forms and documents to meet contract specification requirements. One such form is the Transmittal Form, ENG Form 4025 and another is the DD Form 1149 for transfer of property.
- QCS gives the Contractor a deficiency tracking system that meets their QC Management Plan requirement as specified in the contract.
- Preparatory and Initial Inspections can easily be scheduled and recorded. The program provides an Inspection Check-sheet to help the Contractor prepare for these inspections.
- Hazard Analysis can be created in the Contractor Library and accessed and used for all contracts in the database.
- QCS can import the activities, scheduled start and finish dates, and values from the Contractor's NAS, if the software used meets the Government's *Standard Data Exchange Format (SDEF)*.

Much of the data entered by the Contractor is interdependent with other area options throughout QCS. Special attention should be placed on **Prep/Initial Dates, Activity Start/Finish, User School, QC Testing, Transfer Property, Installed Property, Issue QC Punch List items, Corrected QC Punch List items, Corrected QA Punch List items** and **Contractor On-Site** options as they are linked to other vital functions of both the QCS and RMS programs.

## Quality Control Requirements

There are areas that must be addressed in the **Planning** of a contract before a Contractor can adequately prepare his Daily Quality Control Report. The Government or the Designer accomplishes some of this preliminary planning, long before the contractor is aware that a potential contract even exists. This includes, among many other things, what QCS and RMS refers to a **QC Requirements**. Each of these requirements is tracked by specific number and is assigned (linked) to a contractor pay activity by the construction contractor. Other items that the

Contractor must enter prior to making his daily reports include his staffing intentions, his subcontractors and the definable features of work he will use to manage the inspection process.

## Prime Contractor Data

The **Prime Contractor** window is comprised of four (4) tab entry screens, located under **Administration** from the **QCS Contract Menu**. Data is entered into each tab separately, beginning with the **Contractor Information** tab.

The screenshot shows the 'QCS Contract Menu' application window. The 'Administration' tab is selected, and the 'Prime Contractor' sub-tab is active. The 'Contractor Information' section contains the following data:

Responsibility Code:	PRIM
DUNS No:	860956445
Contractor Short Name:	Fabrication Products
Contractor Name:	Fabrication Products, Inc.
NAICS Code:	123456

Below this is the 'Office to receive payments' section and the 'Contractor Representative to Review Contractor Evaluation (DD2626)' section with the following data:

Name:	Slim Pickens	Email:	spickens@hughes.net
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## Contractor Information

1. **Responsibility Code** – This code must match the Contractor’s scheduling package if one is being used. It must be **PRIM** and cannot be assigned to any other subcontractor for this contract. An alpha/numeric identifier is almost always used within a commercial scheduling package, such as Primavera, and can easily be imported into the QCS program. Be sure to advise your P3 scheduler of the Prime Contractor responsibility code of **PRIM**.
2. **DUNS No**: Enter the nine-digit (or thirteen-digit) Contractor CEC number (DUNS # or DUNS+4#), as it appears on the Contractor’s proposal or contract award letter. A sample CEC number is “03-807-4381”. (FAR 52.204-4, Contractor Establishment Code (CEC)). The CEC is a 9-digit code assigned to a Contractor that contract with a Federal executive agency. The CEC system is a contractor identification coding system that is

currently the Dun and Bradstreet Data Universal Numbering System (DUNS). The CEC system is distinct from the Federal Identification Numbering (TIN) system. The Government will obtain a CEC for any awardee that does not have or does not know its CEC. The CEC number should be found on the executed SF 1422, in block 14. It is also used on the DD 2626, Contractor Evaluation form in CCASS.

**The Data Universal Number (DUNS) is a unique nine-character (or thirteen-character) company identification number issued by Dun & Bradstreet. To verify or locate a DUNS number for the construction firm in the Central Contractor Registration (CCR) visit:**

**<http://www.bpn.gov/CCRINQ/scripts/search.asp>**

3. **Contractor Short Name** – Enter an abbreviated name of the Prime Contractor. This is used for simple reports and screens throughout the QCS and RMS programs.
4. **Contractor Name** – Enter the Contractor's full name as you want it to appear on various QCS and RMS reports and contract documents.
5. **NAICS Code** – Enter the Contractor's NAICS code. A sample NAICS code is: "236220" (Commercial and Institutional Building Construction). This number is required to be used on the CCASS Contractor Evaluation Form (DD Form 2626).

**The North American Industry Classification System (NAICS) has replaced the U.S. Standard Industrial Classification (SIC) system. NAICS was developed jointly by the U.S., Canada, and Mexico to provide new comparability in statistics about business activity across North America. To look up a NAICS code for construction, refer to the following website:  
<http://www.naics.com/naics23.htm>**

6. **Office to receive payments** – This will be completed automatically by the Government (RMS)
7. **Contractor Representative to Review Contractor Evaluation (DD2626)** – Enter the name and email address of this Contractor representative. The name entered here will have access to, and responsibility for, responding to evaluation criteria entered by the Government in the CCASS database. This new feature of RMS/QCS allows the construction evaluation to put directly into CCASS electronically from RMS. Additional information can be obtained from the ACASS/CCASS User Manual at the following website: CPARS <http://www.cpars.navy.mil>. This will allow the Assessing Official (Evaluator), once notified that the evaluation is copied to CCASS, to login to CCASS and continue processing the evaluation to the Contractor Representative.

## What is CCASS anyway?

### Construction Contractor Appraisal Support System (CCASS)

**CCASS is a web-enabled application that supports the completion, distribution, and retrieval of Construction contract performance evaluations (DD Form 2626). CCASS is for UNCLASSIFIED use only. An evaluation assesses a contractor's performance and provides a record, both positive and negative, on a given contract. Each evaluation is based on objective facts and supported by contract management data, such as contract performance elements that evaluate quality, timely performance, effectiveness of management, and compliance with contract terms, labor standards, and safety requirements.**

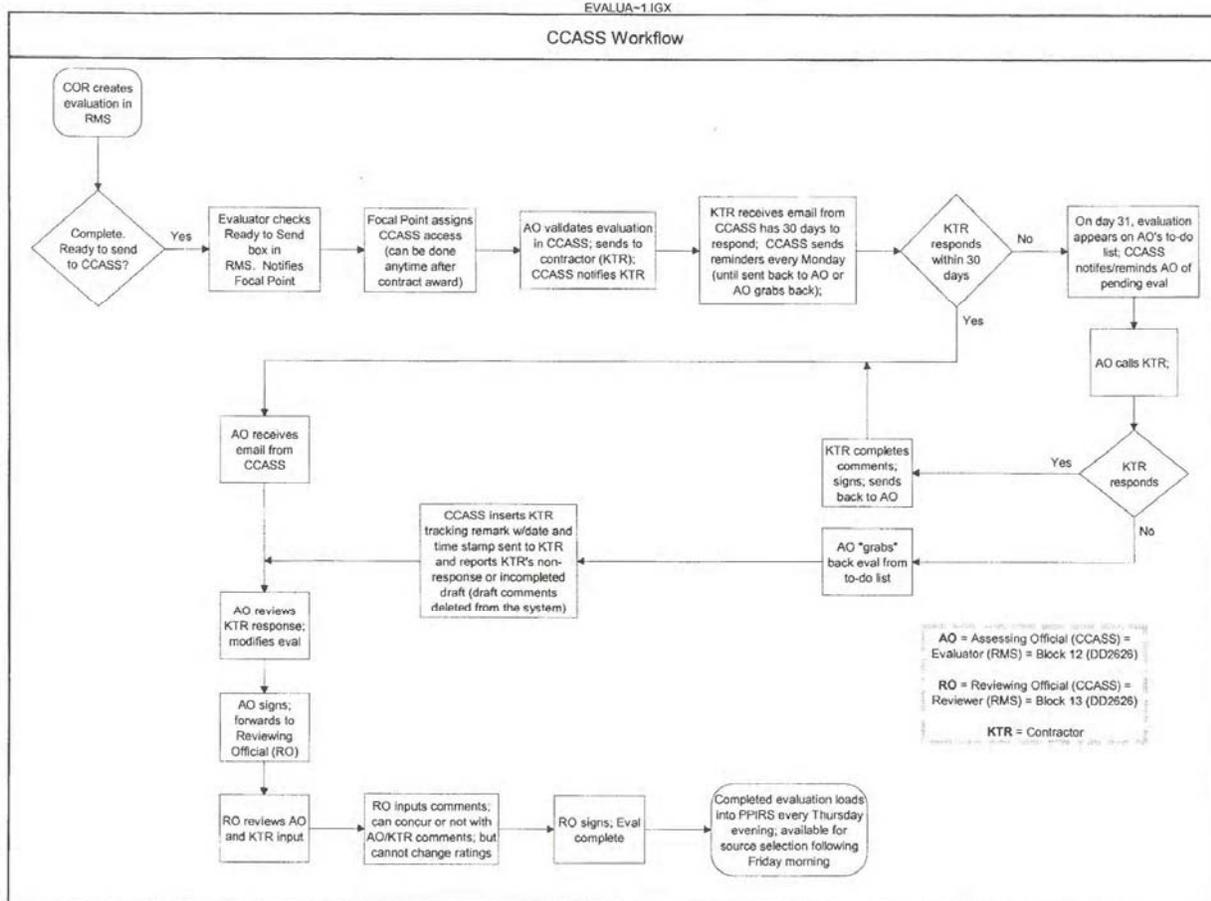
The following table shows the roles and responsibilities of the various stakeholders in the Evaluation process:

CCASS Role	DD2626 Role	Responsibilities
Focal Point	N/A	Enters users into CCASS  Assigns roles (Assessing Official, Contractor Representative, Reviewing Official) to users on each contract in CCASS
Contract Data Entry	N/A	None when RMS is used to generate the evaluation
Assessing Official Representative	N/A	Drafts the evaluation in RMS; must have WRITE access to the Contractor Evaluation module in RMS  Sends evaluation from RMS to CCASS  Forwards draft evaluation to the Assessing Official
Assessing Official	Block 12  Evaluated By	Ensures accuracy of the draft evaluation;  Transmits draft evaluation to the Contractor  Finalizes evaluation after reviewing Contractor feedback  Forwards completed evaluation to the Reviewing Official
Contractor Representative	N/A	Reviews forwarded draft evaluation, 30 day review period

Quality Control System

		<p>Inputs comments in CCASS</p> <p>Sends feedback to the Assessing Official</p>
<p>Reviewing Official</p>	<p>Block 13</p> <p>Evaluation Reviewed By</p>	<p>Reviews completed evaluation</p> <p>Ensures Contractor's comments have been satisfactorily addressed</p> <p>Saves completed evaluation; posts to Past Performance Information Retrieval System (PIRS)</p>

CCASS Workflow



## Contractor Address

1. **Government should send mail to** – Select whether the Contractor’s correspondence will be mailed to the HOME or SITE address of the Contractor. In most cases, the original copy of correspondence is sent to the HOME Office, with copies being given to the SITE Office. However, if you indicate that the correspondence will be mailed to the SITE address; all Government generated letters addressed to the Contractor will automatically capture that address.



**It is recommended that it be established between the Contractor and the Government at the Pre-Construction Conference as to the contractors desire to have copies of outgoing correspondence provided to his field staff. Some Prime Contractors prefer that this not be done.**

2. **Home Office Address** – Enter data as appropriate
  - a. The “County” (parish/ward, etc.) is that of the Contractor’s Home Office. This information is printed in Block 8 of the SF -30, Modification form.
  - b. The “Country” is that of the Contractor’s Home Office.
3. **Site Office Address** – Enter data as appropriate if mail will be sent there by the Government.

## Management / Work Days

The screenshot shows the 'Administration - Prime Contractor' window with the 'Management/Work Days' tab selected. The interface includes a menu bar (File, Options, Help), a navigation pane on the left with links like 'Contract Description', 'Action Items', 'Prime Contractor', 'Subcontractors', 'Contractor Insurance', 'Contractor Payrolls', 'Correspondence', 'Request for Information', 'Pay Activities', and 'Progress Payments'. The main area contains fields for Contractor Information, Contractor Address, Management/Work Days, and Bond Co./SBA. The 'Management/Work Days' section includes checkboxes for days of the week: Sunday (unchecked), Monday (checked), Tuesday (checked), Wednesday (checked), Thursday (checked), Friday (checked), and Saturday (unchecked).

Field	Value	Field	Value
Project Manager	John Montgomery	PM Phone	303-456-7676
Superintendent	Jesse Hawkins	PM Beeper	
Asst. Superintendent	Sarah Jessica Parker	PM Cellular	
QC Manager	Teddy Gonzalez	Super Phone	303-456-9894
Asst. QC Manager	Arthur E. Stoddard, PHD	Super Beeper	
		Super Cellular	

Contractor Work Days:

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

1. **Project Manager** – Enter the name of the Contractor’s Project Manager as it appears within the Contractor’s Quality Control Plan.
2. **PM Phone/Beeper/Cellular** – Enter the Project Manager’s Telephone, Beeper and Cellular numbers in the cells provided.
3. **Superintendent** – Enter the Contractor’s jobsite Superintendent’s name as it appears in the Contractor’s Quality Control Plan and the Contractor’s appointment letter.
4. **Super Phone/Beeper/Cellular** – Enter the Superintendent’s telephone, beeper and cellular numbers in the cells provided.
5. **Assistant Superintendent** – Enter the Assistant Superintendents name if applicable.
6. **Quality Control Manager** – Enter the Contractor’s QC Manager (Full Name). This should match the name within the Contractor’s Quality Control Plan.
7. **Assistant Quality Control Manager** – Enter the name of the Assistant Quality Control Manager if applicable. It should be noted that the Assistant QC Manager must have the same qualifications as the primary QC Manager, including an up-to-date CQM Certificate.

8. **Contractor Work Days** - This screen will be used in other areas of QCS and RMS when establishing time extensions granted by contract modifications, such as an extension granted due to adverse weather delays. Indicate in the definitive check boxes a “yes” or “no” for the days of the week the Contractor will NORMALLY be performing work on the jobsite. (An empty or light gray check indicates a “no”.)

For example, the work days used should match the workweek used with the NAS/CPM.

## Bond Co. / SBA

When your contract requires performance and/or payment bonds, this screen must be completed accordingly. FAR, Part 28.1 includes the requirements and FAR Clause 52.228 may be included within the contract.

**Consent of Surety** is necessary for contract Modifications exceeding certain dollar limits.

The screenshot shows the 'QCS Contract Menu' application window. The title bar reads 'QCS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications'. The menu bar includes 'File', 'Options', and 'Help'. Below the menu bar are navigation buttons for 'Home', 'Administration', 'Quality Control', 'Submittals', and 'Import/Export'. On the right, there are 'Overview' and 'Reports' buttons. The main content area is titled 'Administration - Prime Contractor' and has four tabs: 'Contractor Information', 'Contractor Address', 'Management/Work Days', and 'Bond Co./SBA'. A red arrow points to the 'Bond Co./SBA' tab. The 'Bond Co./SBA' tab contains the following fields:

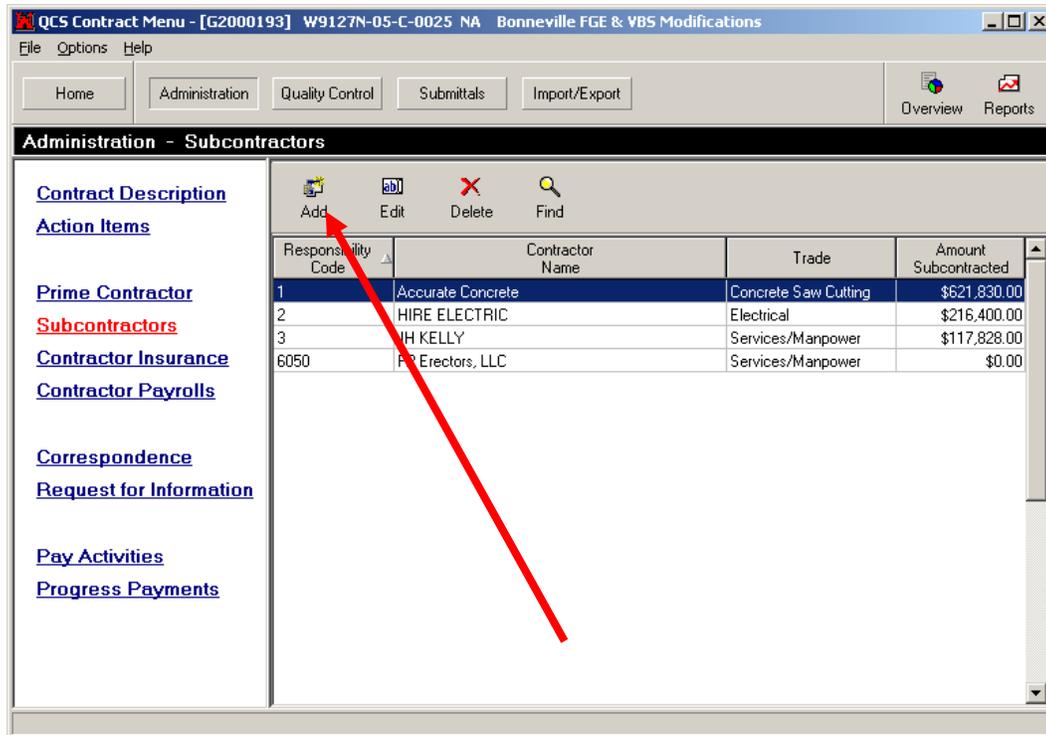
Bond No.	<input type="text" value="104541151"/>
Bonding Company	<input type="text" value="Travelers Casualty &amp; Surety Company of Ameri"/>
Bond Address	<input type="text" value="4000 SW Kruse Way Place, Building One, Sui"/>
	<input type="text" value="Lake Oswego, OR 97035"/>
Phone	<input type="text"/>
Fax	<input type="text"/>

1. **Bond Number** – Enter the Bond Number as it appears on the contract Notice-to-Proceed letter or other document.
2. **Bonding Company** – Enter the name of the Bonding agency as it appears on the contract Notice-to-Proceed letter or other document.
3. **Bond Address** – Enter the address of the Bonding agency as it appears on the contract

Notice-to-Proceed letter or other document.

4. **Phone** – Enter the telephone number of the Bonding agency.
5. **Fax** – Enter the fax number of the Bonding agency.

## Subcontractor Data

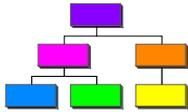


Push the **Add** button to add new Subcontractors, or the **Edit** button to edit information on an existing Subcontractor.

The subcontractor entry is an essential part of the QCS and RMS programs, for example:

1. Attaching a subcontractor to each activity links submittal items to the subcontractor.
2. Subcontractor information such as Amount of Subcontracted Work and Small Business data is gathered and used in various reports.
3. With the subcontractor attached to activities, QCS and RMS know who has related responsibilities for Preparatory and Initial Inspections.
4. A subcontractor list is necessary to document Labor Interviews.
5. Without the subcontractor data, daily Labor Hours cannot be posted in the Daily Quality Control Report.

6. Subcontractor deficiencies are noted on the Pay Estimate Worksheet.
7. A listing of Subcontractors may be provided to the User at the conclusion of the contract for Warranty of contacts.



1. **Responsibility Code** – This code must match the Prime Contractor’s scheduling package if one is being used. It must be unique and cannot be assigned to any other subcontractor for this contract. An alpha/numeric identifier is almost always used within a commercial scheduling package, such as *Primavera*, and can easily be imported into the QCS and RMS programs. The Prime Contractor’s code must always be equal to **PRIM** and cannot be assigned to any other contractor.

**A screen such as this should be completed for each Subcontractor working on the contract.**

**The information is used to track payrolls, insurances and will also give you the capability to sort many of the QCS Reports by the particular Subcontractor.**

2. **Contractor** – Enter an abbreviated name of the Subcontractor. This is used for simple reports and screens throughout the QCS and RMS programs.
3. **Trade** – Use the lookup to select the MAJOR Trade represented by this Subcontractor.
4. **Full Name and Address** – Enter the Subcontractor’s full name and office address, as you want it to appear on various QCS and RMS reports and contract documents.
5. **POC** – Enter the primary Point-Of-Contact at the Subcontractor home office. This name will be used for reporting Warranty issues at the conclusion of the contract.
6. **Phone** – Enter the Subcontractor’s home office telephone number.

7. **Fax** – Enter the Subcontractor’s home office fax number.
8. **Amount Subcontracted** – This amount should agree with the contractor Activity distribution within the construction schedule of values. The requirement to provide the amount of the Subcontract is a clear contract requirement and is used to show compliance to the **Prompt Payment Act**, among other things. The precise reference for this requirement can be found at

[http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52\\_232.htm#P31\\_3456](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_232.htm#P31_3456)



**NOTE: Amounts are ONLY to be entered for the 1<sup>st</sup> Tier Subcontractors. Enter \$0.00 for all other Subcontractors. Otherwise, RMS will total the amount twice for reports, such as the DD Form 2626. The amounts also appear on the Prompt Payment Certificate. Prime Contractors most often do not have access to the amount of any subcontracts beyond which they themselves initiate. If you are entering information on a Second Tier Sub, check the box at the bottom of the window and the “Amount Subcontracted” entry will disappear**

9. **Contractor is a Small Business** – Check this box if appropriate. This will be used to track your success in meeting your small business goals.
10. **Contractor Insurance** -- This box will advise the contractor as to whether Insurances are required to be sent to the Government.
11. **Payroll** – If Payrolls are required to be sent to the Government this box will be checked.

## Contractor Insurance

Tracking and documenting of contractor insurance is required on typical military construction projects in the United States. In some limited cases, this is also required on civil contracts and contracts performed in overseas (OConus) locations.

If insurance is required by the contract, it is extremely important that it be tracked and the Prime Contractor keeps all insurances up to date and current. There are many Corps of Engineers offices that will not permit a contractor to be on the site without proof of current insurance.

Some Corps of Engineers offices elect to enter Insurance data themselves, while other offices require the Contractor to enter the data. If the screen is indicated as **Read Only**, the Government will enter the data after the Contractor provides documentation as

required.

If insurance is not shown or current on this screen, it will be listed on the *Pay Estimate Worksheet* each time a *Pay Request* is submitted for payment considerations. It will also appear on the “Action Item” report.

The *Contractor Name* is carried over from the contractor and subcontractor entries previously discussed. If a subcontractor is missing from this listing, you will need to select **Subcontractors** from the left side of the screen and add him to the listing.

Select the **Edit** button to enter dates that each insurance expires, or the SF1413 acknowledgment is signed by a subcontractor.

**CAUTION**

WATCH YOUR STEP

Remember that you enter the dates that the applicable insurance EXPIRES, not the date it was issued or received.

The date entered for the SF1413 is the date the subcontractor signed the acknowledgement.

The SF1413 does not apply to the Prime Contractor.

Contractor Insurance

Insurance Expires

General: 08/13/2002 ...

Auto: 10/15/2001 ...

Workers Comp: 06/13/2002 ...

SF1413: 06/12/2001 ...

## Contractor Payrolls

Tracking and documenting of contractor payrolls is required on typical military and civil construction projects in the United States that fall under the auspices of the Davis-Bacon Act. In some limited cases, this is also required on contracts performed in overseas (OConus) locations.

If payrolls are required to be tracked, it is extremely important that it be tracked and the Prime Contractor keeps all payroll reporting up to date and current.

Some Corps of Engineers offices elect to enter payroll data themselves, while other offices require the Contractor to enter the data. If the screen is indicated as "**Read Only**", the Government will enter the data after the Contractor provides documentation as required.

If a payroll is not shown or current on this screen, it will be listed on the *Pay Estimate Worksheet* each time a *Pay Request* is submitted for payment considerations.

The *Contractor Name* and *Responsibility Code* are carried over from the contractor and subcontractor entries previously discussed. If a subcontractor is missing from this listing, you will need to select **Subcontractors** from the left side of the screen and add him to the listing.

QCS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications																			
File Options Help											Overview Reports								
Home Administration Quality Control Submittals Import/Export																			
Administration - Contractor Payrolls											<i>(Read Only)</i>								
<a href="#">Contract Description</a>		Responsibility Code	Contractor Name	May 19, 2007	May 26, 2007	Jun 02, 2007	Jun 09, 2007	Jun 16, 2007	Jun 23, 2007	Jun 30, 2007	Jul 07, 2007	Jul 14, 2007	Jul 21, 2007	Jul 28, 2007	Aug 04, 2007	Aug 11, 2007	Aug 18, 2007	Aug 25, 2007	Sep 01, 2007
<a href="#">Action Items</a>		1	Accurate Concrete	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
<a href="#">Prime Contractor</a>		PRIM	Fabrication Products, Inc...	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
<a href="#">Subcontractors</a>		6050	FP Erectors, LLC	S		S	S	S	S	S	S	S	S	S	S	S	S	S	
<a href="#">Contractor Insurance</a>		2	HIRE ELECTRIC	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
<a href="#">Contractor Payrolls</a>		3	JH KELLY	S	S	S	S	S	S	S	S	S	S	S	S	P	S	S	
<a href="#">Correspondence</a>																			
<a href="#">Request for Information</a>																			
<a href="#">Pay Activities</a>																			
<a href="#">Progress Payments</a>																			
Contractor: Accurate Concrete																			
First Day on Site 11/03/2005 Last Day on Site 08/27/2007																			
N: Non-Work Week S: Payroll Submitted P: Problem Payroll																			
Mgmt Given to: Payroll Office																			

## Correspondence

This module will allow the Contractor and Government to exchange correspondence letters within QCS and RMS. In addition, they will be able to include file attachments to the letters. The letters that will be able to be sent will include contractor Home (H-####) and Site (S-####) letters. Basically, the contractor will be able to designate a remote QCS to be either Site or Home using the current check out scheme. The Government will accept the 'first' answer to a particular letter from either the H or S office and will ignore subsequent answers. Also, the Government will be able to generate both RFP- and C- letters to send to the Contractor. The generated letters are able to be answered by either the QCS Home or the QCS Site office.

The new feature operates very similar to the existing RFI modules.

When the letter is completed in QCS, you must check the **Completed – Ready to Send To Government** box. The screen will then be read only and once you export the letter to RMS you will not be able to make changes. The Government, via RMS, will respond (answer) the letter and these processes move the letter from Tab to Tab.

The choice to use the new feature must be indicated in the RMS Contract Setup, the same as the RFI feature is presented. Once the Contractor is designated to enter the Correspondence, the RMS User will not be able to perform manual entry to the received correspondence.

The screenshot shows the QCS Contract Menu application window. The title bar reads "QCS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications". The menu bar includes "File", "Options", and "Help". Below the menu bar are navigation buttons for "Home", "Administration", "Quality Control", "Submittals", and "Import/Export". On the right, there are "Overview" and "Reports" buttons.

The main content area is titled "Administration - Correspondence". On the left is a sidebar with various links: "Contract Description", "Action Items", "Prime Contractor", "Subcontractors", "Contractor Insurance", "Contractor Payrolls", "Correspondence", "Request for Information", "Pay Activities", and "Progress Payments".

The main area contains a toolbar with "Add", "Edit", "Delete", and "Find" icons. Below the toolbar are tabs for "Prepare Letter", "Letters Sent", and "Letters Received". A table displays correspondence items:

Dated	Letter No.	Subject	Letter Status
09/04/2007	H-0048	Request approval of new Site-disposal area due to unforeseen under...	Ready to Send
09/09/2007	H-0049	Please confirm that new site disposal area is okay to use immediately....	Not Completed

An "H-0049" entry is selected, and a "Correspondence Entry" dialog box is open. The dialog shows the following details for Letter H-0049:

- Letter Dated: 09/09/2007
- Completed - Ready to send to Government:
- Does letter H-0049 require an answer?:
- Answer Due: 09/12/2007
- H-0049 Brief Summary: Please confirm that new site disposal area is okay to use immediately. There is a trailer on the site that does not have a name on it, therefore please have it removed.
- H-0049 Answers the following letters: 0 Attachments from Contractor
- Answers list:
 

Dated	Letter No.	Subject
01/06/2006	C-0008	Potential Impact

## Requests for Information (RFI's)

During the course of the contract it is often necessary to obtain clarification, guidance, or interpretation on certain aspects of the contract. This can include the written documents (specifications), plans (contract drawings), or interpretation and application of the contract as a whole. Yes, you can still use the traditional (formal) method of creating letters and waiting for the Government to respond to your query. Or, you can utilize QCS to handle the transfer of information between you and the Government.

The **Request for Information (RFI)** module in QCS and RMS allows the contractor to request clarification of contract information thru the RMS/QCS interface. The RFI is transmitted between RMS and QCS using the import/export function.

## Prepare RFI

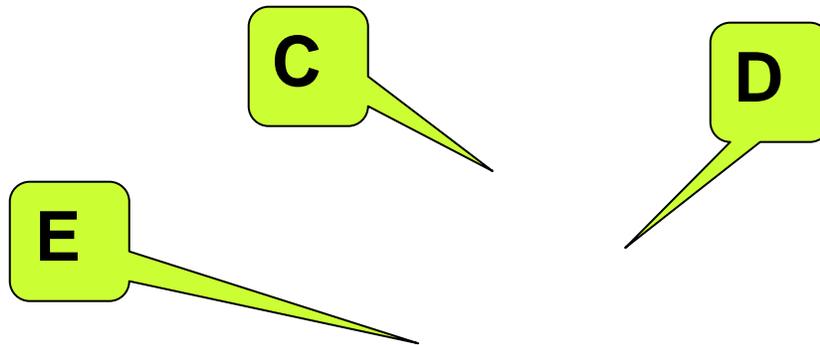
The contractor prepares the RFI in QCS. When the Contractor checks that it is completed, the RFI is then submitted to the Government and includes the following key items:

- **Information requested**
- **Date response Required**
- **Contractor's Recommendation**
- **Will the result in a cost or schedule impact to the contract?**
- **Attachments from Contractor such as contract drawings, sketches, or photos**

## RFI Screen

When the **Completed – Ready to send to Government** check box is populated, the RFI will export to the Government during the next data exchange. The information will then become “READ ONLY” and cannot be changed.

The screenshot displays the 'Request for Information' (RFI) screen in the QCS software. The window title is 'QCS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications'. The interface includes a menu bar (File, Options, Help) and a toolbar with buttons for Home, Administration, Quality Control, Submittals, Import/Export, Overview, and Reports. The main window is titled 'Administration - Request for Information' and 'Request for Information - RFI-0041'. It features a left sidebar with navigation links: Contract Description, Action Items, Prime Contractor, Subcontractors, Contractor Insurance, Contractor Payrolls, Correspondence, Request for Information (highlighted in red), Pay Activities, and Progress Payments. The main content area shows the 'Prepare RFI' form with fields for Date Requested (09/14/2007), Requestor's Name (Tim Morrow), Answer due date (09/18/2007), and checkboxes for 'Completed - Ready to send to Government', 'Subcontractor', 'Potential Cost Impact', and 'Potential Schedule Impact'. The 'Information Requested' field contains the text: 'The contract drawings do not show access for handicapped persons. No access ramps are provided anywhere into the building. Only steps are provided for entry.' The 'Contractor's Recommendation' field contains: 'Suggest that all steps be converted to a 12 concrete ramps at all entrances, except for the entry at the Loading Dock.' Below this is an 'Attachments from Contractor' table with columns for Title and File Size. Two callout boxes, 'A' and 'B', point to the 'Completed - Ready to send to Government' checkbox and the 'Potential Schedule Impact' checkbox, respectively.



The information elements on the screen are self-explanatory, but some comments will be offered here nonetheless.

- A.** If the RFI is generated as a result of a Subcontractor, check the appropriate box. A lookup will then appear on which to select the particular Subcontractor.
- B.** When the result of the RFI is anticipated to impact the cost or time growth of the contract, you should advise the Government accordingly. It may very well end up with no impact, but it is important to give your opinion at the beginning of the RFI process. If the Government concurs they should issue a Request for Proposal (Change Request) to modify the contract.
- C.** Provide as much explanation of the RFI as you can. This will usually expedite the response from the Government.
- D.** If you have a recommendation for the RFI to be resolved, chances are it will make sense and the Government will consider it carefully. You, as the Contractor, are typically in a better position to give an opinion on the impact of the RFI as it is handled in different ways.
- E.** As appropriate, the attachment of drawings, Excel spreadsheets, and photos would be helpful to clarify your inquiry. A word of caution here is needed: WATCH THE SIZE of your photographs. Reduce them in size to less than about 150kb if at all possible.

## Example of the RFI Process

An RFI is prepared as above. Check the **Completed** box when done and it will become READ ONLY (gray).

The screenshot displays two overlapping windows for a Request for Information (RFI) titled "Request for Information - RFI-0041".

**Top Window (Inactive/Grayed out):**

- Date Requested: 09/14/2007
- Completed - Ready to send to Government:
- Requestor's Name: Tim Morrow
- Answer due date: [Empty]

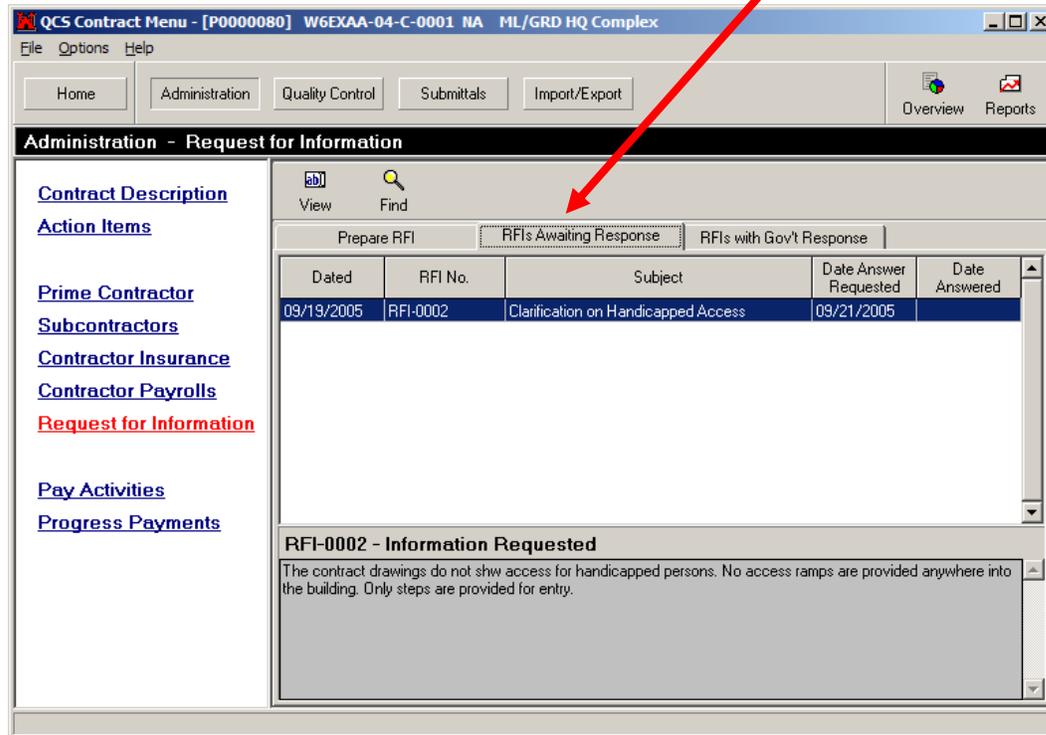
**Bottom Window (Active):**

- Date Requested: 09/14/2007
- Completed - Ready to send to Government:
- Requestor's Name: Tim Morrow
- Answer due date: 09/18/2007
- Potential Cost Impact:
- Potential Schedule Impact:
- RFI Subject: Clarification of Handicapped Access
- Feature of Work: CONCRETE, CAST-IN-PLACE
- Information Requested: The contract drawings do not show access for handicapped persons. No access ramps are provided anywhere into the building. Only steps are provided for entry.
- Contractor's Recommendation: Suggest that all steps be converted to a:12 concrete ramps at all entrances, except for the entry at the Loading Dock.
- Attachments from Contractor: 0 Attachments from Contractor

A red arrow points from the "Completed" checkbox in the top window to the "Completed" checkbox in the bottom window, which is checked.

## Awaiting Response from Government on RFI

The administration screen will then indicate your RFI as “awaiting response”.



The screenshot shows the 'Administration - Request for Information' screen. The interface includes a menu bar with 'File', 'Options', and 'Help'. Below the menu bar are buttons for 'Home', 'Administration', 'Quality Control', 'Submittals', and 'Import/Export'. The main content area is divided into a left sidebar with navigation links and a main table area. The table area has tabs for 'Prepare RFI', 'RFIs Awaiting Response', and 'RFIs with Gov't Response'. A red arrow points to the 'RFIs Awaiting Response' tab. The table below shows one RFI entry:

Dated	RFI No.	Subject	Date Answer Requested	Date Answered
09/19/2005	RFI-0002	Clarification on Handicapped Access	09/21/2005	

Below the table, there is a section titled 'RFI-0002 - Information Requested' with the following text: 'The contract drawings do not show access for handicapped persons. No access ramps are provided anywhere into the building. Only steps are provided for entry.'

## Export Daily QCS Update to the Government

The next step is to export a Daily QCS Export to the Government. Once the Government responds to your RFI, they should send an export from RMS to you that will contain the response. When the Government imports the QCS file it the RFI will be flagged for their acknowledgment.

## RFI with Government Response

The QCS Request for Information screen will show any RFI that have been responded to by the Government. You are able to see the RFI status at the bottom of the screen in the scrolling windows.

QCS Contract Menu - [P0000080] W6EXAA-04-C-0001 ML/GRD HQ Complex

File Options Help

Home Administration Quality Control Submittals Import/Export Overview Reports

Administration - Request for Information

[View](#) [Find](#)

Prepare RFI RFIs Awaiting Response RFIs with Gov't Response

Dated	RFI No.	Subject	Date Answer Requested	Date Answered
09/19/2005	RFI-0002	Clarification on Handicapped Access	09/21/2005	09/17/2005

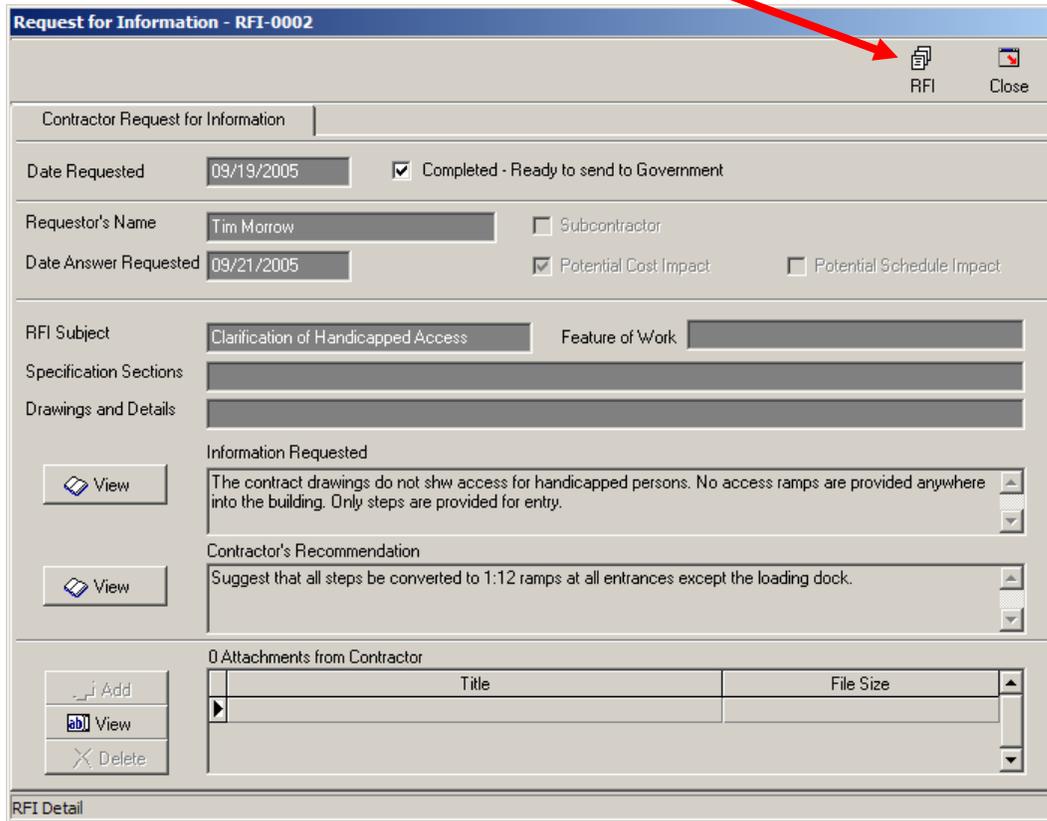
**RFI-0002 - Information Requested**  
The contract drawings do not show access for handicapped persons. No access ramps are provided anywhere into the building. Only steps are provided for entry.

**RFI-0002 - Government Response**  
We concur with your recommendation. An RFP will follow to install the 1:12 HC concrete ramps.

Push the **View** button to access the RFI report.

## View RFI Report

The RFI button is available during all stages of the RFI process. The report can be exports and saved as with any other report within RMS. The example report can be seen on the next page.



**Request for Information - RFI-0002**

Contractor Request for Information

Date Requested: 09/19/2005  Completed - Ready to send to Government

Requestor's Name: Tim Morrow  Subcontractor

Date Answer Requested: 09/21/2005  Potential Cost Impact  Potential Schedule Impact

RFI Subject: Clarification of Handicapped Access Feature of Work

Specification Sections

Drawings and Details

[View](#) Information Requested: The contract drawings do not show access for handicapped persons. No access ramps are provided anywhere into the building. Only steps are provided for entry.

[View](#) Contractor's Recommendation: Suggest that all steps be converted to 1:12 ramps at all entrances except the loading dock.

0 Attachments from Contractor

Title	File Size

RFI Detail

## Individual RFI Report

 <b>US Army Corps of Engineers</b>	<b>REQUEST FOR INFORMATION REPORT (RFI)</b>		RFI NO. RFI-0020	PAGE NO. Page 1 of 1
	CONTRACT NO. W9127N-05-C-0025 NA	CONTRACT TITLE Bonneville FGE & VBS Modifications	PRIME CONTRACTOR Fabrication Products, Inc.	
<b>Contractor's Request for Information</b>				
REQUESTED BY: RON JONES	DATE REQUESTED: December 06, 2005	DATE ANSWER REQUIRED: December 08, 2005	<b>Potential Cost Impact [No]</b>	
			<b>Potential Schedule Impact [No]</b>	
RFI SUBJECT:	NEW CONCRETE AT GUIDE			
FEATURE OF WORK:	CONCRETE, CAST-IN-PLACE			
SPECIFICATION SECTIONS:	03307			
DRAWINGS:	S06			
<b>INFORMATION REQUESTED:</b>				
ON MU13 SLOT C, THE UPPER 10 FEET OF CONCRETE DEMO IS APPROX 3 1/2" DEEP DUE TO THE NEED TO MOVE OFF OF REBAR WHILE VERTICALLY CUTTING. THIS WILL REQUIRE MORE GROUT. PLEASE ADVISE THAT THIS IS ACCEPTABLE AND THAT IN CASES WHERE THERE IS REBAR ON THE PROPOSED CUT LINE WE ARE ALLOWED TO MOVE OUTWARD MAKING FOR A LARGER CAVITY BEHIND THE GUIDE.				
<b>Government Response</b>				
ANSWERED BY: Naameh A Nomie	DATE RECEIVED: December 01, 2005	DATE ANSWERED: December 06, 2005		
TITLE: Administrative Contracting Officer				
<b>GOVERNMENT RESPONSE TO CONTRACTOR:</b>				
<p>The proposed solution is accepted provided the following is complied with:</p> <ol style="list-style-type: none"> <li>1. The anchor embedment must be maintained.</li> <li>2. Future rebars conflict(s) will be reviewed on a case by case basis.</li> <li>3. The proposed solution must be incorporated in the as built drawings.</li> <li>4. The work will be performed at no additional cost to the Govt.</li> </ol>				
<p><b>NOTE: THE RFI SYSTEM IS INTENDED TO PROVIDE AN EFFICIENT MECHANISM FOR RESPONDING TO CONTRACTOR'S REQUESTS FOR INFORMATION. IT DOES NOT PROVIDE AUTHORITY TO PROCEED WITH ADDITIONAL WORK. IF THE CONTRACTOR CONSIDERS THE RFI RESPONSE A CHANGED CONDITION, PROVIDE WRITTEN NOTICE TO THE CONTRACTING OFFICER'S REPRESENTATIVE IN ACCORDANCE WITH CONTRACT PROVISIONS.</b></p>				

RFI FORM

## Quality Control System

## Summary RFI Report

US Army Corps  
of Engineers

## All Requests for Information

07 Sep 2007

Bonneville FGE & VBS Modifications  
W9127N-05-C-0025 NA

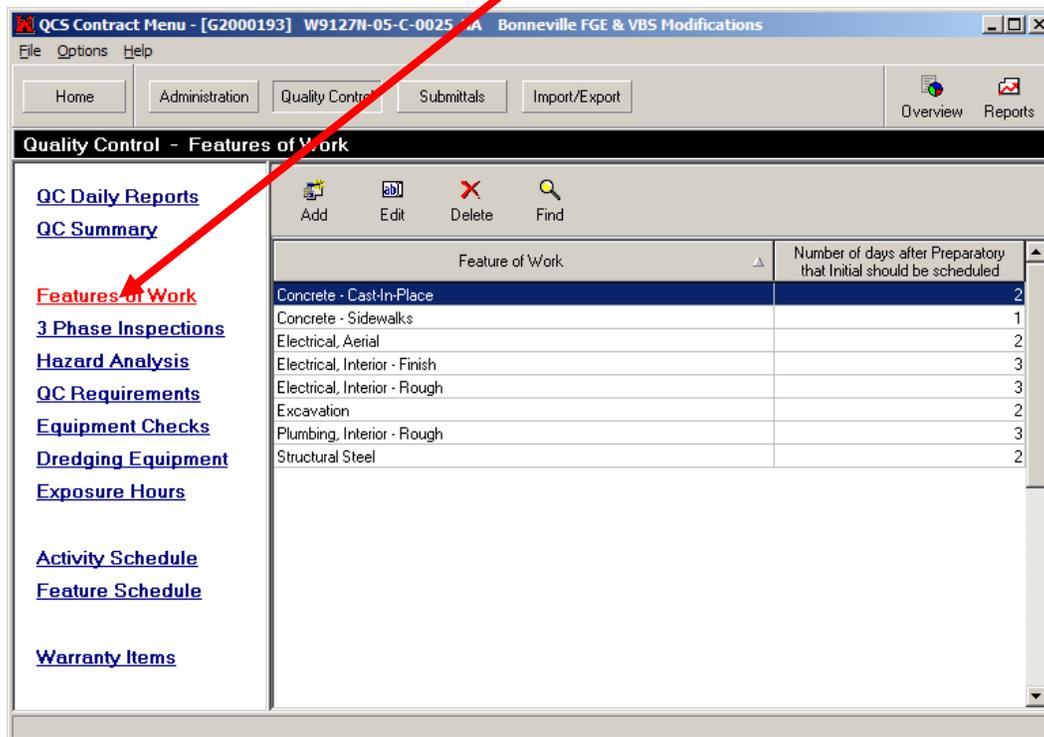
RFI No.	Date Requested	Answer Required	Requester's Name	Mod Required ?	RFI Subject - Information Requested
	Date Received	Date Answered	Answer Prepared by	Change No.	Government Response
RFI-0001	09/29/2005 09/29/2005	09/30/2005 10/05/2005	RON JONES Naameh A Nomie	N/A N/A	INFORMATION REQUESTED: CONDUIT - CAN THE CONDUIT BE REPOSITIONED PER THE ATTACHED 2 SKETCHES WHICH OFFER TWO ALTERNATES  GOVERNMENT RESPONSE: The proposed alternate # 2 is acceptable at no additional cost to the Govt.
RFI-0002	10/03/2005 10/03/2005	10/04/2005 10/05/2005	RON JOENS Naameh A Nomie	N/A N/A	INFORMATION REQUESTED: CHANGE GUIDE DIMENSIONS TO MATCH PROTOTYPE - PLEASE SEE ATTACHED "APPROVED DRAWING" FROM PROTOTYPE WORK. WE RECOMMEND USING THE SAME LAY OUT AND DIMENSIONS. THIS ALLOWS FOR BETTER GROUT PLACEMENT AND PERMITS GREATER LATITUDE IN THE CONCRETE DEMO TO AVOID REBAR CONFLICTS.  GOVERNMENT RESPONSE: 1. The proposed layout is acceptable at no additional cost to the Govt.
RFI-0003	10/24/2005 10/24/2005	10/28/2005 10/26/2005	RON JONES Naameh A Nomie	N/A N/A	INFORMATION REQUESTED: VBS GUIDES - To fill the cavity with grout (the now 1" wide cavity between the 2 interior side plates) we would like to drill a 1" hole thru the back of the 20" wide 1" plate at 10 FT intervals to allow the grout to enter while pouring the main portion of the larger open cavity.  GOVERNMENT RESPONSE: 1. The subject request is acceptable provided: a. No flame cutting is allowed. b. All holes should be smooth (no jagged edges). c. No cutting will be done on the 7" plate, or any weld. d. The above will be performed at no additional cost to the Govt.
RFI-0004	11/01/2005 11/09/2005	11/08/2005 11/09/2005	RON JONES Naameh A Nomie	N/A N/A	INFORMATION REQUESTED: REBAR PLACEMENT - PLEASE REVIEW THE ATTACHED SKETCHES RB-1 & RB2 AND CONFIRM THAT THE REBAR PLACEMENT LOCATION IS ACCEPTABLE.  GOVERNMENT RESPONSE: 1. The proposed sketches for rebar placement and location are acceptable as noted at no additional cost to the Govt. 2. On Sketch # RB-1, Units 15 & 17: Only slot "A" required to be modified on Unit 15, and none on Unit 17. 3. On Sketch # RB-2, Units 15 & 17: Slot "B" in both units is not required to be modified.
RFI-0005	11/10/2005 11/10/2005	11/10/2005 11/10/2005	JASON FUSSELL FPE Naameh A Nomie	N/A N/A	INFORMATION REQUESTED: TEMPLATE FOR THE FAP CLOSURE DEVICE - DURING LAYOUT FOR THE INSTALLATION OF TEMPLATE FOR THE FAP CLOSURE DEVICE. THE GATEWELL BEAMS EXISTING CONCRETE FACE WAS FOUND NOT TO BE STRAIGHT. THERE IS ABOUT A 2" BOW IN THE BEAM. THIS EXISTING CONDITION WILL PREVENT THE GAP CLOSURE DEVICE TO FIT FLUSH WITH FACE OF GATEWELL BEAM AS SHOWN ON DRAWINGS. WHERE TO PLACE GAP CLOSURE DEVICE DUE TO EXISTING CONCRETE CONDITION OR HOW AND WHERE TO MODIFY CONCRETE OR DEVICE.  GOVERNMENT RESPONSE: 1. The subject RFI was discussed in the partnering meeting held on Nov. 10, 2005. It was agreed to fabricate the gap closure device in segments to fit the existing condition. Also, the Contractor was requested to submit a shop drawing (field sketch) to show the agreed to modification. Further, the Contractor was requested to submit a cost proposal if applicable for the agreed to change
RFI-0006	11/11/2005 11/11/2005	11/14/2005 11/17/2005	RON JONES Naameh A Nomie	N/A N/A	INFORMATION REQUESTED: EPOXY - PLEASE REVIEW THE ATTACHED DATA FOR THE HILTI HY150 MAX ADHESIVE SYSTEM. WE WOULD LIKE TO USE THIS PRODUCT WHERE WE HAVE "CORED" HOLES AND NEED A QUICKER GELL TIME THAN THAT OF THE RE 500. DURING THE PROTOTYPING WE USED A COMBINATION OF HY 150 FOR DRILLED HOLES AND RE 500 FOR CORED HOLES. THIS NEW HYBRID PRODUCT HAS A 20% GREATER LOAD CAPACITY THAN HY 150 BUT HAS SIMILAR GELL AND CURE TIMES  GOVERNMENT RESPONSE: 1. The requested substitution is acceptable at no additional cost to the Govt. 2. Plz be advised that there is a 2" hours cure time requirement for any application with an ambient temp. range between 32 & 50 degree F
RFI-0007	11/15/2005 11/15/2005	11/16/2005 11/17/2005	RON JONES Naameh A Nomie	N/A N/A	INFORMATION REQUESTED: ELECTRICAL POWER - PLEASE SEE ATTACHED REQUEST. TO CONTINUE TO ACCELERATE PRODUCTION IT IS REQUESTED THAT WE BE ALLOWED TO USE ONE OF THE SPARE POWER SOURCES. FPI AGREES TO PAY FOR ANY CHANGES NECESSARY OR ANY REPAIRS. WE ALSO AGREE TO RETURN THE UNITS IN THE SAME CONDITION AS ORIGINAL.  GOVERNMENT RESPONSE: 1. Plz coordinate this request with the project POC Mr. Pat Hunter and the on-site GQAR Mr. Wil Roberts. Mr. Hunter had reviewed the subject RFI and is willing to work out the issue with you.

Range: All Status: All

Sort: RFI No.

## QC Planning Data

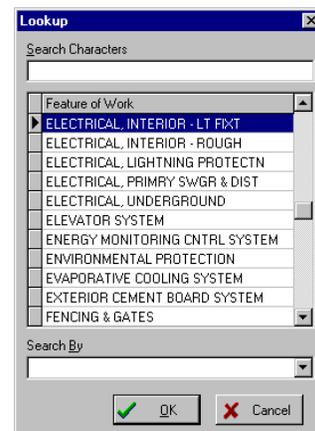
The next area of contract planning activities can be found under **Quality Control**, and includes the Features of Work, 3 Phase Inspections, Hazard Analysis, QC Requirements, and Equipment Checks as required by the contract.



## Features of Work

In accordance with the terms of the contract, the *Definable Features of Work* is required to be listed in the contractors' Quality Control Plan. Using the QCS program to create that list is an easy way for the Contractor to meet that requirement. However, even more important, **Features of Work** are tied to the contractor's pay activities providing both the Government and the Contractor invaluable information.

**Features of Work** are considered to be *general* categories of construction work that are referenced in the contract documents. A feature can be thought of as a phase of work requiring a separate *Preparatory Inspection* (typically, there is usually at least one for every technical specification section, with many having multiple). **It is important that both the Contractor and**



the Government have a clear understanding of the exact type of work the Feature of Work represents.

## Contract Menu – Features of Work

This is the entry point for the contractor **Features of Work**, as is required by the contract. The contractor is responsible to ensure that the features selected represent the work required by the contract and are addressed within his Quality Control Plan.

Push the **Add** button to add the necessary features of work.

The screenshot shows the 'QCS Contract Menu' application window. The 'Quality Control - Features of Work' section is active, displaying a table with the following data:

Feature of Work	Number of days after Preparatory that Initial should be scheduled
Concrete - Cast-In-Place	2
Concrete - Sidewalks	1
Electrical, Aerial	2
Electrical, Interior - Finish	3
Electrical, Interior - Rough	3
Excavation	2
Plumbing, Interior - Rough	3
Structural Steel	2

The 'Add Feature of Work' dialog box is open, showing the 'Feature of Work' field set to 'Drywall' and the 'Number of days after Preparatory that Initial should be scheduled' field set to '2'. The 'Lookup' dialog box is also open, showing a list of work features with 'Drywall' selected.

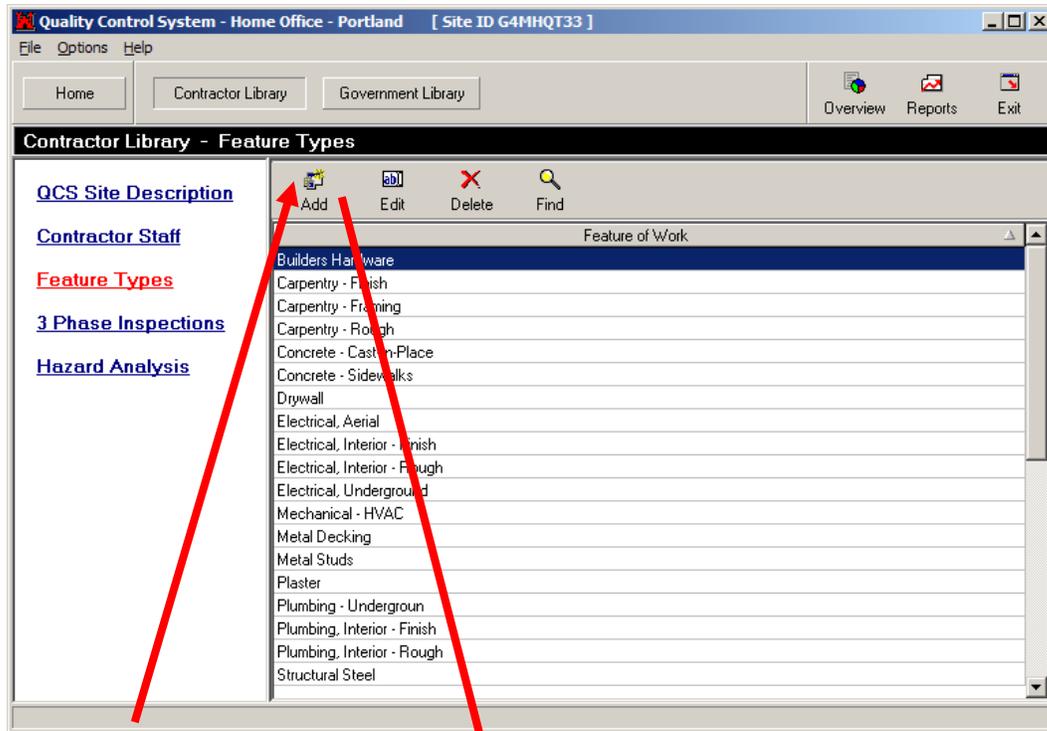
From this popup screen, you can type the description of the **Feature of Work** directly in the cell or, alternatively, use the lookup and make a selection from the list that is embedded within the QCS program from the **Contractor Library** as previously discussed.

You also enter the anticipated days after the *Preparatory Inspection* that the *Initial Inspection* will be scheduled.

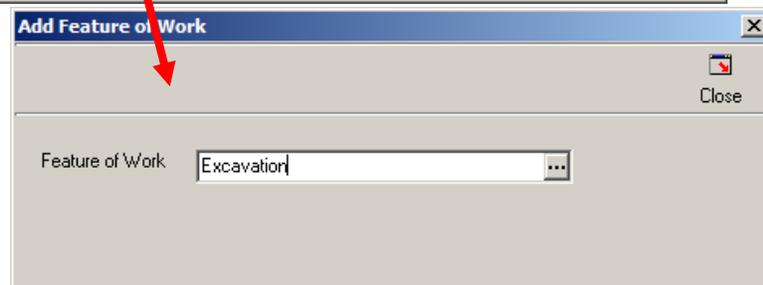
Repeat this process for all *Features of Work* that are listed in the **Contractor Quality Control Plan**.

## Features of Work from the Contractor Library

In order to facilitate adding and describing Features of Work only one time, you may enter them in the Contractor Library, and then utilize them by using the lookup on all of your QCS contracts.

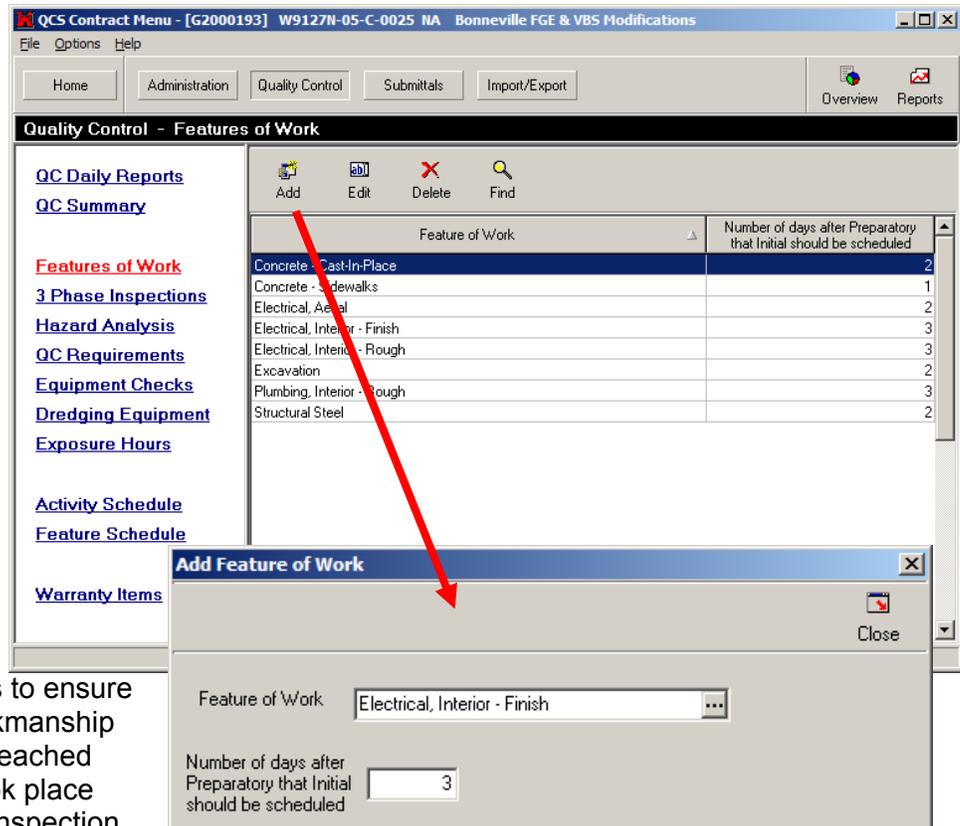


Select the **Add** button and enter your desired Feature of Work to be included in your Library.



## Features of Work from the Contract Level

From within a Contract you can now press the **Add** button to select a **Feature of Work** that was previously entered in your Library. The planned number of days between the Preparatory and Initial Inspection should be carefully selected. The Initial Inspection always takes place following the Preparatory Inspection, but AFTER a representative sample of the work has been placed. This is to ensure that the quality and workmanship reflect the agreements reached and discussions that took place during the Preparatory Inspection meeting.



Within QCS and RMS, **Features of Work** are linked to three phase inspection checks. As such, **Features of Work** are an integral part to the power of the QCS *Inspection Check Sheets* and should be considered quite carefully.

The contractor will later attach (link) each pay activity to one of the **Features of Work**. Such pay activity can be linked to only a single feature. Yet, features can contain many pay activities.

## 3-Phase Inspections

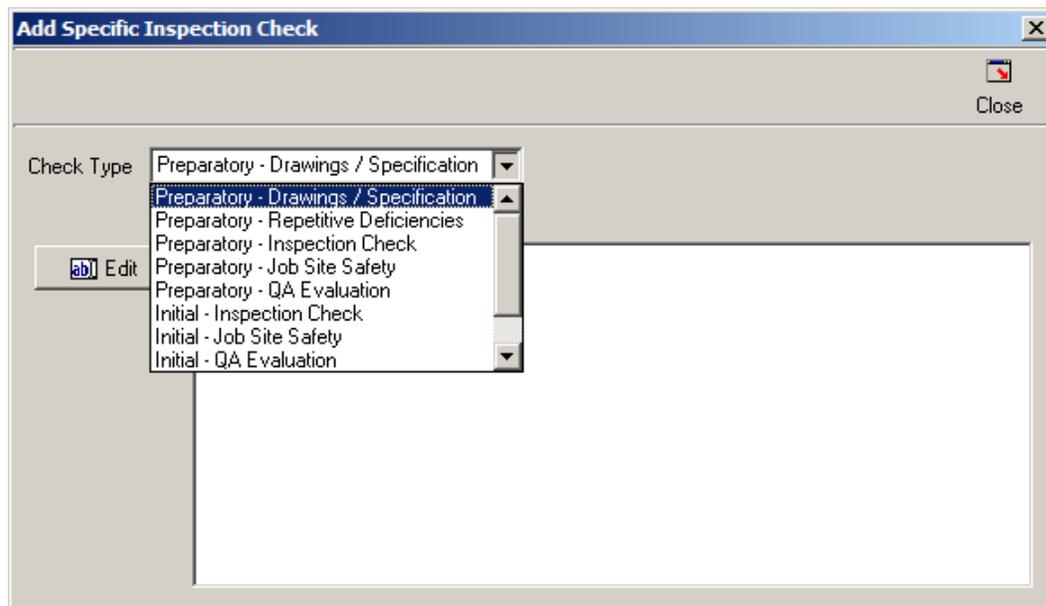
The *3-Phase Inspections* within this QCS program, and the Government RMS program, utilize checks that are numbered, generally following the **CSI** specification format. The CSI-based numbering system is used in such references as *Sweets Catalogs*, *MEANS Estimating Books*, *Military Specifications*, and so forth. This is done in QCS and RMS to categorize various comments and items where they can easily be remembered and found and to minimize duplication of comments in various areas.



## Manually Add Inspection Check

You would use this selection when you want to create checks based on your own, or company, knowledge or experience. The entries will be new and not included in other libraries. The checks you enter here should not be specific to any particular contract, but should be able to be used across many different contracts.

When you choose to add checks manually you will be presented with the following screen on which to record your check.



You first need to use the drop-down menu to select the type of check you wish to enter. This will determine when the check appears for your 3-phase inspections, and on what part of the Checklist it will become a part of.

**Note:** items listed under the heading “**Preparatory**” are discussed prior to work taking place, during a meeting with the appropriate Foremen, subcontractors, key workers, etc. Items listed under the heading “**Initial**” are relevant after work has proceeded and a representative sample of the work is in place and can be observed. The items under “**Final Follow-up**” become important after the work is completed and should verify that the end product complies with the terms of the contract and that the items discussed at the preparatory and initial meetings were adhered to.

- Preparatory – Drawings/Specifications

Comments entered here should pertain to typical drawing details, symbols, etc, or to basic specification (Guide Specifications) items that would apply to many different

contracts and types of contracts. For example, you might want to point out that Civil Drawings should be checked for proper contour lines or stations and that these have been coordinated with your excavation activities.

- Preparatory – Repetitive deficiencies

The repetitive deficiencies that you, or your company, have experience in the past are a good thing to include so you will recognize that they may become an issue and remind your staff to pay particular attention to some detail or practice. These items can come from your records of previous contracts, or even magazine articles you may come across.

- Preparatory – Inspection Check

Here is where you might wish to remind your QC staff, and other trades, to LOOK (inspect) a particular item before proceeding with the next phase of the construction process. For example, for concrete formwork, you might enter a comment to “inspection of forms will be necessary to verify that they are properly constructed and provide adequate clearance for reinforcing steel prior to placement of concrete”.

- Preparatory – Job Site Safety

Safety is always important and there are many things that can be entered here. Such things as reminding workers to ensure proper Personal Protective Equipment (PPE) is available and should be used. You might wish to specifically point out items to check on scaffolding as it is erected, or being erected. Or, verify that proper tie-off measures are being used by roofers, and so forth.

- Preparatory – QA Evaluation

This is an area for the Government Quality Assurance Representative (Government Inspector) to write in their evaluation of how well you performed your 3-Phase inspection process. The comments are typically added after the contractor turns in the Daily Report and attachments and may be used in considering the Contractor’s overall Performance Evaluation at the end of the contract.

- Initial – Inspection Check

After work has begun you will want to point out items that should be verified prior to proceeding beyond the point-of-no-return. This will assist in avoiding tear-out or less than satisfactory work or procedures. You may re-emphasize what was discussed at the Preparatory meeting to ensure the agreements and cautions are being implemented.

- Initial – Job Site Safety

Here is where you will want to add comments to specifically check out particular safety items, practices, equipment, certifications, and so forth.

## Quality Control System

- Initial – QA Evaluation

Again, this is an area for the Government Quality Assurance Representative to make their comments on the effectiveness and success of the Contractors' 3-Phase Inspection process.

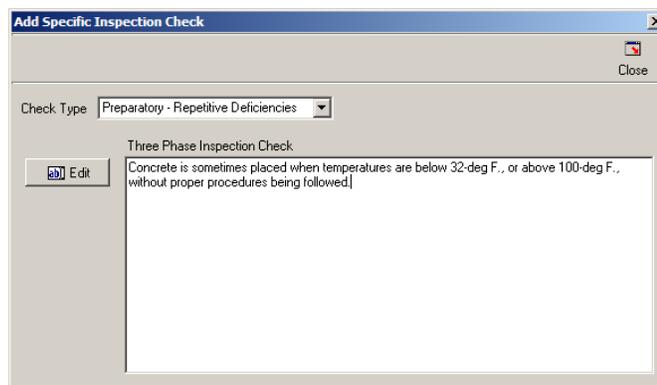
- Final Follow-up – Inspection Check

You will want to make entries that will evaluate the final product or procedure. For example, you might wish to add "Perform straight-edge test on all sidewalks to verify that 1/8-inch tolerance has been provided."

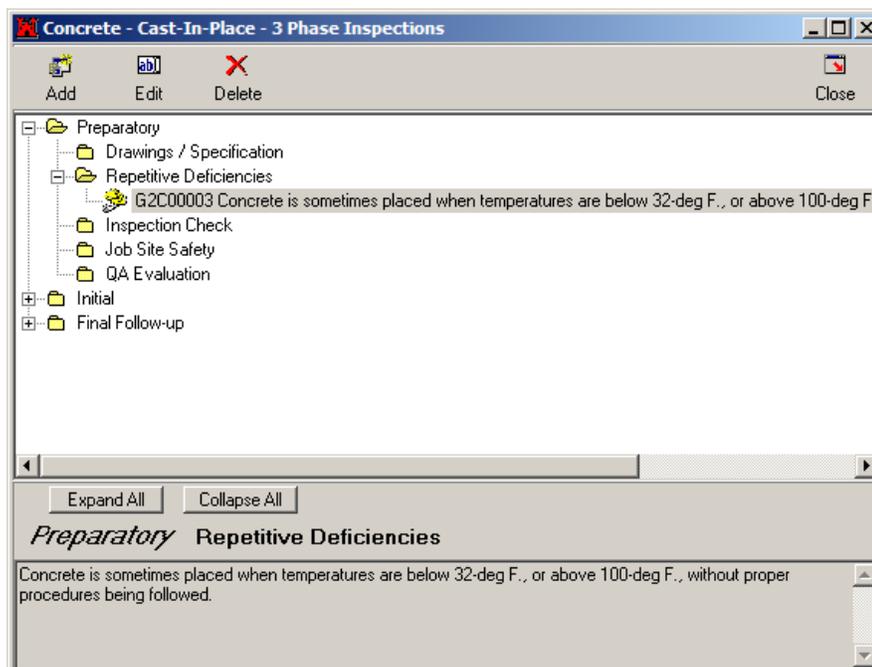
- Final Follow-up – QA Evaluation

Here is another, and final, area for the Government Quality Assurance Representative.

Once your type of check has been decided upon, you enter the comment in the memo field.



Close the window when completed and you will then see where the check appears in the hierarchy of the 3-Phase Inspection process.



## Example of Adding Signature Blocks in Library

As an example of what can be done in this area, let's assume we would like to add a place on each control worksheet that can be endorsed following the meeting. You would want to do this at the library level for two basic reasons:

1. If you put them in your **Contractor Library** they can then be used on ALL of your contracts and ALL of your Features of Work. You would only have to enter them ONE time for each **Feature Type**.
2. If you have the control on input you can make it appear (look) like you want it to. The following is a suggestion that you can "cut and paste" in the Memo Field as explained below.

If you have the control on input you can make it appear (look) like you want it to. The following is a suggestion that you can 'cut and paste' in the memo field as I'll explain below.

Attendees: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

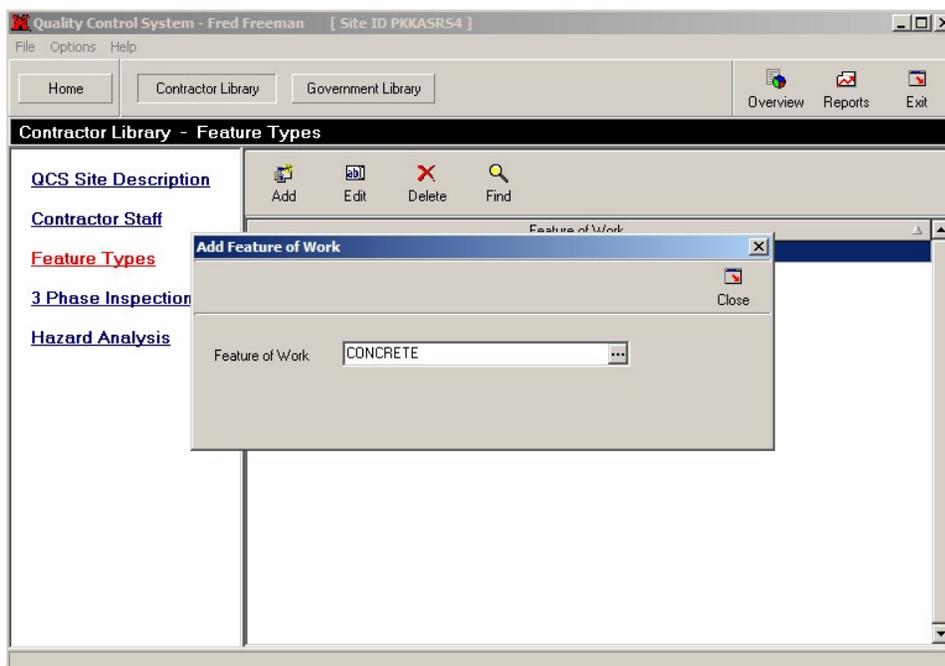
\_\_\_\_\_

\_\_\_\_\_ Contractor Quality Control Representative

Date \_\_\_\_\_ Government Quality Assurance Representative      Date \_\_\_\_\_

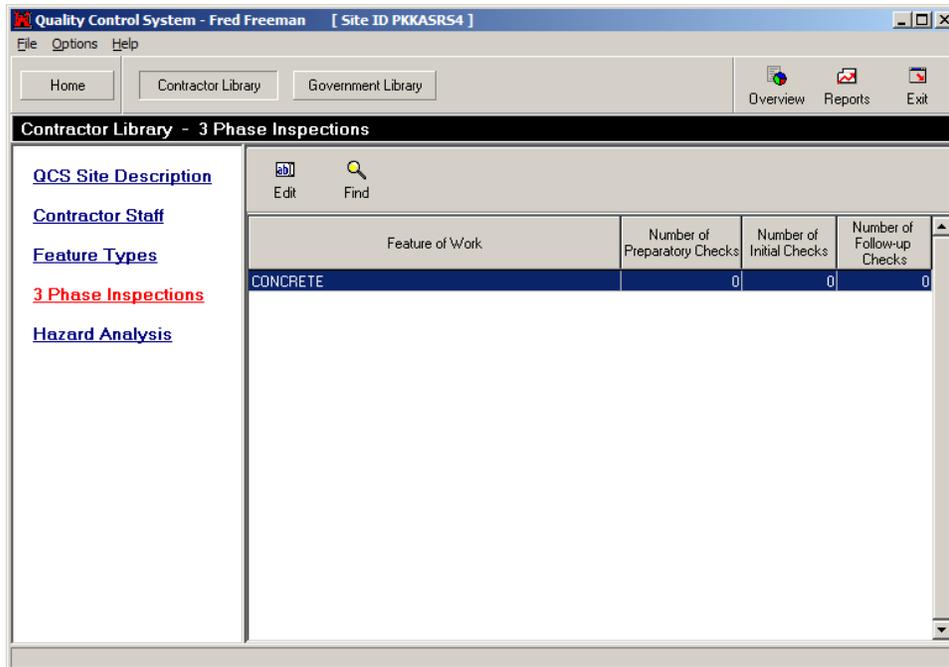
The process to add it in the Contractor Library is as follows:

1. Go to **Contractor Library** in QCS and select **Feature Types**. You may already have some **Feature Types** entered, but in this example I will add the feature called **CONCRETE**. You use the **ADD** button for that. (If you have entries already you would use the **EDIT** button.)

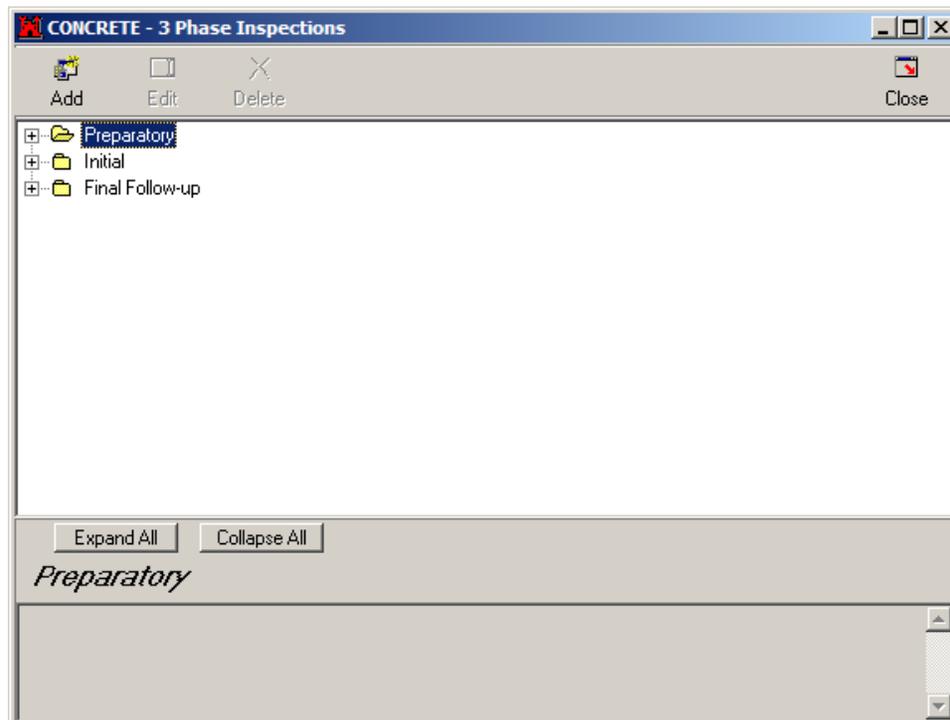


## Quality Control System

2. Close the “Add Feature of Work” screen and then select **3 Phase Inspections**. You will observe the new **Feature Type** you just entered (**CONCRETE**). Select the **Edit** button.



3. You should then see the following entry screen. From this screen you would select the **ADD** button after you highlight the phase you want (i.e., **Preparatory**).





6. Your report would then include something like this.

OHC Overhead Cover Sys 004 - GRN Master  
V912ER-04-D-0008 0004  
CEGRN Master Project Contracts  
09 Sep 2006

**PREPARATORY CONTROL WORKSHEET**

DEFINABLE FEATURE OF WORK : CONCRETE

**I. QUALITY ASSURANCE EVALUATION NOTES - Cont.**

\_\_\_\_\_  
Contractor Quality Control Representative

Date \_\_\_\_\_ Government \_\_\_\_\_  
Quality Assurance Representative Date

2. \_\_\_\_\_ -- -- --  
3. \_\_\_\_\_ -- -- --  
4. \_\_\_\_\_ -- -- --  
5. \_\_\_\_\_ -- -- --

7. In step number 3, above, we MANUALLY added the comment. There is an alternative way to get the same result. From that drop-down menu, you could select **“Select Checks from 3 Phase Checks in Govt Library”**. On the screen that pops up, you would then select **“014 QUALITY CONTROL AND QUALITY ASSURANCE”** in the left pane. In the right pane put a check in number **0142011M Attendees: ....”** The process would then be completed as above, except there is no need to cut-and-paste. The window would then look like the following:

**CONCRETE - 3 Phase Inspections**

Close

01 GENERAL REQUIREMENTS  
 010 OVERHEAD & MISCELLANEOUS DATA  
 012 PRICE & PAYMENT PROCEDURES  
 013 SUBMITTALS AND SCHEDULES  
 014 QUALITY CONTROL AND QUALITY ASSU  
 015 CONSTRUCTION FACILITIES AND TEMP.  
 016 MATERIAL AND EQUIPMENT, GENERAL  
 017 CONTRACT CLOSEOUT  
 018 SAFETY ITEMS AND COMMENTS  
 019 LOCAL REGULATIONS AND PROCEDURE

02 SITE WORK  
 03 CONCRETE  
 04 MASONRY  
 05 METALS

0140000M Review requirements for 3-phase inspecti  
 0140001M Review recording requirements to include  
 0141000M Coordinate test laboratory inspection and t  
 0141001M Are all laboratory test results acceptable?  
 0142000M Inconsistent test results due to use of impr  
 0142001M Surface variation not within the specified li  
 0142002M Improper curing of test cylinders.  
 0142003M Has preliminary work been satisfactorily ac  
 0142004M Are all materials/equipment for testing on t  
 0142005M Did the contractor conduct a thorough INS  
 0142006M Is the contractor's QC STAFF qualified to i  
 0142007M Is the contractor adequately prepared to b  
 0142008M Insure that periodic compaction tests are c  
 0142009M Is the compacted thickness as specified?  
 0142010M Secure test samples as required by the Qu  
 0142011M Attendees:  
 0142012M Are Marshal Test results provided and are  
 0142013M Are all test results within the specified limits

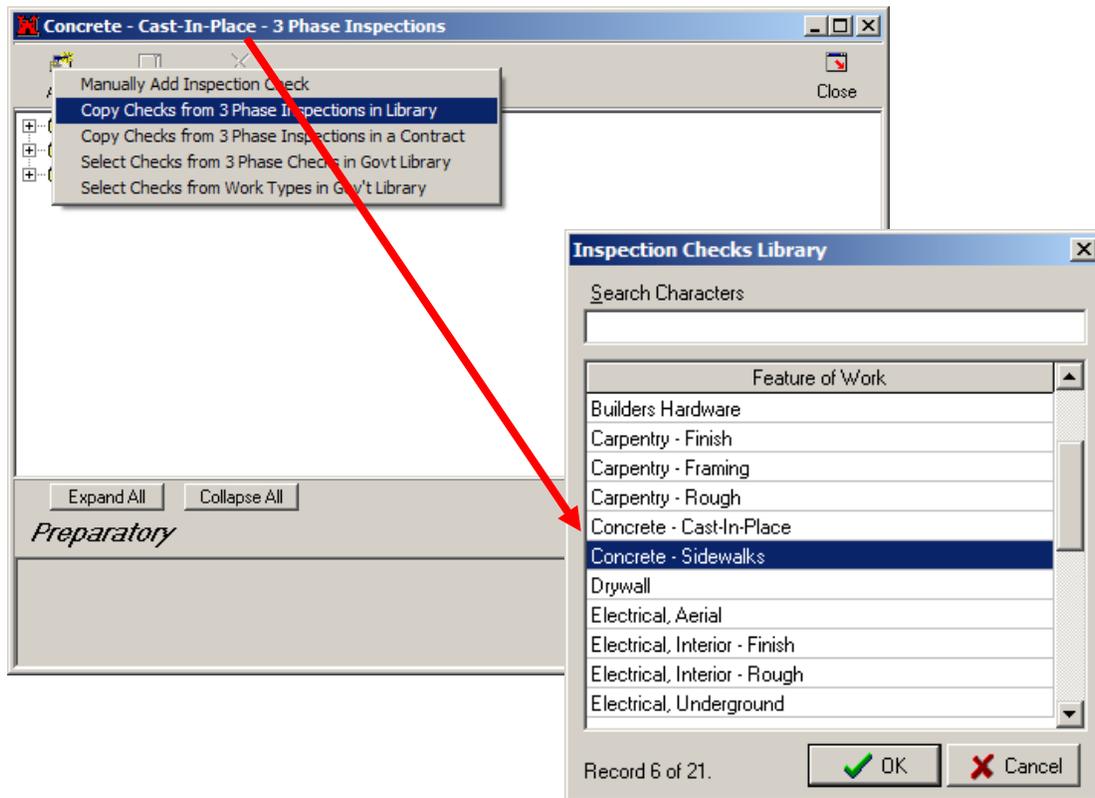
**Preparatory QA Evaluation**

\_\_\_\_\_  
Contractor Quality Control Representative

Date \_\_\_\_\_ Government Quality \_\_\_\_\_  
Assurance Representative Date

## Copy Checks from 3 Phase Inspections in Library

This selection is used when you wish to simply copy existing checks already in your library. This might be helpful when you have entered checks on a particular Feature of Work and that check would also be applicable to another feature of work. You would first be adding checks to an individual Feature of Work (i.e., Concrete – Cast-in-Place) and then copy checks from another Feature of Work (i.e., Concrete – Sidewalks). You can then add, modify, or accept the comments copied from the secondary Feature of Work.



## Copy Checks from 3 Phase Inspections in a Contract

This selection applies when you, or somebody else, may have created worthy checks at a contract level, but they are generic enough to be included in the Library for use at other contracts.

You then select the contract from which to copy from.

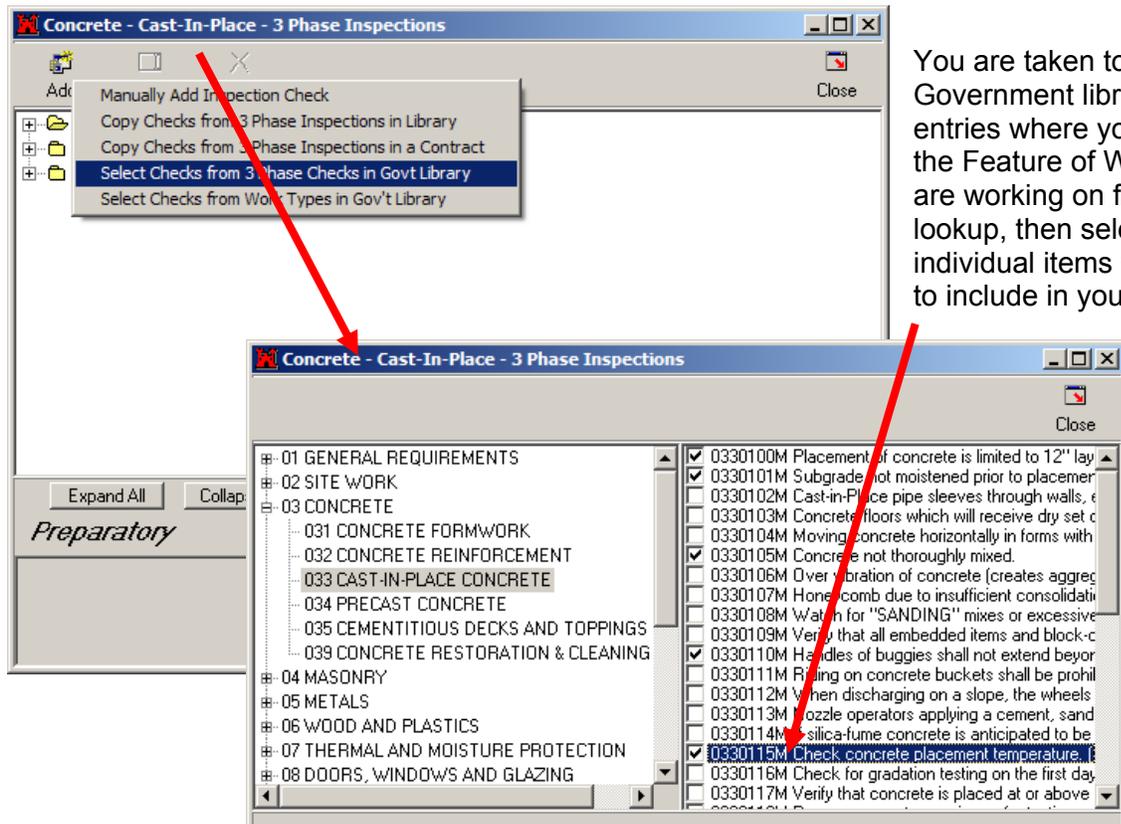
Contract Office	Contract ID/No	Contract Title
CENWP-EC-R	w9127N-05-C-0025	Bonneville FGE & VBS Modifications
CENWP-EC-R	w9127N-06-C-0013	JBS Full Flow PIT Tag Detection System

The Features of Work that are listed in that contract will then appear.

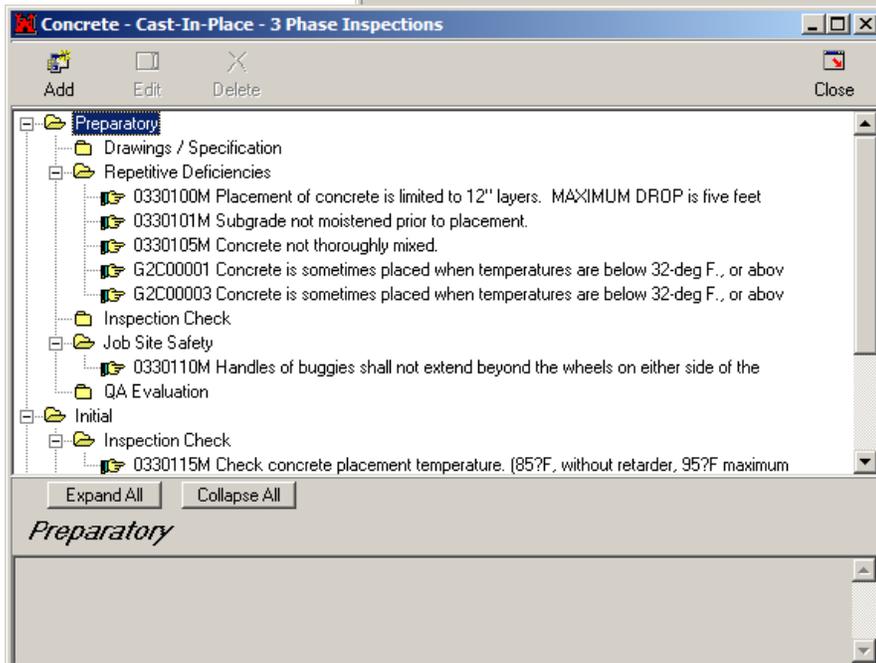
You select the feature you want to use from your chosen contract.

## Copy Checks from 3 Phase Checks in Gov't Library

The Government has compiled hundreds of checks, based on a number of contracts, specification sections, industry standards, and so forth. You may copy these directly into your own library and then be able to delete, add, or modify the Government checks to meet your own needs or Company experiences.



You are taken to the Government library entries where you select the Feature of Work you are working on from the lookup, then select the individual items you wish to include in your listing.



Your entries will then include the selections you made from the Government Library.

You can also edit any comment or check you copied from another source.

## Copy Checks from Work Types in Gov't Library

This is by far the easiest and quickest way to build your database. The checks in this area are already defined by Feature of Work (Work Types) and take advantage of all the Government checks with minimal selection effort on your part. Like the checks you might copy from the Government Library, you would also want to delete, add, or modify these to meet your own needs and practices.

The checks you choose from the Work Types in the Government Library include ALL the comment in the database for a particular type of work.

This is where you will get the most information for the least amount of effort.

**Concrete - Cast-In-Place - 3 Phase Inspections**

- Manually Add Inspection Check
- Copy Checks from 3 Phase Inspections in Library
- Copy Checks from 3 Phase Inspections in a Contract
- Select Checks from 3 Phase Checks in Gov't Library
- Select Checks from Work Types in Gov't Library**

Expand All   Collapse All

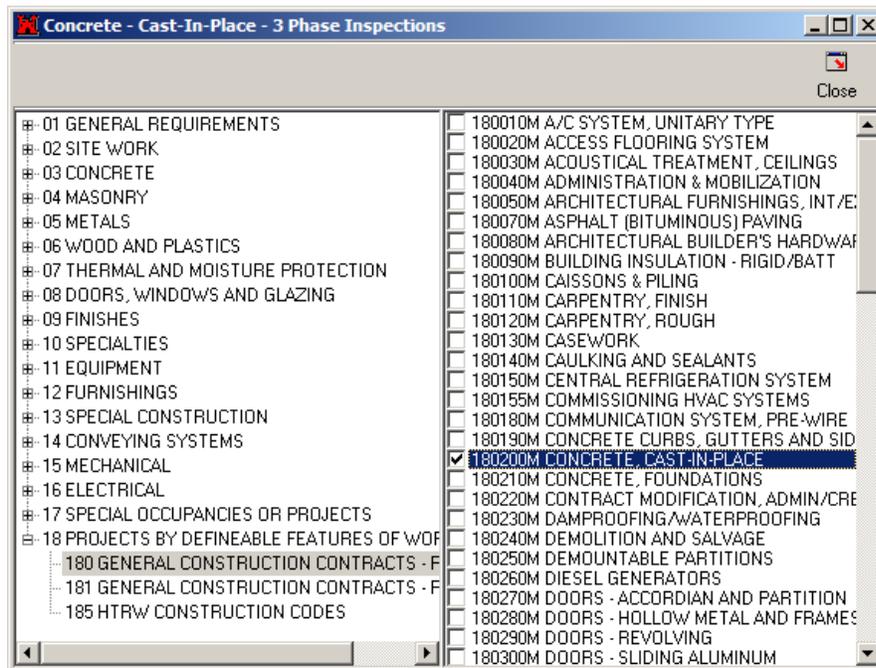
*Preparatory*

**Concrete - Cast-In-Place - 3 Phase Inspections**

01 GENERAL REQUIREMENTS	033010M CONCRETE, STRUCTURAL
02 SITE WORK	033040M ROLLER-COMPACTED CONCRETE
03 CONCRETE	033050M CONCRETE TOPPING
031 CONCRETE FORMWORK	033060M RETAINING WALLS, CONCRETE AND MASC
032 CONCRETE REINFORCEMENT	033070M CONCRETE, COLORED
<b>033 CAST-IN-PLACE CONCRETE</b>	033080M SANDBLASTING, CONCRETE
034 PRECAST CONCRETE	033100M CONCRETE, ARCHITECTURAL/EXPOSED A
035 CEMENTITIOUS DECKS AND TOPPING	033150M PROTECTION, CONCRETE
039 CONCRETE RESTORATION & CLEANING	033170M PRESSURE GROUTING, CONCRETE
04 MASONRY	033190M CONCRETE FOOTINGS AND FOUNDATIONS
05 METALS	033200M CONCRETE ADMIXTURES & SURFACE TRE
06 WOOD AND PLASTICS	033230M CONCRETE CURING
07 THERMAL AND MOISTURE PROTECTION	033260M SHOTCRETE, GUNITE CONCRETE
08 DOORS, WINDOWS AND GLAZING	033450M CONCRETE FINISHING
09 FINISHES	033800M MASS CONCRETE
10 SPECIALTIES	
11 EQUIPMENT	
12 FURNISHINGS	
13 SPECIAL CONSTRUCTION	
14 CONVEYING SYSTEMS	
15 MECHANICAL	
16 ELECTRICAL	

## The BIGGEST Short-cut from the Government Library

If you don't remember any of the above steps, remember the **NUMBER 18**. In the Government Library (either choice you make) an entry has been made of "Projects by Definable Features of Work". This area lists various items that are categorized by Feature of Work (F.O.W.). Simply check the corresponding F.O.W. and you have the entire database with a single checkmark. These F.O.W. checks include safety items, as well as technical information on the particular subject. It also contains a section on HTRW Construction codes. As these are selected you may modify or delete individual checks in a particular contract or from your Contractor Library.



## The End-Result of your Library entries

When you have completed making entries for a specific Feature of Work, you can see the result in how many checks you have entered for each of the 3-Phase areas (Preparatory, Initial, and Follow-up). You should end up with entries in all locations. Concentrate on the quality of your entries rather than quantity.

The screenshot shows the 'Contractor Library - 3 Phase Inspections' window. On the left is a navigation menu with links for 'QCS Site Description', 'Contractor Staff', 'Feature Types', '3 Phase Inspections', and 'Hazard Analysis'. The main area contains a table with the following data:

Feature of Work	Number of Preparatory Checks	Number of Initial Checks	Number of Follow-up Checks
Builders Hardware	0	0	0
Carpentry - Finish	0	0	0
Carpentry - Framing	0	0	0
Carpentry - Rough	0	0	0
Concrete - Cast-In-Place	74	27	6
Concrete - Sidewalks	0	1	0
Drywall	0	0	0
Electrical, Aerial	42	27	10
Electrical, Interior - Finish	0	0	0
Electrical, Interior - Rough	0	0	0
Electrical, Underground	0	0	0
Excavation	0	0	0
Mechanical - HVAC	0	0	0
Metal Decking	0	0	0
Metal Studs	0	0	0
Plaster	0	0	0
Plumbing - Underground	0	0	0
Plumbing, Interior - Finish	0	0	0



If you do not have any checks for a particular period (e.g., preparatory – initial – follow-up), you probably need to reconsider the work that will be taking place.

### 3-Phase Checks at the Contract level

Checks entered from the contract level should be specific to the particular contract. These checks will not automatically become part of the Contractor Library that can be used for multiple contracts.

The procedures used for entry at the contract level are identical to the Library entries just discussed. The only difference is that the Contract-level entries should be unique to your contract.

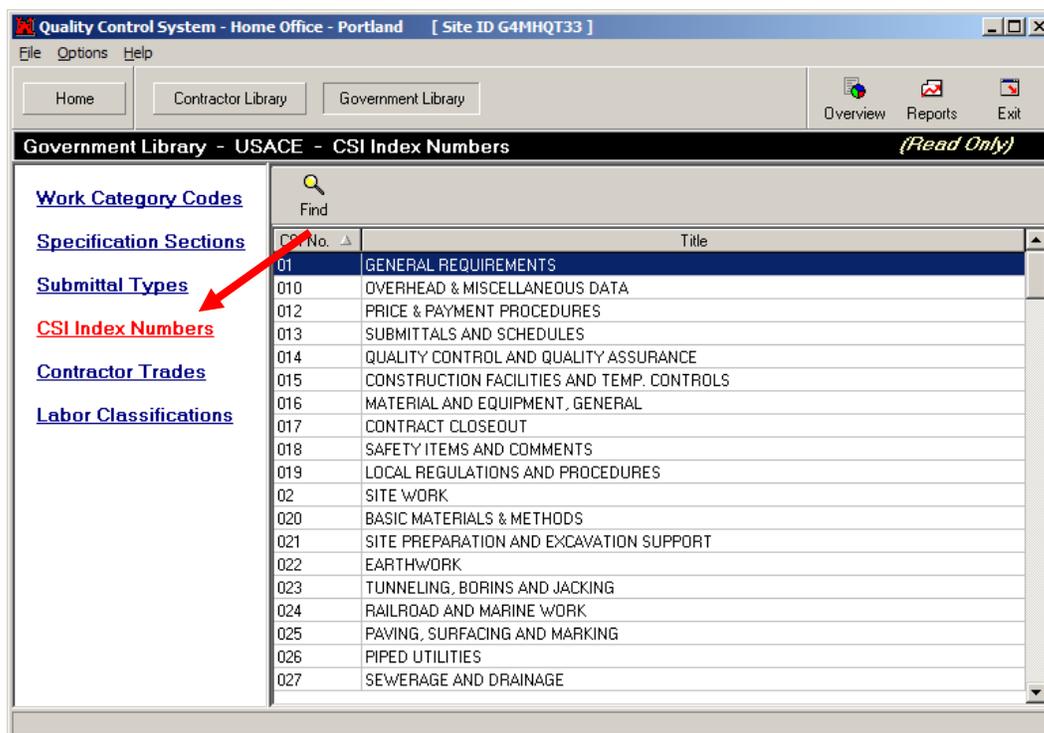
The screenshot shows the 'QCS Contract Menu' application window. The title bar indicates the project is 'W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications'. The interface includes a menu bar (File, Options, Help) and a toolbar with buttons for Home, Administration, Quality Control, Import/Export, Overview, and Reports. The main window title is 'Quality Control - 3 Phase Inspections'. On the left is a navigation pane with links to various reports and schedules. The main area contains a table with the following data:

Feature of Work	Number of Preparatory Checks	Number of Initial Checks	Number of Follow-up Checks
Concrete - Cast-In-Place	1	0	0
Concrete - Sidewalks	0	1	0
Electrical, Aerial	42	27	9
Electrical, Interior - Finish	0	0	0
Electrical, Interior - Rough	0	0	0
Plumbing, Interior - Rough	0	0	0
Structural Steel	96	25	4

## How Features and 3-Phase Checks are related

The **Government Library** accessed from the main QCS Menu (Logon Menu), includes the listing of the **CSI Index Numbers** that are used in the QCS and RMS programs. This library is the mainstay of the 3-phase inspection check worksheets. Extensive relationships have been established based on previous construction experience and this can be invaluable as you manage your contract. Each of the feature types has a set of checks linked to them.

### Government Library Window



The information from the Government library can only be changed, deleted or edited within the QCS program after it is copied into the Contractor Library, as previously discussed. The Government RMS Center is tasked with the actual data element maintenance.

## Reports – Three Phase Inspection Checklists



Our report is a **Contract** related report. Therefore, ensure that you have pushed the **Contract** button, at the top of the screen. The report is then found under the category of **Quality Control**. Push the **Three Phase Control Checklists** to the right of the screen to review the report.

The screenshot shows the QCS Contract Menu software interface. The main window is titled "QCS Contract Menu - [G2000193] W9127N-05-C-0025 - ... Bonneville FGE & VBS Modifications". The "Quality Control" tab is selected in the top navigation bar. Below the navigation bar, there are links for "QC Daily Reports" and "QC Summary". A "Report Menu" window is open, showing a list of reports under the "Quality Control" category. The "Three Phase Control Worksheet" report is highlighted. A "Three Phase Control Worksheet" dialog box is open, showing the report title and options for "Type" (Preparatory) and "Group" (By Feature).

**Contract Reports**

- Administration
- Finances
- Quality Control**
- Submittals
- Schedules

**Quality Control**

- QC Daily Report
- Three Phase Schedule
- Three Phase Activity Schedule
- Three Phase Control Worksheet**
- Punch List Items Issued by QA

**Three Phase Control Worksheet**

Type:  Preparatory  Initial

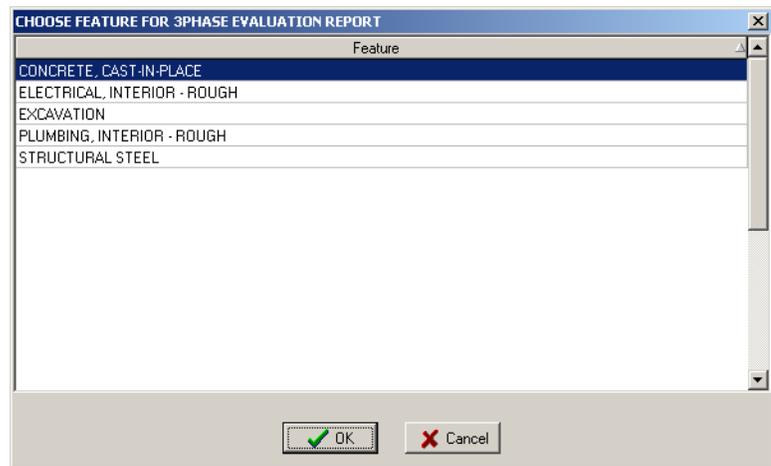
Group:  Group QC Requirements  By Feature  By Activity

Select **Three Phase Control Worksheet**.

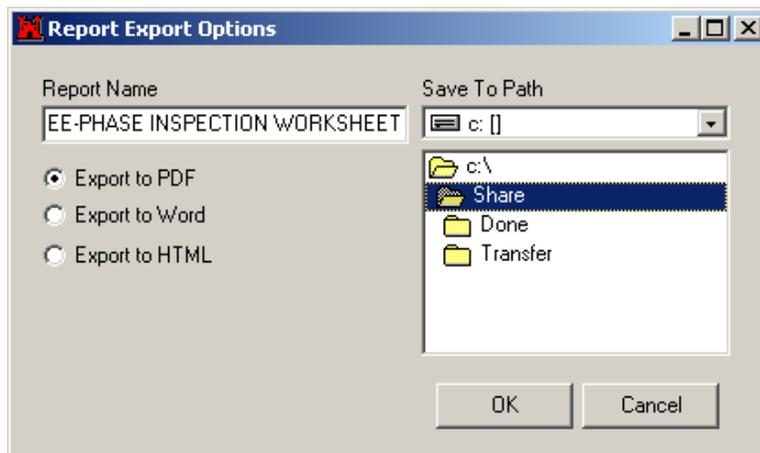
The report can take on several “looks and formats”, but we will select the **Type** (*Preparatory*) and **Group** (*By Feature*) and **Preview** the report by pushing the **Preview** button at the top left of the window.

We then simply highlight the **Feature of Work** we desire the report to reflect. In this case, choose **Concrete – Cast-in-Place** in accordance with our previous entry and push the **OK** button at the bottom of the window.

You will be provided with a FIVE PAGE worksheet based on the CHECKS you entered in previous screens.



The report will appear and may be reviewed prior to printing. It can also be exported to file in MS© Word or HTML format or to an Acrobat© PDF file.



The next images shows a partial report exported as a Word document (object).

Bonneville FGE & VBS Modifications W9127N-05-C-0025 NA Portland Resident Office		14 Sep 2007		
<b>PREPARATORY CONTROL WORKSHEET</b>				
DEFINABLE FEATURE OF WORK : CONCRETE, CAST-IN-PLACE				
<b>A. ACTIVITIES INCLUDED UNDER CONCRETE, CAST-IN-PLACE -</b>				
FP Erectors, LLC				
1002	Gate-well Modifications			
<b>B. QUALITY CONTROL REQUIREMENTS -</b>				
<b>SUBMITTALS REQUIRED -</b>				
01525 7	Crane Reports	F Receipt		
01525 9.1	CRANE OPERATOR CERTIFICATION	F Receipt		
01525 9.2	CRANE OPERATOR CERTIFICATION	F Receipt		
01525 9.3	OSHA 30 TRAINING CERTIFICATION	F Receipt		
01525 9.4	OSHA 30 TRAINING CERTIFICATION	F Receipt		
03600 1	Shop Drawings - Gatewell Plans & Details	A Approved		
03600 1.1	Shop Drwg - Gatewell Conc Mods Sec & Det	B Approved		
03600 1.2	Shop Drwg - Gatewell Slot Conduit Embeds	B Approved		
03600 5	DIVE PLAN UNIT 13C	F Receipt		
05055 3	Detail (Shop) Drwgs-Gen Arrang Plan	A Approved		
05055 3.1	Detail (Shop) Drwgs-Slot Guide Arm Pln	A Approved		
05055 3.2	Detail (Shop) Drwgs-Slot Guide Sec & Det	A Approved		
05055 3.3	Detail (Shop) Drwgs-Slot Guide Plate	B Approved		
05055 3.4	Detail (Shop) Drwgs-Slot Edge Angle Det	B Approved		
05055 3.5	Detail (Shop) Drwgs- Gap Closure Dev Det	A Approved		
05055 3.15	Shop Det - Wire Panel Details	B Approved		
05055 3.47	Shop Det - Gatewel Slot Guide Plate	B Approved		
05055 18	Slot 12 PRELIM AS CONSTRUCTED DRWG	B Approved		
05055 23	Slot 13 PRELIM AS CONSTRUCTED DRWG	A Approved		
05055 24	Slot 13 PRELIM AS CONSTRUCTED DRWG	B Approved		
<b>C. QA/QC PUNCH LIST ITEMS -</b>				
<b>QC COMMENTS -</b>				
QC # 00002	Workers are installing 18 x 18 tile instead of the specified 24 x 24 tile. Replace.	Not Reported Corrected		
INCLUDE ADDITIONAL COMMENTS ON DAILY REPORT _____ _____ _____				
<b>D. LABOR RATES -</b>				
LABOR CLASSIFICATIONS	BASIC RATE	FRINGE BENEFITS	PLUS %	TOTAL WAGE/HR
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## Hazard Analysis (Safety)

The contract "Safety and Health Requirements Manual" (EM 385-1-1), includes the following requirement for developing an Activity Hazard Analysis (AHA):

***01.1.13. Before beginning each work activity involving a type of work presenting hazards not experienced in previous project operations or where a new work crew or sub-contractor is to perform the work, the Contractor(s) performing that work activity shall prepare an Activity Hazard Analysis.***

A new feature in this release of QCS is the (Activity) Hazard Analysis. We have historically referred to this document as an "Activity Hazard Analysis" (AHA). We need to realize that the AHA is really keyed around the activities required to accomplish a certain **Feature of Work** and addresses any hazards, or potential hazards, that may be associated with work anticipated to be required while doing the actual work.

The Contractor can develop the required AHA's in the **Contractor Library** and use this for all contracts in the QCS database. The individual AHA's may also be edited at the contract level to tailor it for a specific (unique) contract hazard that might exist. The Contractor should add an AHA for every **Feature of Work** that is listed within the **Contractor Library** and as listed in the Contractor's CQC Plan. You are able to copy the AHA from one Feature Type to another Feature Type in the Library.

The following extract is taken from the Disk of Knowledge, and will be helpful in preparing the AHA. (<http://forums.doklibrary.com/viewtopic.php?t=156&highlight=aha>)

**a. AHA's will define the activities being performed and identify the sequences of work, the specific hazards anticipated, site conditions, equipment, materials, and the control measures to be implemented to eliminate or reduce each hazard to an acceptable level of risk.**

**b. Work will not begin until the AHA for the work activity has been accepted by the GDA and discussed with all engaged in the activity, including the Contractor, subcontractor(s), and Government on-site representatives at preparatory and initial control phase meetings.**

**c. The names of the competent/qualified person(s) required for a particular activity (i.e., excavations, scaffolding, fall protections, other activities as specified by OSHA and this manual) will be identified and included in the AHA. Proof of their competency/ qualification must be submitted to the GDA for acceptance prior to the start of that work activity.**

**d. The AHA will be reviewed and modified as necessary to address changing site conditions, operations, or change of competent/qualified person(s).**

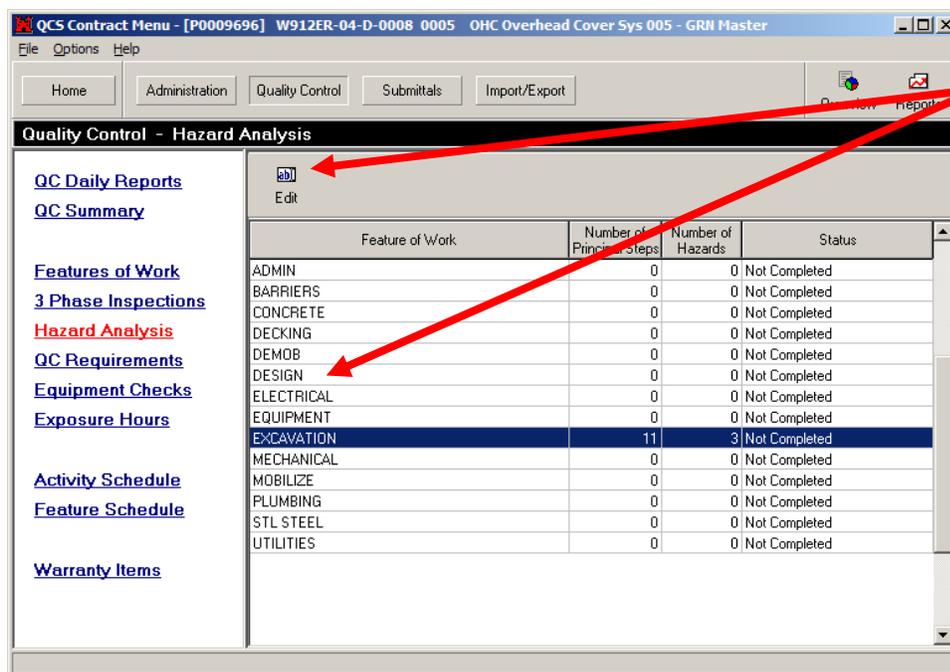
**(1) If more than one competent/qualified person will be used on the AHA activity, a list of names shall be submitted as an attachment to the AHA. Those listed shall be competent/qualified for the type of work involved in the AHA and familiar with current site safety issues.**

**(2) If a new competent/qualified person (not on the original list) is added, the list shall be updated (an administrative action not requiring an updated AHA). The new person shall acknowledge in writing that he/she has reviewed the AHA and is familiar with current site safety issues.**

After the AHA is marked as completed in QCS, it is exported to the Government RMS program. The AHA is reviewed by the Resident Engineer (COR/ACO) and the District Safety Office (if required). The Government Staff has the responsibility to review the AHA and accept or reject it. They will provide comments back to the Contractor QCS program when the review is complete.

## (Activity) Hazard Analysis – Contractor Library

You will select the **Feature of Work** you wish to create the AHA for, and click the **Edit** button in the **Contractor Library**. The list you see is created from the features of work you already added in the library. We will review the process of entering an AHA for **Excavation**.



Highlight **Excavation** and then click the Edit button at the top of the screen.

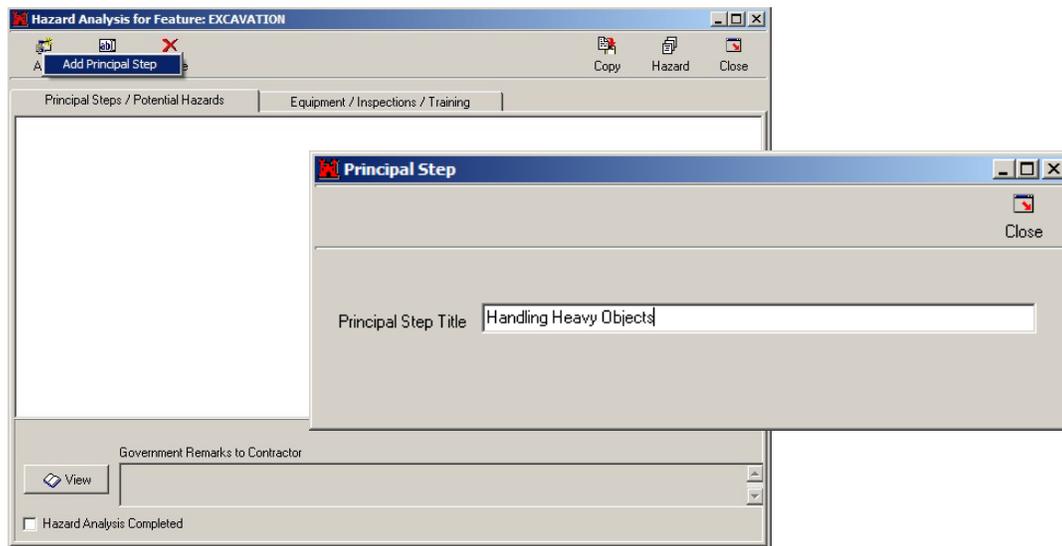
An AHA is made up of the following elements in QCS:

- Principal Steps – Includes Hazards and Controls
- Equipment – Equipment required for performing the work
- Inspections – List of required Contractor Inspections for the work
- Training – List of required training that might be anticipated

You should progress through the screens, one at a time, listing the relevant information. The example that follows includes screen shots of each tab.

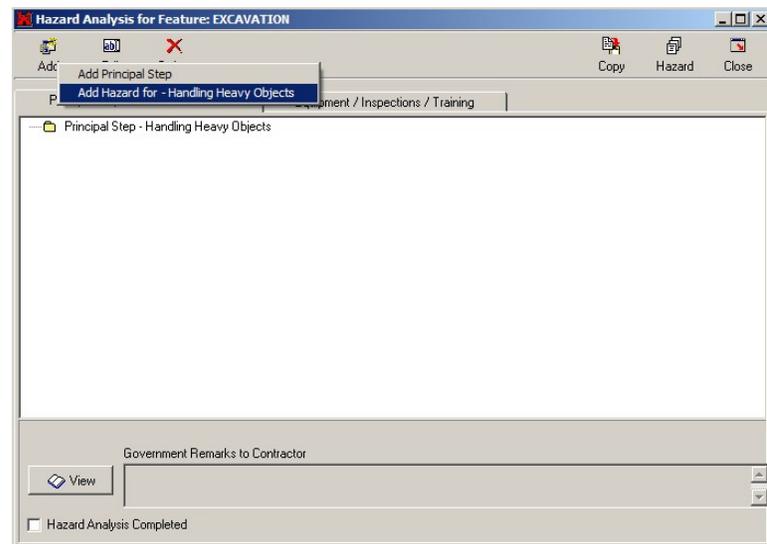
## Principle Steps

a. List the steps necessary to accomplish the work and all relevant hazards. You then address the controls you anticipate necessary to avoid the hazards. Use the **Add** button and select **Add Principal Step** and enter the **Principal Step Title** in the block provided. (Note: After the AHA has been completed and exported to the Government, only the **View** button will be available.)



b. Select the **Add** button for each **Principal Step** and add as many **Potential Safety/Health Hazards** there may be.

c. Select the **Add** button again to enter the **Hazard for the Principal Step** entered.



d. Enter the **Hazard** and **Recommended Controls** for the Hazard using the fields provided.

**Hazard Editor**

Close

**Principal Step**

Hazard: Back Strain

**Recommended Controls**

Use of Back Supports.  
Review techniques that should be used for lifting loads to.  
Use two people whenever possible or feasible.

Edit

e. Repeat this process for each Hazard.

f. Sample AHA's (courtesy of Gulf Region Division) can be found at the following website:

[http://www.grd.usace.army.mil/safety/library/Sample%20Activity%20Hazard%20Analyses%20\(AHAs\)/](http://www.grd.usace.army.mil/safety/library/Sample%20Activity%20Hazard%20Analyses%20(AHAs)/)

## Equipment

Your list of equipment should be all inclusive pertaining to the **Feature of Work** and the hazards that might be associated with it. You can enter the equipment directly on this screen, or use the **Edit** button for a larger screen and font size should you desire it.

**Hazard Analysis for Feature: Excavation**

Copy Hazard Close

Principal Steps Equipment Inspections Training

**Equipment to be used**

Edit

1. Excavator
2. Shovels
3. LEL/O2 (potential)
4. Sound Level Meter (to read dBA scale)

P.P.E. includes:

- a. Warning Vests
- b. Hard Hats
- c. Safety Glasses
- d. Steel-toes work boots
- e. Leather Gloves
- f. Ear Plugs

**Hazard Analysis - Equipment to be used**

Find Close

Font Size 14

Hazard Analysis - Equipment to be used

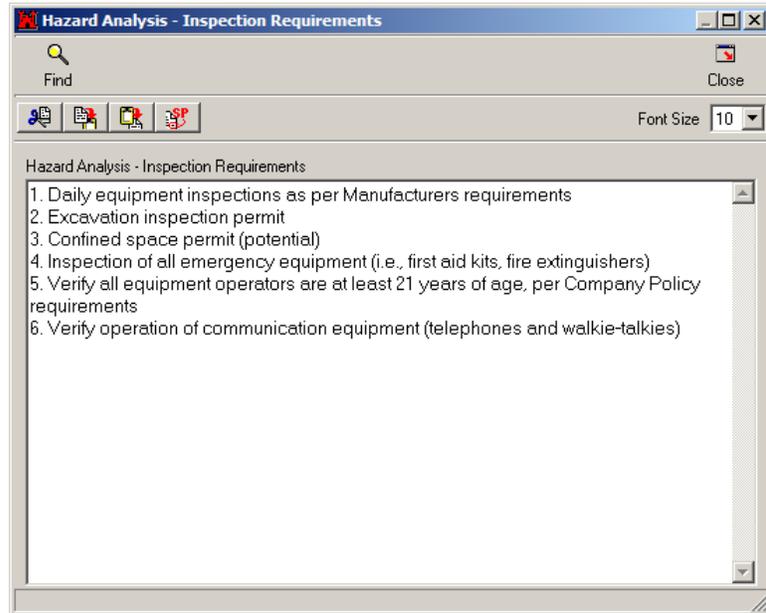
1. Excavator
2. Shovels
3. LEL/O2 (potential)
4. Sound Level Meter (to read dBA scale)

P.P.E. includes:

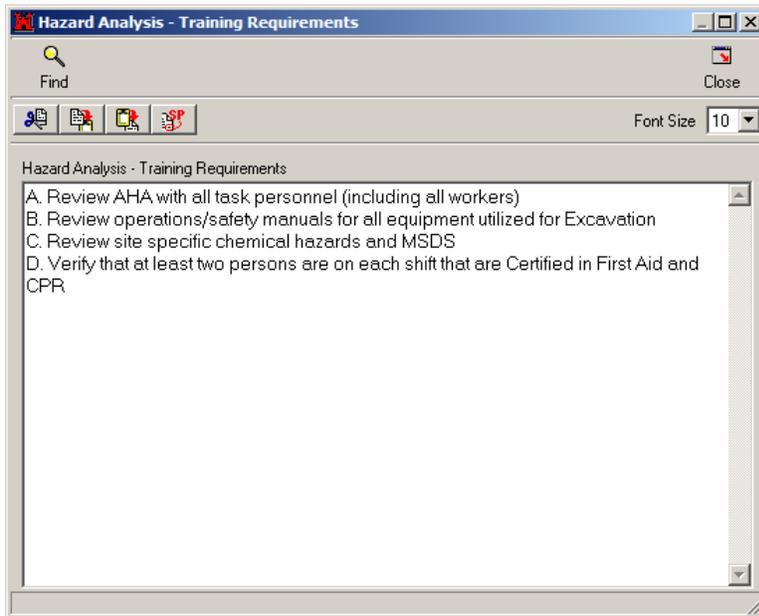
- a. Warning Vests
- b. Hard Hats
- c. Safety Glasses
- d. Steel-toes work boots
- e. Leather Gloves

## Inspections

Identify the inspections you will perform to ensure avoidance of hazards or accidents. As with the **Equipment** entries, you can enter the inspections directly on this screen or use the **Edit** button, such as shown here.



## Training



Training listed can include any Certified Training as may be required, special training required by the equipment manufacturer, and even On-the-Job training that may be provided or necessary.

## Hazard Analysis Report - Contract



US Army Corps of Engineers

### Hazard Analysis - FEATURE: EXCAVATION

OHC Overhead Cover Sys 005 - GRN Master  
W912ER-04-D-0008 0005

16 Sep 2006

GRC - Completed Projects

Principal Steps	Potential Safety/Health Hazards	Recommended Controls
Collapse of Excavation Walls	Install Trench Ladders	Install sufficient trench ladders such that travel in excess of 20-ft to nearest ladder is maintained. Verify that ladder extends at least 3-ft above the highest level of excavated area. Verify that ladder is secured in place to prevent tipping or falling.
	Installation of Shoring Boxes	Utilize Shoring Boxes on all excavations exceeding 48-inches in depth.
Handling Heavy Objects	Back Strain	Use of Back Supports. Review techniques that should be used for lifting loads to. Use two people whenever possible or feasible.
High Noise Levels		
High/Low Ambient Temperature		

Manual Ex  
Overexert  
Sharp Obj  
Slip, Trips  
Struck By  
Struck/Str  
Undergro



US Army Corps of Engineers

### Hazard Analysis

OHC Overhead Cover Sys 005 - GRN Master  
W912ER-04-D-0008 0005

16 Sep 2006

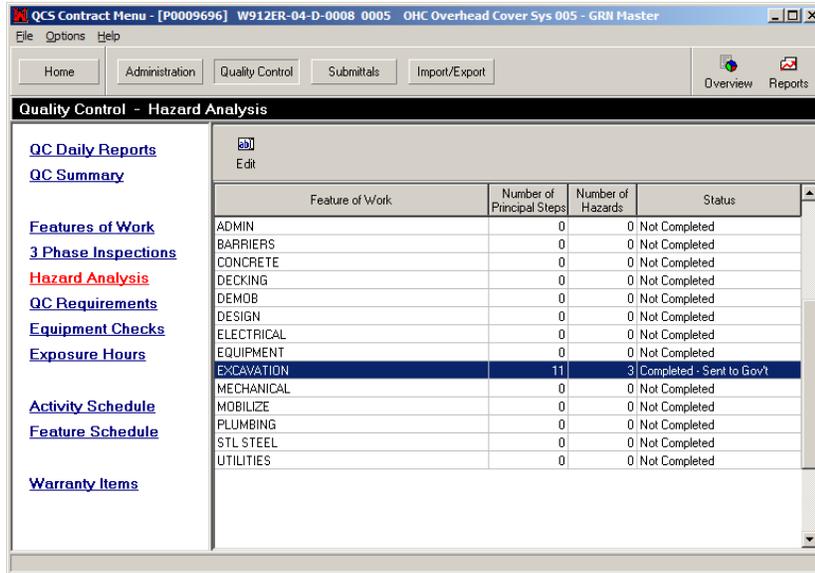
GRC - Completed Projects

Equipment to be used	Inspection Requirements	Training Requirements
<ol style="list-style-type: none"> <li>1. Excavator</li> <li>2. Shovels</li> <li>3. LEL/O2 (Potential)</li> <li>4. Sound Level Meter (use dBA scale)</li> <li>5. Trench Ladders</li> <li>6. Shoring Boxes</li> <li>7. Picks and Breaking Bars</li> <li>8. Metal Buckets (5 gal., maximum size)</li> </ol> <p>PPE Includes:</p> <ol style="list-style-type: none"> <li>a. Warning Vests</li> <li>b. Hard Hats</li> <li>c. Safety Glasses</li> <li>d. Steel-toed Workboots</li> <li>e. Leather Gloves</li> <li>f. Hearing protection</li> <li>g. Long Sleeve Shirts/Long Leg Pants</li> </ol>	<ol style="list-style-type: none"> <li>1. Daily equipment inspections as per Manufacturers requirements</li> <li>2. Excavation inspection permit</li> <li>3. Confined space permit (potential)</li> <li>4. Inspection of all emergency equipment (i.e., first aid kits, fire extinguishers)</li> <li>5. Verify all equipment operators are at least 21 years of age, per Company Policy requirements</li> <li>6. Verify operation of communication equipment (telephones and walkie-talkies)</li> </ol>	<ol style="list-style-type: none"> <li>A. Review AHA with all task personnel (including all workers)</li> <li>B. Review operations/safety manuals for all equipment utilized for Excavation</li> <li>C. Review site specific chemical hazards and MSDS</li> <li>D. Verify that at least two persons are on each shift that are Certified in First Aid and CPR</li> </ol>

## Complete and Export AHA To Government

Once the Hazard Analysis is complete, mark it accordingly and export the contract to RMS. Once this is done, your Hazard Analysis will be in a View only mode. The next step is for the Government to review the AHA and either accept it or return it for further action.

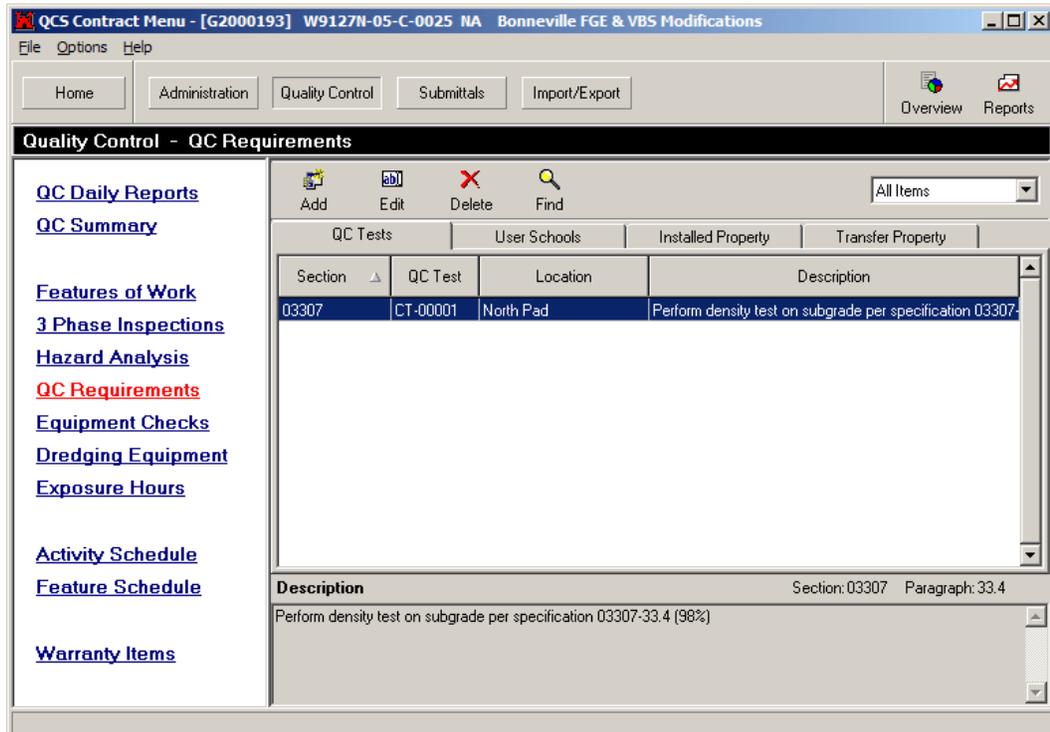
Quality Control System



QC Requirements

QC Requirements include four (4) separate items for control and tracking. Each of the items is located under a separate Tab, as can be seen below. Each of these will be discussed in detail.

1. QC Tests
2. User Schools
3. Installed Property
4. Transfer Property



## Quality Control Tests

Quality Control Tests are defined in the Contract and are based on engineering and construction judgment as to the type and number of tests to be accomplished. After the award of the contract, the Contractor will further define the method and quantity of tests based on the material quantity and/or equipment options he has chosen to incorporate into the work. These tests are given the prefix “CT” (Control Test) and take the form of “CT-#####” for numbering and tracking purposes contained in various reports. The Contractor is responsible for performing the tests and reporting the results of the tests to the Government. If a test fails, the Contractor must correct the problem and report that it is corrected. This reporting is accomplished within the Contractor’s Daily Quality Control Report (QCR).

With the TAB “QC Tests” selected, push the **Add** button to add QC tests. The QCS program will select the next sequential number. This number cannot be changed.

QC Tests Window

Use the lookup to select the related specification section for this test and follow that by adding the referenced paragraph number.

Indicate who will perform the Test and where it is located. Reports can produce a listing by *Location* or *Responsibility*.

Indicate the number of days before or after the activity begins that the test is required to be performed. (A “+” will occur AFTER activity start  
And a “-“will occur PRIOR to the activity starting.)

The *Required for Activity* entry is critical and is tracked to completion in many areas of QCS. Use the lookup to select the *Pay Activity* for this test.

Enter an appropriate description of the test and repeat the process for all required QC Tests to be performed. The number and type of test should match the Contractor’s Quality Control Plan.

## User Schools

**User Schools** represents the *Training* or *Instruction* the contractor must provide the Customer on equipment or systems provided and installed as part of the contract. They have the prefix “US” and take the form of “US-####” for numbering and tracking purposes. As each session of the *Training* or *Instruction* is completed, it is reported on the Contractor’s Daily QCR. A Government representative may ensure that it was accomplished appropriately and if not, have it repeated to comply with the contract documents. The Customer (User) will often neglect attending the training and then complain that none was offered. Our records can protect the Corps of Engineers and the contractor from that situation.

The screenshot shows the 'QC User Schools' dialog box with the following fields:

User School	US-00001	Performed by	Downhill
Section	15050	Location	Mech Room
Paragraph	4.5		
Required for Activity	1005	VBS Guides	
		Activity Start Date	10/01/2005A
Requirement Lag/Lead	14 (days)	Requirement Needed by	10/15/2005
<b>Description</b>			
Provide Training on Pumping Station and Turning Vanes			

Pressing the **Add** button produces the next sequential number for the **User School**.

Use the lookup to select to appropriate specification section, enter the paragraph number and use the lookup to link the **User School** to the Contractor Pay Activity.

The **Description** of the required schooling or training should be complete and accurate.

## Installed Property

**Installed Property** are those items of equipment that are incorporated into the design of a facility. These are typically acknowledged as those pieces of equipment that may require maintenance, have serial numbers and can be accounted for individually. It is the Designer that specifies the equipment, based upon Design guidance provided by the Government Design or Using Agency. These items are given the prefix "IP" and take the form of "IP-####" for numbering and tracking purposes. As the **Installed Property** arrives at the jobsite, it is compared to the approved Shop Drawings for conformance to the contract; the serial number and other information is recorded and reported within the Daily QCR.

The screenshot shows the 'QC Installed Property' dialog box with the following fields and values:

Field	Value
Installed No	IP-00001
Location	Room 120
Section	16050
Unit Type	EA
Paragraph	15
Unit Cost	\$615.50
Performed by	Osmosis, Inc.
Required for Activity	1009
Activity Start Date	02/25/2006A
Requirement Lag/Lead	0 (days)
Requirement Needed by	02/25/2006
Description, ID, Manufacturer, Model, Serial Number	Refrigerator, Whirlpool, Model DHW2820, S/N WP20074567G
Capacity, BTU, CFM, KVA, HP, Volts, PH, AMPS, etc.	32 CF, 120-volt, 1-phase

Pressing the **ADD** button will present the next sequential number for the **Installed Property**.

Use the lookup to select to appropriate specification section, enter the paragraph number and use the lookup to link the **Installed Property** to the appropriate contractor Pay Activity (**P1-3290** in this example).

Indicate the number of days before or after the activity begins that the installed property is required to be performed. (A “+” will occur **AFTER** activity start and a “-” will occur **PRIOR** to the activity starting.)

Enter the Description, ID, Capacity, etc., for the item in the applicable fields. The preliminary listing will typically be as shown on the contract drawings. However, as submittals are provided for the property, these fields should be updated. After the property is received the actual serial number and confirmation of other data should be entered to accurately reflect the particulars of the property.

## Transfer Property

**Transfer Property** is that property that “*changes hands*” during the construction process. Examples would include Government Furnished Property (GFP) that the contractor would install or consume during the contract performance. It would also include spare parts and supplies that are furnished by the contractor as part of the contract requirements. It could also include equipment or materials that were deleted as part of a contract modification and that were beneficial for the Government to retain rather than get some minimum token credit for the deletion. These items are given the prefix “TP” and take the form of “TP-####” for numbering and tracking purposes. As the contractor receives or provides the **Transfer Property** it is reported within his Daily QCR. The Government should also track the property on *DD Form 1149* and include it with the contract *Closeout Documents*.

Pressing the **Add** button will present the next sequential number for the **Transfer Property**.

The screenshot shows the 'QC Transfer Property' dialog box within the 'QCS Contract Menu' application. The dialog box is titled 'QC Transfer Property' and has a 'Close' button in the top right corner. It contains several input fields and a table. The 'Add' button in the 'QC Tests' table is highlighted with a red arrow. A yellow callout box points to the 'From' and 'To' fields with the text: 'From: WHO will transfer the property.' and 'To: WHO will receive the property.'

Section	Transfer Property
15050	TP-00001

Transfer No: TP-00001  
 Section: 15050  
 Paragraph: 3  
 Performed by: Seahawk, Inc.  
 From: Contractor  
 To: Government  
 Type: Spare Parts  
 Location: Room 6A  
 Unit Type: EA  
 Unit Cost: \$375.00  
 Total Units: 2  
 Transferred Units: 0  
 Remaining Units: 0

Activity Start Date: 11/01/2005A  
 Requirement Needed by: 11/01/2005

Description: Provide two sets of spare fuses for all equipment

## Quality Control System

Use the lookup to select the specification section, enter the paragraph number and use the lookup to link the **Transfer Property** to the Contractor Pay Activity.

Indicate the number of days before or after the activity begins that the property is required to be transferred. (A "+" will occur **AFTER** activity start and a "-" will occur **PRIOR** to the activity starting.)

The remaining cells are self-explanatory. The right side of the screen, relating to the Transfer of the Property, will be complete during preparation of the QC Daily Report when the actual transfer takes place.

## Warranty Items

Warranty items are those actions to be taken by the Contractor after the contract is complete. This period of time is typically specified to be a twelve month period beginning from acceptance of the facility.

Warranty items are entered into the Government System (RMS) as they are reported by the facility occupant or are discovered during various Post-Completion Inspections by the Government. The comments/actions are then exported to the Contractor as a normal export.

The screenshot shows the 'Quality Control - Warranty Items' window. On the left is a navigation menu with links such as 'QC Daily Reports', 'QC Summary', 'Features of Work', '3 Phase Inspections', 'Hazard Analysis', 'QC Requirements', 'Equipment Checks', 'Dredging Equipment', 'Exposure Hours', 'Activity Schedule', 'Feature Schedule', and 'Warranty Items'. The main area contains a table with the following data:

Item No.	Description	Scheduled Correction	Actual Correction
WI-00001	Wall Covering Failure		

A 'Warranty Item' pop-up window is open, showing details for item WI-00001:

- Warranty Item #: WI-00001
- Location: Room 14
- Description: Wall Covering Failure
- Date Reported by Owner: 03/29/2006
- Date Contractor Notified: 03/31/2006
- Date Corrected - Scheduled: 03/31/2006
- Date Corrected - Actual: 03/31/2006

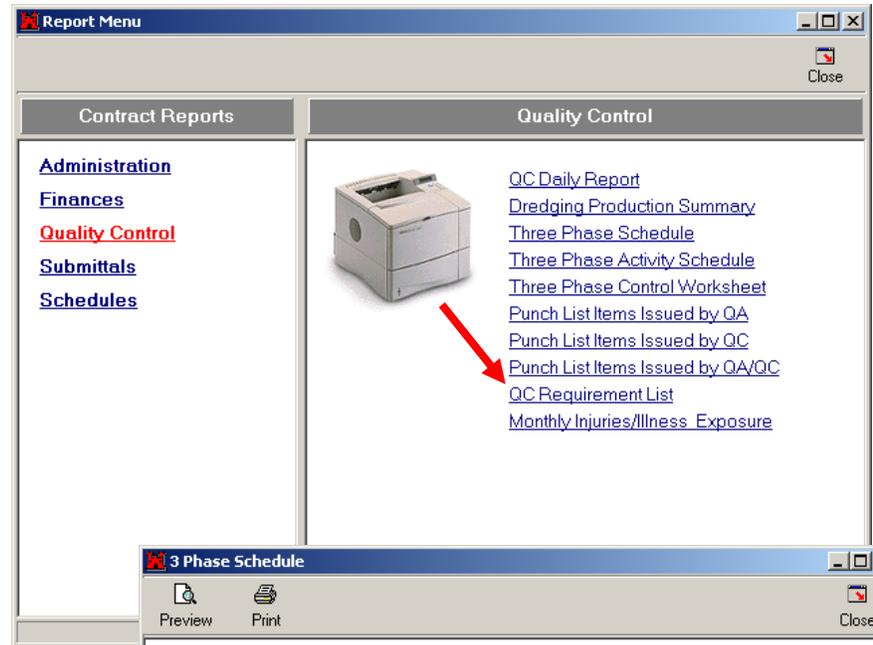
The 'Government Remarks' section contains the text: "Wall covering is peeling from columns. Investigation shows that an improper adhesive was used. A container of the adhesive was still on site."

The 'Contractor Remarks' section contains the text: "This wall covering was not installed as part of our contract. We believe the Customer installed it after they occupied the building. Sgt. Garcia was contacted and he admitted that they had a military crew do

The contractor will be tasked to investigate the warranty item and correct it if required. QCS is used to document the process and to track the item to completion. The Government will also track the completion and enter comments into RMS as to the effectiveness of the Contractor response to warranty calls.

## Reports for Planning

Listing reports of each type of QC Requirements discussed above will be available when this module is completed. In addition, Planning Worksheets (both blank and data filled) will also be included at a later date.



Currently, under "QC Requirements List", there are reports available for **QC Tests**, **User Schools** and **Installed Property**.

**Transfer Property** is not yet complete.



## Equipment Checks

All equipment that requires a mechanic's inspection should be entered here – not 'hand tools'. The entries will then be available to report their use and standby time on the Contractor Daily Quality Control Report (QCR).

The screenshot shows the 'Quality Control - Equipment Checks' window in the QCS Contract Menu. The main window contains a table of equipment records. An 'Equipment Checks' dialog box is open, displaying the following information:

Equipment ID	Make/Model	Serial No	Description	Safe	Last Inspected
00000001	LINKBELT RTC 86	10916	65 TON CRANE	Y	02/28/2006
00000002	HYD 360 (2 EA) - A1		WALL SAWS	Y	11/10/2005
00000003	2 SP HY - ACCURA 2		2 SPEED HYD CORE DRILL	Y	11/10/2005
00000004	HSP - ACCURATE 3		HIGH SPEED SINGL GEAR HYD COF Y	Y	11/10/2005
00000005	HYD - ACCURATE 4		3 SPEED HYD POWER UNIT	Y	11/10/2005

The 'Equipment Checks' dialog box shows the following details for the selected equipment:

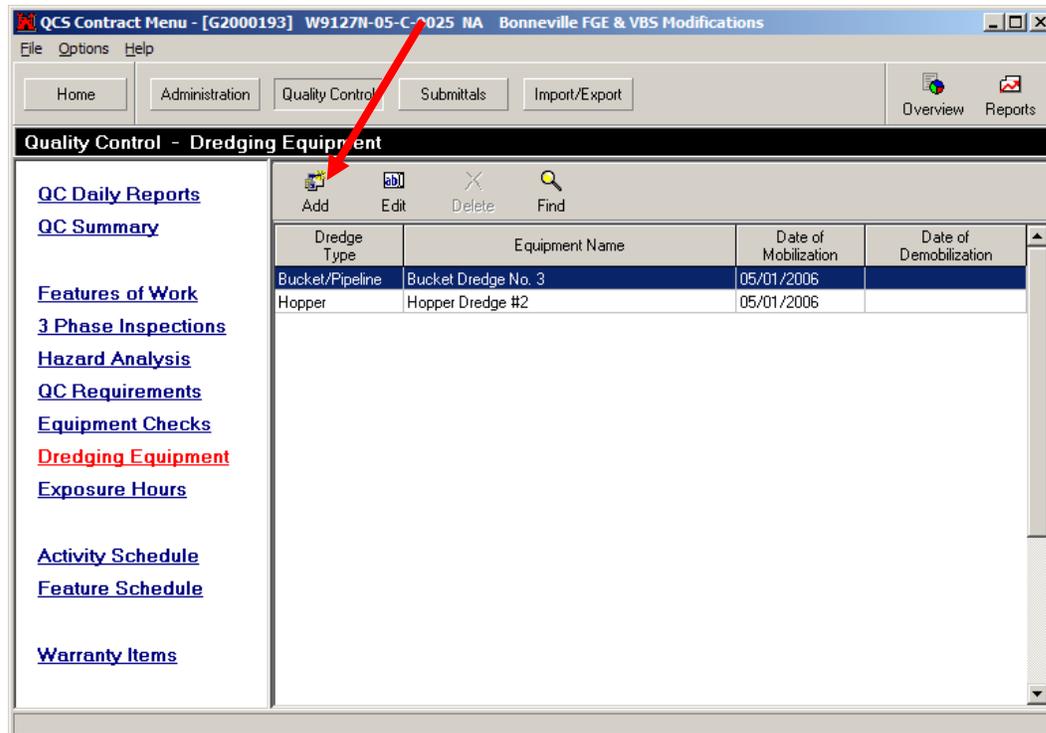
- Equipment ID: 00000001
- Serial No: 10916
- Make and Model: LINKBELT RTC 8665
- Description: 65 TON CRANE
- Initial Inspection: 11/01/2005
- Last Day On Site: [Empty]
- Last Reinspection: 02/28/2006
- Equipment In Safe Condition?
- Hours authorized between inspections: 160
- Hours run since last inspection: 16
- Remaining hours authorized: 144

The dialog box also includes a 'Notes' section with an 'Edit' button and a text area.

## Dredging Equipment

If you have a dredging contract, the dredging equipment data must be entered to be able to complete a Daily Dredging Report in QCS.

You will add information for a bucket/pipeline dredge, or a hopper dredge. You make the selection after you choose the **Add** button.



## Bucket / Pipeline Dredge Entry Screen

Close

Bucket/Pipeline Information Equipment Name and Type: <input style="width: 90%;" type="text" value="Bucket Dredge No. 3"/>		Mobilization Dates: Mobilized: <input style="width: 80%;" type="text" value="05/01/2006"/> ... Demobilized: <input style="width: 80%;" type="text"/> ...	
Size: Pipeline: <input style="width: 40%;" type="text" value="8"/>		Dipper/Bucket: <input style="width: 40%;" type="text" value="15"/>	
Horsepower: Pump: <input style="width: 40%;" type="text" value="60"/>		Labor: Shifts Per Day: <input style="width: 40%;" type="text" value="3"/>	
Suction Pipe Jet: <input style="width: 40%;" type="text" value="40"/>		Cutter/Bucket: <input style="width: 40%;" type="text" value="100"/>	
Days Per Week: <input style="width: 40%;" type="text" value="7"/>		Days Per Week: <input style="width: 40%;" type="text" value="7"/>	

## Hopper Dredge Entry Screen

Editing Close

Hopper Information

Equipment Name and Type:

Capacity

Capacity:	Average Volume of Bin Water:	Average Unfilled Capacity:
<input type="text" value="125"/>	<input type="text" value="500"/>	<input type="text" value="150"/>

Mobilization Dates

Mobilized:  ...

Demobilized:  ...

Labor

Shifts Per Day:  ▼

Days Per Week:  ▼

## Exposure Hours

The Safety and Health Requirements Manual, EM 385-1-1, at section 01 (Program Management), Paragraph 01.D (Accident Reporting and Recording), sub-paragraph 01.D.05, requires the Prime Contractor to provide a monthly record of all exposure and accident experience of the Prime Contractor and all Subcontractors relative to the work. The information is captured here and will produce the required exposure report to be provided to the Government.

You are able to **Copy** the prior month to save time. You would then just change the hours for each contractor as appropriate for the current month.

When you mark the entry as complete, it can then be exported to the Government. The Government may provide response comments that would be sent back to you on the next exchange of data.

Month	Exposure Hours Total To Date	Exposure Hours For the Year	Exposure Hours For the Month	Status
Sep 05	6,285	6,285	6,285	In Review by Gov't
Oct 05	11,525	11,525	5,240	In Review by Gov't
Nov 05	17,375	17,375	5,850	In Review by Gov't
Dec 05	23,440	23,440	6,065	In Review by Gov't
Jan 06	29,650	29,650	6,210	In Review by Gov't
Feb 06				
Mar 06				
Apr 06				
May 06				
Jun 06				
Jul 06				
Aug 06				

Contractor Code	Contractor Full Name	Prime / Subcontractor	Exposure Hours Total to Date	Exposure Hours For the Year	Exposure Hours For the Month
PRIM	Fabrication Products Inc.	Prime	7,540	2,520	1,240
1	Accurate Concrete	Subcontractor	12,810	4,410	2,110
6050	FP Erectors, LLC	Subcontractor	6,040	1,200	350
2	HIRE ELECTRIC	Subcontractor	4,305	1,330	450
3	JH KELLY	Subcontractor	3,305	1,100	800
Totals:			34,000	10,560	4,950

Name of person submitting record for contractor: Harry Hines

Government Remarks to Contractor:

Completed - Ready to send to the Government

# Monthly Record of Work-Related Injuries/Illnesses & Exposure

<b>USACE PRIME CONTRACTOR</b> <b>Monthly Record of Work-Related Injuries/Illnesses &amp; Exposure</b>						<b>US Army Corps of Engineers</b> Month <u>August, 2007</u> Page 1 of 2																	
In accordance with the provisions of EM 385-1-1, Section 01 Program Management, Paragraph 01.D Accident Reporting and Recording, sub-paragraphs 01.D.05, you (the Prime Contractor) shall provide a monthly record of all exposure and accident experience incidental to the work (this includes exposure and accident experience of the Prime Contractor and its sub-contractor(s)). As a minimum, these records shall include exposure work hours and a record of occupational injuries and illnesses that include the data elements listed below. Definitional criteria for each data element is found in 29 CFR Part 1904. If the maintenance of OSHA 300 Logs are required by OSHA, most of this information can be obtained from those logs. If data on log provided below is revised after it is submitted to USACE, Contractor shall provide a revised report to the GDA. You must complete the USACE ENG Form 3394, Report of Accident Investigation Report for all recordable accidents. If you're not sure whether a case is recordable, call your local Safety and Occupational Health Office for help.						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: 8px;"><b>USACE Command</b></td> <td>USACE, Portland District</td> </tr> <tr> <td style="font-size: 8px;"><b>Contractor Name</b></td> <td>Fabrication Products, Inc.</td> </tr> <tr> <td style="font-size: 8px;"><b>Contract Number</b></td> <td>W9127N-05-C-0025</td> </tr> <tr> <td style="font-size: 8px;"><b>Project Title</b></td> <td>Bonneville FGE &amp; VBS Modifications</td> </tr> <tr> <td style="font-size: 8px;"><b>City &amp; State</b></td> <td>Vancouver, Washington 98661</td> </tr> <tr> <td style="font-size: 8px;"><b>USACE Office</b></td> <td>Portland Resident Office</td> </tr> </table>						<b>USACE Command</b>	USACE, Portland District	<b>Contractor Name</b>	Fabrication Products, Inc.	<b>Contract Number</b>	W9127N-05-C-0025	<b>Project Title</b>	Bonneville FGE & VBS Modifications	<b>City &amp; State</b>	Vancouver, Washington 98661	<b>USACE Office</b>	Portland Resident Office
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<b>USACE Office</b>	Portland Resident Office																						
	<b>Contractor</b>	<b>Prime/Subcontractor</b>	<b>Age</b>	<b>Gender</b>	<b>Date Employee began work</b>	<b>Where the event occurred</b>	<b>Describe the injury or illness</b>	<b>Death</b>	<b>Days Away From Work</b>	<b>Job Transfer or restriction</b>	<b>Other recordable cases</b>	<b>Number of Days</b>		<b>Injury</b>	<b>Skin Disorder</b>	<b>Respiratory Condition</b>	<b>Poisoning</b>	<b>Hearing Loss</b>	<b>All other illnesses</b>				
	<b>Labor Classification</b>				<b>Date of Injury or onset of illness</b>							<b>On Job transfer or restriction (days)</b>	<b>Away from work (days)</b>										
	FP Erectors, LLC LABORER, GROUP 1	S	32	M	08/09/2007 08/28/2007	Main Floor, Area 3	The fork lift operator was not wearing a seat belt when he fell out of the cab and was run over. The Doctor said he needs to stay home about three (3) days. However, if we can do without him that long, we can do without him forever. What a dummy.		X				3	X									
<b>Totals:</b>												0	1	0	0	0	3	1	0	0	0	0	
<b>Exposure Hours</b>						<b>Certification of Record</b>																	
Month: <u>0</u> hours Year To Date: <u>0</u> hours						Name of Person Submitting Record: _____ Signature: _____ Date: _____																	

## Chapter 3 – CQC – Daily Report

### What you will learn from this Chapter:



#### Quality Control Report and QCS

- QC Report Date
- Weather
- QC Narratives
- Punch List Items Listed by QC
- Punch List Items Listed by QA
- User Schooling
- QC Testing
- Transfer Property
- Installed Property
- Prep/Initial Inspections
- Activities Started/Finish
- Contractor's on Site
- Labor / Equipment Hours
- Accident Reporting

## Contractor Quality Control – Daily Report

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### Overview



**T**his chapter furnishes information on the **Contractor Quality Control Report** and provides instructions for utilizing the **Quality Control Report** modules of the QCS program.

As a contract progresses, daily reports are made by both the contractor and the government. These reports include activities started and completed, inspections made, QC requirements met, problems encountered and a variety of other information. The Daily QC Report provides a place to enter all that data.

Obtaining quality construction is a combined responsibility of the construction contractor and the government. Their mutual goal must be a quality product conforming to the contract requirements. A cooperative and professional working relationship should be established in order to realize this common goal. The contract documents establish the quality required in a project to be constructed.



The Government requires the Contractor to create a Contractor Quality Control Plan, tailored for their contract, to outline how Quality Control will be managed on this particular contract. While Quality Assurance (QA) in RMS provides the vehicle by which the Government can create a daily report and monitor the Contractor's actions and records, it is Quality Control (QC) within QCS that provides the Contractor a means to create daily reports and to maintain contract records.

Much of the data entered by the Contractor is interdependent with other options throughout RMS. Special attention should be placed on **Prep/Initial Dates**, **Activity Start/Finish**, **User Schools**, **QC Testing**, **Transfer Property**, **Installed Property**, **Punch List Items** and **Contractor's On-Site** options as they are linked to other vital functions of the RMS program.

### Daily Quality Control Report

Selecting the **QC Daily Reports** lets you enter data for that day only. The date is automatically entered on each screen and you will see only outstanding or incomplete tests, inspections, activities, etc., for that particular date. This makes it quite easy to find a particular item. Selecting the **QC Summary** option will place you in a **Read Only** mode, but you will be able to review all items for all dates entered.

## Quality Control System

## Military Report

Status columns have been added to enable you to view the status of each QC Report. The columns indicate whether a report is complete, not completed, not received, sent to the Government, returned from the Government, etc.

Report Date	Weather	Status
08/28/2007 Tuesday	Weather Caused No Delay	Not Completed
08/27/2007 Monday	Weather Caused No Delay	Completed - Received by the Gov't
02/19/2007 Monday	Weather Caused No Delay	Completed - Received by the Gov't
02/16/2007 Friday	Previous Weather - Non-Critical Delay	Completed - Received by the Gov't
02/15/2007 Thursday	Non Work Day	Completed - Received by the Gov't
02/14/2007 Wednesday	Weather Caused No Delay	Completed - Received by the Gov't
02/13/2007 Tuesday	Weather Caused No Delay	Completed - Received by the Gov't
02/12/2007 Monday	Weather Caused No Delay	Completed - Received by the Gov't
02/08/2007 Thursday	Weather Caused No Delay	Completed - Received by the Gov't
02/07/2007 Wednesday	Weather Caused No Delay	Completed - Received by the Gov't
02/06/2007 Tuesday	Weather Caused No Delay	Completed - Received by the Gov't
02/05/2007 Monday	Weather Caused No Delay	Completed - Received by the Gov't
02/03/2007 Saturday	Weather Caused No Delay	Completed - Received by the Gov't
02/02/2007 Friday	Weather Caused No Delay	Completed - Received by the Gov't
02/01/2007 Thursday	Weather Caused No Delay	Completed - Received by the Gov't
01/31/2007 Wednesday	Weather Caused No Delay	Completed - Received by the Gov't
01/30/2007 Tuesday	Weather Caused No Delay	Completed - Received by the Gov't
01/29/2007 Monday	Weather Caused No Delay	Completed - Received by the Gov't

## Civil Report

Select **Quality Control**. The dates shown reflect the **QC Daily Report** date, and represent each report that has been entered. You would push the **Add** button to enter a new report, or the **Edit** button to select an existing report. This screen is for the **Civil Report** as indicated.

Report Date	Weather	Status
08/31/2007 Friday	Weather Caused No Delay	Not Completed
08/30/2007 Thursday	Weather Caused No Delay	Completed - Ready to Send to Gov't
08/04/2007 Saturday	Weather Caused No Delay	Completed - Ready to Send to Gov't
08/03/2007 Friday	Weather Caused No Delay	Completed - Ready to Send to Gov't

Report has been completed but not exported.

## Dredge Report

This next screens show the QC Daily Reports entered for the dredges in use.

Report Date	Equipment Name	Weather
09/13/2006 Wednesday	Bucket Dredge No. 3	Weather Not Entered
07/13/2006 Thursday	Bucket Dredge No. 3	Weather Not Entered
07/13/2006 Thursday	Hopper Dredge #2	Weather Not Entered
05/11/2006 Thursday	Bucket Dredge No. 3	Weather Caused No Delay
05/11/2006 Thursday	Hopper Dredge #2	Weather Not Entered

## QC Report Date

Push the **Add** button and a popup calendar will appear. You can then select a date for the report you wish to create.

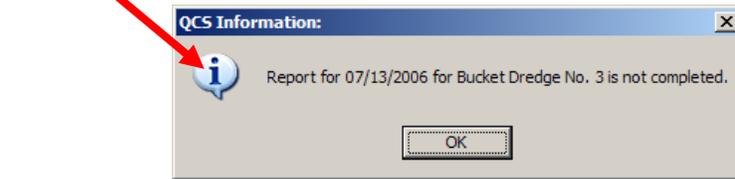
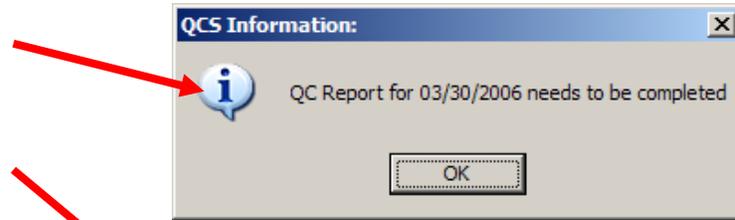
If you are doing a **Dredge Report**, and you push the **OK** button, you will need to select the type of Dredge report you wish to work on.

Dredge Type	Equipment Name
Bucket/Pipeline	Bucket Dredge No. 3
Hopper	Hopper Dredge #2

## Quality Control System

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If you have not checked **Report Completed** on a prior report, you will first see one of these popup screens.



## Entering Weather Data

Highlight the first selection, **Weather**, to begin preparing the **QC Daily Report (QCR)**. The screen will change and provide the fields for the weather information.

The image displays two screenshots of the Quality Control System interface. The top screenshot shows the 'Weather' selection highlighted in the left sidebar. The bottom screenshot shows the 'Weather' section expanded, displaying a form for entering weather data for 'QC Report Number 244' on '11/19/2002 -- Tuesday'. The form includes fields for Weather (dropdown), Temperature (Minimum 43°F, Maximum 75°F), 24 Hour Precipitation (0 Inches), and Surface Wind (10 MPH).

1. The **Report Number** and **Date** are automatically reflected based upon the date just selected. The report number reflects the day of the contract from the **Construction Start** date of the contract.

## Quality Control System

- Use the mouse to access the Weather *drop-down* menu and select the appropriate description for the weather.

The screenshot shows the 'MILITARY QC Report Number 244' window for '11/19/2002 -- Tuesday'. The main area is titled 'INSPECTORS QUALITY CONTROL REPORT (QCR) DAILY LOG OF CONSTRUCTION - MILITARY'. A red arrow points to the 'Weather' drop-down menu, which is currently set to 'Weather Caused No Delay'. The menu options are: 'Weather Caused No Delay', 'Weather Caused Critical Delay', 'Weather Caused Non-Critical Delay', 'Previous Weather - Critical Delay', 'Previous Weather - Non-Critical Delay', 'Non Work Day', and 'Other - Explain'. Other fields include Temperature, 24 Hour Precipitation, and Surface Wind (10 MPH).

- Record the minimum and maximum temperatures for the shift worked and the amount, if any, of precipitation and wind that occurred.

**Note: Weather delays occur when more than 50% of the workday (24 hour period) is unsuitable for the work in progress.**

**In addition, severe weather, such as rain, may impact the days following the actual weather occurrence.**

The screenshot shows the same 'MILITARY QC Report Number 244' window. The 'Weather' field is now set to 'Weather Caused No Delay'. The 'Temperature' field shows 'Minimum 43 °F' and 'Maximum 75 °F'. The '24 Hour Precipitation' field shows '0.25 Inches'. The 'Surface Wind' field shows '10 MPH'. The 'QC Report Completed' checkbox is unchecked.

**Notice that this screen reflects US units. The Government system, RMS, affords the option of either US Units or Metric Units.**

## Possible choices for weather:

- Weather caused No Delay
- Weather caused Critical Delay
- Weather caused Non-critical Delay
- Previous Weather caused Critical Delay
- Previous Weather caused Non-critical Delay
- Non-Work Day
- Other – Explain

The weather data on a **Dredge Report** is very similar.

Report for hooper 0004 08/03/2007 -- Friday

Copy Form 27A Close

### Dredge Report - Weather / Draft

**Character of Report**  
New Work Report

**Weather / Draft**  
Weather Caused No Delay

**Work Performed**  
Total Loads: 0

**Attendant Plants**  
Total Time: 0 hours and 0 minutes

**Distribution of Work**  
Total Time: 24 hours and 0 minutes.

**QC Narratives**  
0 Written Today

Report Completed

**Weather Condition**

Weather: Weather Caused No Delay

Min Temperature: 45 °F      Visibility: 6 MI  
Max Temperature: 78 °F      Wind Speed: 15 MPH

**Draft**

	Light	Loaded
Forward:	0	0
Aft:	0	0
Drag Depth: Max:	0	0
Drag Depth: Min:	0	0

Indicators Last Checked On: [ ]

Average Speed of Dredge During Loading: 0

Average Speed of Dredge During Agitating: 0

Gallons of Fuel Oil Consumed: 0

Gallons of Water Consumed: 0

MILITARY QC Report Number 244 11/19/2002 -- Tuesday

QC Report Reports Close

### QC Report - QC Narratives

**Weather**  
Weather Caused No Delay

**QC Narratives**  
4 Written Today

**Punch List Items**  
0 of 36 Corrected Today

**QC Requirements**  
4 Completed Today

**Prep/Initial Inspections**  
1 Prep, 1 Initial Today

**Activities Started/Finished**  
1 Started, 1 Finished Today

**Contractor's on Site**  
0 Started, 0 Finished Today

**Labor/Equipment Hours**  
471 Labor/104 Equipment Hours

**Accident Reporting**  
0 Accidents Today

QC Report Completed

Report Date	QC Narrative Title	Comments
11/19/2002	Activities in Progress:	(Memo)
11/19/2002	Safety Comments and Corrective Action taken:	(Memo)
11/19/2002	General Comments:	(Memo)
11/19/2002	Meeting Held Today:	(Memo)

**Activities in Progress:**

New Building Sitework  
Continued installing conduit for underground main feeders, branch circuits and data  
Continued rough in for waste and vent piping at units 35, 36, 37, & 38  
Continued backfill of waste and vent piping at units 39, 40, 41 & 42  
Continued excavation for waste and vent piping at units 35, 36, 37 & 38

When completed entering **Weather** data, highlight **QC Narratives** to begin preparing the remainder of the QC Report.

## QC Narratives

The **QC Narrative** provides the Contractor with a variety of topics in which to record the days' activities. When you add a narrative you have a choice to either enter them manually, or to copy from a previous day or even from a previous shift, if applicable. On selecting to enter manually, a **Lookup** provides you with several topics from which to choose. These topics are simply the *headings* that are printed on the report form for each narrative or group of narratives. If a Contractor desires an additional *heading*, other than those shown, the Government must first add the desired *heading* in the Government's main RMS program. If no headings are entered, you will see a message letting you know that such are not entered in the District Library.

A narrative is a paragraph, or Memo field for each individual narrative. QCS can accept an unlimited number of narratives for a particular day. The paragraphs may contain your observations and comments, such as: Verbal Instructions given by the Government, Activities in Progress, and so forth. The information is simple text and it may be spell checked and imported or exported to/from other Word Processing programs. The data cannot be directly sorted; compared or extracted to a database (you would use another software package for this.) Keep in mind that your report content should be a "*record of facts*" and you should avoid personal "*opinions*" whenever possible.

When completed with the weather, click on the **QC Narrative** selection on the left of the screen.

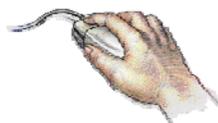
Your first choice from the popup menu will be to either add a narrative manually or to copy from a previous report day or Shift.

Selecting the **Add a Narrative Manually** provides this lookup of **Narrative Types** within the program. The type of narrative will vary greatly across the different Corps of Engineer Districts, but should be consistent for every contract within that District.

Place the cursor on the desired **Narrative Type** and push the **OK** button.

Or, double mouse-click the desired **Narrative Type**.

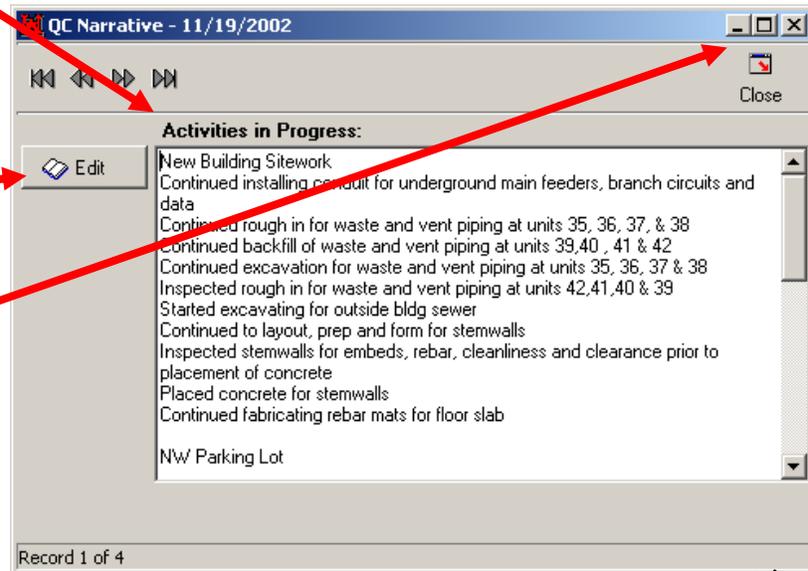
Narrative Type
Did anything develop that may lead to a Change Order/Claim?
Activities in Progress:
Were there any Delays in Work Progress today?
General Comments:
Verbal Instructions given by Government:
Safety Inspection / Safety Meetings:
Safety: (Inspections made, Deficiencies noted):
Safety: Corrective Action taken:



Enter comments relative to the selected **Narrative Type** here.

You can use a larger screen, use **Spell Check, Cut and Paste**, etc., by pushing the **Edit** button.

Push the **CLOSE** button in the upper right-hand corner of the screen. You may then enter additional narratives, or continue with other portions or sections of the *QC Daily Report*.

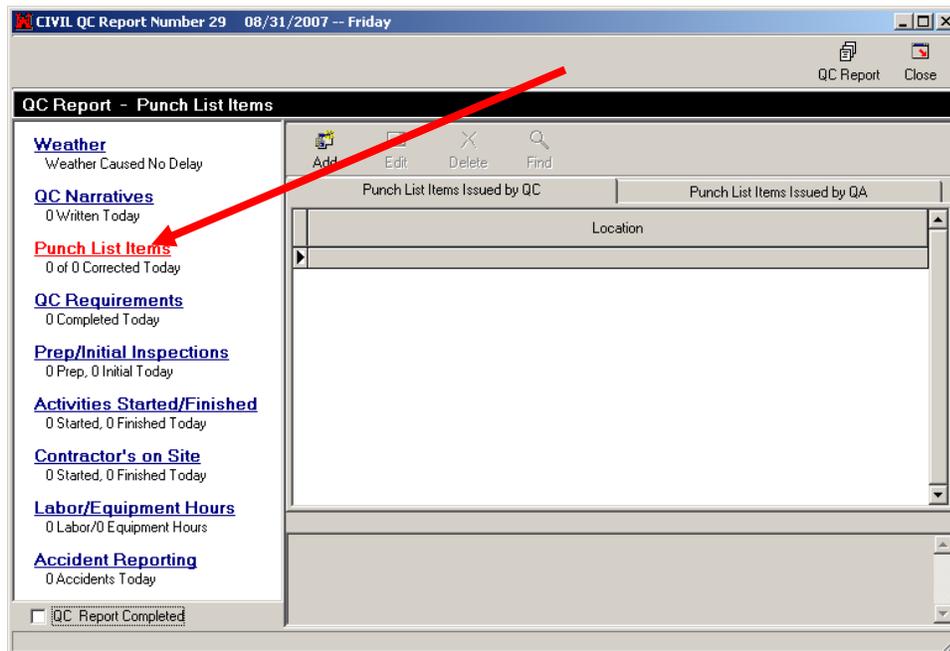


**Note:** If you choose to copy narratives from a previous day, a pop-up calendar will appear. You select the day and QCS will copy all the narratives for that particular day into the current report. You could then modify, delete or even add new narratives as required. Once you add a narrative manually, you will not be able to copy narratives from a previous day on that days report.



## Punch List Items (aka Deficiency Tracking System)

The **Punch List Items** module gives the Contractor a means to communicate to the Government comments resulting from an inspection, site visit, or various other reviews. This communication is a record keeping system, also referred to as a Deficiency Tracking System. By using the **Punch List Items** function in QCS, the Contractor can keep track of items that may otherwise be overlooked.



This screen has two tabs. The left tab is a listing of the **Punch List Items issued by the QC Staff** and the right tab is a recap of the **Punch List items issued by the Government (QA)**.

Push the **ADD** button to add a **QC Punch List Item**.

## Punch List Items Issued by QC

1. Enter the **Location** to allow reports to print a punch list (sorted by Location) for later verification and inspection.

2. Indicate whether or not the comment is a **Safety Violation** by placing a check in the box.

3. Enter the

*Description of the Punch List Item in the Memo Field.*

You can use the **ellipsis** for location lookup and choose from previous entries and even replace locations with other locations. If someone has used **Room 3**, and someone else has used **Rm 3**, the computer thinks it is a different location. You can reconcile these so they print out together.

A very powerful feature of QCS is how the Contractors' tasks are linked to Pay Activities. **Punch List Items** are one of those links.

We should always link a **Punch List Item** to the specific *Pay Activity* it is related to.

Use the lookup to access the **Activity Number** and complete the link.

Close the window when completed by pushing the **OK** button, and then close the next window.

Activity	Description
0001	Reimbursement of Actual Cost for Performance and Pa
0002	Mobilization and Preparatory Work
0003	Environmental Protection
0004	Installing Project Identification and Safety Perfo
0005	Contractor Janitorial Services
0006	Record "As-Built" Documents
0007	Removal of Existing Downstream Guidewall
0008	Removal of Existing Upstream Guidewall
0009	Removal of Existing Upstream Guardwall
0010	Removal of Temporary Cofferdam
0011	Removal of Splash Pad

You can use the **Search** feature (top of window) and find the item you want by searching for the Activity number or description (bottom of the window).

## Punch List Items Issued by QA

QA **Punch List Items** gives the Government a means to communicate to the Contractor comments resulting from an inspection, site visit, or various other reviews. Using the **Punch List Items** function in RMS, the Government can draw the Contractor's attention to an overlooked item, faulty workmanship or job site conditions, to name a few. As the comment is issued as an action item, the comment is placed on a QC list to be corrected by the Contractor, reported corrected by the Contractor, and then verified by the Government. For the Contractor, the list will be found under the **Punch List Items Issued by QA** tab. The Government can then track the action until it is reported completed and the Government concurs that the action is completed satisfactorily.

With the **Tab** entitled **Punch List Items Issued by QA** selected, a complete listing of all Government QA Punch List Items is presented. The description of the comment is displayed in the lower portion of the screen as you scroll through them.

CIVIL QC Report Number 29 08/31/2007 -- Friday

QC Report - Punch List Items

**Weather**  
Weather Caused No Delay

**QC Narratives**  
0 Written Today

**Punch List Items**  
0 of 2 Corrected Today

**QC Requirements**  
0 Completed Today

**Prep/Initial Inspections**  
0 Prep, 0 Initial Today

**Activities Started/Finished**  
0 Started, 0 Finished Today

**Contractor's on Site**  
0 Started, 0 Finished Today

**Labor/Equipment Hours**  
0 Labor/0 Equipment Hours

**Accident Reporting**  
0 Accidents Today

QC Report Completed

Find

Punch List Items Issued by QC | **Punch List Items Issued by QA**

Date Issued	Item No	Location	Date Corrected	Corrected ?
08/31/2007	QA-00001	Area 51	08/31/2007	<input checked="" type="checkbox"/>

QA-00001 Corrected by QC on 08/31/2007 Safety Violation  
Remove buoy that is in the path of commerce.

When the **QA Punch List Item** has been corrected, or otherwise adequately addressed, simply place a checkmark in the **Corrected?** box. QCS will automatically enter the date corrected.

When completed with the **Punch List Items** selection, highlight the **QC Requirements** selection to proceed to the next step.

## QC Requirements

Contract documents may require the Contractor to conduct training for the Customer on systems or equipment (**User Schools**), perform various test on materials, equipment, systems, etc., (**QC Tests**), account for property that is Government Furnished or will be turned-over to the Government as unincorporated property (**Transfer Property**), or provide information for maintenance or repair on equipment installed as part of the contract (**Installed Property**).

QCS titles this group of actions or contract requirements as **QC Requirements**.

These screens function in the same fashion as the previously discussed **QA Punch List Items** screen. That is, the Contractor simply places a checkmark in the **Completed?** box when the action is completed. You are also required to record the **Results** of the test. Like the **QA Punch List Items**, the date field will be automatically populated and the full **Description** can be viewed at the bottom of the window as you scroll through the items.

The screenshot shows the 'MILITARY QC Report' window for report number 210, dated 04/16/2002. The 'QC Requirements' section is active, displaying a sidebar with various report categories and a main table of QC Tests. A red arrow points to the 'QC Tests' tab in the main table.

QC Test	Description	Date Completed	Completed ?	Results
CT-00004	Sampling and Testing-Graded Crushed-Ag		<input type="checkbox"/>	
CT-00005	Sampling and Testing-Hot Mix Asphalt		<input type="checkbox"/>	
CT-00006	Sampling and Testing-Pavement Markings		<input type="checkbox"/>	
CT-00007	Field Quality Control-Concrete Side Walks		<input type="checkbox"/>	
CT-00008	Soil Test-Seeding		<input type="checkbox"/>	
CT-00009	Soil Test and Percolation Test-Tree, Shur		<input type="checkbox"/>	
CT-00010	Sampling and Testing-Cast in Place Struc		<input type="checkbox"/>	
CT-00011	Efflorescence Test, Field Testing of Morta		<input type="checkbox"/>	
CT-00012	Test Report for Uplift Resistance -Metal P		<input type="checkbox"/>	
CT-00013	UL Test Assembly and Field Test-Fire Pro		<input type="checkbox"/>	
CT-00014	Testing-Ceramic Tile		<input type="checkbox"/>	

Below the table, the 'Description' and 'Outstanding' fields are visible, showing 'Sampling and Testing-Graded Crushed-Aggregate Base Course' and 'Section: 02722 Paragraph: 1.8' respectively.

## QC Tests

The **QC Tests** Tab option is the entry point for completion of one of the individual tests conducted by the Contractor. This information is then available for verification by the Government if necessary. The listing of the QC Tests should be in agreement with the CQC Plan. After you indicate it is completed, you will need to indicate if the test “passed”, “failed”, or is “awaiting results”. If the test is marked as “failed” you will be given the opportunity to add a follow-up test to take its place (It will be indicated as a RETEST).

## User Schools

In this Tab you will enter the completion of the individual **User Schools** that are listed. This information is then available for verification by the Government if necessary.

During the planning stages of the contract, each **User School** (they may be called "Training" or "Instructions") should have been entered as required by the specifications or drawings of the contract.

MILITARY QC Report Number 210 04/16/2002 -- Tuesday

QC Report - QC Requirements

**Weather**  
Weather Not Entered

**QC Narratives**  
1 Written Today

**Punch List Items**  
0 of 1 Corrected Today

**QC Requirements**  
2 Completed Today

**Prep/Initial Inspections**  
0 Prep, 0 Initial Today

**Activities Started/Finished**  
0 Started, 0 Finished Today

**Contractor's on Site**  
0 Started, 0 Finished Today

**Labor/Equipment Hours**  
0 Labor/0 Equipment Hours

**Accident Reporting**  
0 Accidents Today

QC Report Completed

Add Edit Delete Find

User School	Description	Date Completed	Completed ?
US-00001	Fire System Training		<input type="checkbox"/>
US-00002	HVAC Training	04/16/2002	<input checked="" type="checkbox"/>
US-00003	Disel-Gen. Set/Statnary 100-2500 KW/Aux Training		<input type="checkbox"/>
US-00004	Cathodic Protection System	04/16/2002	<input checked="" type="checkbox"/>

Description Outstanding Section: 13110 Paragraph: 3.6  
Cathodic Protection System

Simply check the definitive box as the school or training has been completed.

## Installed Property

The **Installed Property** item is the point of entry for the Contractor to indicate that the items identified have been installed. The Government QA Representative will normally verify that this is accomplished for selected or high-interest items. This is usually accomplished at the end of the contract or when a portion of the contract is turned over to the Occupant.

The screenshot displays the 'MILITARY QC Report Number 210' window for '04/16/2002 -- Tuesday'. The main window is titled 'QC Report - QC Requirements' and contains a sidebar with various report sections: Weather (Not Entered), QC Narratives (1 Written Today), Punch List Items (0 of 1 Corrected Today), QC Requirements (3 Completed Today), Prep/Initial Inspections (0 Prep, 0 Initial Today), Activities Started/Finished (0 Started, 0 Finished Today), Contractor's on Site (0 Started, 0 Finished Today), Labor/Equipment Hours (0 Labor, 0 Equipment Hours), and Accident Reporting (0 Accidents Today). A 'QC Report Completed' checkbox is at the bottom.

The main area shows a table of 'Installed Property' items:

Installed Property	Description	Date Completed	Completed ?
IP-00001	Panty Hose Dispenser	04/16/2002	<input checked="" type="checkbox"/>
IP-00002	Electrical Panelboard EH-1		<input type="checkbox"/>

An 'Edit' button is visible next to the first row. A secondary window, 'QC Installed Property', is open, showing details for item IP-00001:

- Installed No: IP-00001
- Location: Room 120
- Section: 16050
- Unit Type: EA
- Paragraph: 15
- Unit Cost: \$615.50
- Performed by: Osmosis, Inc.
- Required for Activity: 1009 (Services of Skilled Craftsmen (Optional As-Directe))
- Activity Start Date: 02/25/2006A
- Requirement Lag/Lead: 0 (days)
- Requirement Needed by: 02/25/2006
- Description, ID, Manufacturer, Model, Serial Number: Refrigerator, Whirlpool, Model DHW2820, S/N WP20074567G
- Capacity, BTU, CFM, KVA, HP, Volts, PH, AMPS, etc.: 32 CF, 120-volt, 1-phase

When all information on the **Installed Property** has been provided, and has been installed, check the definitive box to so indicate on the QCR.

**NOTE:** This screen is also available when pushing the Edit button for each item.

## Transfer Property

Similar to the above Tab, the **Transfer Property** item is the point of entry for the Contractor to indicate that the items identified for transfer have taken place. After the Contractor has made the appropriate entry indicating a property item has been transferred in full, it should then be verified by the Government and a *DD Form 1149* prepared for the official record of the transfer. Normally this is also completed at the end of the contract or at the time a portion of the contract is turned over to the Occupant.

The screenshot displays the 'MILITARY QC Report Number 210' window for the date 04/16/2002. The 'QC Report - QC Requirements' section is active, showing various categories like Weather, QC Narratives, Punch List Items, QC Requirements, Prep/Initial Inspections, Activities Started/Finished, Contractor's on Site, Labor/Equipment Hours, and Accident Reporting. The 'Transfer Property' tab is selected, showing a table of items:

Transfer Property	Description	Date Completed	Completed ?
TP-00001	Spare Ceiling Tiles		<input type="checkbox"/>
TP-00002	Spare Floor Tiles	04/16/2002	<input checked="" type="checkbox"/>
TP-00003	Building Key and Cabinet	04/16/2002	<input checked="" type="checkbox"/>

The 'QC Transfer Property' dialog box is open, showing details for item TP-00001:

Transfer No: TP-00001  
 Section: 15050  
 Paragraph: 3  
 Performed by: Seahawk, Inc.  
 From: Contractor  
 To: Government  
 Type: Spare Parts  
 Location: Room 6A  
 Unit Type: EA  
 Unit Cost: \$375.00  
 Total Units: 2  
 Transferred Units: 0  
 Remaining Units: 0  
 Required for Activity: 1008  
 Activity Start Date: 11/01/2005A  
 Requirement Lag/Lead: 0 (days)  
 Requirement Needed by: 11/01/2005  
 Description: Provide two sets of spare fuses for all equipment

When all information on the **Transfer Property** has been provided, has been transferred, check the definitive box to so indicate on the QCR. This would be done after the *Remaining Units* field shows a "ZERO" balance.

**NOTE:** This screen is also available when pushing the Edit button for each item.

## Prep/Initial Inspections

In this window the Prep and Initial Inspection data process begins. This part of the QC Daily Report is simply required to document the dates and times of these required Inspections for the numerous *Features of Work* addressed in the Contract and in the CQC Plan.

Feature	Preparatory Inspection	Initial Inspection
MASONRY	Not Scheduled	Not Scheduled
Mechanical	Not Scheduled	Not Scheduled
Plastering	Not Scheduled	Not Scheduled
Plumbing	Not Scheduled	Not Scheduled
Roof RC	Held 05/25/2004	Not Scheduled
Tile and ceramics	Not Scheduled	Not Scheduled
concrete flatwork	Not Scheduled	Not Scheduled
door and window installation	Not Scheduled	Not Scheduled

*Prep / Initial Inspections Window*

1. The **Feature** is automatically populated with the information supplied in the Quality Control area, **Features of Work** option.
2. Select the **EDIT** button to enter dates and times.
3. Each feature will be listed with fields for the dates and times of the preparatory and initial inspections. Enter in the *Prep Scheduled* date and *Prep Time*, and then the *Prep Held* date (**Actual Date of Preparatory Inspection**), for the preparatory inspection. Repeat the process for the *Initial Scheduled*, *Initial Held* Dates and *Initial Time* fields.

Preparatory		Initial	
Scheduled	Held	Scheduled	Held
03/21/2006	03/22/2006	03/25/2006	03/27/2006
10:00 AM		11:00 AM	

## Activities Started/Finished

Recording the start and finish dates of an activity takes place in this menu item.

The dates will not be overwritten by the Contractor's NAS import. These dates are considered the "official" dates because they are entered as they occur, as observed on-site by the QC Manager. The dates are extremely important and must be entered as they occur.

### Activities Started / Finished Window

The screenshot shows a software window titled "MILITARY QC Report Number 210 04/16/2002 -- Tuesday". The window contains a sidebar with navigation links like "Weather", "QC Narratives", "Punch List Items", "QC Requirements", "Prep/Initial Inspections", "Activities Started/Finished", "Contractor's on Site", "Labor/Equipment Hours", and "Accident Reporting". The main area is a table with the following data:

Activity ID	Description	Actual Start	Actual Finish
AD01003	LEAD ABATEMENT EXISTING TOWER		
AD01005	ASBESTOS ABATEMENT EXISTING TO		
AD01007	OWNER RELOCATE FROM EXISTING T		
AD01009	DEMO EXISTING TOWER		
AD01011	DEMOBILIZE		
CR01003	INSTAL LIGHTNING PROTECTION PH		
CR01005	SINGLE PLY ROOF SYSTEM		
CR01007	ROOF HATCH/LADDER		
CR01009	LINEAR METAL SOFFIT		
CR01011	INSTALL ROOF DRAINS		
CR01013	EXTERIOR SOFFIT PANELS		
CR01015	PARAPET CAP FLASHING		
CT01025	P/F SECOND 1/2 OF FOUNDATION	02/28/2002	
CT01027	PULL OUT TEST FOR ROCK BOLTS		
CT01029	BACKFILL TOWER FOUNDATION		
CT01031	GROUT POOLS		
CT01033	FIRST FLOOR REBAR		
CT01035	F/P/F FIRST FLOOR SLAB		
CT01037	ERECT STRUCTURAL STEEL		

This listing can be filtered by one of the following choices:

- b. *Activities Not Previously Finished*
  - c. *Activities Started or Finished Today*
  - d. *Activities in Progress*
  - e. *Activities Not Started*
  - f. *Activities Not Finished*
1. The **Activity ID** and **Description** fields are automatically populated with information entered in the **Administration / Pay Activities**, menu option.
  2. Enter the applicable **Activity Start** and **Activity Finish** dates. You can use the calendar lookup that appears when you click on either field, and choose the date, or you can type the date in manually.

## Contractors on Site

The names and trades of the prime contractor and all subcontractors are carried over from the **Administration / Subcontractors** menu modules. By updating the first and last dates each of the listed contractors are on the job site, the contractors insurance and payrolls can be tracked.

As each pay activity is attached to a single subcontractor, expired insurance and problem payrolls will appear on the pay request worksheet for activities on which payment is requested.

### Contractor's On Site Window

The screenshot shows a software window titled "MILITARY QC Report Number 210 04/16/2002 -- Tuesday". The window contains a search bar with "All Contractors" selected. Below the search bar is a table with the following data:

Contractor	Trade	First Day On Site	Last Day On Site
West Coast	PRIM	10/01/2001	
ADP Lemco, Inc.	Specialities		
Avar Construction	File Driving	11/29/2001	
Basalite	Specialities		
Blue Mountain	Structural Steel		
CIRCO System Balance	Specialities		
CTE	Services/Manpower	10/01/2001	
Capital Commercial	Flooring/Tile		
Capitol Elevator Co.	Elevator/Conveying Equip		
Clearview Enterprise	Sheet Metalwork		
Cosco Fire	Fire Protection-Systems		
Custom Concrete	Demolition/Wrecking		
D & H Concrete	Concrete		
Diamond Door	Framing/Rough Carpentry		
F. Rodgers Insul.	Insulation-Buildings		
Hazmat Solutions	Asbestor/HTRW		
Hilton Construction	Specialities		
K & C Drywall	Drywall/Gypsum Board		
Koshman's Steel	Reinforcing Steel	01/24/2002	

This listing can be filtered by one of the following choices:

- All Contractors*
  - Contractors On Site*
  - Contractors Not On Site*
- The **Contractor** and **Trade** fields are automatically populated with information previously entered.
  - Enter the start date for each contractor listed in the **First Day On Site** field using the calendar lookup provided, or type in the date directly.
  - When applicable, enter the final date on the jobsite of each contractor listed in the **Last Day On Site** field in the same manner as above.

## Labor Hours

In this option you can record the number of hours of work by each subcontractor and labor classification.

### Labor Hours Window

You begin by pushing the **Add** button. A drop down menu will appear and you will have the option to:

- Add Labor Hours Manually
- Copy A Previous Day

### Add Labor Hours Manually

A window will appear and you will use the lookups to select the Contractor and the Labor Classification for which you are reporting.

After the selections have been made, push the **OK** buttons of each window.

**Contractor Lookup Window**

Select the appropriate contractor and push the **OK** button.

The screenshot shows the 'Add Labor Hours' window. The 'Contractor' dropdown menu is open, displaying a list of contractors: Accurate Concrete, FP Erectors, LLC, Fabrication Products Inc., HIRE ELECTRIC, and JH KELLY. A red arrow points to the dropdown menu. The 'OK' and 'Cancel' buttons are visible at the bottom.

**Labor Classification Lookup Window**

Select the related labor classification for the QC Report and push the **OK** button when completed.

The screenshot shows the 'Add Labor Hours' window. The 'Contractor' dropdown menu is set to 'Accurate Concrete'. The 'Labor Classification' dropdown menu is open, displaying a list of labor classifications: CABLE PLACER, CABLE SUPERVISOR, CABLE-TOWER OPERATOR, CAGE TENDER, CALCIMINER, CAR CHANGER, and CARPENTER. The 'OK' and 'Cancel' buttons are visible at the bottom.



**Note: If your contract includes Labor Classifications that are not listed, the Government must add the Classification in the program for you. It is the Prime Contractor's obligation to verify that all applicable classifications are included.**

## Quality Control System

Labor Hours		Equipment Hours	
Contractor	Labor Classification	Number of Employees	Total Hours
Accurate Concrete	CARPENTER	3	24
Accurate Concrete	LABORER, CARPENTRY	3	24
HIRE ELECTRIC	ELECTRICIAN	8	64

Enter **Number of Employees** and the **TOTAL Hours Worked** by all employees. For example, if you had six (6) employees and they each worked eight (8) hours; you would enter "6" and "48", respectively.

Repeat this process for all other **Labor Classifications** and **Contractors** on-site.

### Copy a Previous Day

When this selection is made, you simply use the calendar lookup to select the previous report. QCS will automatically capture all entries from that previous report and you will be able to edit or delete particular entries if they do not apply for the report day.

## Equipment Hours

This is where the contractor will record the hours used for all pieces of equipment on the contract. Equipment hours are entered and tracked in a similar fashion, as were the labor hours, except you make an entry for each individual piece of equipment.

### *Equipment Hours Window*

The screenshot shows a software window titled "MILITARY QC Report Number 210 04/16/2002 -- Tuesday". The window contains a sidebar on the left with various report sections and a main area on the right. The main area has a toolbar with "Add", "Edit", "Delete", and "Find" buttons. Below the toolbar are two tabs: "Labor Hours" and "Equipment Hours". The "Equipment Hours" tab is active, showing a table with columns: "Serial Number", "Description", "Stand By Hours", and "Operating Hours". A red arrow points to the "Add" button in the toolbar.

You begin by pushing the **Add** button. If this is your first entry of the day, a drop down menu will appear and you will have the option to:

- a. *Add Equipment Hours Manually*
- b. *Copy A Previous Day...*

## Add Equipment Hours Manually

A window will appear and you will use the lookups to select the Equipment for which you are reporting. You should have previously entered equipment as was all ready discussed.

If the desired piece of equipment is not present, use the button at the bottom left of the window and **Add Equipment** as necessary.

The **Standby Hours** and **Operating Hours** fields are self-explanatory. However, keep in mind that this refers to SHIFT hours, not the hours in a 24-hours day.

The screenshot shows a 'Lookup' dialog box with a search field and a list of equipment. A red arrow points to the first item in the list.

Serial No	Description
10916	65 TON CRANE
1	WALL SAWS
2	2 SPEED HYD CORE DRILL
3	HIGH SPEED SINGL GEAR HYD CORE DRILL
4	2 SPEED HYD POWER UNIT
5	DIESEL HYDR POWER UNIT
6	360 HYD WALL SAWS
7	4 SPEED CORE DRILLS
8	MAIN FRAME WIRE SAWS
9	ELECTRIC POWER UNITS
10	PRESSURE WASHER

Buttons at the bottom: Add Equip, OK, Cancel.

## Copy A Previous Day

When this selection is made, you simply use the calendar lookup to select the previous report. QCS will automatically capture all entries from that previous report and you will be able to edit or delete particular entries if they do not apply for the report day.

*The process is very similar to the Labor Hours previously discussed.*

## Accident Reporting

The contractor is required to report all Contractor accidents. The Contractor reports and records the accident in QCS through the **Quality Control Report** menu option. **(Note: this does not take the place of the Contractor completing the Accident Report Form (Eng Form 3394) that may be required by the contract.)**

### Accident Reporting Window

The screenshot displays the 'MILITARY QC Report Number 210' window for '04/16/2002 -- Tuesday'. The 'QC Report - Accident Reporting' section includes a sidebar with categories like Weather, QC Narratives, Punch List Items, QC Requirements, Prep/Initial Inspections, Activities Started/Finished, Contractor's on Site, Labor/Equipment Hours, and Accident Reporting. The main area shows a table with columns for Accident Date, Accident, Reportable Accident, Lost Days, and Report to Government. A red arrow points to the 'Add' button in the table's toolbar. A secondary window, 'QC Accident Report', is open, showing fields for 'Accident Date' (08/28/2007) and a text area for 'Accident Description' containing a detailed report of a forklift accident.

Push the **ADD** button to enter the accident screen.

QCS will automatically populate the Accident Date field with the Report date, but it can be changed if needed.

There are three basic steps required for entering a report of an accident:

1. Enter a description and date of the accident
2. Identify and Classify the accident
3. Indicate if it was a reportable accident

## Accident Description

Enter a description of the Accident. The description should be factual on not your opinion of what occurred. It should indicate the parts of body affected any objects or substances that were involved. Be as specific as you can.

The screenshot shows the 'QC Accident Report' window with the 'Accident Description' tab selected. The 'Accident Date' is set to 03/31/2006. The description text reads: 'Backhoe operator was not wearing a seatbelt and fell out of the Cab. He was taken to the Hospital and the Doctor said he was stupid and should stay home for 3 days.'

## Identify and Classify the Accident

You will enter the contractor/subcontractor involved, as well as basic information on the employee involved in the accident. Indicate the most serious result of the accident from the available choices and identify the injury category.

The screenshot shows the 'QC Accident Report' window with the 'Identify and Classify Accident' tab selected. The 'Identify the Person' section includes: Contractor/Subcontractor: FP Erectors, LLC; Age: 23; Gender: Male; Date Employee Started Work: 02/06/2006; Labor Classification: IRON ERECTOR; Location of Accident: Main building Pad. The 'Classify the Case' section has two columns of radio button options. The first column includes 'Death', 'Days away from work' (with a value of 3), 'Remained at work - Job transfer or restriction', and 'Remained at work - Other'. The second column includes 'Injury', 'Poisoning', 'Skin disorder', 'Hearing loss', 'Respiratory condition', and 'All other illnesses'.

## Indicate if the Accident is reportable

Indicate if it is a **Contractor Reportable Accident**. If so, a date field will appear where you will record the date on which the *ENG Form 3394 Accident Report Form* was sent to the Government documenting the accident.

**QC Accident Report** [Close]

Accident Description | Identify and Classify Accident | **Reportable Accident**

Contractor Reportable Accident      Date Accident Report Submitted to Government: 03/31/2006 ...

**Need to submit ENG Form 3394 USACE Accident Investigation Report within 48 hours if one of the following occurs:**

1. Accident resulted in any contractor lost-time injury/illness or fatality.
2. If accident resulted in any damage of \$1000 or more to contractor property (including motor vehicles).
3. If accident involved a motor vehicle regardless of whether "INJURY/ILLNESS/FATALITY" or "PROPERTY DAMAGE" are marked.
4. If the accident involved a USACE Contractor diving activity.

Push the **Close** button to save all entries.

## Quality Control Report Form

Now that all desired entries have been made, it is time to print the report and archive it as a permanent document for the contract. Press the **QC Report** button from this screen to generate the report.

The screenshot displays the 'MILITARY QC Report Number 210' for 04/16/2002. The interface includes a navigation menu on the left and a main content area. A red arrow points to the 'QC Report' button in the top right corner of the main window. An 'RMS Print Preview' window is open, showing a detailed report titled 'CONTRACTORS QUALITY CONTROL REPORT (OCR) DAILY LOG OF CONSTRUCTION - MILITARY' for 08 Aug 2001. The report includes the following sections:

CONTRACTORS QUALITY CONTROL REPORT (OCR) DAILY LOG OF CONSTRUCTION - MILITARY		REPORT NUMBER 246 Page 1 of 2																
PROJECT Facility Modernization of DeCA		DATE 08 Aug 2001 - Wednesday																
CONTRACTOR Sundt Corporation	WEATHER Weather Caused No Delay Temperature Min 94 °F, Max 116 °F, 1.5 Inches Precipitation; 45 MPH Wind																	
<b>QC NARRATIVES</b> Did anything develop that may lead to a Change Order/Claim? The Government Inspector insists that I not allow work to be in progress unless all of the applicable QC Staff are onsite. We have too many jobs in town and our QC Staff must cover all of them. This is causing us to send home crews and will delay the completion. I advised the Government Inspector that he should allow us to perform our QC duties every other day. That way we can do all the jobs.																		
<b>PREP/INITIAL DATES</b> (Preparatory and initial dates held and advance notice) A preparatory inspection was held today for the following feature: CERTILE An initial inspection was held today for the following feature: ADMIN																		
<b>ACTIVITY START/FINISH</b> No activities were started today The following activity was finished today: <table border="1"> <thead> <tr> <th>Activity No</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>02310</td> <td>Submit for Earthwork</td> </tr> </tbody> </table>			Activity No	Description	02310	Submit for Earthwork												
Activity No	Description																	
02310	Submit for Earthwork																	
<b>QC REQUIREMENTS</b> The following 3 QC requirements were completed today: <table border="1"> <thead> <tr> <th>Requirement No</th> <th>Type</th> <th>Description</th> <th>Results</th> </tr> </thead> <tbody> <tr> <td>IP-00002</td> <td>Installed Property</td> <td>Light Housing, 3-lamp</td> <td>Passed</td> </tr> <tr> <td>TP-00001</td> <td>Transfer Property</td> <td>Spare ceramic tile pieces to be used in Resident Engineer's new house in Rocky Point, Mexico</td> <td>Passed</td> </tr> <tr> <td>US-00001</td> <td>User Schooling</td> <td>Provide training on Pump stuff</td> <td>Passed</td> </tr> </tbody> </table>			Requirement No	Type	Description	Results	IP-00002	Installed Property	Light Housing, 3-lamp	Passed	TP-00001	Transfer Property	Spare ceramic tile pieces to be used in Resident Engineer's new house in Rocky Point, Mexico	Passed	US-00001	User Schooling	Provide training on Pump stuff	Passed
Requirement No	Type	Description	Results															
IP-00002	Installed Property	Light Housing, 3-lamp	Passed															
TP-00001	Transfer Property	Spare ceramic tile pieces to be used in Resident Engineer's new house in Rocky Point, Mexico	Passed															
US-00001	User Schooling	Provide training on Pump stuff	Passed															
<b>QA/QC PUNCH LIST</b> (Describe QC Punch List items issued, report QC and QA Punch List items corrected) The following QC Punch List item was issued today: <table border="1"> <thead> <tr> <th>Item No.</th> <th>Location</th> <th>Description</th> <th>Status</th> </tr> </thead> <tbody> </tbody> </table>			Item No.	Location	Description	Status												
Item No.	Location	Description	Status															

The report can be reviewed from this screen prior to printing. If changes are necessary, close this window and make the necessary changes. The report can also be exported as a PDF File, in HTML or Word (doc) format. It can also be sent to a printer file.

When you complete the report and export to the Government, you will not be able to alter the report. It will be marked as "**Read Only**".

## Quality Control System

<b>CONTRACTORS QUALITY CONTROL REPORT (QCR) DAILY LOG OF CONSTRUCTION - MILITARY</b>		REPORT NUMBER 246	Page 1 of 2				
PROJECT Facility Modernization of DeCA		DATE 08 Aug 2001 - Wednesday	CONTRACT NUMBER DACA09-99-D-0020				
CONTRACTOR Sundt Corporation	WEATHER Weather Caused No Delay Temperature Min 94 °F, Max 116 °F; 1.5 Inches Precipitation; 45 MPH Wind						
<b>QC NARRATIVES</b>							
<p><b>Did anything develop that may lead to a Change Order/Claim?</b>            The Government Inspector insists that I not allow work to be in progress unless all of the applicable QC Staff are onsite. We have too many jobs in town and our QC Staff must cover all of them. This is causing us to send home crews and will delay the completion. I advised the Government Inspector that he should allow us to perform our QC duties every other day. That way we can do all the jobs.</p>							
<b>PREP/INITIAL DATES</b> (Preparatory and initial dates held and advance notice)							
<p><b>A preparatory inspection was held today for the following feature:</b>            CERTILE</p> <p><b>An initial inspection was held today for the following feature:</b>            ADMIN</p>							
<b>ACTIVITY START/FINISH</b>							
<p><b>No activities were started today</b></p> <p><b>The following activity was finished today:</b></p> <table border="1"> <thead> <tr> <th>Activity No</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>02310</td> <td>Submit for Earthwork</td> </tr> </tbody> </table>				Activity No	Description	02310	Submit for Earthwork
Activity No	Description						
02310	Submit for Earthwork						
<b>QC REQUIREMENTS</b>							
<b>The following 3 QC requirements were completed today:</b>							
Requirement No	Type	Description	Results				
IP-00002	Installed Property	Light Housing, 3-lamp	Passed				
TP-00001	Transfer Property	Spare ceramic tile pieces to be used in Resident Engineer's new house in Rocky Point, Mexico	Passed				
US-00001	User Schooling	Provide training on Pump stuff	Passed				
<b>QA/QC PUNCH LIST</b> (Describe QC Punch List items issued, report QC and QA Punch List items corrected)							
<b>The following QC Punch List item was issued today:</b>							
Item No	Location	Description	Status				
QC-00001	North Pad	Must remove all fill and recompact. Subcontractor did not use water and it was too dry.	Outstanding				
<b>No QC or QA Punch List items were corrected today</b>							
<b>CONTRACTORS ON SITE</b> (Report contractors' first and/or last date on site)							
<b>No contractors had their first or last day on site today</b>							
<b>LABOR HOURS</b>							
<b>No labor hours were reported today</b>							
Total hours worked to date: 0.0							
<b>EQUIPMENT HOURS</b>							
<b>The following equipment hours were reported today:</b>							
Equipment ID	Description	Standby Hours	Operating Hours				
0000001	Front Loader	2.0	6.0				
Total operating hours to date: 6.0		Total	6.0				

## Chapter 4 – Submittals & Transmittals

### What you will learn from this Chapter



- Overview of Submittals Requirements
- Reference Documents
- SpecsIntact Submittal Program
- Submittal Register (ENG Form 4288)
- Transmittal Log (ENG Form 4025)
- Transfer of Submittals

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## Contract Submittals

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### Overview



This chapter furnishes information on **Submittals and transmittals** for our contracts and provides instructions for utilizing the associated **Submittal** related modules of the QCS program.

### Reference Documents:

1. **Engineer Regulation ER 415-1-10: Contractor Submittal Procedures**  
(<http://www.usace.army.mil/publications/eng-regs/er415-1-10/toc.htm>)
2. **Engineer Regulation ER 1180-1-6: Construction Quality Management**  
(<http://www.usace.army.mil/publications/eng-regs/er1180-1-6/toc.htm>)
3. **Guide Specification UFGS-01 33 00: Submittal Procedures**  
([www.wbdg.org/ccb/DOD/UFGS/UFGS%2001%2033%2000.pdf](http://www.wbdg.org/ccb/DOD/UFGS/UFGS%2001%2033%2000.pdf) )

### Submittals are a Contract Requirement

The Contractor is required to furnish a specified quality of construction, including materials and equipment to be incorporated in the work. Control of the quality of materials and equipment require timely review, testing, or other evaluation. All required submittals must be made in time to allow for evaluation, approval, procurement, and delivery prior to the preparatory control phase and before the item is needed in the construction process. The primary responsibility for the overall management and control of contractor submittals lies with the **Prime Contractor**. Monitoring of the Contractor's quality management control to assure that the submittals are timely, appropriately certified, and in compliance with the contract is the responsibility of the **Government**.

While the submittal process can be time consuming for both Contractor and Government technical and administrative personnel and can significantly affect the construction schedule, procurement, placement, testing, and transfer procedures, it is critical to the success of both the quality control and quality assurance processes. As such, its scope must be carefully thought out during the design process and submittal requirements tailored to trim-fit the specific job. Because submittal approval must be timely to allow procurement and delivery of materials or equipment prior to the preparatory inspection (P/I) phase of the 3-step inspection process, the number and type of submittals required by the contract should be kept to the minimum amount sufficient to assure the specified construction quality is achieved.



From a contractual standpoint, all required submittals are “important”. However, some are more critical to quality management than others, particularly extensions of design, deviations, and those involving critical materials or equipment, which must be compatible with an entire system. By regulation and policy, these critical submittals require Government approval. Review for Government approval can involve construction field and District Office, District engineering division, and design Architect-Engineer personnel. Submittals of a less critical nature are usually approved by the contractor and submitted to the Government “**For Information Only**” (FIO). As a quality assurance measure, regulations require Government review of a percentage (10%) of all Contractor approved **FIO** submittals.

## Submittals that require Government Approval

Submittals that should always require Government Approval are: (Examples provided are not all inclusive and are used only for illustration purposes.)

### Extensions of Design

Examples:

1. Fire Alarm Systems
2. Fire Sprinkler Systems
3. Prefabricated Buildings
4. Structural Steel Drawings
5. Standing Seam Metal Roof Drawings
6. Coordination Studies such as short circuit analysis

### Critical Materials

These are materials that must meet specific quality performance standards.

Examples:

1. Coatings for Cathodic protection of storage tanks
2. High-pressure piping and controls
3. Acid and Hazardous Waste Systems
4. Architectural Finishes for Customer Approval

### Deviations

This includes any submittal by the construction Contractor that varies from the construction contract specifications or drawings.

### O&M Manuals

These include those involving equipment that must be checked for compatibility with the entire system.

Examples:

1. Sewage Treatment Systems

**Quality Control System**

---

2. Water Purification Plants
3. Energy Management Control Systems
4. Intrusion Detection Systems
5. Power Generation and Distribution Systems

A Mechanical Engineer assigned as a District support staff provided the following scenario about the difference between an **FIO** and a **GA** submittal. It seems to hit the head on the nail, and is worth sharing:

**I found myself in the middle of a heated discussion concerning a *For Information Only (FIO)* submittal.**

**The contractor felt the government reviewer had imposed additional and unreasonable requirements on an FIO submittal, after all, it was for information only. *Why was the reviewer requesting more information? Why was the submittal rejected as incomplete and returned?***

**A great question! What is the difference between an FIO submittal and a Government Approved, GA, submittal?**

**The only difference that I could think of was payment. The GA submittal requires an approved action code by the government before we will accept an invoice for payment. After an FIO submittal receives an approved action code from the Contractor Quality Control staff and it is submitted to the government, the contractor can invoice the government in the next pay request without waiting for any further action by the government.**

**Reviewing section 01330, Submittals, paragraph 3.1, the information required in the submittal does not vary from a GA to an FIO submittal. The information requirements are not dependent upon who is doing the review and approval. The FIO and GA designation refers to only the approval sequence of the submittal.**

**In the above event, the government reviewer was correct in requiring the Contractor to provide additional information per the appropriate SD and rejecting the submittal as incomplete.**

**During our review of FIO submittals, 10% of all FIO submitted for a project, we should not expect to see a lesser-detailed submittal nor should we accept a lesser-detailed submittal.**

**Emmanuel J. Molina, CESPL-CO-CS**

## SpecsIntact

### (Specifications-Kept-Intact) Specification Production System

The National Aeronautics and Space Administration (NASA) developed this program over a period of years; by the Construction Criteria Base (CCB) system, which was developed by the National Institute of Building Sciences (NIBS); by the cooperative efforts of the military services; and by the Internet.

The use of SpecsIntact in both Military and Civil construction contracts is mandatory, as established within Engineering Regulation **ER 1110-2-1201** and CEMP-EA (1110) Memorandum of 14 April 1997, for all FY00 and future projects. This policy has been incorporated into **ER 1110-345-700**, "**Drawings, Design Analysis, and Specifications**".

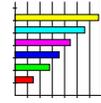
For those that may need assistance with SpecsIntact, the **Kennedy Space Center (KSC)** maintains a web site at URL <http://si.ksc.nasa.gov/specsintact/> to accept user feedback and to provide access to the latest software releases, the on-line User Guide, and other current news. Additionally, CECW-EP has arranged for on-site SpecsIntact training if requested, and the Prospect Course 185, **Specification Writing for Construction Contracts**, includes four hours of SpecsIntact job processing and editor instruction.

The Corps of Engineers uses a section numbering system based on the CSI MasterFormat; and uses a uniform section format based on the CSI Manual of Practice and the SpecsIntact system. The Corps of Engineers Guide Specifications is designed to be used with SpecsIntact. It is a personal computer-based system for the production of project specifications. SpecsIntact is designed to assemble project specifications from one or more guide specification databases (Masters), from other projects, or from sections written specifically for the project. When our contract specifications are generated in SpecsIntact they can be directly imported into RMS in the format of the ENG Form 4288, **Submittal Register**, and then exported into the QCS program. A future enhancement will afford the ability to import from SpecsIntact directly into QCS. This will be especially important for Design-Build contracts.

### Government Responsibilities (ER 415-1-10)

The designer will prepare a list of submittals required for each contract. This list must be very specific to allow the construction Contractor to know exactly what is required to be submitted. This list will be prepared electronically on ENG Form 4288-R (**Submittal Register**) and will be limited to columns "d" thru "o". This list will be provided in hard copy and on computer diskette, which is compatible with the QCS and RMS software. Prior to advertisement, construction and engineering elements jointly determine what submittals require Government Approval (GA) and what submittals are designated For Information Only (FIO). This is noted in columns "p" and "q" on the ENG Form 4288-R. Column "r" is used to designate the reviewer. The information on ENG Form 4288-R is usually incorporated into the specifications prior to advertisement. However, for Design-Build contracts, the Contractor is required to produce this document.

1. The Government COR (Contracting Officer Representative) will review the Contractor's submittal control document for compliance to the contract, and to assure that all required submittal schedules, review time, and procurement lead times are reasonable. In addition, the document shall be checked against the **Network Analysis System** or other approved construction schedule.



**Good News Scenario:** Contractor reflects that he is 30-days AHEAD OF SCHEDULE.

**Bad News Scenario:** The Contract Submittals may very well be BEHIND SCHEDULE by the same time.

**Solution:** If work or progress is being accelerated for any reason, including Contractor efficiency, the submittal process must also be accelerated.

2. The master copy of the control document is usually maintained in the Area/Resident Office. Control at this level is necessary to ensure effective management of the Contractor and timely response by the Government. It is essential that a complete record of all action dates be maintained and that the document reflects current information for each contract. It is important that certifications required after completion of construction, like roofing systems and underground heat distribution systems, be monitored and obtained at the appropriate times. The Area/Resident Engineer should monitor progress at all times and take appropriate action for any delay. Examples of appropriate actions for Contractor caused delays include letters advising of delinquency, retainage for unsatisfactory progress, and nonpayment for unapproved materials.

## Submittal Processes

Now that we understand way more than we will probably need to know, let's look at how to use QCS for control of Submittals.

### Contract Setup

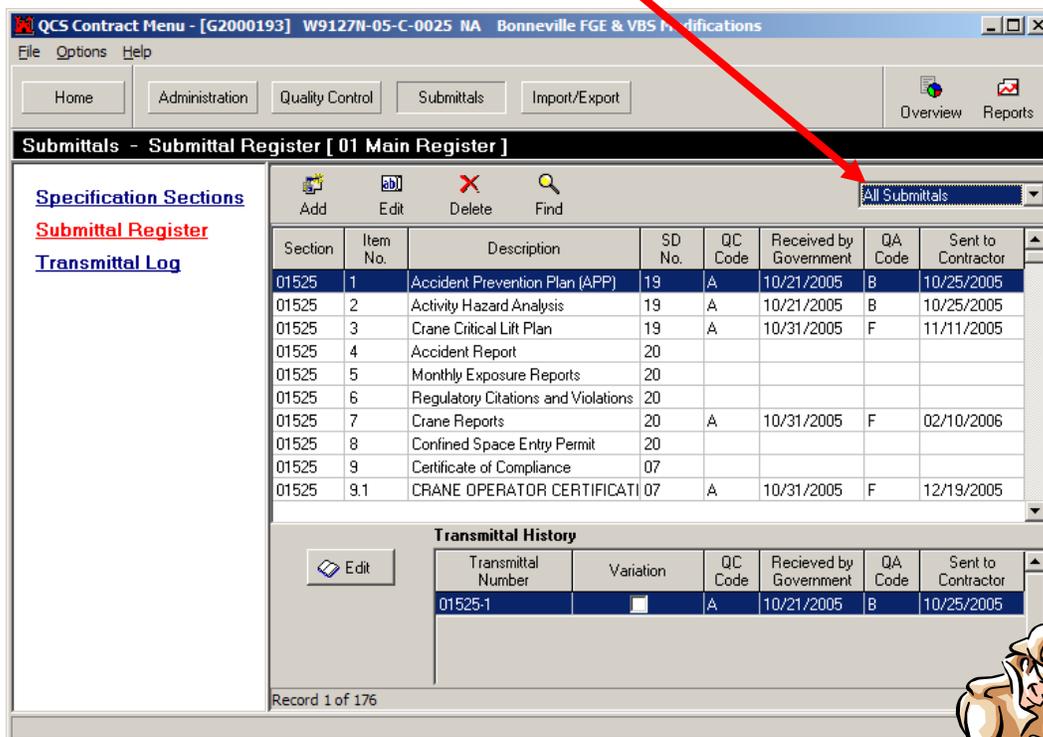
During the setup of a contract, the Government will typically load the ENG Form 4288, Submittal Register, into RMS and it would be exported to the QCS program upon award of the contract. The register is best imported directly from SpecsIntact, as explained earlier. In the case of a Design-Build contract, the Contractor will eventually be able to import the register directly from SpecsIntact. At this time, it can be loaded manually into QCS, which is typical for a Design-Build contract. A contract may have an unlimited number of submittal registers, and this is determined by the contract itself. The setup for determining the number of registers is part of the RMS program and would be exported to the QCS program.

## Quality Control System

This screen reflects a listing of submittal items from the QCS program. It is accessed from the **CONTRACT MENU /SUBMITTALS / SUBMITTAL REGISTER**, as shown below.

This listing can be filtered by one of the following choices:

- a. *All Submittals*
- b. *Completed Submittals*
- c. *Outstanding Submittals*
- d. *Submittals in Review*



The screenshot shows the 'Submittals - Submittal Register [ 01 Main Register ]' window. The interface includes a menu bar (File, Options, Help), a toolbar with buttons for Home, Administration, Quality Control, Submittals, and Import/Export, and a navigation pane on the left with links for Specification Sections, Submittal Register, and Transmittal Log. The main area contains a table of submittal items and a Transmittal History table. A red arrow points to the 'All Submittals' filter dropdown menu.

Section	Item No.	Description	SD No.	QC Code	Received by Government	QA Code	Sent to Contractor
01525	1	Accident Prevention Plan (APP)	19	A	10/21/2005	B	10/25/2005
01525	2	Activity Hazard Analysis	19	A	10/21/2005	B	10/25/2005
01525	3	Crane Critical Lift Plan	19	A	10/31/2005	F	11/11/2005
01525	4	Accident Report	20				
01525	5	Monthly Exposure Reports	20				
01525	6	Regulatory Citations and Violations	20				
01525	7	Crane Reports	20	A	10/31/2005	F	02/10/2006
01525	8	Confined Space Entry Permit	20				
01525	9	Certificate of Compliance	07				
01525	9.1	CRANE OPERATOR CERTIFICATI	07	A	10/31/2005	F	12/19/2005

Transmittal Number	Variation	QC Code	Received by Government	QA Code	Sent to Contractor
01525-1		A	10/21/2005	B	10/25/2005

Record 1 of 176

Only after our Submittal register(s) is setup, will we be able to begin tracking the actual *Submittals* and *Transmittals* for our contract.



## Submittal Requirements

If the Government, via the RMS program, has the SpecsIntact import, you are finished with the setup and the register may be viewed immediately. However, you still may want to make manual entries, or even the complete register entry, so we will explore that process next.

SUBMITTAL REGISTER (ER 415-1-10)				TITLE AND LOCATION		DATE									
				Landfill Expansion, Ft. Inlin, CA		04 Jul 2000									
				CONTRACTOR		CONTRACT NUMBER									
				Sun Eagle Corporation		DAC/09-97-C-0052									
ACTIVITY NUMBER	TRANSMITTAL NUMBER	ITEM NUMBER	SPECIFICATION PARAGRAPH NUMBER	DESCRIPTION OF SUBMITTAL	TYPE OF SUBMITTAL	CLASSIFICATION		CONTRACTOR SCHEDULE DATES			CONTRACTOR ACTION		GOVERNMENT ACTION		
						INFO ONLY	GOVT APPR	REVIEWER	SUBMIT NEEDED BY	APPROVAL NEEDED BY	MATERIAL NEEDED BY	CODE	SUBMIT TO CORPS	CODE	DATE
<b>SECTION - 00200 Bid/Proposal Form</b>															
	3	1	00200				X		Eric G Holland						29 Jul 98
<b>SECTION - 00300 Subcontractor List</b>															
		1	00300				X								
<b>SECTION - 16721 Fire Detection and Alarm System</b>															
P570		1	16721 3.6	Fire Alarm Control Panel	Data		X		Fred Freeman						

Example Register – ENG Form 4288

## Manually Adding Submittal Items to the Register

We begin the process by selecting **Submittals** and highlighting **Submittal Register** and pushing the **Add** button, as shown below.

The screenshot shows the 'Submittals - Submittal Register [ 01 Main Register ]' window. The toolbar includes buttons for 'Add', 'Edit', 'Delete', and 'Find'. The main table lists the following submittal items:

Section	Item No.	Description	SD No.	QC Code	Received by Government	QA Code	Sent to Contractor
01525	1	Accident Prevention Plan (APP)	19	A	10/21/2005	B	10/25/2005
01525	2	Activity Hazard Analysis	19	A	10/21/2005	B	10/25/2005
01525	3	Crane Critical Lift Plan	19	A	10/31/2005	F	11/11/2005
01525	4	Accident Report	20				
01525	5	Monthly Exposure Reports	20				
01525	6	Regulatory Citations and Violations	20				
01525	7	Crane Reports	20	A	10/31/2005	F	02/10/2006
01525	8	Confined Space Entry Permit	20				
01525	9	Certificate of Compliance	07				
01525	9.1	CRANE OPERATOR CERTIFICATI	07	A	10/31/2005	F	12/19/2005

The 'Transmittal History' section at the bottom shows:

Transmittal Number	Variation	QC Code	Received by Government	QA Code	Sent to Contractor
01525-1	<input type="checkbox"/>	A	10/21/2005	B	10/25/2005

Record 1 of 176

## Quality Control System

## Submittal Item Screen

Details for Submittal Item [0] - Bonneville FGE & VBS Modifications

Section No. 03307 Section Title Concrete for Minor Structures

Item No. 12 Item Description Finishing Paragraph 3.3

Approval Requirement

Classification

For Information Only

Government Approval

DA - Designer of Record Approval

CR - Government Conformance Review of Design

Drawing S-13 Submittal Type 02 SHDP DRAWINGS

Submittal Schedule

Required for Activity

Primary Contractor Reviewer RRF

Primary Government Reviewer/Office Eric A. Arndt Portland District Eng/Const

**Section Lookup**

Search Characters

Section	Description
15990	Testing, Adjust & Balance of HVAC System
15995	Commissioning of HVAC Systems
16070	Seismic Protect for Electrical Equipment
16263	Diesel-Gen Set/Statnary 100-2500 Kw/Aux
16375	Electrical Dist System, Underground
16410	Automatic Transfer & By-Pass/Iso Switch
16415	Electrical Work, Interior
16470	Coordinated Power System Protection
16526	Airfield/Heliport Ltg & Visual Nav Aids
16665	Static Electricity Protection System
16710	Premises Distribution System

Search By Section

Record 84 of 100.

OK Cancel

Use the lookup, or manually type in the **Section** number of the **Submittal Item**. QCS will automatically assign the next available **Item** number for that **Section**, but it can be changed if needed.

You can "search" by *Section* or *Description*.

Push the **OK** button when completed.

You are now ready to begin entering the specific details and requirements of the submittal item.

## Submittal Details and Requirements

**Submittal Requirements Window**

The screenshot shows the 'Submittal Requirements Window' for 'Item [0] - Bonneville FGE & VBS Modifications'. The window contains the following fields and sections:

- Section No.:** 03307 (Callout A)
- Section Title:** Concrete for Minor Structures (Callout C)
- Item No.:** 12
- Item Description:** Finishing (Callout B)
- Paragraph:** 3.3
- Approval Requirement:**
  - Classification:
    - For Information Only
    - Government Approval
    - DA - Designer of Record Approval
    - CR - Government Conformance
  - Primary Contractor Reviewer: RRF
  - Primary Government Reviewer/Office: Eric A. Arndt, Portland District Eng/Const
- Drawing:** S-13 (Callout D)
- Submittal Type:** 02 SHDP DRAWINGS (Callout E)
- Submittal Schedule:**
  - Required for Activity: 10005A VBS Guides (Following WS)
  - Submittal need dates based on Activity Start Date: 03/01/2006A
- Material Delivery Lag/Lead ±:** Days
- Material Needed by:** 03/01/2006
- Procurement Period:** Days
- Approval Needed by:** 03/01/2006
- Government Review Period:** 14 Days
- Submit Needed by:** 02/15/2006

**A** After the **Section** and **Item** numbers are inserted, and you leave this first screen, they cannot be changed. (If it is incorrect, you will need to delete it and re-enter before proceeding further.)

**B** The **Paragraph** number is entered from the *Specification Section* paragraph that references the details of this particular submittal item.



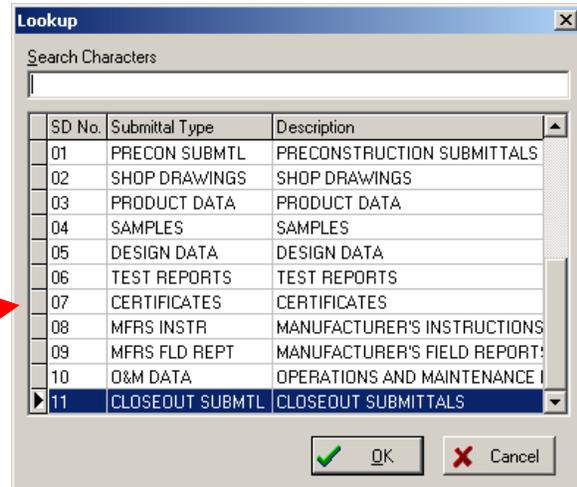
It is highly recommended that the paragraph number be taken from within the body of the specification section that gives the *detailed requirements* of the item. The paragraph number from the front of the section that simply requires the item to be submitted is actually of little use for our purposes of administering the contract.

**C** The **Description** of the item should clearly convey what it is that is being submitted. It is best not to abbreviate unless it just makes sense to do so. The **Description** will appear on many of the Forms and Reports throughout the QCS and RMS programs.

**D** The **Drawing** number is the sheet number from the *Contract Drawings* where the item being submitted may be located or referenced (e.g., Sheet C-3A).

**E** The **Submittal Type** conveys the nineteen *Submittal Descriptions* (SD) that are part of the SpecsIntact program. There are eleven submittal descriptions used on Corps of Engineers', Department of the Air Force, and the Department of the Navy contracts.

**Submittal Type Lookup Table**



SD No.	Submittal Type	Description
01	PRECON SUBMTL	PRECONSTRUCTION SUBMITTALS
02	SHOP DRAWINGS	SHOP DRAWINGS
03	PRODUCT DATA	PRODUCT DATA
04	SAMPLES	SAMPLES
05	DESIGN DATA	DESIGN DATA
06	TEST REPORTS	TEST REPORTS
07	CERTIFICATES	CERTIFICATES
08	MFRS INSTR	MANUFACTURER'S INSTRUCTIONS
09	MFRS FLD REPT	MANUFACTURER'S FIELD REPORT
10	O&M DATA	OPERATIONS AND MAINTENANCE
11	CLOSEOUT SUBMTL	CLOSEOUT SUBMITTALS

### Submittal Descriptions:

**SD-01 = Preconstruction Submittals** - Submittals which provide Certificates of Insurance, Surety Bonds, List of proposed subcontractors, List of proposed products, Construction Progress Schedule, Submittal Register, Schedule of values, Health and Safety Plan, Work Plan, Quality Control Plan and Environmental Protection Plan.

**SD-02 = Shop Drawings** – Drawings, schedules, diagrams, and other data prepared specifically for this contract, by contractor or through contractor by way of subcontractor, manufacturer, supplier, distributor, or other lower tier contractor, to illustrate portion of work.

**SD-03 = 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 portion of work, but not prepared exclusively for this contract. It also includes samples of warranty language when the contract requires extended product warranties.



**SD-04 = Samples** – Physical examples of products, materials, equipment, assemblies, or workmanship that are physically identical to portion of work, illustrating portion of work or establishing standards for evaluating appearance of finished work or both. This includes color samples, field samples and mock-ups constructed on the project site.

**SD-05 = Design Data** – Calculations, mix designs, analyses or other data pertaining to a part of work.

**SD-06 = Test Reports** – Report signed by authorized official of testing laboratory that a material, product or system identical to the material, product or system to be provided has been tested in accord with specified requirements. (Testing must have been within three years of date of contract award for the project.) Report which includes findings of a test required to be performed by the Contractor on an actual portion of the work or prototype prepared for the project before shipment to job site. Report which includes finding of a test made at the job site or on sample taken from the job site, on portion of work during or after installation. Investigation reports. Daily checklists. Final acceptance test and operational test procedure.

**SD-07 = Certificates** – Statements signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements. Must be dated after award of project contract and clearly name the project. Document required of Contractor, or of a supplier, installer or subcontractor through Contractor, the purpose of which is to further quality of orderly progression of a portion of the work by documenting procedures, acceptability of methods or personnel qualifications. Confined space entry permits.

**SD-08 = Manufacturer's Instructions** – Preprinted material describing installation of a product, system or material, including special notices and Material Safety Data Sheets concerning impedances, hazards and safety precautions.

**SD-09 = Manufacturer's Field Reports** – Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions. Factory test reports.

**SD-10 = Operation and Maintenance Data** – Data that is furnished by the manufacturer, or the system provider, to the equipment operating and maintenance personnel. This data is needed by operating and maintenance personnel for the safe and efficient operation, maintenance and repair of the item.

**SD-11 = Closeout Submittals** – Documentation to record compliance with technical or administrative requirements or to establish an administrative mechanism.



The SpecsIntact Configuration, Control and Coordinating Board have assigned the SD numbers and names, and they correspond to the terminology used in the technical sections. These numbers and names should remain consistent. An individual Corps of Engineers District Office can add additional SD numbers and names within the Government RMS program.

## Approval Requirements

**Submittal Requirements Window**

The screenshot shows the 'Details for Submittal Item [0] - Bonneville FGE & VBS Modifications' window. Key fields include:

- Section No.: 03307
- Section Title: Concrete for Minor Structures
- Item No.: 12
- Item Description: Finishing
- Paragraph: 3.3
- Approval Requirement Classification:
  - For Information Only (Callout F)
  - Government Approval
  - DA - Designer of Record Approval
  - CR - Government Conformance Review of Design
- Primary Contractor Reviewer: RRF (Callout G)
- Primary Government Reviewer/Office: Eric A. Arndt, Portland District Eng/Const (Callout H)
- Drawing: S-13
- Submittal Type: SHDP DRAWINGS
- Required for Activity: 10005A, VBS Guides (For Use During The Following WS)
- Material Delivery Lag/Lead: [ ] Days
- Material Needed by: 03/01/2006
- Procurement Period: [ ] Days
- Approval Needed by: 03/01/2006
- Government Review Period: 14 Days
- Submit Needed by: 02/15/2006

**F** Indicate whether this submittal item will be approved by the Contractor (**For Information Only**) or will require **Government Approval**. The submittal register (*ENG Form 4288-R*) will use the abbreviation of **FIO** for Information Only submittals and **GA** for Government Approval.

**G** The **Primary Contractor Reviewer** should be selected from the Lookup table. This is typically the individual with overall responsibility for submittal control for the QC process. This individual would coordinate all comments for secondary reviewers, subcontractors, and so forth, prior to submitting the final comments back to the Government with the Transmittal form (*ENG Form 4025*).

**H** The **Primary Government Reviewer/Office** blocks are primarily controlled by the Government. The lookup can initially be used to indicate that it is expected to be reviewed at the Corps of Engineers District Office (DO), Area Office (AO), Resident Office (RO), Project Office (PO), or by the Architect-Engineer (AE). It may be changed by the Government via a future Export / Import. This is typically the individual with overall responsibility for submittal control for the QA process. This individual would coordinate all comments for secondary reviewers prior to submitting the final comments back to the Contractor with the Transmittal form (*ENG Form 4025*).

## Submittal Schedule

In order verify that submittals are or will be timely, they must be coordinated with the Contractor's *scheduling system* (i.e., NAS). QCS, RMS and *ENG Form 4288-R* **REQUIRE** that every submittal item be attached to an individual **Activity** from the Contractor's schedule.

### Submittal Requirements Window

The screenshot shows the 'Details for Submittal Item' window for 'Bonneville FGE & VBS Modifications'. The window contains the following fields and callouts:

- I**: Points to the 'Classification' section, specifically the 'For Information Only' radio button.
- J**: Points to the 'Required for Activity' dropdown menu, which is set to '10005A'.
- K**: Points to the 'Government Review Period' field, which is set to '14' days.
- L**: Points to the 'Primary Government Reviewer/Office' field, which contains 'Eric A. Arndt' and 'Portland District Eng/Co'.
- M**: Points to the 'Primary Contractor Reviewer' field, which contains 'RRF'.

Other visible fields include: Section No. (03307), Section Title (Concrete for Minor Structures), Item No. (12), Item Description (Finishing), Paragraph (3.3), Drawing (S-13), Submittal Type (SHDP DRAWINGS), Submittal Schedule (02), Material Delivery Lag/Lead (Days), Procurement Period (Days), Material Needed by (03/01/2006), Approval Needed by (03/01/2006), and Submit Needed by (02/15/2006).

**I** Use the lookup provided for **Required for Activity** and attach the associated Activity for the item being entered on this screen. The idea is to be able to verify that an item is submitted prior to submitting payment for an associated Activity. Therefore, **IT MUST BE ATTACHED to the VERY FIRST activity that has money (funds) attached to it.** The submittal must be approved, etc., prior to the first occurrence of the product being used or installed.

This is important for many obvious reasons, but one specifically comes to mind that we need to understand:

The Activity **start date**, along with **material procurement and lag/lead times**, and the **Approval period** is what determines the dates printed out on the *ENG Form 4288-R* and provides the data for the various sorts within our Submittal Reports.

**J** In this example, QCS and RMS will *compute* the Submittal need date on the **Activity Schedule** for the Activity, based on the NAS being used. Alternatively, a **Manually Entered**

**Work Start Date** could be entered here. If the Manual method is selected, a popup calendar will appear and you must enter, and keep updating, the expected start date for the activity.

**K** The **Government Review Period** is typically 35 calendar days, exclusive of mail time. However, there may be specific submittals or technical sections that have different review periods. For example, it is not uncommon for a contract to specify 90-calendar days for approval of structural steel drawings or prefabricated metal buildings, and so forth. There may also be shorter review periods in some of the front-end specification sections. In any case, enter the review period for this item as required. It will be a time specified in the contract, or a time as mutually agreed after award of the contract.



In the case of a Design-Build Contract, the Contractor must also account for any review period by his Design forces. This may result in a very lopsided requirement time for the submittal to be provided.

**L** You, as the Contractor, are the only one that can complete the **Material Procurement Period** (unless, perhaps, that Government Furnished Property is being entered). The Prime Contractor must coordinate this period with the responsible Subcontractor during the completion of the register.

Common materials, like cement or gravel may be considered “off-the-shelf items” and the procurement period may be entered as zero. However, there are many pieces of electrical and mechanical equipment that takes weeks, and even months, to receive on the jobsite, following submittal approval. This is an area often ignored, but should be consistently recorded.

**M** The item represented by this submittal should always be linked to a pay activity. Consequently, the item is either needed on site before the activity starts, when it starts, or after it starts. QCS and RMS use the terms *Lag/Lead* for tracking this information.

**Lead Time: minus (-) so many days prior to start of activity**

Example: The Activity may be “Drywall”. The submittal item may be the *sheetrock* needed for the Activity. The *sheetrock* may be needed on site 3 days prior to start of the “Drywall” to allow stocking, verification, etc.

**Zero: start of activity**

Example: The Activity may be “Concrete”. The submittal item may be “Curing Compound” (an off-the-shelf item). The curing compound is needed when the activity “Concrete” begins.

**Lag Time: plus (+) so many days after start of activity**

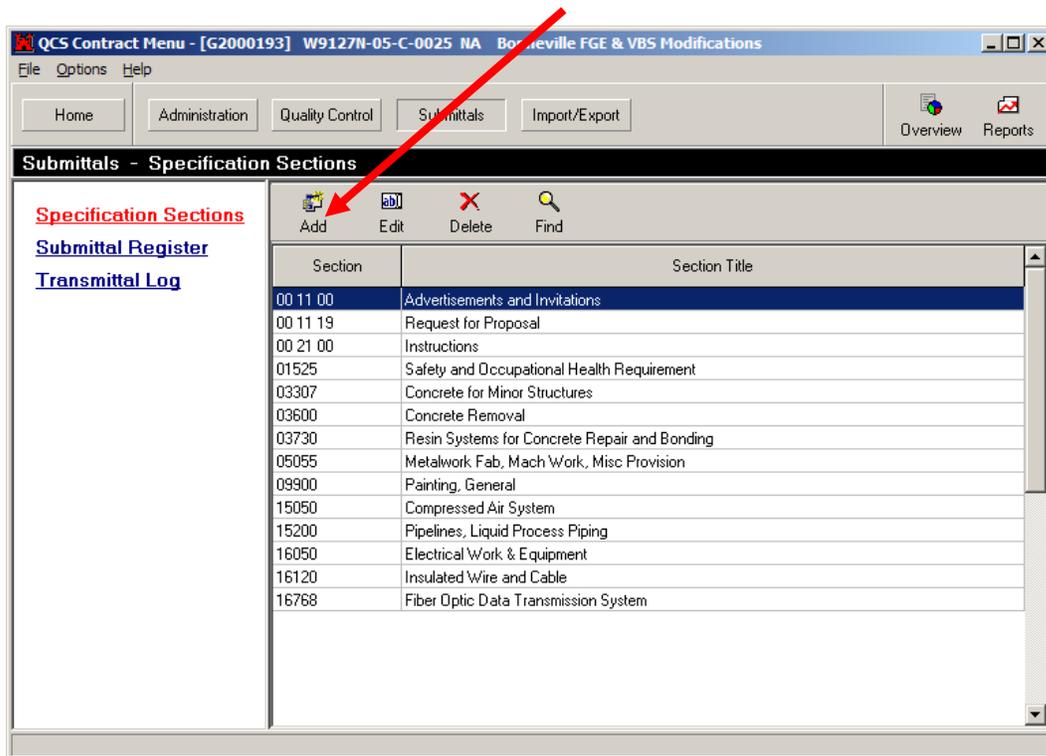
Example: The Activity may be “Erect Metal Building”. The submittal item may be “*Metal Siding*”. The “Metal Building” would be started with erection of the structural steel members and after

that was completed; the “*Metal Siding*” would be applied. This lag time may be several days or even weeks.

## Specification Sections

There may be occasion where the Contractor needs to add a Specification Section that is not in the existing submittal register. For example, a Modification has added a specification section, or the contract is a Design-Build contract. You now have two choices when adding a **Specification Section** within QCS. You may select the **Add** button and view the drop-down menu:

- Manually Add New Section
- Select Sections From MasterFormat 1995 Library
- Select Sections From MasterFormat 2004 Library



## Manually Add New Section

You may add a section using any number or title you wish.

The section number can be up to fourteen (14) characters long (alpha or numeric).

The section title may be up to 45 characters in length.

## Select Sections from MasterFormat 1995 Library or 2004 Library

You view a lookup that originates in the **Government Library** from the **Home** menu. You can either **Check All Sections** (*I can't imagine you REALLY needing this, but.....*) or check the individual sections you need.

Once you choose **Check All Sections**, the title will change to **Remove All Checks From Sections**. (*That is a GOOD thing, just in case you REALLY used Check All Sections!*)

RMS includes the older format of MasterFormat 1995 and now includes the MasterFormat 2004. The older version basically included 16 Specification Divisions and the new format includes 50 Divisions (some are 'reserved' for future use).

When downloaded from SpecsIntact 2004 Library you will download all of the fourteen characters available. With this new format we are able to link the submittal items to various other data, such as QC Test or QA Tests.

Section	Title
<input type="checkbox"/>	16264 Diesel-Generator Set, 15-300 KW, Standby
<input type="checkbox"/>	16265 Uninterruptible Power Supply Sys >15kVA
<input type="checkbox"/>	16311 Main Electric Supply Station/Substation
<input type="checkbox"/>	16370 Electrical Distribution System, Aerial
<input type="checkbox"/>	16403 Motor Control Centers, Swbds & Pnlbds
<input checked="" type="checkbox"/>	16475 Coordinated Power System Protection
<input type="checkbox"/>	16525 Helipad Lighting/Visual Navigation Aids
<input type="checkbox"/>	16528 Ext Ltg, Insp, Security & CCTV Applications
<input type="checkbox"/>	16650 Electromagnetic Interference/Compatibility
<input type="checkbox"/>	16721 Intercom
<input type="checkbox"/>	16750 Nurse Call
<input type="checkbox"/>	16751 Closed Circuit Television
<input checked="" type="checkbox"/>	16755 Radio Pa
<input type="checkbox"/>	16770 Radio an
<input type="checkbox"/>	16781 Master Al
<input type="checkbox"/>	16790 Stand-Al
<input checked="" type="checkbox"/>	16790 Specification S

**RMS/QCS retains the older MasterFormat 1995 numbering system, but has added the newer Industry Standard MasterFormat 2004 system.**

Section	Title
<input checked="" type="checkbox"/>	05 12 23 Structural Steel for Buildings
<input type="checkbox"/>	05 12 33 Structural Steel for Bridges
<input type="checkbox"/>	05 13 00 Structural Stainless-Steel Framing
<input type="checkbox"/>	05 14 00 Structural Aluminum Framing
<input type="checkbox"/>	05 14 13 Architecturally-Exposed Structural Aluminum F
<input type="checkbox"/>	05 15 00 Wire Rope Assemblies
<input type="checkbox"/>	05 15 13 Aluminum Wire Rope Assemblies
<input type="checkbox"/>	05 15 16 Steel Wire Rope Assemblies
<input type="checkbox"/>	05 15 19 Stainless-Steel Wire Rope Assemblies
<input type="checkbox"/>	05 16 00 Structural Cabling
<input type="checkbox"/>	05 16 33 Bridge Cabling
<input checked="" type="checkbox"/>	05 20 00 Metal Joists
<input checked="" type="checkbox"/>	05 21 00 Steel Joist Framing
<input type="checkbox"/>	05 21 13 Deep Longspan Steel Joist Framing
<input type="checkbox"/>	05 21 16 Longspan Steel Joist Framing
<input type="checkbox"/>	05 21 19 Open Web Steel Joist Framing
<input type="checkbox"/>	05 21 23 Steel Joist Girder Framing

Record 1012 of 6718

Quality Control System

This completes the preparation of the submittal register. These screens are completed for 100% of the items requiring submission. The *ENG Form 4288-R* can be generated and is officially known as the "Submittal Register". The next thing that occurs would be that of selecting one of more of these submittal items and sending them to the Government for approval or record purposes. The transmittal form that will be used is the *ENG Form 4025*.

Sample Submittal Register – ENG Form 4288

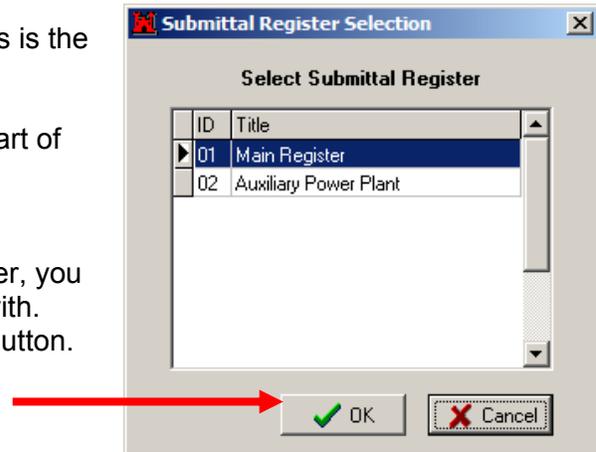
SUBMITTAL REGISTER (ER 415-1-10)				TITLE AND LOCATION Design/Constr Family Housing, Area 4, Redstone Arsenal, AL				DATE 05 Sep 2001								
				CONTRACTOR Amer Renov & Constr Co.				CONTRACT NUMBER DACAO1-99-C-0033								
ACTIVITY NUMBER	TRANS-MITTAL NUMBER	ITEM NUMBER	SPECIFICATION PARAGRAPH NUMBER	DESCRIPTION OF SUBMITTAL	TYPE OF SUBMITTAL	CLASSIFICATION		REVIEWER	CONTRACTOR SCHEDULE DATES			CONTRACTOR ACTION		GOVERNMENT ACTION		
						INFO ONLY	GOVT APPR		SUBMIT NEEDED BY	APPROVAL NEEDED BY	MATERIAL NEEDED BY	CODE	SUBMIT TO CORPS	CODE	DATE	
		2	01451 1.1.5	Construction Office Trailer & Compound	SHOP DRAWINGS		X							13 Sep 99	B	16 Sep 99
		5	01451 3.2.2	CQC Plan	DATA		X							07 Feb 00	A	18 Feb 00
		7	01451 3.4.3	CQC System Manager	DATA		X					A		15 Oct 99	B	10 Nov 99
		8	01451 3.4.3	CQC System Manager(Alternate)	DATA		X					A		15 Oct 99	B	10 Nov 99
<b>SECTION - 02050</b>																
		9	02050	Demolition Plan	DATA		X							21 Oct 99	A	29 Oct 99
<b>SECTION - 02085</b>																
		1	02085	Test Reports	REPORTS	X										
		2	02085	Certification	CERTIFICATES	X										
<b>SECTION - 02090</b>																
		1	02090	Lead-Based Paint Abatement and Disposal	CERTIFICATES	X										
<b>SECTION - 02200</b>																
		1	02200	Test Reports	REPORTS	X								04 Feb 00	F	18 Feb 00
		2	02200	Earthwork Certificates	CERTIFICATES	X										
		3	02200 20.1	Moisture Density - Lookout Pit	RPTS/TESTS	X								17 Feb 00	F	18 Feb 00
		4	02200 2.01A	Moisture-Density Relationship Test	RPTS/TESTS	X								01 Mar 00	F	16 Mar 00
		5	02200 2.01	Moisture-Density Relationship Test Wesso	RPTS/TESTS	X								13 Apr 00		
		6	02200 2.01	Moisture-Density Test Dyer Circle Utilit	RPTS/TESTS	X								13 Apr 00		
<b>SECTION - 02400</b>																
		1	02400 2.01	Storm Drainage	DATA	X								22 Feb 00	F	16 Mar 00
<b>SECTION - 02713 Bituminous Base Course</b>																
		1	02713 2.01	Water Distribution Systems	DATA	X								18 Apr 00	A	19 Apr 00
<b>SECTION - 02722 Graded-Crushed-Aggregate Base Course</b>																
		1	02722 2.01	Sanitary Sewers	DATA	X								16 May 00	F	16 May 00
<b>SECTION - 03300 Cast-In-Place Structural Concrete</b>																
		1	03300 1.02	Materials and Mix Designs	PRODUCT DATA		X							14 Mar 00	A	22 Mar 00
		2	03300 1.02	Reinforcement Shop Drawings	SHOP DRAWINGS		X							14 Mar 00	A	22 Mar 00
		3	03300 1.02	Test Reports	RPTS/TESTS	X										
		4	03300 1.02	Vapor Barrier	TECH DATA	X								14 Mar 00	A	22 Mar 00
		5	03300	Curing Compound	DATA	X								14 Mar 00	A	22 Mar 00
<b>SECTION - 06100 Rough Carpentry</b>																
		1	06100 1.02	Treatment Certification	CERTIFICATES	X							A			
		2	06100 1.03	Product Data	DATA	X										
005		1	06100 3	Striping Template	DATA	X		Henry					G			
<b>SECTION - 06192</b>																
RANGE : ALL																
SORT : SECTION & ITEM																

## Transmittal Processes

### Preparing the Transmittal Log (ENG Form 4025)

The form provided by QCS to track submittal items is the *Transmittal Log*. This log will include one or more submittal items for one (and only one) technical specification section. QCS will print this form as part of the Submittal Control process.

If your contract includes more than a single register, you will need to choose which one you want to work with. Select the appropriate register and push the **OK** button.



The Transmittal Log screen separates the transmittals into four different periods. The periods are reflected by the label on the four tabs and are primarily for tracking and reporting purposes:

#### Prepare Transmittals - Definition

- These are transmittals that have been prepared or are being prepared but, for one reason or another, have not been sent to the Government.

#### Transmittals in Review - Definition

- These are *Prepared Transmittals* that have been completed by the Contractor and sent to the Government for review and/or information.

#### Returned from Government - Definition

- These are *Prepared Transmittals* that have been Sent to the Government and the Government has taken approval/disapproval/acknowledgement action on it and returned it to the Contractor.

## Completed Transmittals - Definition

- These are transmittals that have been returned by the Government and acknowledged as received by the Contractor.

QCS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications

File Options Help

Home Administration Quality Control Submittals Import/Export Overview Reports

Submittals - Transmittal Log [ 01 Main Register ]

Specification Sections  
Submittal Register  
Transmittal Log

View Find Eng 4025

Prepare Transmittals Transmittals in Review Returned from Government **Completed Transmittals**

Transmittal Number	Submittal Items included on Transmittal	Contractor Prepared	Government Received	Government Returned	Contractor Received
01525-1	1,2,10	10/20/2005	10/21/2005	10/25/2005	10/28/2005
01525-2	11	10/24/2005	10/25/2005	11/17/2005	10/28/2005
01525-3	3	10/29/2005	10/31/2005	11/11/2005	10/28/2005
01525-4	7	10/29/2005	10/31/2005	02/10/2006	10/28/2005
01525-5	9,1,9,2,9,3,9,4	10/29/2005	10/31/2005	12/19/2005	10/28/2005
01525-6	12	12/02/2005	12/05/2005	12/20/2005	10/28/2005
03307-1	5,10	11/01/2005	11/02/2005	11/09/2005	10/28/2005
03307-1.1	5	11/14/2005	11/15/2005	11/28/2005	10/28/2005
03307-1.2	5	12/07/2005	12/09/2005	12/12/2005	10/28/2005
03307-2	1,2,3,6,7,8,9,11	11/10/2005	11/12/2005	12/12/2005	10/28/2005

Submittal Items included on Transmittal 01525-1

Display Items  
 Display Remarks

Item	Primary Contractor Reviewer	QC Code	Variation	QA Code
1		A	<input type="checkbox"/>	B
2		A	<input type="checkbox"/>	B
10		A	<input type="checkbox"/>	B

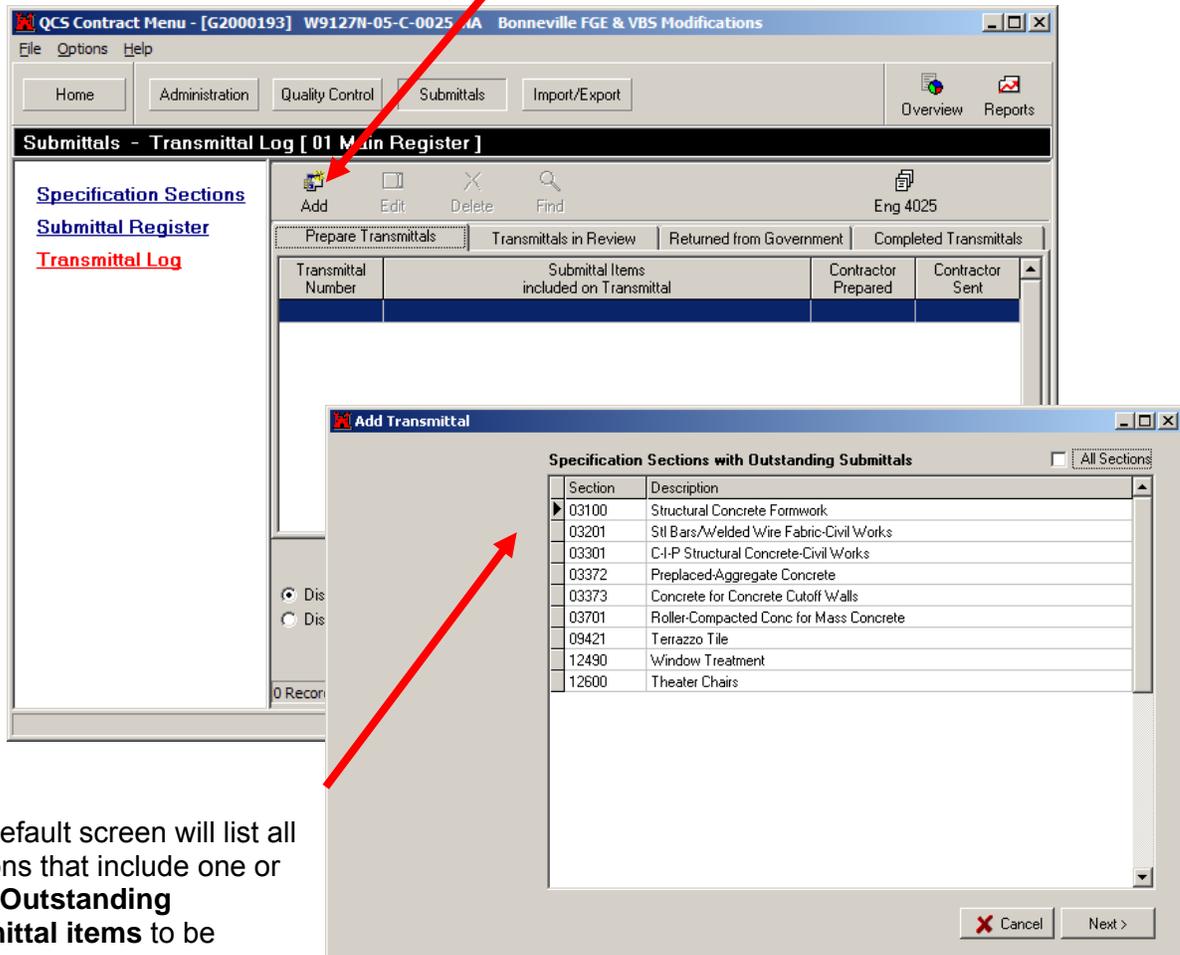
Record 1 of 41

The **ENG Form 4025**, Transmittal Form, can be viewed directly from this screen by simply highlighting the desired transmittal and clicking on this button.

At the bottom of each screen you have the option of displaying the **Item Numbers** on the Transmittal, or the **Remarks** associated with the Transmittal.

## Prepare Transmittals

The **Transmittal Log** is accessed from the main **CONTRACT MENU / ADMINISTRATION / Transmittal Log**, as shown on the following screen. You can **EDIT** an existing *Transmittal* or **ADD** a new one. For our purposes, push the **ADD** button.



The default screen will list all sections that include one or more **Outstanding Submittal items** to be processed.

You may need to provide a transmittal for an item already submitted and approved, in which case you may select the **All Sections** box at the top right of the screen. In that case, **ALL** sections will be shown on the list, including completed submittal items.

Choose the desired item from the listing and push the **Next** button on the lower right of the window.

## Quality Control System

The Next window shows all **Outstanding Submittals** from which to choose. You also have the option to show ALL submittal items if desired. You simply check one or more items that you want to include on the transmittal form. RMS will determine if the item is being submitted for the first time, or if it is a re-submittal of a previous item, and provide the numbering required to be used by the program.

Item No.	Description	SD No.	Office	Classification	Last Transmittal	QA Code
<input checked="" type="checkbox"/>	1 Electrical Dwg - Inst & Pwr Panel	02	CENWW	GA		
<input type="checkbox"/>	26 Ethernet cable	03	CENWW	FIO		
<input type="checkbox"/>	50 Indicating Lights	03	CENWW	FIO		
<input type="checkbox"/>	58 Tests, Fiber Optic	06	CENWW	GA		
<input type="checkbox"/>	61 Tests, Motor	06	CENWW	GA		
<input type="checkbox"/>	65 Test Forms, Motor	06	CENWW	GA		
<input type="checkbox"/>	66 Field Test Reports	06	CENWW	GA		
<input type="checkbox"/>	68 O & M MANUAL - Vols 1,2,& 3	12	CENWW	GA	16050-11	E

If the first item selected is a NEW submittal, this screen will appear.

**This is a new Transmittal**

Transmittal Number 03301 - 2

**This is a Resubmittal of Transmittal No 03100-1.5**

Transmittal Number 03100 - 1.5

If the first item selected is a RESUBMITTAL, this screen appears.

In both cases above, the Transmittal Number can be changed. The first set of numbers, that represent the specification section, cannot be changed.

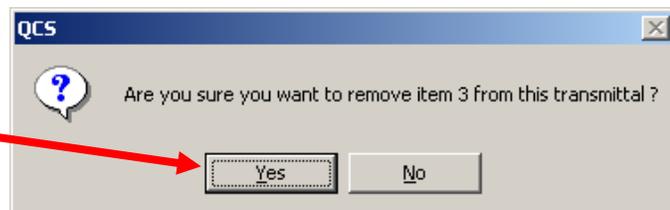
This screen is used to complete the preparation of the transmittal package.

**A. Date Prepared.** This is the default date entered. It may be changed if required.

**B. Select.** If you have an item that was inadvertently missed on the list, the Select button will return you to the screen showing **Outstanding Submittals** and you can add it at this point.

**C. Edit (Submittal Item).** This selection will take you directly to the Submittal Item screen, on which you may make changes if required. For example, you may need to change the **Contractor Primary Reviewer**, or change the **Activity** the item is linked to.

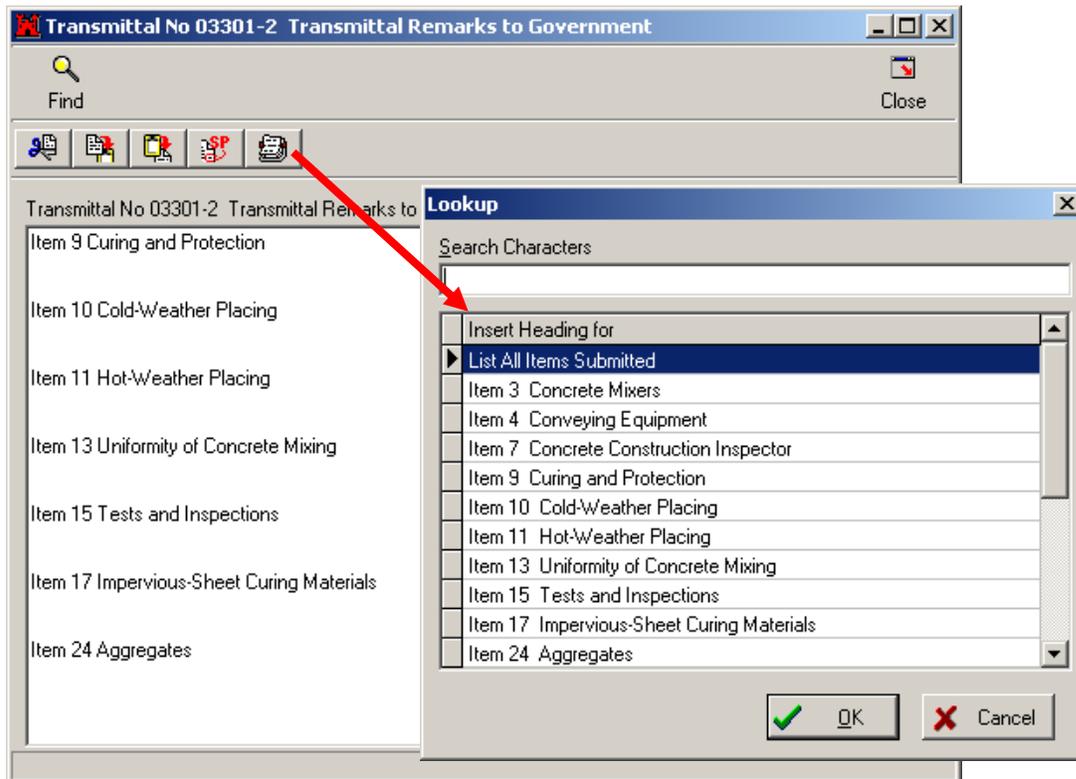
**D. Remove.** You may remove an item on the list if required.



**E. Edit (Remarks to Government).** This selection not only gives you the typical Windows © features of **Cut**, **Copy**, **Paste**, and **Spell Check**, but also provides a **Lookup** that will list all items that have been selected for this Transmittal. You can use these as a “header” for any comments you wish to make.

To enter **Transmittal Remarks to Government**, you may type directly in the field at the bottom of the screen or, alternatively, push the **EDIT** button for a larger area in which to type.

*Lookup Window for Submittal Items on the Transmittal*



The screenshot shows a 'New Transmittal' window with the following fields and callouts:

- F** points to the 'No. of Copies' field in the table.
- G** points to the 'Classification' field in the table.
- H** points to the 'Variation' checkbox in the table.
- I** points to the 'QC Code' field in the table.
- J** points to the 'Description' field in the table.

Item	Description	Primary Contractor Reviewer	No. of Copies	Classification	Variation	QC Code
8	Confined Space Entry Permit	Bob Forrester	4	FIO	<input type="checkbox"/>	A

**F. No. of Copies.** Indicate the number of copies you are providing to the Government for this Transmittal.

**G. Classification.** This column advises that the Submittal Item is labeled “For Information Only” (FIO) or, for “Government Action” (GA).

**H. Variation.** If a Variation is intended by this Transmittal is must be indicated here. If a Contractor submits an item that varies from the specified product or condition, he is responsible to point out that **Variation** and provide an explanation of the **Variance** apart from a simple CHECKMARK. **If an item does vary, and the Contractor has explained it, approval of the item by the Government constitutes an acceptance of the variance.** It could be that a modification to the contract (credit or debit) is required if the variation is considered significant. Therefore, the Government should ALWAYS carefully review any variance during the submittal process.

- I. QC Code.** Indicate the “grade” given by the Quality Control Manager for this item. The options are shown in the lookup, as follows.

The screenshot shows a 'Lookup' dialog box with a search field and a table of QC codes. A red arrow points to the first row of the table, which is highlighted in blue.

Code	Description	Status
A	Approved as submitted	Completed
B	Approved, except as noted on drawings	Completed
C	Approved, resubmission required	Resubmit
D	Returned by correspondence	Completed
E	Disapproved (See attached)	Resubmit
F	Receipt acknowledged	Completed
G	Other (Specify)	Resubmit
R	Acceptable for Release for Construction.	Completed
X	Receipt acknowledged, does not comply	Resubmit

**Duh! The QC Code Isn't ALWAYS an "A"!!!**

There are Prime Contractor's that do submit Transmittals with other than the "A" Code. Many Contractors use the code "B" when something requires clarification. Other Prime Contractors have also submitted a code "E" for an item from a Subcontractor and the Prime desires the Government to be aware that they are grading the submittal accurately and seeking correction. This is especially useful for long lead items.

- J. Completed - Ready to Send to Government.** When you have completed all action on this screen, indicate you are complete by checking this box. The Transmittal will then be transferred to the Government RMS program with your next Export.

## Transmittals in Review

Prepared Transmittals that have been completed by the Contractor and sent to the Government are reflected on this screen. Simply select the date sent.

QCS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications

File Options Help

Home Administration Quality Control Submittals Import/Export Overview Reports

Submittals - Transmittal Log [ 01 Main Register ]

View Find Eng 4025

Prepare Transmittals Transmittals in Review Returned from Government Completed Transmittals

Transmittal Number	Submittal Items included on Transmittal	Contractor Prepared	Contractor Sent	Government Received
15200-3	9	02/20/2006	02/20/2006	02/22/2006
16050-3.1	13	03/13/2006	03/13/2006	03/15/2006
16120-1.1	1	03/08/2006	03/08/2006	03/09/2006
16120-2	2	03/10/2006	03/10/2006	03/11/2006

Submittal Items included on Transmittal 15200-3

Display Items  
 Display Remarks

Item	Primary Contractor Reviewer	QC Code	Variation	QA Code
9		A	<input type="checkbox"/>	

Record 1 of 4

At the bottom of each screen you have the option to Display either the Item Numbers or the Remarks associated with each of the Transmittals.

## Returned from Government

Transmittals that have been sent to the Government and the Government has taken approval/disapproval action on it and returned it to the Contractor is reflected on this tab. The dates are automatically imported electronically with the next import from the Government RMS program. Enter the date you received the Transmittal from the Government in this block.

QCS Contract Menu - [P0008433] W912ER-04-D-0008 0004 OHC Overhead Cover Sys 004 - GRN Master

File Options Help

Home Administration Quality Control Submittals Import/Export Overview Reports

Submittals - Transmittal Log [ Main Register ]

Specification Sections  
Submittal Register  
Transmittal Log

View Find Eng 4025

Prepare Transmittals Transmittals in Review **Returned from Government** Completed Transmittals

Transmittal Number	Submittal Items included on Transmittal	Contractor Prepared	Government Received	Government Returned	Contractor Received
01015-108	51		08/23/2006	08/24/2006	11/01/2006
01015-109	48		08/25/2006	08/30/2006	

Submittal Items included on Transmittal 01015-108

Display Items  
 Display Remarks

Item	Primary Contractor Reviewer	QC Code	Variation	QA Code
51		A	<input type="checkbox"/>	F

Record 1 of 2

At the bottom of each screen you have the option to Display either the **Item Numbers** or the **Remarks** associated with each of the Transmittals.

## Completed Transmittals

Transmittals that have been returned by the Government and acknowledged as received by the Contractor are reflected on this screen. The date field is to indicate the completed transmittal was received by the Contractor.

The screenshot shows the 'Submittals - Transmittal Log [ Main Register ]' window. The 'Completed Transmittals' tab is active, displaying a table with the following data:

Transmittal Number	Submittal Items included on Transmittal	Contractor Prepared	Government Received	Government Returned	Contractor Received
01320-1	1	05/21/2005	05/24/2005	06/14/2005	06/14/2005
01320-2	2	06/24/2005	06/25/2005	07/25/2005	07/25/2005
01320-3	3	06/29/2005	06/29/2005	07/25/2005	07/25/2005
01355-1	1	05/21/2005	05/24/2005	06/09/2005	06/09/2005
01451-1	1	05/21/2005	05/23/2005	06/10/2005	06/10/2005
01525-1	1	05/21/2005	05/24/2005	06/07/2005	06/07/2005
02140-1	1	06/14/2005	06/21/2005	06/24/2005	06/24/2005
02140-2	4	07/05/2005	07/06/2005	07/14/2005	07/14/2005
02140-4	1.2	08/01/2005	08/01/2005	08/10/2005	08/10/2005
02140-5	1.3	08/05/2005	08/06/2005	08/11/2005	08/11/2005

Below the table, the 'Submittal Items included on Transmittal 01320-1' section is visible, showing a table with columns: Item, Primary Contractor Reviewer, QC Code, Variation, and QA Code. The 'Display Items' radio button is selected.

Record 1 of 77

At the bottom of each screen you have the option to Display either the **Item Numbers** or the **Remarks** associated with each of the Transmittals.

## Reports for Transmittals

The **REPORTS** button is used to preview and print the Submittal Register (ENG Form 4288) and Transmittal Form (ENG Form 4025).

The screenshot displays the QCS Contract Menu application. The main window is titled "Submittals - Transmittal Log [ Main Register ]". It features a menu bar with "Home", "Administration", "Quality Control", "Submittals", and "Import/Export". A red arrow points to the "Reports" button in the top right corner. Below the menu bar, there are tabs for "Prepare Transmittals", "Transmittals in Review", "Returned from Government", and "Completed Transmittals". A table lists transmittal data:

Transmittal Number	Submittal Items included on Transmittal	Contractor Prepared	Contractor Sent	Government Received
01015-1	55	11/03/2005	12/03/2005	12/16/2005
01015-2	56	11/04/2005	12/05/2005	12/16/2005
01015-9	28	12/20/2005	12/27/2005	12/28/2005
01015-24.1	82	03/07/2006	03/10/2006	04/25/2006

Below the table is a "Report Menu" window with a "Contract" and "Library" icon. It contains two columns: "Contract Reports" and "Submittals". Under "Submittals", there are links for "Administration", "Finances", "Quality Control", "Submittals" (highlighted in red), and "Schedules". A printer icon is shown next to the "Submittals Register (ENG 4288)" and "Transmittal Sheet (ENG4025-R)" links. A red arrow points to the "Submittals" link in the left column.

Highlight **Submittals** on the left of the window and preview the forms. The following pages show the steps necessary to retrieve the reports for this sample contract.

## Selecting the Submittal Register Report

There are many combinations of reports you can select, depending on your indication of the various status, ranges and sorts. We will select the combination shown below (default), and push the **Preview** button at the top of the window.

**Submittal Register (ENG 4288) Report Options**

Preview Print Close

*Submittal Register (ENG 4288)*

Status - All  
Range - All Submittals  
Sort - Section & Item No.

Status	<input checked="" type="radio"/> All	<input type="checkbox"/> Include Transmittal History
	<input type="radio"/> Outstanding	<input type="radio"/> In Review
	<input type="radio"/> Outstanding Overdue	<input type="radio"/> In Review Overdue
	<input type="radio"/> Outstanding Due in Next <input type="text" value=""/> Days	<input type="radio"/> Completed
Range	<input checked="" type="radio"/> All Submittals	<input type="radio"/> Selected Activity(s)
	<input type="radio"/> Selected Reviewer(s)	<input type="radio"/> Selected Contractor(s)
	<input type="radio"/> Selected Feature(s)	<input type="radio"/> Selected Section(s)
Sort	<input checked="" type="radio"/> Section & Item No.	<input type="radio"/> Activity
	<input type="radio"/> Reviewer	<input type="radio"/> Need Submit Date
	<input type="radio"/> Contractor	<input type="radio"/> Need Approval Date
	<input type="radio"/> Feature	

Quality Control System

# Sample Register Report

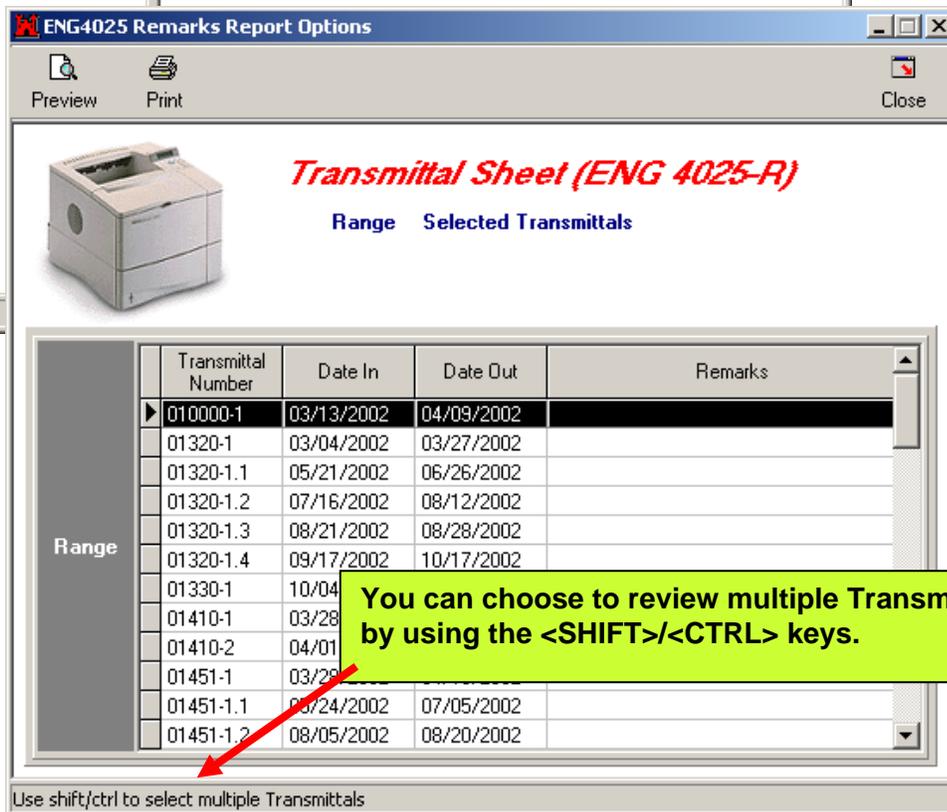
SUBMITTAL REGISTER (ER 415-1-10)				TITLE AND LOCATION OHC Overhead Cover Sys 004 - GRN Master, Salah Ad Din, Kirkuk, and Nijawa Governorates 05 Nov 2006											
				CONTRACTOR Perini Corporation		CONTRACT NUMBER W912ER-04-D-0008 0004									
ACTIVITY No.	TRANSMITTAL No.	ITEM No.	SPEC PARAGRAPH No.	DESCRIPTION OF SUBMITTAL	TYPE OF SUBMITTAL	CLASSIFICATION FIO GA, DA or CR	CONTRACTOR REVIEWER	CONTRACTOR SCHEDULE DATES			CONTRACTOR ACTION		GOVERNMENT ACTION		
								SUBMIT NEEDED BY	APPROVAL NEEDED BY	MATERIAL NEEDED BY	CODE	CORPS RECEIVED DATE	CODE	CORPS RETURNED DATE	
<b>SECTION - 01015 Technical Requirements</b>															
N1021248	7	1	01015 3.15.4	CLIN 0002 PX EAST - 60% Prelim. Design	DESIGN DATA	GA		24 Mar 06	08 Apr 06	08 Apr 06	A	16 Dec 05	G	30 Dec 05	
N1021284	51	2	01015 3.15.4	CLIN 0002 PX EAST - 60/99% Final Design	DESIGN DATA	GA		24 Mar 06	08 Apr 06	08 Apr 06	A	24 Mar 06	F	07 Apr 06	
N1021298	70	3	01015 3.15.4	CLIN 0002 PX EAST - 100% Design Complete	DESIGN DATA	FIO		25 Apr 06	10 May 06	10 May 06	A	21 Apr 06	F	24 Apr 06	
N1031448	6	4	01015 3.15.5	CLIN 0003 EAST MWR - 60% Prelim. Design	DESIGN DATA	GA		21 Dec 05	05 Jan 06	05 Jan 06	A	16 Dec 05	G	08 Feb 06	
N1031484	31	5	01015 3.15.5	CLIN 0003 EAST MWR -60/99% FINAL DESIGN	DESIGN DATA	GA		10 Feb 06	25 Feb 06	25 Feb 06	A	09 Feb 06	G	23 Feb 06	
N1031498	49.1	6	01015 3.15.5	CLIN 0003 EAST MWR-100% DSGN COMP UR	DESIGN DATA	FIO		22 Mar 06	06 Apr 06	06 Apr 06	A	09 May 06	F	17 May 06	
N1041548	8	7	01015 3.15.6	CLIN 0004 WEST MWR - 60% Prelim. Design	DESIGN DATA	GA		03 Jan 06	18 Jan 06	18 Jan 06	A	28 Dec 05	G	03 Jan 06	
N1041584	32	8	01015 3.15.6	CLIN 0004 WEST MWR - 60/99% FINAL DESIGN	DESIGN DATA	GA		09 Feb 06	24 Feb 06	24 Feb 06	A	09 Feb 06	G	23 Feb 06	
N1041598	50.1	9	01015 3.15.6	CLIN 0004 WEST MWR-100% DSGN COMP UR	DESIGN DATA	FIO		23 Mar 06	07 Apr 06	07 Apr 06	A	09 May 06	F	17 May 06	
N1051148	4	10	01015 3.15.3	CLIN 0005 PX WEST - 60% Prelim. Design	DESIGN DATA	GA		30 Dec 05	14 Jan 06	14 Jan 06	A	16 Dec 05	G	10 Jan 06	
N1051184	10.2	11	01015 3.15.3	CLIN 0005 PX WEST -60/99% FINAL DESIGN	DESIGN DATA	GA		27 Jan 06	11 Feb 06	11 Feb 06	A	30 Jan 06	G	10 Feb 06	
N1051198	44.1	12	01015 3.15.3	CLIN 0005 PX WEST-100% Dsgn Cmpltd Updt	DESIGN DATA	FIO		21 Mar 06	05 Apr 06	05 Apr 06	A	01 May 06	F	04 May 06	
N1062448	11	13	01015 3.15.11	CLIN 0006 DFAC - 60% Prelim. Design	DESIGN DATA	GA		18 May 06	02 Jun 06	02 Jun 06	A	03 Jan 06	G	08 Feb 06	
N1062484	86	14	01015 3.15.11	CLIN 0006 DFAC - 60%/99% Final Design	DESIGN DATA	GA		18 May 06	02 Jun 06	02 Jun 06	A	22 May 06	F	01 Jun 06	
N1062498	103	15	01015 3.15.11	CLIN 0006 DFAC - 100% DESIGN COMPLETE	DESIGN DATA	FIO		14 Jul 06	29 Jul 06	29 Jul 06	A	10 Jul 06	F	13 Jul 06	
N1071948	20	16	01015 3.15.12	CLIN 0007 DFAC - 60% Prelim. Design	DESIGN DATA	GA		03 Feb 06	18 Feb 06	18 Feb 06	A	30 Jan 06	G	17 Feb 06	
N1071984	65	17	01015 3.15.12	CLIN 0007 DFAC - 60/99% Final Design	DESIGN DATA	GA		05 Apr 06	20 Apr 06	20 Apr 06	A	10 Apr 06	G	19 Apr 06	
N1071998	84	18	01015 3.15.12	CLIN 0007 DFAC - 100% DSGN COMPLETE S	DESIGN DATA	FIO		18 May 06	02 Jun 06	02 Jun 06	A	16 May 06	F	17 May 06	
N1082048	14	19	01015 3.15.13	CLIN 0008 PX - 60% Prelim. Design	DESIGN DATA	GA		03 May 06	18 May 06	18 May 06	A	09 Jan 06	G	25 Jan 06	
N1082084	75	20	01015 3.15.13	CLIN 0008 PX - 60/99% Final Design	DESIGN DATA	GA		03 May 06	18 May 06	18 May 06	A	28 Apr 06	G	17 May 06	
N1082098		21	01015 3.15.13	CLIN 0008 PX - 100% DSGN COMPLETE SUB	DESIGN DATA	GA		09 Sep 06	24 Sep 06	24 Sep 06					
N1093248	52	22	01015 3.15.17	CLIN 0009 DFAC - 60% Prelim. Design	DESIGN DATA	GA		18 May 06	02 Jun 06	02 Jun 06	A	27 Mar 06	G	07 Apr 06	
N1093284	85	23	01015 3.15.17	CLIN 0009 DFAC - 60%/99% Final Design	DESIGN DATA	GA		18 May 06	02 Jun 06	02 Jun 06	A	18 May 06	G	01 Jun 06	
N1093298	106	24	01015 3.15.17	CLIN 0009 DFAC - 100% DSGN COMPLETE S	DESIGN DATA	GA		21 Jul 06	05 Aug 06	05 Aug 06	A	19 Jul 06	F	20 Jul 06	
N1103348	53	25	01015 3.15.18	CLIN 0010 EAGLES NEST DFAC - 60% Prelim	DESIGN DATA	GA		31 May 06	15 Jun 06	15 Jun 06	A	27 Mar 06	G	07 Apr 06	
N1103384	94	26	01015 3.15.18	CLIN 0010 EAGLES NEST DFAC -60/99% Final	DESIGN DATA	GA		31 May 06	15 Jun 06	15 Jun 06	A	26 May 06	G	14 Jun 06	
N1103398	105	27	01015 3.15.18	CLIN 0010 EAGLES NEST - 100% DSGN COM	DESIGN DATA	GA		21 Jul 06	05 Aug 06	05 Aug 06	A	19 Jul 06	F	20 Jul 06	
N1322748	9	28	01015 3.15.2	CLIN 0011 DFAC #3 - 60% Prelim. Design	DESIGN DATA	GA		18 May 06	02 Jun 06	02 Jun 06	A	28 Dec 05			
N1111684	57	29	01015 3.15.2	CLIN 0011 DFAC #3 - 60/99% FINAL DESIGN	DESIGN DATA	GA		05 Apr 06	20 Apr 06	20 Apr 06	A	03 Apr 06	G	19 Apr 06	
N1111698		30	01015 3.15.2	CLIN 0011 DFAC #3 - 100% DSGN COMPLETE	DESIGN DATA	GA		01 Jul 06	16 Jul 06	16 Jul 06					
N1121348	5	31	01015 3.15.7	CLIN 0012 INDOOR GYM EAST - 60% Prelim	DESIGN DATA	GA		21 Dec 05	05 Jan 06	05 Jan 06	A	07 Dec 05	G	28 Dec 05	
N1121384	23	32	01015 3.15.7	CLIN 0012 INDR GYM EAST-60/99% FNAL DS	DESIGN DATA	GA		27 Jan 06	11 Feb 06	11 Feb 06	A	30 Jan 06	G	10 Feb 06	
N1121398	67	33	01015 3.15.7	CLIN 0012 INDR GYM EAST - 100% Dsgn Cor	DESIGN DATA	GA		12 Apr 06	27 Apr 06	27 Apr 06	A	10 Apr 06	F	11 Apr 06	
N1131748	16	34	01015 3.15.8	CLIN 0013 THEATRE - 60% Prelim. Design	DESIGN DATA	GA		03 May 06	18 May 06	18 May 06	A	17 Jan 06	G	08 Feb 06	

RANGE : ALL

SORT : SECTION & ITEM

For this report, you select the individual ENG Form 4025 you wish to preview or print. You may also use the [Shift] and [Control] keys to select multiple transmittals. We will select the item shown below and push the **Preview** button at the top of the window.

Quality Control System



## Sample ENG Form 4025 for Transmittal Form

<b>TRANSMITTAL OF SHOP DRAWINGS, EQUIPMENT DATA, MATERIAL SAMPLES, OR MANUFACTURER'S CERTIFICATES OF COMPLIANCE</b> <small>(Read instructions on the reverse side prior to initiating this form)</small>					DATE 05/21/2005		TRANSMITTAL NO. 01320-1	
<b>SECTION I - REQUEST FOR APPROVAL OF THE FOLLOWING ITEMS</b> <small>(This section will be initiated by the contractor)</small>								
TO: Portland Resident Office 1060 NW Corporate Drive Troutdale, Oregon 97060-9540			FROM: Barnard Construction Company, Inc. 701 Gold Avenue Bozeman, Montana 59771		CONTRACT NO. W9127N-05-C-0013 NA		CHECK ONE: <input checked="" type="checkbox"/> THIS IS A NEW TRANSMITTAL <input type="checkbox"/> THIS IS A RESUBMITTAL OF TRANSMITTAL _____	
SPECIFICATION SEC. NO. (Cover only one section with each transmittal) 01320			PROJECT TITLE AND LOCATION Fern Ridge Dam Repair Fern Ridge Dam, Lane County				CHECK ONE: THIS TRANSMITTAL IS FOR <input type="checkbox"/> FIO <input checked="" type="checkbox"/> GA <input type="checkbox"/> DA <input type="checkbox"/> CR	
ITEM NO. a.	DESCRIPTION OF ITEM SUBMITTED (Type size, model number/etc.) b.	MFG OR CONTR. CAT., CURVE DRAWING OR BROCHURE NO. (See instruction no. 8) c.	NO. OF COPIES d.	CONTRACT REFERENCE DOCUMENT		FOR CONTRACTOR USE CODE g.	VARIATION (See Instruction No. 6) h.	FOR CE USE CODE i.
				SPEC. PARA NO. e.	DRAWING SHEET NO. f.			
1	Initial Project Schedule		6	1.3.4		A	N	E
REMARKS					I certify that the above submitted items have been reviewed in detail and are correct and in the strict conformance with the contract drawings and specifications except as otherwise stated.  _____ NAME AND SIGNATURE OF CONTRACTOR			
<b>SECTION II - APPROVAL ACTION</b>								
ENCLOSURES RETURNED (List by item No.)			NAME, TITLE AND SIGNATURE OF APPROVING AUTHORITY				DATE	



**ENG Form 4025-R is formally titled: "TRANSMITTAL OF SHOP DRAWINGS, EQUIPMENT DATA, MATERIAL SAMPLES, OR MANUFACTURER'S CERTIFICATES OF COMPLIANCE"**

## Recap

**Why would we use the Submittal feature of QCS, or what will we have gained if we do use it? What good is all this stuff anyway?**

These are questions you may hear occasionally from some of our less enthusiastic CQC staff, and even the Government QA staff. Here are some items that QCS and RMS will help in this process to make our work easier and are a recap of what has already been discussed in this chapter.

### Identify Requirements (Register)

1. The Designer of the project is responsible to create the initial Submittal Register (Eng Form 4288). The Designer may be an independent A/E, Government Designer, or a Contractor (Design-Build).
2. Submittals should be tailored to fit the requirements of the project and should be limited to those necessary for adequate quality control.
3. The importance of an item in the project should be one of the primary factors in determining if a formal submittal for the item should be required.

### Electronic Transfer of Data (SpecsIntact)

1. Corps of Engineers Guide Specifications is designed to be used with SpecsIntact, a personal computer-based system for the production of contract specifications.
2. SpecsIntact is an effective tool that has been evolving and improving since Headquarters adopted the system in 1987 as the official means for producing and maintaining our guide specifications.
3. The use of SpecsIntact is mandatory for production of contract specifications for all FY 00 and future projects (Civil and Military). The UFGS (Unified Facilities Guide specifications) is required by regulation. (The Under Secretary of Defense, memorandum of 29 May 2002.  
<http://www.hnd.usace.army.mil/techinfo/ufgs/ufgsdod.pdf>
4. The SPECSINTACT program is available on the Internet at:  
<http://si.ksc.nasa.gov/specsintact/index.asp>

It should also be noted that the QCS (and the Government RMS) program will directly import a submittal register from an Excel spreadsheet.

One of the most important tasks, and one that should not be overlooked, is to ensure that the Designer uses the proper Specification Section Number and Title as listed in the latest Index for UFGS Guide Specifications. The index is found at "**UFGS Contents**":

<http://www.wbdg.org/ccb/DOD/UFGS/ufigsinx.pdf>

## **Scheduling (timely flow of materials)**

### **(It is a Contract Requirement!)**

1. CEGS 01330, paragraph 3.2: "Submittal Register. The approved submittal register will become the scheduling document and will be used to control submittals throughout the life of the contract".
2. CEGS 01330, paragraph 3.2: "Submittal Register. The submittal register and the progress schedules shall be coordinated".

## **Review and Approval (tracking)**

### **(Contractors have an Incentive!)**

1. CEGS 01330, paragraph 1.5: "Withholding of Payment. Payment for materials incorporated in the work will not be made if required approvals have not been obtained".
2. CEGS 01330, paragraph 3.2: "Submittal Register. The Contractor shall keep the register up-to-date and submit it to the Government together with the monthly payment request".

## **Transfer Records to Customer**

1. ER 415-345-38, "Transfer and Warranties", is the basic regulation which prescribes USACE policy and procedures for transfer of completed construction projects.
2. Transfer of construction to the Using Service will be simultaneous with the acceptance of the construction from the Contractor.

Once you have completed one or more transmittals, export the QCS program to the Government RMS program. The Government will annotate their approval or disapproval actions and export back to the QCS program. This will refresh the QCS data with the latest actions on all items.

## Chapter 5 - Schedules & the SDEF

### What you will learn from this Chapter

#### Contractor Schedule Requirements



- Overview
- Far Clause 52.236-15
- Gantt Chart
- Network Analysis System (NAS)
- Standard Data Exchange Format (SDEF)
- Commercial Scheduling Programs
- A Contractor's Guide to the SDEF
- QCS and the SDEF (CEGS 01312)
- Contract Specified Project Schedule (CEGS 01320)
- Activity Schedule
- Feature Schedule

## Schedules and the SDEF

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This chapter furnishes information on **Schedules** and the **Standard Data Exchange Format** and provides instructions for utilizing the associated modules of the QCS program.

“**Schedule!**” The very word can be **frightening**. The dictionary provides the following definitions for us:

From “The American Heritage Dictionary”.

1. A printed or often written list of items in tabular form.
2. A program of forthcoming events or appointments.
3. A timetable of departures and arrivals.
4. A production plan allotting work to be done and specifying deadlines.
5. A supplemental statement of details appended to a document.
6. Gantt Chart: A chart designed for comparing rates, as of planned production versus actual production.
7. Bar Chart (Graph): A graph consisting of parallel, usually vertical, bars or rectangles with lengths proportional to specified quantities in a set of data.

From “Means Illustrated Construction Dictionary”.

1. A supplemental listing, usually in chart form, of a project system, subsystem, or drawings.
2. A diagram, graph, or other pictorial or written schedule showing proposed and actual times of starting and completion of the various elements of the work (progress schedule).
3. PERT schedule (An acronym for Project Evaluation and Review Technique.) The PERT schedule charts the activities and events anticipated in a work process.
4. CPM (An acronym for Critical Path Method.) A charting of all events and operations to be encountered in completing a given process. The method is rendered in a form permitting determination of the relative significance of each event, and establishing the optimum sequence and duration of operations.

**A Schedule, in QCS or with our construction contracts, can mean all of these things, and much more!**

The constraints of cost, time, and the environment leave little room for perfect contract documents or perfect construction conditions. The Contractor is committed to build the project within the constraints of budget, the contract documents, and good construction practices. Any variance from these constraints will cause variations in time and cost. As such, remedies will be sought in the form of changes and, perhaps, claims. The administration of claims and changes is time-consuming, to say the least.

An active role in claim and change management is mandatory to mitigate costs of the Government and the Contractor. Organized procedures, such as schedules, form the backbone of a strong and effective Quality Control and Quality Assurance organization.

Identification of a potential problem is the first and most important phase of the entire change or claim management process. One cannot remedy a problem unless it is known to exist. Very often, identification is automatic, such as a change order initiated by the Government. Most claims situations, however, arise out of subtle differences in field conditions, from jobsite delays or as a result of differences in contract interpretation. In these and all other instances, a problem situation must be recognized and identified as soon as it occurs.

The Critical Path Method (CPM) is a planning and scheduling method that utilizes a network diagram (graphical plot) to show all job operations in a sequential fashion necessary for orderly completion. It is a device utilized by contractors to plan, schedule, coordinate and control work activities on projects in such a manner to enable the contract to be completed in the quickest and most economical fashion possible.

*E. I. DuPont de Nemours and Company* developed the CPM scheduling technique in the period of 1956-1958 in conjunction with *Univac Applications Research Center of Remington Rand*. The development of CPM scheduling extended one step beyond the then popular bar chart method of scheduling work, since this new method made it possible to display the interrelationships and interdependencies of work activities which control the progress of the work required.



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Engineering author Richard H. Clough \*\* best summarizes what the network diagram does and its advantages: "The network diagram portrays, in simple and direct form, the complex time relationships and constraints among the various segments of a project. It has the tremendous advantage of easily accommodating modifications, refinements, and corrections. It provides the project manager with the following invaluable time-control devices:

1. Provides a means to predict with reasonable accuracy the time required for overall project completion.
2. Make Possible the identification of those activities whose expedient execution is crucial to timely project completion. (These are called critical activities, hence the name of the method.)
3. Serves as a guide for project shortening when the completion date must be advanced.
4. Provides a basis for the scheduling of subcontractors and material deliveries to the job site.
5. Serves as a basis for balanced scheduling of manpower and construction equipment on the project.
6. Makes possible the rapid evaluation of alternative construction methods.
7. Serves as a convenient vehicle for progress reporting and recording.
8. Affords a basis for evaluation the time effects of construction changes and delays."

(\*\* Richard H. Clough, *Construction Project Management* (New York, John Wiley & Sons, Inc., 1972), pp. 7-8.)

CPM schedules are necessarily grounded in pragmatic considerations that govern our activity in the real world of construction. We need to evaluate the CPM with these basic principles in mind:

- A. A schedule is only as good as the information on which it is based.
- B. In a typical construction contract, the work sequences of various trades occur over and over again throughout the contract. Follow-on trades do not wait for the initial trades to complete their work for the entire building prior to commencing the follow-on work; different areas of the project are at different stages of completion within the sequence of work.
- C. Most of our contracts will have essential installations that must receive extra attention even when they are not on the critical path.
- D. Timely completion requires the establishment of flow and momentum. The speed of the installation of various trades is substantially affected by the rhythm of a project. When a smooth flow of the work is scheduled or established, the majority of the activities will probably be very close to the critical path (in terms of float time) since these activities closely precede or follow the activities on the critical path.

## FAR Clause 52.236-15

### Schedules for Construction Contracts

The Federal Acquisition Regulations (FAR) allows Government contracts to include the aforementioned Clause under the following conditions:

1. Fixed-Price construction contract
2. Contract amount expected to exceed the simplified acquisition threshold
3. Period of actual work performance exceed 60 days
4. May be used with contracts of less than 60 days if an unusual situation exists that warrants imposition of a schedule

([http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52\\_232.htm#P31\\_3456](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_232.htm#P31_3456))



**The Clause is TYPICALLY NOT BE USED in the same contract with clauses covering other management approaches for ensuring that contractor makes adequate progress.**

The Clause is divided into three (3) basic parts:

1. **Submission of schedule within five days after work commences.**
  - The Contracting Officer may insert another period of submission.

- The schedule must be practicable showing the order in which the Contractor proposes to perform the work.
- Must include the start and finish dates of salient features of the work (including acquiring materials, plant, and equipment).
- In the form of a progress chart of suitable scale to indicate the percentage of work scheduled for completion by any given date during the period.
- If the Contractor fails to submit a schedule, progress payment may be withheld.



## 2. Updating the actual progress on the chart.

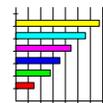
- If Contractor falls behind his approved schedule he shall take steps necessary to improve progress, without additional cost to the Government.
- Contractor may be directed to increase the number of shifts, overtime operations, days of work, and/or the amount of construction plant.
- Contractor may be required to provide supplementary schedule or schedules in chart form to demonstrate how the approved rate of progress will be regained.

## 3. Remedy for lack of compliance.

- Determination may be made by the Government that the Contractor is not prosecuting the work with sufficient diligence to ensure completion within the time specified in the contract.
- Failure to comply may result in termination.

## Gantt Chart

The bar chart (often called the Gantt Chart) is a scheduling device that looks like what its name implies – a “chart of bars” plotted along a time scale.



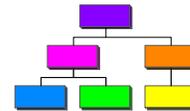
The bars are used to represent individual items of work (electrical interior, plumbing, foundations, excavating, etc.) and are plotted to a specific time scale. The left end of the bar is placed at the starting point (in time) of the item of work, and the right end shows the completion time of the item of work it represents. Even today, it is the most widely used of all scheduling devices and may be quite satisfactory for some of our simpler contracts.

The bar chart, however, has a distinct disadvantage on our major construction contracts. They neglect to indicate the relationship between the various items of work. This limits their ability to identify possible problems areas or any impact that may have already occurred on the items. As contracts become more complex and critical, we need to use a more effective scheduling tool, such as the CPM or NAS.

The interface with QCS and/or RMS and the scheduling system employed makes no difference as to whether it is a bar chart or a full-blown NAS. CEGS-01312, Quality Control System (QCS), requires the contractor to breakout his work activities so they can be analyzed and tracked to completion. You will be provided the same information, no matter the scheduling system specified in the contract.

## Network Analysis System (NAS)

Obtaining quality construction on time and within budget is a primary goal of the U.S. Army Corps of Engineers. In order to manage the time specified for the accomplishment of a project, a schedule may be required on construction contracts. The contractor is responsible for scheduling the work and progress so that the contract completion date is met. The Administrative Contracting Officers (ACO) monitors the contractor's schedule to assure compliance. If a schedule is not provided, the Contracting Officer may withhold progress payments. If actual progress fails to meet the schedule, the Contracting Officer should take appropriate actions to assure compliance with the progress of the work. Therefore, the schedule is vital to effective construction management by the Contractor and the Government.



Regulations allow the Government Staff to choose the type of contract schedule during the design phase. Bar charts can be used to manage simple jobs. When by its nature a construction project or other effort is complex with many interrelated activities, a network schedule may be the most effective tool for analyzing progress, projecting completion, and calculating payment commensurate with actual progress. The determination of applicability of network scheduling is the responsibility of the Contracting Officer. When determined to be applicable, network schedules must be carefully specified, updated regularly, and used effectively. Standard data exchange format shall be used to monitor a contractor's schedule.

A network schedule requires first a logic diagram graphically depicting the sequence and interdependence of the work. It is required to be drawn in the precedence format, and it must accurately represent the intended work sequence and indicate actual constraints. Once the logic diagram is made, an analysis is required which calculates early and late start and finish dates for the activities as well as the spare time or float available to accomplish the activity. Resource data such as cost and responsibility may be entered for activities also. Once calculated, these results can be ordered in different arrangements or sorts and compiled into specific reports for management purposes. Actual progress must be entered once work commences. Based on this progress, revised start and finish dates, and progress payment can be calculated.

Construction schedules after contract award should be contractor prepared in order to involve the contractor in the actual planning. Updates of actual progress should also have contractor participation as well as Government concurrence since the resultant analysis will project early or late contract accomplishment and progress payment due. Changes to the work and occurrences which impact progress must be entered in the schedule logic in order to keep the schedule up to date, to reflect actual job progress, to determine where the contractor must accelerate to regain the schedule when behind due to his/her own actions, and to determine the impact and effect of Government actions on the contractor in order to provide equitable adjustments to the



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contract time as required.

The contractor should submit his/her NAS within the time required by the specifications. The schedule must be verified as being logical and the completion dates attainable. Failure to enforce this requirement is highly detrimental to project management. Partial payments cannot be processed until an acceptable NAS schedule has been submitted. The Contracting Officer may not allow work to start nor make partial payments until an acceptable schedule (interim or final) is received and approved. Once approved, the schedule must be maintained up to date with regard to job progress and changes. Failure to maintain job progress is fatal to effective schedule management.

NAS can be a valuable tool in contract administration. NAS schedule data can be used to project contract completion, schedule Government actions, incorporate changes and occurrences during execution of the contract, analyze their effect on the contract completion, and arrive at equitable adjustments.

## Standard Data Exchange Format (SDEF)

*“The Standard Data Exchange Format (SDEF) provides a non-proprietary protocol to exchange project planning and progress data between scheduling systems.” – Bill East (CERL)*

The Standard Data Exchange Format provides a consistent format for exchanging scheduling information on construction projects and allows data to be easily transferred between different software programs. It was originally implemented in March 1990, with eight software vendors incorporating the data-exchange protocols into their systems. Since then, changes have been made to clarify differences that occurred when implementing the standard. Revisions included clarification of previously optional activity codes, inclusion of calculated dates, and minor modification to the cost elements.

The SDEF was developed by the U.S. Army Construction Engineering Research Laboratories (USACERL) in conjunction with the Corps of Engineers Headquarters, Corps Field Offices, construction management consultants, scheduling software vendors, and professional associations. It uses a 132-character fixed-field ASCII file to specify the position, length, and definition of both required and optional scheduling information. Fixed-field ASCII file allows contractors to produce the SDEF file with commercial software for large projects or word processing programs for smaller projects.

Implementation of the SDEF made data transfer between the Corps and construction companies easier by establishing a standard format for the exchange of scheduling data. In addition, contractors and subcontractors are able to send and receive electronic scheduling information, creating a simplified communication flow through the construction scheduling process. This capability provides for more efficient project planning and scheduling.

## RMS, QCS and the SDEF

This guide specification covers the requirements for use of RMS/QCS for contract monitoring and administration. During preparation of the Government Project Management Plan, the project delivery team should have analyzed each project/future contract to decide if use of QCS is necessary. Its use will be appropriate for inclusion in most construction and dredging contracts. However, it may not be necessary or beneficial to include the QCS requirement in small, simple, short duration contracts/delivery orders for construction, or for other contracts where its use would not be beneficial overall.

**NOTE: RMS is to be used for all construction contracts, including those where QCS is not required.**



Paragraph 6.5, Schedule, of the Corps Guide Specification states:

“The Contractor shall develop a construction schedule consisting of pay activities, in accordance with Contract Clause “Schedules for Construction Contracts”, or Section 01320, PROJECT SCHEDULE, as applicable. This schedule shall be input and maintained in the QCS database either manually or by using the Standard Data Exchange Format (SDEF) (see Section 01320, PROJECT SCHEDULE). The updated schedule data shall be included with each pay request submitted by the Contractor.”

A yellow rectangular sign with a black border. The words "SPEED BUMP AHEAD" are written in bold, black capital letters, stacked vertically.

**NOTE: Primavera is currently the only commercial vendor that is supporting the SDEF in their Windows product. The current version is P3, as reflected on the following screens. There have been numerous attempts, and unsuccessful as far as we know, to write script files for such alternate programs like SureTrak, MS Project, and others.**

## Contract Specified Project Schedule

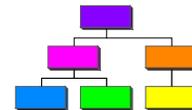
Guide specification 01320 covers the requirements for the preparation and maintenance of the project schedule. Selection of the optional requirements in the specification should have been coordinated to ensure that the schedule requirements are appropriate for the complexity of the work.

Paragraph 3.1, General Requirements, states:

“Pursuant to the Contract Clause, SCHEDULE FOR CONSTRUCTION CONTRACTS, a Project Schedule as described below shall be prepared. The scheduling of construction shall be the responsibility of the Contractor... The approved Project Schedule shall be used to measure the progress of the work, to aid in evaluating time extensions, and to provide the basis of all progress payments.”

Paragraph 3.3.1, Use of the Critical Path Method, states:

“The Critical Path Method (CPM) of network calculation shall be used to generate the Project Schedule. The Contractor shall provide the Project Schedule in the Precedence Diagram Method (PDM).”



**Caution: When this Guide Specification has been incorporated into your contract, a BAR CHART does not comply with the requirements and should not be approved. A CPM (NAS) must be used to satisfy these contract requirements.**

Well, now that we have explored way more than we needed to about schedules and the SDEF, let's look at QCS interfaces with the Contractor's scheduling program.



## QCS maintains two types of schedules.

1. A detailed NAS of the contractor's work activities. This is the **Activity Schedule** used at the jobsite to forecast projected need dates for submittals, materials, equipment, work crews, testing schedules, three phase inspections, etc. The level of detail (i.e., form footings, set re-bar, place concrete) is not very useful for the customer or those not tasked with the day-to-day scheduling operations at the jobsite.
2. As part of the contractor's QC Plan, *Defineable Features of Work* for a construction contract are identified by the contractor to plan Preparatory, Initial

and Follow-Up inspections of the work. QCS and RMS generates a **Feature Schedule** by finding the first activity scheduled to start under a feature and the last activity scheduled to be finished under a feature. Actual progress is determined by computing earnings to date on the activities for a feature. Many construction contracts (even those with 1000's to tens of 1000's of work activities) have fewer than 30 features of work. This rolled up **Feature Schedule** makes an excellent schedule for easily monitoring the progress on a contract. The customers find this schedule very easy to understand. Typical features include items like Site Utilities, Interior Electrical, Roofing, etc.

## Activity Schedule

This option gives you a quick overview of your **Activity Schedule**. The information in this section is either entered directly into QCS or imported from the scheduling software package. There is an opportunity to review imported data before incorporating it into QCS. Choosing **Activity Schedule** brings up the following screen.

Actual date changes are made as a part of the **Daily Quality Control Report**, from which the dates are typically either imported from the Contractor's NAS or manually updated. The *actual dates* are imported from the Contractor's Daily QC Report and cannot be changed after export to the Government. The Scheduled Date columns may be updated from this screen.

Activity Number	Activity Description	Actual Start	Actual Finish	Scheduled Start	Scheduled Finish
10005A	VBS Guides (For Use During The F	03/01/2006	06/25/2005	03/01/2006	05/31/2006
10006A	Gap Closure Devices (For Use Durin	03/01/2006	06/25/2006	03/01/2006	05/31/2006
1001	Mob/Demob	11/01/2005	11/01/2005	11/01/2005	04/15/2006
1002	Gate-well Modifications	10/01/2005	03/30/2006	11/01/2005	03/17/2006
1003	VBS	10/01/2005	03/31/2006	10/01/2005	03/24/2006
1004	STS Turning Vanes	10/01/2005	03/31/2006	10/01/2005	03/10/2006
1005	VBS Guides	10/01/2005	03/31/2006	10/01/2005	02/01/2006
1006	Gap Closure Devices	10/01/2005	03/31/2006	10/01/2005	01/31/2006
1007	Raw Water Wash Down System	11/01/2005	04/06/2006	11/01/2005	02/28/2006
1008	Electrical Work (Preassure Tranduc	11/01/2005	04/06/2006	11/01/2005	03/24/2006
1009	Services of Skilled Craftsmen (Opti	02/25/2006	02/25/2006	11/30/2005	04/15/2006
1010	Accel.Delivery of VBSs & STSs (U	03/30/2006	03/31/2006	03/30/2006	03/31/2006
1011	Misc. Elect. Changes-Mod #R0000	05/02/2006	05/02/2006	05/02/2006	05/02/2006
1012	StillWell Revision & Misc. Changes	05/02/2006	05/02/2006	05/02/2006	05/02/2008
1013	Washdown Pump Piping Modificati	08/23/2006	10/03/2006	08/21/2006	09/30/2006
1014	Modify Lifting Beam End Blocks	07/28/2006	01/01/2007	07/28/2006	09/30/2006
1015	STS Repair	08/01/2006	10/03/2006	08/09/2006	09/30/2006

Enter Scheduled Dates. Actual Dates are entered on a QC report.

This is how the screen appears when you are using QCS and importing the Contractors' SDEF file from his scheduling system.

Activity Number	Activity Description	Early Start	Early Finish	Late Start	Late Finish	Total Float
N1010001	Contract Award	09/28/05A	09/27/05A			0
N1010002	Project Start	09/28/05A	09/27/05A			0
N1010010	Project Activation/Mobilizatio	10/13/05A	11/11/05A			0
N1010012	Project Mobilization 31 to 60	11/12/05A	12/12/05A			0
N1010014	Project Mobilization 61 to 90	12/13/05A	01/12/06A			0
N1010020	Kick off Mtg for Design Concep	10/05/05A	10/04/05A			0
N1010030	USACE Gives Notice to Proceed	10/13/05A	10/12/05A			0
N1010040	Develop Prototype Design Solut	10/05/05A	11/08/05A			0
N1010042	USACE Reviews & Comments on Pr	11/03/05A	11/23/05A			0
N1010044	Design Team Responds to Commen	11/24/05A	11/27/05A			0
N1010046	Design Conference on Prototype	11/28/05A	11/29/05A			0
N1010050	QCS Inhouse Training	10/19/05A	10/21/05A			0
N1010060	USACE Gives Notice to Proceed	12/05/05A	12/04/05A			0
N1010062	Utility Allowance-01	02/01/06A	12/01/06		06/30/07	209
N1010064	Equipment Allowance-01	02/01/06A	12/01/06		06/30/07	209
N1010065	Deliver Midsize Vehicle-01	12/02/05A	12/11/05A			0
N1010070	Prepare & Submit 120 day Desig	10/13/05A	11/04/05A			0

Scheduled and Actual Dates - Imported from NAS

Imported from NAS

## Feature Schedule

The Contractor's Quality Control Plan requires that the contract be organized according to **Definable Features of Work**. The **Definable Features of Work** are assigned to specific activities in the schedule so that preparatory, initial and follow-up inspections may be scheduled.

As **Definable Features of Work** are required to be identified by the Contractor as part of his Quality Control program, this **Feature Schedule** of QCS is used to track and report when the **Preparatory and Initial three phase Inspection Control Meetings** are scheduled and actually conducted.

- **All Contractor Activities must be assigned to one and only one Definable Feature of Work.**
- **The Definable Feature of Work may have MANY Activities linked to it.**
- **The Definable Features of Work in the Quality Control Plan must match those in the Scheduling program.**

The **Feature Schedule** can be accessed from the main **Contract Menu / Administration / Feature Schedule** as shown below.

Feature of Work	Start Date	Finish Date	Preparatory Inspection	Initial Inspection
ADMIN	09/28/05 A	05/22/07	10/05/05 A	10/05/05 A
BARRIERS	03/27/06 A	04/28/07		
CONCRETE	04/08/06 A	03/13/07	03/09/06	03/11/06
DEMOB	04/22/06 A	05/22/07		
DESIGN	10/13/05 A	01/29/07	10/05/05 A	10/05/05 A
ELECTRICAL				
EQUIPMENT	03/29/06 A	02/18/07		
EXCAVATION	04/08/06 A	04/08/06 A		
MECHANICAL				
MOBILIZE	10/13/05 A	11/14/06	10/13/05 A	10/13/05 A
PLUMBING				
STEEL				

**Feature - ADMIN**  
 First Activity SD010001 Contract Award 09/28/05 Start 09/28/2005A  
 Last Activity SC051225 General Conditions - CLIN #05 Finish 03/21/2007  
 Feature start and finish dates computed from the activity schedule.  
 Preparatory and Initial Inspection Dates from Daily QC Reports.

**Features of Work** can be considered as a general category of construction work that is referenced in the contract specifications. A feature can also be thought of as any phase of work requiring a preparatory inspection. In QCS they are tied to work types that are tied to three phase inspection checks. As such, they are an integral part to the power of QCS to print inspection worksheets and should be thought through carefully. The dates are captured from the QC Daily Report or may be entered here.

## Chapter 6 – Progress Payments

### What you will learn from this Chapter

#### Progress Payments



- Overview of Chapter Contents
- Far Requirements for Prompt Payment
- Adding a Pay Period
- Entering Requested Earnings
- Importing the Pay Request
- Additional Earnings
- Stored Materials
- Preparatory Work
- Performance and Payment Bonds
- Subcontractor Deductions
- Exporting the Pay Request
- Payment Reports

## Overview



The QCS program allows the contractor to submit progress payments with the exchange of data electronically with the government. The actual exchange process is the subject of the next chapter in this manual. This chapter will address the payment process within the QCS program.

The **Progress Payments** module allows you to track all the aspects of payments on the contract. The Contractor submits a request for payment by **Pay Activities**. The request can either be for a specific dollar amount, or for a percentage of the pay activity amount or quantity. The Contractor and Government Representative should jointly review the Contractor's request, check for any outstanding requirements and determine what the allowed amount will be (again, using either specific dollars or a percentage). Retained percentages are also taken into consideration.

In accordance with Contract Clause, "Prompt Payment for Construction Contracts", the Prompt Payment Act (PPA) (this is a Public Law 100-496 and has been in effect since April 1, 1989), payments are required to be made within 14 calendar days of receipt of a proper invoice. When submitting the pay request, **MAKE SURE** it is accompanied by a "certification" as specified in the contract. The office receiving the payment request is obligated to ensure that the pay request is correct and, if not, return it to the Contractor within 7 calendar days, otherwise it will be assumed to be correct and interest will be paid if a late payment takes place. The PPA certificate can be printed directly from the QCS program.

Progress Payment are located under the heading **Administration** from the **Contract Menu**.

**Administration - Progress Payments**

Invoice No	From	Thru	Earnings This Period	Earnings to Date	Paid to Date
6	02/16/2006	02/28/2006	\$455,347.00	\$3,375,409.00	\$3,367,909.00
7	03/01/2006	03/17/2006	\$492,700.00	\$3,868,109.00	\$3,860,609.00
8	03/18/2006	04/03/2006	\$642,829.00	\$4,510,938.00	\$4,461,938.00
9	04/04/2006	04/20/2006	\$7,500.00	\$4,518,438.00	\$4,469,438.00
10	04/21/2006	05/31/2006	\$32,566.00		
11	06/01/2006	06/29/2006	\$85,421.00		
12	06/30/2006	08/31/2006	\$75,099.00		
13	09/01/2006	10/15/2006	\$616,290.00		
14	10/16/2006	10/31/2006	\$710,211.00		
15	11/01/2006	11/17/2006	\$218,749.00		
16	11/18/2006	11/30/2006	\$276,643.00		
17	12/01/2006	12/16/2006	\$509,619.00	\$7,043,036.00	\$7,038,036.00
18	12/17/2006	01/10/2007	\$342,939.35	\$7,385,975.35	\$7,380,975.35
19	01/11/2007	01/31/2007	\$1,167,323.65	\$8,553,299.00	\$8,548,299.00
20	02/01/2007	08/10/2007	\$6,809.90	\$8,560,108.90	\$8,555,108.90

**Prior to submitting any progress payment, verify that all finances are balanced. This includes CLIN's and Payment Activities.**

Pay Request No. 21 - Not Completed Prepare Pay Request No. 21



## FAR Requirements for Prompt Payment

- The “designated billing office” is defined as the office or person designated in the contract to first receive the contractor’s invoice or request for payment. In most cases, this will be the Area, Resident or Project Office that is administrating the construction contract on behalf of the Corps of Engineers.
- A “proper invoice” is defined by FAR clause 52.232-27(a)(2) and must include, among other items, “*substantiation*” of the amounts requested and “*certification*” in accordance with the requirements of clause 52.232-5. Payment will not be made without contractor substantiation of the amounts requested and certification that previous amounts were expended in accordance with the contract, subcontractors and suppliers have been paid from previous payments and will be paid promptly from the payment requested, and that the prime contractor’s payment request does not include any amounts to be withheld or retained from a subcontractor. The certification must appear exactly as stated in the aforementioned clause and be fully executed by the contractor. The degree of substantiation required will depend upon the type of work involved and will be left to the discretion of the Contracting Officer. In most cases, however, an update of the approved contract price breakdown indicating itemized completion percentages that were established by mutual agreement between government and contractor contract personnel would constitute substantiation of work-in-place.
- If an invoice is found to be improper or defective, as defined by 52.232-27(a) (2), the contractor must be notified of the defect within 7 days after receipt of the invoice. It is recommended that the initial notification be placed telephonically (see clause 52.232-27(a) (2) (vii) and then confirmed in writing. The “clock” is effectively stopped upon notification of the defect and the whole process starts over with the resubmission of the corrected invoice. Disagreement between the Government and the Contractor over the payment amount, issues of contract compliance or retainage does not form the basis for finding the invoice to be defective and requiring resubmission. However, since clause 52.232-27(a) (4) (iv) states that “Interest penalties are not required on payment delays due to disagreement....” it is imperative that the ENG Form 93 be annotated to document the delay and alert the designated payment office not to pay interest during the delay period.
- If the Government takes longer than 7 days to notify the contractor of an invoice defect, the subsequent payment period for processing the corrected invoice is shortened by the number of days that the Government exceeded the 7 day requirement (e.g., if the specified due date is 14 days after receipt, and the Government takes 10 days to notify the Contractor of a defect, payment of the corrected invoice is due 11 days after receipt).
- The due date for progress payments shall be 14 days after receipt of a proper payment request. This requirement is contained in P.L. 100—496 and is not subject to negotiation. The FAC (Federal Acquisition Circular 84-45) does provide for making a determination as to a contract or class of contracts and specifying, in the solicitation, “a period longer than 14 days if required to afford the Government a practicable opportunity



## Quality Control System

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to *adequately inspect the work* and to *determine the adequacy of the contractor's performance...*" The Office of Management and Budget (OMB) Circular A-125 states that, "extended payment periods would not be appropriate... for the mere convenience of government employees, or to avoid any possibility of making late payment." In order to carry out the Congressional intent, determinations to specify longer payment periods shall be made by the Contracting Officer and shall be documented by written justification in the contract file. Current feedback from the field indicated that where ENG Form 93's are transmitted electronically to the payment office, the "50 percent rule" (in the payment office by close of business on the day that represents half the pay period, or in this case, the 7<sup>th</sup> day) could usually be met.

- The release of retained amounts shall be based on the Contracting Officer's determination that satisfactory progress has been made. Payment is due within 30 days, or other specified period, after release is approved.
- On final payments, we don't have the latitude of specifying a longer payment period. Payment is due either the 30<sup>th</sup> day after receipt of the invoice or the 30<sup>th</sup> day after Government acceptance of the work, whichever is later. Where final payment is subject to settlement actions (e.g., release of claims), acceptance is deemed to have occurred the effective date of settlement.
- If a contractor is overpaid (his performance is later found not in conformance with the contract specifications or he has held retainage from a subcontractor and was paid the full amount), the Government is entitled to interest, and the interest must be deducted from the next available payment to the contractor. Although Clause 52.232-5(d) predicates such action upon the contractor's discovery of the "*unearned amount*", there may be instances where it is necessary for the Government to provide information for discovery.
- Another major revision is the addition of some very detailed provisions applying to the payment of subcontractors. The highlights are:
  1. The provisions flow down to subcontractors and suppliers at **all** tiers. The prime contractor must include a contract clause requiring each of its subcontractors to flow down these same requirements to each of their subcontractors.
  2. Contractors and subcontractors must pay their subcontractors within 7 days of receipt of their respective payment. They may not specify longer payment periods in their subcontracts.
  3. Contractors and subcontractors must pay interest to their subcontractors for payments made after the due date (7<sup>th</sup> day).
  4. Interest that the contractor pays a subcontractor cannot be charged to the Government.
  5. The Contracting Officer must be provided copies of retainage and withholding notices issued to subcontractors.
- While the sections on payments to subcontractors constitute a large portion of Clause 52.232-27, the Congress did not indicate it intended to place the Government in an enforcement role between the prime and subcontractor on payment issues. Although the requirements to provide the Contracting Officer with copies of correspondence to

## Quality Control System

subcontractors may indicate deeper involvement, the Office of the Chief Counsel has confirmed that neither OMB Circular A-125 nor the FAR requires the Government to monitor and enforce activities between the prime and subcontractor as identified in subparagraphs (d) (e) (f) and (g) of Clause 52.232.27. Compliance with subparagraph (c) will be implemented through a mechanism similar to the *Statement and Acknowledgment Form* used in the labor provisions.

## Adding a Pay Period

The Progress Payment screen is used to review and /or prepare payments. The process for making payments is a logical one and should be easily understood.

You begin the process by pushing the **Prepare Pay Request No. ##** button located at the bottom right side of the screen.

After you push the **Prepare Pay Request No. #** button to add a new pay period, QCS presents a new screen on which to complete the request. You are able to review the previous pay periods, however, you can only edit the *CURRENT* pay estimate. You may preview all *ENG Form 93's* that have been archived.

QCS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications

File Options Help

Home Administration Quality Control Submittals Import/Export Overview Reports

**Administration - Progress Payments**

View Find

Invoice No	From	Thru	Earnings This Period	Earnings to Date	Paid to Date
6	02/16/2006	02/28/2006	\$455,347.00	\$3,375,409.00	\$3,367,909.00
7	03/01/2006	03/17/2006	\$492,700.00	\$3,868,109.00	\$3,860,609.00
8	03/18/2006	04/03/2006	\$642,829.00	\$4,510,938.00	\$4,461,938.00
9	04/04/2006	04/20/2006	\$7,500.00	\$4,518,438.00	\$4,469,438.00
10	04/21/2006	05/31/2006	\$32,566.00	\$4,551,004.00	\$4,502,004.00
11	06/01/2006	06/29/2006	\$85,421.00	\$4,636,425.00	\$4,631,425.00
12	06/30/2006	08/31/2006	\$75,099.00	\$4,711,524.00	\$4,706,524.00
13	09/01/2006	10/15/2006	\$616,290.00	\$5,327,814.00	\$5,322,814.00
14	10/16/2006	10/31/2006	\$710,211.00	\$6,038,025.00	\$6,033,025.00
15	11/01/2006	11/17/2006	\$218,749.00	\$6,256,774.00	\$6,251,774.00
16	11/18/2006	11/30/2006	\$276,643.00	\$6,533,417.00	\$6,528,417.00
17	12/01/2006	12/16/2006	\$309,619.00	\$7,043,036.00	\$7,038,036.00
18	12/17/2006	01/10/2007	\$342,919.35	\$7,385,975.35	\$7,380,975.35
19	01/11/2007	01/31/2007	\$1,167,323.65	\$8,553,299.00	\$8,548,299.00
20	02/01/2007	08/10/2007	\$6,809.90	\$8,560,108.90	\$8,555,108.90

Pay Request No. 21 - Not Completed

Prepare Pay Request No. 21

## Entering Requested Activity Earnings

Payments to the contractor and payment frequency are set forth in the “Payments Under Fixed Price Construction Contracts”, or an equivalent clause of the contract. Frequency of payment is usually specified as monthly, but the pay period should be mutually agreed upon by appropriate Government and Contractor person, or as specified in the contract.

Progress payments are based on the value of acceptable work the Contractor has placed from one pay period to the next. That is, a Contractor is paid according to the percentage or quantity of work that has been satisfactorily completed, or partially completed as the case may be. Preferably, mutual agreement is obtained with the Government and Contractor on progressive earnings through consultation prior to preparing the formal pay request.

The estimate must be arithmetically correct. The Contractor or authorized representative should sign the original before forwarding the final request for payment to the Government. When a NAS is used, it should provide the supporting data for interim pay estimates. When there is an unreconciled disagreement in the amount of contractor earnings, the Government advises the Contractor of the differences and makes the payment

The Contractor may manually enter the requested earnings, or **Import Pay Request** from his scheduling system (e.g., Primavera).

**Contractor Requested Earnings**

Find Request Close

Activity Earnings    Subcontractor Earnings    Additional Earnings    Payment POCs

Exclude zero cost activities and lump sum activities previously paid 100%

Activity No	Description	Total Quantity		Total Amount	Requested Qty	%	Requested Amount
10005A	VBS Guides (For Use During The Fo	18.0000	EA	\$718,722.00	14.2899	79	\$570,583.00
10006A	Gap Closure Devices (For Use Durin	7.0000	EA	\$43,694.00	6.4082	92	\$40,000.00
1001	Mob/Demob	1.0000	JB	\$65,000.00	1.0000	100	\$65,000.00
1002	Gate-well Modifications	1.0000	JB	\$1,246,355.00	0.7686	77	\$957,956.00
1003	VBS	6.0000	EA	\$1,436,682.00	3.9807	66	\$953,162.00
1004	STS Turning Vanes	6.0000	EA	\$107,634.00	4.6254	77	\$82,975.00
1005	VBS Guides	12.0000	EA	\$479,148.00	12.0000	100	\$479,148.00
1006	Gap Closure Devices	6.0000	EA	\$37,452.00	6.0000	100	\$37,452.00
1007	Raw Water Wash Down System	1.0000	EA	\$134,400.00	0.0000	0	\$0.00
1008	Electrical Work (Preasure Transduce	1.0000	JB	\$248,860.00	0.7600	76	\$189,133.00
1009	Services of Skilled Craftsmen (Optio	200.0000	MH	\$14,000.00	0.0000	0	\$0.00

Total Requested **\$3,375,409.00**

Payment No. 7    Thru 03/31/2006    Invoice Date 03/31/2006    Requested Earnings Completed  Yes

## Subcontractor Earnings and Deductions

In accordance FAR 52.232-5 — “Payments Under Fixed-Price Construction Contracts”, RMS and QCS has been provided with new screens to accommodate the information specified to be furnished by the Prime Contractor relative to any Subcontractor used on the contract.

### Key items to be provided per the Prompt Payment Act:

- Listing of amount for work accomplished by each subcontractor.
- Listing of the total amount of each subcontract.
- Listing of amount previously paid to each subcontractor (includes any deductions against the subcontract, per the Prompt Payment Act (PPA)).

Screens have been added to provide data for Assignments and Notification of Defective Invoice.

The **Prompt Payment Certification** is also included on the screen and a report can be generated within QCS to submit with the Contractor Payment Request.

The screenshot shows a software window titled "Contractor Requested Earnings". It has a menu bar with "Request" and "Close" options. Below the menu bar are four tabs: "Activity Earnings", "Subcontractor Earnings", "Additional Earnings", and "Payment POCs". The "Subcontractor Earnings" tab is selected. Below the tabs is a checkbox labeled "Update Previous Subcontractor Payments" which is currently unchecked. The main area contains a table with the following data:

Subcontractor Name	Total Amount Subcontracted	Previous Subcontractor Payments (Excluding Deductions)	Subcontractor Amount Included in this Payment Estimate (Excluding Deductions)	Subcontractor Earnings Deducted by Contractor (Total to Date)
Accurate Concrete	\$621,830.00	\$0.00	\$0.00	\$0.00
FP Erectors, LLC	\$0.00	\$0.00	\$0.00	\$0.00
HIRE ELECTRIC	\$216,400.00	\$0.00	\$0.00	\$0.00
JH KELLY	\$117,828.00	\$0.00	\$0.00	\$0.00

At the bottom of the window, there are several fields: "Payment No. 7", "Thru" with a date dropdown set to "03/31/2006", "Invoice Date" with a date dropdown set to "03/31/2006", and "Requested Earnings Completed" with a checkbox set to "Yes".

## Prompt Payment Certification Report (Page 1)

Prompt Payment Certification And Supporting Data For Contractor Payment Invoice				Page 1 of 13 pages	
(1) Contract No.: DACW27-01-C-0030 NA		(2) Location and Description of Work: Olmsted, Illinois Maintenance and Operating Bulkheads		(3) Estimate No.: 42	
				(4) Invoice Date: 10/26/2005	
(5) Contractor Official (name and address) to whom payment is to be sent: Massman Construction Co. 8901 State Line Road Kansas City, MO 64114			(6) Discount Terms: 0 Days 0 Percent		
(7) If Notice of Assignment has been filed, enter name of Assignee to whom payment is to be sent:			(8) Name, Title, phone number, and mailing address of person to be notified in event of a defective invoice: Robert Brow ne, Ow ner 909-234-5679 1254 West Avenue Upland, CA 92506		
(9) Subcontractor Name	(10) Total Amount Subcontracted	(11) Previous Subcontractor Payments (Excluding Deductions)	(12) Subcontractor Amount Included in this Payment Estimate (Excluding Deductions)	(13) ** Subcontractor Earnings Deducted by Contractor (Total to Date)	
BART	\$43,000.00	\$24,000.00	\$4,000.00	\$2,400.00	
Bar-Tie	\$23,445.00	\$0.00	\$0.00	\$0.00	
COE	\$13,253.00	\$0.00	\$0.00	\$0.00	
DivCon, LLC	\$160,000.00	\$0.00	\$0.00	\$0.00	
DivCon, LLC	\$75,000.00	\$0.00	\$0.00	\$0.00	
EGPT	\$12,005.00	\$1,200.00	\$1,200.00	\$120.00	
MCC	\$15,000.00	\$0.00	\$0.00	\$0.00	
N & N Metro Plumbing	\$80,000.00	\$0.00	\$0.00	\$0.00	
N & N Metro Plumbing, Inc.	\$0.00	\$0.00	\$0.00	\$0.00	
PLAT	\$12,500.00	\$0.00	\$0.00	\$0.00	
Plateau Electrical Constructor	\$250,000.00	\$125,000.00	\$50,000.00	\$12,500.00	
STW	\$46,500.00	\$0.00	\$0.00	\$0.00	
THMS	\$33,000.00	\$0.00	\$0.00	\$0.00	
Thomas Industrial Coatings Inc	\$35,600.00	\$0.00	\$0.00	\$0.00	
Triangle Enterprises	\$340,000.00	\$0.00	\$0.00	\$0.00	

\*\* A written notice of any withholding shall be issued to a subcontractor (with a copy to the Contracting Officer) of any such notice issued by the Contractor, specifying (1) the amount to be withheld, (2) the specific causes for the withholding under the terms of the subcontract, and (3) the remedial actions to be taken by the subcontractor in order to receive payment of the amounts withheld. Attach copy of notification to pay estimate. Reference FAR 52.232-27(g).

I hereby certify, to the best of my knowledge and belief, that:

- (1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract;
- (2) Payments to subcontractors and suppliers have been made from previous payments received under the contract, and timely payments will be made from the proceeds of the payments covered by this certification, in accordance with subcontract agreements and the requirements of Chapter 39 of Title 31, United States Code; and
- (3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract.
- (4) This certification is not to be construed as final acceptance of a subcontractor's performance.

Signature \_\_\_\_\_ Date \_\_\_\_\_

John Mayberry, Superintendent  
Typed Name and Title

## Additional Earnings

Occasionally, you may need to request action for additional earnings that are not addressed within the specific pay activities, but for which entitlement is authorized. Or, you may need to make deductions in the pay request for other items as shown below.

The third tab on this screen is entitled “**Additional Earnings**” and is used for the purposes just explained.

Activity Earnings	Subcontractor Earnings	Additional Earnings	Payment POCs
Activity Earnings	Subcontractor Earnings	Additional Earnings	Payment POCs
Estimated Activity Earnings to Date	Previous Total Earnings	Total Earnings To Date	Estimated Stored Materials Included in Activity Earnings
	\$3,375,409.00	\$3,375,409.00	0.00
<b>Additional Requested Earnings not included in above Activity Earnings</b>			
Additional Stored Material	\$0.00	\$0.00	
Preparatory Work	\$0.00	\$0.00	
Performance and Payment Bond	\$0.00	\$0.00	
<b>Subcontractor Deductions</b>			
Less Subcontractor Deductions held by Prime	\$0.00	\$0.00	
<b>Sum of Requested Earnings to Date</b>			
Total Requested Earnings	\$3,375,409.00	\$3,375,409.00	Accrual this Period \$0.00

Payment No. 7    Thru 03/31/2006    Invoice Date 03/31/2006    Requested Earnings Completed  Yes

## Stored Materials

There are two different types of stored materials addressed on this screen.

- Stored Materials included in Activity Earnings
- Stored Materials not included in Activity Earnings

**A** Stored materials that are included in activity earnings could be such items as “gypsum board”. The activity could be labeled as “Drywall” and the gypsum board is an item for that activity and it has been delivered to the jobsite, but not yet incorporated into the work. Any amount listed here will not reduce or increase earnings. Its primary purpose is to reflect accurate progress (percentage) of work actually in place. The earning amount will be reduced by the value of the stored materials prior to computing the actual progress percentage. The amount should ultimately be “ZERO” when all material is incorporated into the work.

**B** Stored materials that are not included in activity earnings could be such items that have been delivered to the jobsite but not yet incorporated. For example, if you had an activity called “Fencing”, the item could be “chain link fabric”. The fencing will be paid for by the lineal feet (LF) of installed fence, but none has yet been installed. The fabric is delivered but is not addressed in any specific *Contract Line Item* (CLIN) – sometimes called “Bid Items”. The amount entered here will be processed IN ADDITION to any activity earnings requested. It should be reduced to “ZERO” as the material is all incorporated.



**Amounts entered that are not included in activity earning, MUST BE REDUCED as the material is incorporated and becomes a part of the actual activity.**

## Other Earnings not included in Activity Earnings

Similar to the stored material in B, above, there are two other categories of expenses for which payment is authorized in accordance with the Federal Acquisition Regulations (FAR).

- Preparatory Work
- Performance and Payment Bonds

### Preparatory Work

Preparatory work is often encountered on UNIT PRICE contracts, where items such as “Mobilization” or “Demobilization” are not specifically addressed as a line item for which payment can be made. Payment may be extended for such costs, but must also be reduced as the work is placed. This amount should be “ZERO” when the contract is complete.

### Performance and Payment Bonds

Not unlike “Preparatory Work” in the previous paragraph, Performance and Payment Bonds may be reimbursed as “up-front” costs when not specifically part of a contract line item. This also must be reduced as the work progresses. This amount should also be “ZERO” when the contract is complete.

## Subcontractor Deductions

**C** When the Prime Contractor withholds earnings from a Subcontractor, the Government must HOLD the funds on behalf of the Prime Contractor. This is a strict requirement of the *Prompt Payment Act* and must be adhered to.

Enter the amount of the withholdings in “C” below. As the amount is returned to the Subcontractor, that amount will be reduced to “ZERO”.

Contractor Requested Earnings			
Activity Earnings		Additional Earnings	
Activity Earnings	Previous Total Earnings	Total Earnings To Date	Estimated Stored Materials Included in Activity Earnings
Total Requested Activity Earnings to Date	\$2,260,999.02	\$0.00	\$0.00
<b>Additional Requested Earnings not included in above Activity Earnings</b>			
Additional Stored Material	\$851,626.00	\$0.00	
Preparatory Work	\$0.00	\$0.00	
Performance and P	\$0.00	\$0.00	
<b>Subcontractor Deductions</b>			
Less Subcontractor Deductions held by Prime	\$0.00	\$0.00	
<b>Sum of Requested Earnings to Date</b>			Accrual this Period
Total Requested Earnings	\$3,112,625.02	\$0.00	-\$3,112,625.02
Payment No. 6	Thru	Invoice Date	Requested Earnings Completed <input type="checkbox"/> Yes

## Payment POCs

This is the screen from which you can print the PPA Certification. The screen also includes information on any Assignment that may have been extended and a person to contact in the event of a defective invoice.

The screenshot shows a web application window titled "Contractor Requested Earnings". The window has a blue title bar and standard window controls. Below the title bar, there are two buttons: "Request" and "Close". The main content area is divided into four tabs: "Activity Earnings", "Subcontractor Earnings", "Additional Earnings", and "Payment POCs". The "Payment POCs" tab is currently selected. The form contains several sections:

- Discount Terms:** Includes "Discount Days" (input field with value 0) and "Discount Percent" (input field with value 0).
- Notice of Assignment:** A text area for "If Notice of Assignment has been filed, enter name of Assignee to whose payment is to be sent." Below it are input fields for "Name:", "Title:", "Phone:", and "Address:".
- Notice of Defective Invoice:** A text area for "Name, Title, phone number, and mailing address of person to be notified in event of a defective invoice." Below it are input fields for "Name:", "Title:", "Phone:", and "Address:".
- Certification by:** A text area containing a certification statement: "I hereby certify, to the best of my knowledge and belief, that: (1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract; (2) Payments to subcontractors and suppliers have been made from previous payments received under the contract, and timely payments will be made from the proceeds... (3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier... (4) This certification is not to be construed as final acceptance of a subcontractor's performance." Below this are input fields for "Name:" and "Title:".

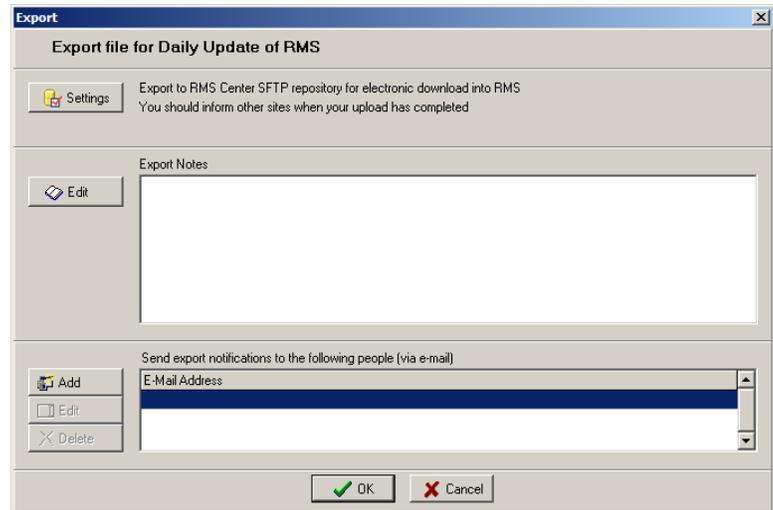
At the bottom of the form, there are several fields: "Payment No. 7", "Thru" (input field with value 03/31/2006), "Invoice Date" (input field with value 03/31/2006), and "Requested Earnings Completed" (checkbox). A red arrow points to the "Requested Earnings Completed" checkbox, which is currently unchecked.

Indicate when you have completed the Pay Request to enable it to be electronically sent to the Government (RMS) for payment.

## Exporting the Pay Request

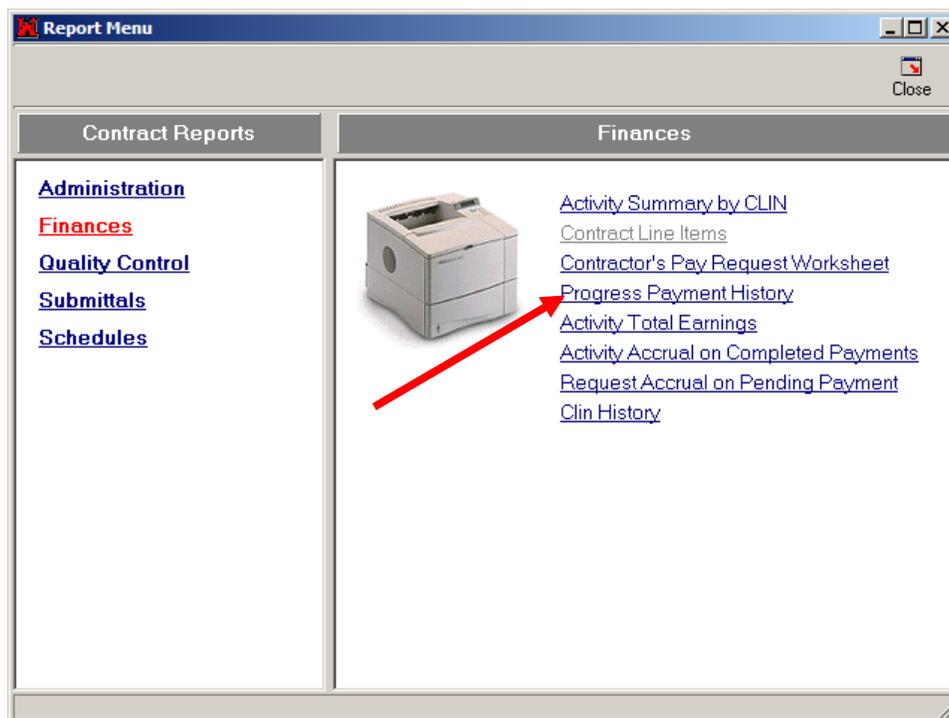
When you are completed with entering the requested earnings (and deductions if appropriate), check the box “**Yes**” at the bottom right side of the screen. When this is checked, and the request is exported to the Government for processing, no further changes will be possible. All fields, on both tabs, will turn gray.

You are ready to export the pay request to the Government RMS system using the **Import/Export** button on the main **Contract Menu**.



## Payment Reports

Using the **Reports** button you may preview and print the available reports for payments for the contract. One of the reports available is the “Progress Payment History” report. The report is included on the next page for your information.



# Progress Payment History - Report



US Army Corps  
of Engineers

## Progress Payment History

Bonneville FGE & VBS Modifications  
W9127N-05-C-0025 NA

31 Mar 2006

Portland Resident Office

Payment No	Period Covered	%	Earnings To Date	Retainage To Date	Deductions To Date	Liq Damages To Date	Paid To Date	Earnings This Period	Paid This Period
1	09/30/2005 - 10/31/2005	7%	\$299,891.00	\$0.00	\$0.00	\$0.00	\$299,891.00	\$299,891.00	\$299,891.00
2	11/01/2005 - 11/30/2005	19%	\$875,069.00	\$0.00	\$0.00	\$0.00	\$875,069.00	\$575,178.00	\$575,178.00
3	12/01/2005 - 12/31/2005	42%	\$1,918,939.00	\$0.00	\$7,500.00	\$0.00	\$1,911,439.00	\$1,043,870.00	\$1,036,370.00
4	01/01/2006 - 01/31/2006	54%	\$2,431,276.00	\$0.00	\$7,500.00	\$0.00	\$2,423,776.00	\$512,337.00	\$512,337.00
5	02/01/2006 - 02/15/2006	64%	\$2,920,062.00	\$0.00	\$7,500.00	\$0.00	\$2,912,562.00	\$488,786.00	\$488,786.00
6	02/16/2006 - 02/28/2006	74%	\$3,375,409.00	\$0.00	\$7,500.00	\$0.00	\$3,367,909.00	\$455,347.00	\$455,347.00

Contractor: Fabrication Products Inc.

# Creating an SDEF Pay Request in Primavera

Primavera Project Planner - [DEC3]

File Edit View Insert Format Tools Data Window Help

Install Concrete Pads 02DEC00 Sat

Activity ID	Activity Description	Budgeted Cost	% Comp	Orig Dur	Rem Dur	Early Start	Early Finish
3E15410	Finish Plumbing, 3rd Flr	5,893.00	0	3	3	17SEP01	19SEP01
3E16000	Rough Electrical, 3rd Flr	57,824.00	0	10	10	02AUG01	15AUG01
3E16010	Finish Electrical, 3rd Flr	14,456.00	0	3	3	17SEP01	19SEP01
3E99999	Third Floor Completion	0.00	0	0	0		24SEP01
A01000	Notice to Proceed	0.00	0	0	0	05DEC00	
A01010	Phase One Submittals	0.00	0	5	5	05DEC00	11DEC00
A01020	Trailer Submittal Review and Resubmittals	0.00	0	15	15	12DEC00	03JAN01
A01030	Resubmittals	0.00	0	5	5	04JAN01	10JAN01
A01040	Manufacture Trailers	0.00	100	23	0	11JAN01A	02FEB01A
A01050	Setup Trailers	180,000.00	100	21	0	19FEB01A	05APR01A
B01000	Transition One	10,000.00	100	2	0	10MAR01A	11MAR01A
B02000	Chiller Fabrication	0.00	0	40	40	05DEC00	13JAN01
B02010	Grade Chiller Area	6,500.00	100	3	0	30MAR01A	08MAY01A
B02011	Electrical Underground	0.00	100	10	0	07MAY01A	22MAY01A
B02020	Install Concrete Pads	23,500.00	90	5	1	07MAY01A	11APR01
B02030	Underground Piping	65,000.00	50	20	10	08MAY01A	27APR01
B02040	Install Chiller	405,000.00	45	4	2	31MAY01A	21JUN01
B02050	Commissioning	0.00	0	5	5	26JUN01	02JUL01
D01000	Transition Two	10,000.00	0	2	2	07JUL01	08JUL01
E01000	Phase Three (1st & 3rd Flrs, Bldg)	0.00	0	0	0	09JUL01	
E01500	Pre Final / Testing Phase Two	0.00	0	1	1	25SEP01	25SEP01
E01520	Punch List Phase two	0.00	0	5	5	26SEP01	02OCT01
F01000	Transition Three	10,000.00	0	2	2	03OCT01	04OCT01
G01500	Pre Final / Testing Phase 5	0.00	0	1	1	21DEC01	21DEC01
G01520	Punch List Phase 5	0.00	0	4	4	24DEC01	28DEC01

2000 2001

DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

Notice to Proceed  
Phase One Submittals  
Trailer Submittal Review and Approval  
Resubmittals  
Manufacture Trailers  
Setup Trailers  
Transition One  
Chiller Fabrication  
Grade Chiller Area  
Electrical Underground  
Install Concrete Pads  
Underground Piping  
Install Chiller  
Commissioning  
Transition Two  
Phase Three (1st & 3rd Flrs, Bldg 949)  
Pre Final / Testing Phase Two  
Punch List Phase two  
Transition Three  
Pre Final / Testing Phase 5  
Punch List Phase 5

Budget Codes Constr Cost Custom Dates Log Pred Res Succ WBS Help

ID B02020 Install Concrete Pads Previous Next <<Less

OD 5 Pot 90.0 Cal 1 AS 07MAY01 EF 11APR01 TF: 3

RD 1 Type Task LF 16APR01 FF: 0

SCI 0004 CH S ADMIN

Ham Wlkip Resp Area Modf Bidi Pha1 Catw Fow1

Schedule Layout by Activity ID All Activities

## Open the Activity Form Budget Summary Window

The screenshot shows the Primavera Project Planner interface. The main window displays a Gantt chart for the year 2001, with activities plotted from December 2000 to December 2001. A 'Budget Summary' window is open for activity B021, showing the following data:

	Units	Cost	Total Units	Total Cost
G01: Units per day	0.00			
G01: Res Lag/Duration	0			
G01: % Complete/Expended	0.0	90.0	0.0	90.0
Budgeted amount	0.00	23500.00	0.00	23500.00
Planned value	0.00	0.00	0.00	0.00
Earned value	0.00	0.00	0.00	0.00
Actual to date	0.00	21150.00	0.00	21150.00
To complete	0.00	2350.00	0.00	2350.00
At completion	0.00	23500.00	0.00	23500.00
Variance	0.00	0.00	0.00	0.00

The Budget Summary window also shows a table for resource costs:

Resource	Cost Acct/Category	Driving	Curve
COST0001			

## Comments regarding the COST TO DATE field

First make sure the resource shown in the Activity Form, Budget Summary Window is either "COST0001" or the value of the resource such as "LUMP SUM" that you have created. Next place the value for the activity's earned value, in the "Actual to Date (ACWP)" field. While the definition of the SDEF field is in an activities earned value the "Earned Value" field in Primavera was not used. The differences in nomenclature are due to the variety of influences which impact cost control for projects. The COST TO DATE field may be filled by either copying the number in the "Earned Value" filed, generated through the use of the time-based percent complete or by entering the actual value earned. No value is required if the activity has: resource that uses unit costs. See the unit cost record for additional information.

## Quality Control System

## Primavera Budget Summary Screen

Budget Summary				
COST0001				
Resource	Cost Acct/Category	Driving	Curve	
COST0001		<input type="checkbox"/>		
	Units	Cost	Total Units	Total Cost
Units per day	0.00			
Res Lag/Duration	0			
% Complete/Expended	0.0	90.0	0.0	90.0
Budgeted amount	0.00	23500.00	0.00	23500.00
Planned value	0.00	0.00	0.00	0.00
Earned value	0.00	0.00	0.00	0.00
Actual to date	0.00	21150.00	0.00	21150.00
To complete	0.00	2350.00	0.00	2350.00
At completion	0.00	23500.00	0.00	23500.00
Variance	0.00	0.00	0.00	0.00

## Chapter 7 – Exchanging Data



### Overview

The QCS program allows the contractor to exchange data electronically with the government and remote QCS Sites. There are two general periods: Initial Planning/Scheduling and Contract Progress. An overview of each follows.

### QC Planning and Contract Scheduling:

- Government:** Design work must be complete and all data should be entered into RMS before work with the QCS module begins. Otherwise, data may be overwritten. When the design work is complete and the contract is awarded, export of the data will go to the contractor. This data can then be used as the starting point for the contractor's own planning. The Award Appropriation and Award Contract Line Items (CLINs) must be entered and exported before the contractor can complete pay activity entries. 
- Contractor:** When entering pay activities, be sure the CLIN item numbers are exactly the same as those used by the Government. Pay particular attention to leading zeros, number of digits and justification. Data can be exported in SDEF (see note below) from other planning software and either imported into the QCS program or manually entered.
- Government:** Import the contractor's data. Changes made by the contractor are placed in a temporary holding area and do not overwrite any existing data in RMS until approved by the Government. Generally, additions do not require Government approval with the exception of pay activities that must be approved or disapproved. All Changes can be approved in one step or optionally each change can be approved or disapproved separately.
- Export the data to the contractor. The approvals and disapprovals as well as changes made by the Government will be included in the export.
- Repeat steps 2 and 3 until the contractor planning work is complete. Once the planning and scheduling are complete and the actual work has begun, the data entry switches to the ongoing work of the construction.

## Contract Progress: Daily QC Reports, Payments & Transmittal Log

1. **Contractor:** Import QA Daily Update data regularly from the government. Enter any data for the daily report, payments or transmittals. Check for items returned by the government, e.g. QC requirements that have been reissued. Export the data to the government; include in the export only those items that have been changed. A printed, signed Daily QC Report must also be provided to the Government and is the official legal document. In addition, if the Master QCS site has delegated certain areas of QCS to be managed by other remote QCS sites, it is important that the Master QCS receive regular updates, either from the remote QCS sites or from the Government.
2. **Government:** Import and review the QC Daily Report, pay requests, and transmittals from the contractor. Enter the government's daily report, modifications and payments processed, submittals approved, etc.
3. Export the data to the contractor.
4. Repeat steps 1 and 2 on a regular basis for the life of the project. Data exchanges are done according to the needs of the contract, but the more frequent the exchanges, the more current the data will be. Some projects have daily or even twice daily exchanges.

## General Guidelines

- A. If the government makes changes to the contractor's data, they will overwrite the contractor's data unless the contractor has also made changes to the same data.
- B. If the contractor is using planning software other than, or in addition to, the QC module, any government changes must be manually entered into that system so that it stays current.

## Steps to Importing or Exporting

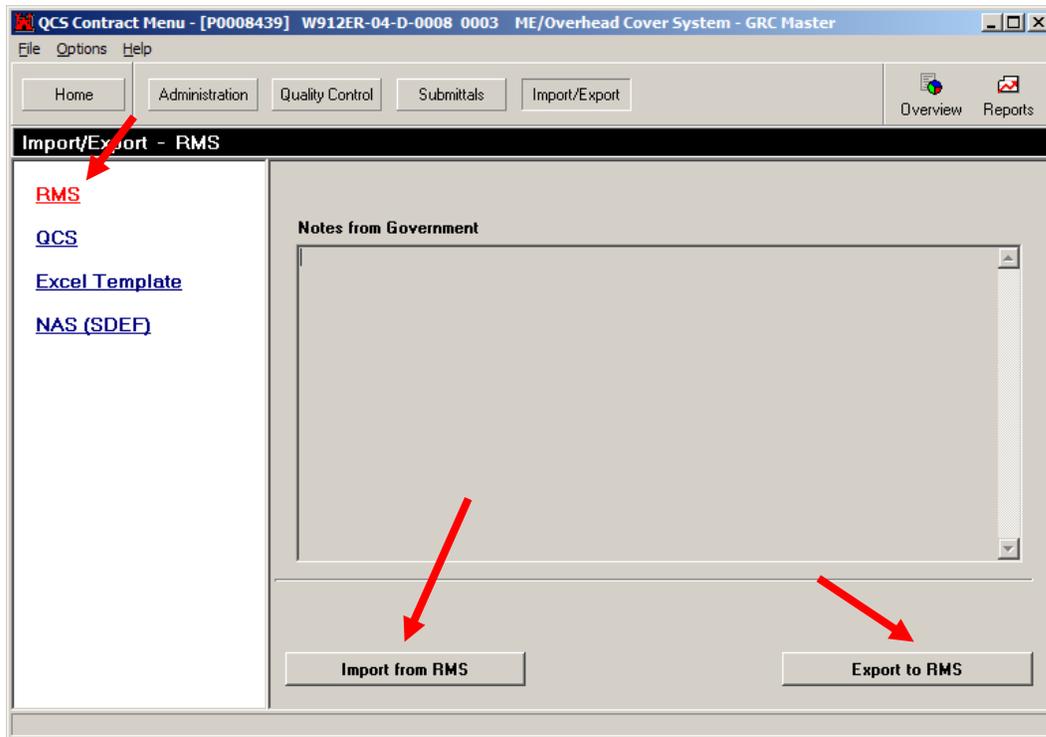
These are the basic steps for importing and exporting data in QCS. Import and export screens are shown along with a list of the possible import/export choices.

1. You must be at a **Contract Menu** in order to have access to the **Import/Export** button.
2. From a **Contract Menu**, push the **Import/Export** button.
3. Upon selecting **RMS**, you can either import or export data from/to the Government.
4. Upon selecting **QCS**, you can import/export to any remote QCS Sites that have been identified. You will also be able to view any QCS Sites from this screen.
5. When you select **Excel Template**, you import Submittals from a special Excel template. The template can be downloaded from the RMS/QCS website.

6. Upon selecting **NAS (SDEF)**, the only choice is to import from the scheduling system.

## RMS Import/Export Screen

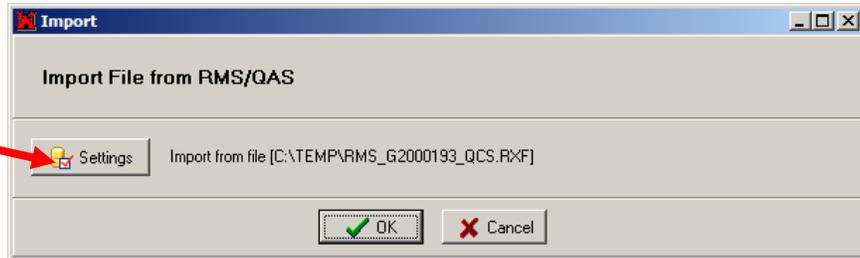
From **RMS**, you can import from or export to the Government.



## Import RMS/QAS Data from Government - File

Push the **Import from RMS** button to begin. You are then presented with a window to identify the file you wish to import. You will notice the **Settings** button on the left; this will determine where you get the file to import. It will come from either a file provided to you by the Government (i.e., via email, disk, etc), or you can import the file from the RMS SFTP site (which is the preferred method).

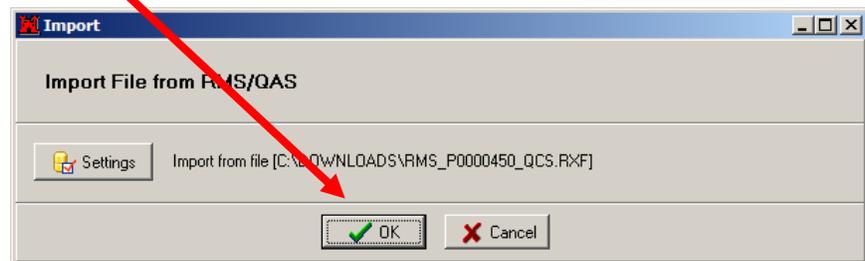
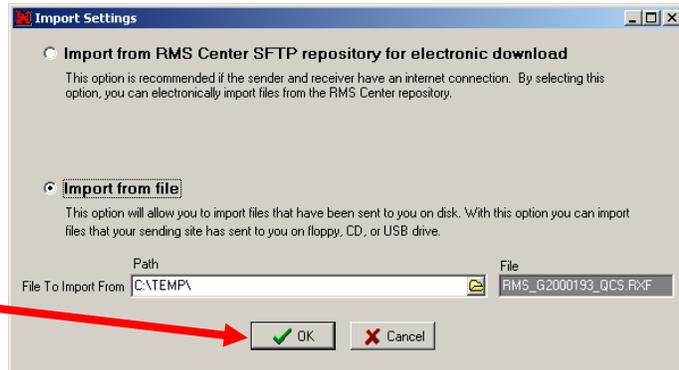
Push the **Settings** button to view the choices.



Use the lookup (ellipses) to locate the file with the Windows Explorer.

The RMS program is designed to name the export file with a prefix of "RMS\_", followed by the contract ID number, and the suffix "QCX".

Press **OK** to begin the import (twice).



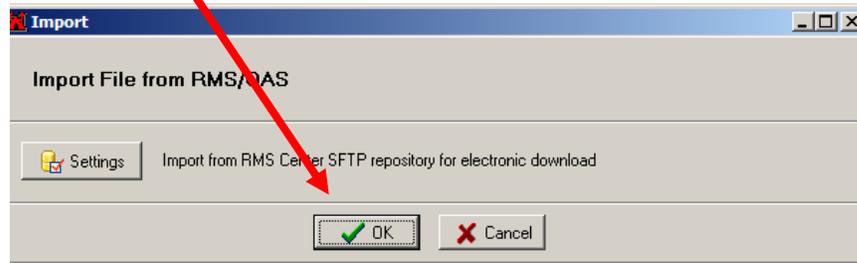
The files will then be imported into QCS.

## Import RMS Data from Government – SFTP

This procedure is the same as above, except you choose **Import from RMS Center SFTP repository for electronic download**. Then press **OK** (twice) accomplish the import.



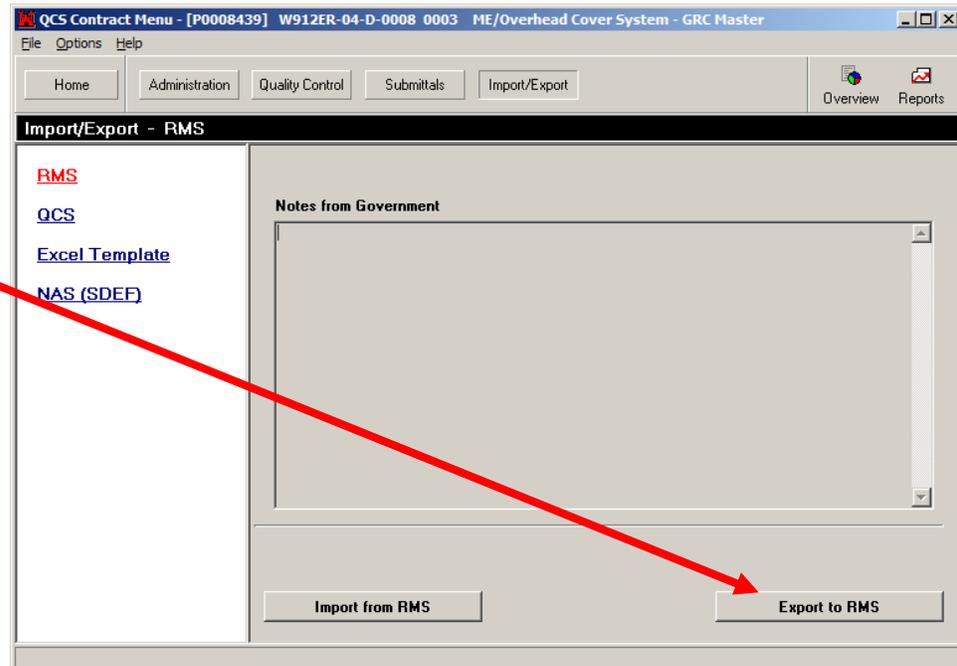
to



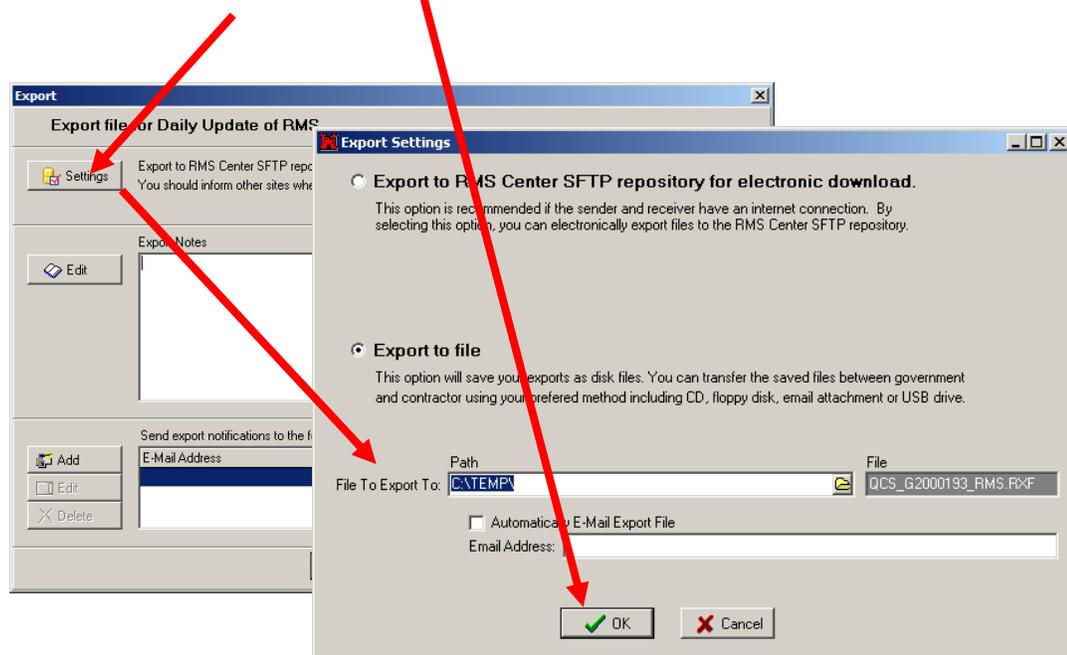
## Export QCS Data to the Government – File

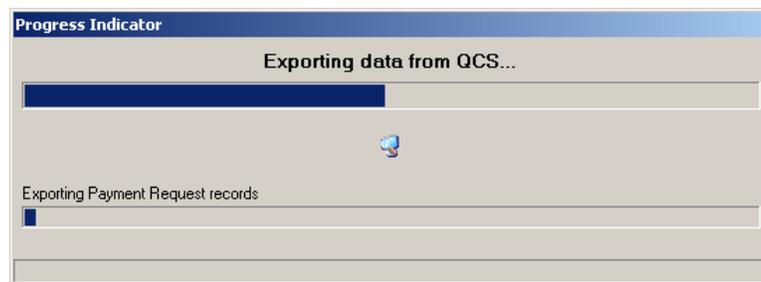
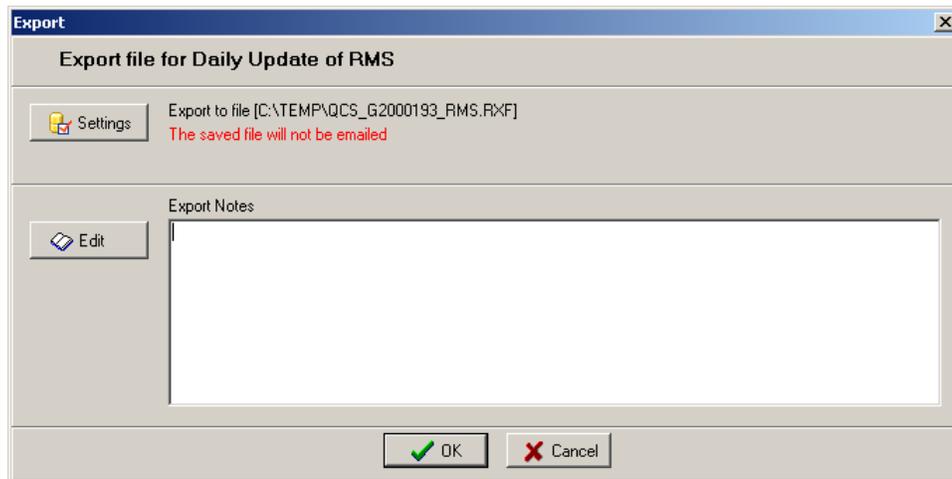
The procedure used to Export QCS data to the Government is similar to that of the previous Import process.

From the **Import / Export** screen, push the **Export to RMS** button.



As before, push the **Settings** button to choose the method of export. The QCS program is designed to name the export ZIP file with a prefix of "QCS\_", followed by the contract ID number, and then the suffix RMS, as seen below. Choose **Export to File** and indicate the name and location of the file to export. Press **OK**.

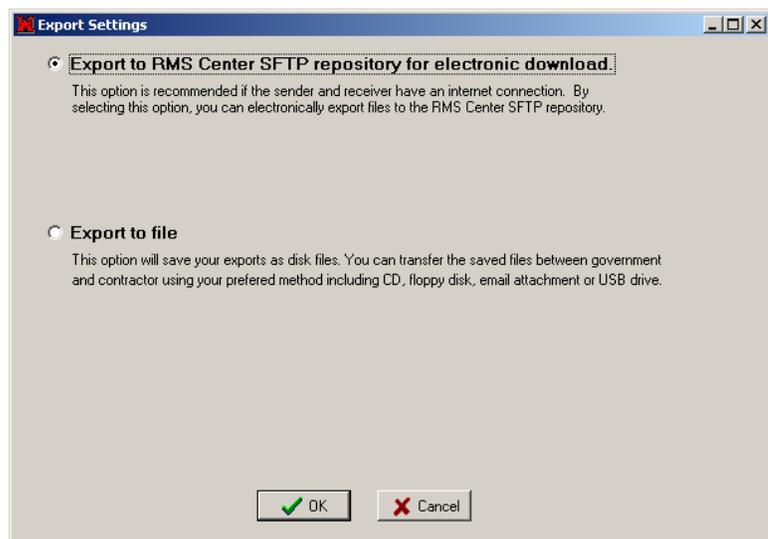


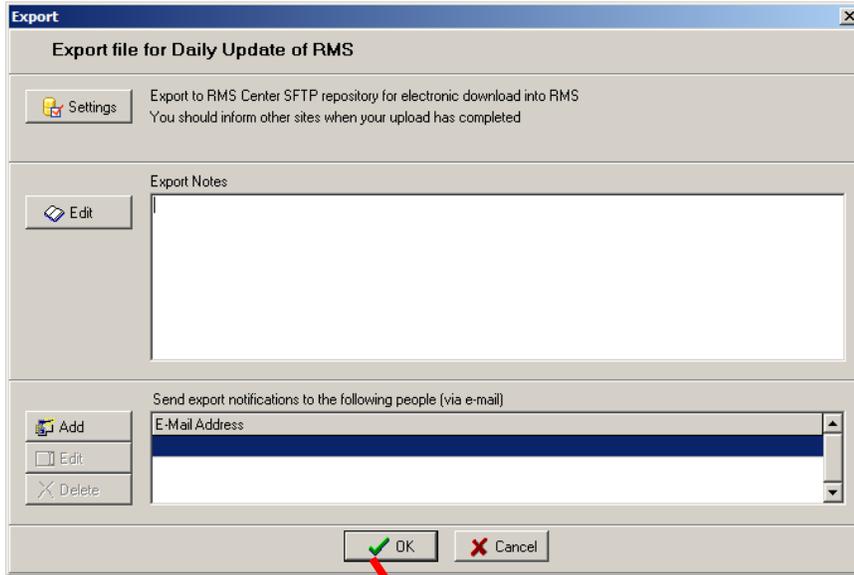


QCS will export the file to the designated location. You will then email, or otherwise provide the file to the Government so they can import it into RMS or QAS.

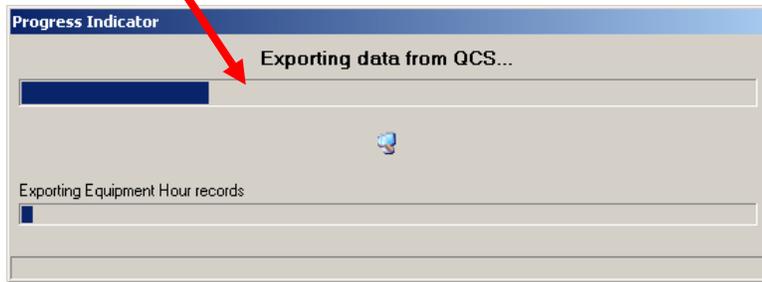
## Export QCS Data to the Government – SFTP

The preferred method of export is to make use of the RMS Center SFTP repository site as above. From the **Settings** button, you simply check **Export to RMS Center SFTP repository for electronic download into QCS** and press the **OK** button.





QCS will then export the data to the SFTP Repository.



## A walk through Primavera Screens

**SPEED  
BUMP  
AHEAD**

**NOTE:** Primavera is currently the only commercial vendor that is supporting the SDEF in their Windows product. The current version is P3, as reflected on the following screens. There have been numerous attempts, and unsuccessful as far as we know, to write script files for such alternate programs like SureTrak, MS Project, and others.

### Typical Activity Code Structure

The screenshot displays the Primavera Project Planner interface. The main window shows a Gantt chart for the year 2001, with activities plotted against months (A, M, J, J). The activity code structure is visible at the bottom, with fields for ID, OD, RD, ES, EF, LS, and FF. A red arrow points to the 'EF' field, which is circled in black. The activity code structure is as follows:

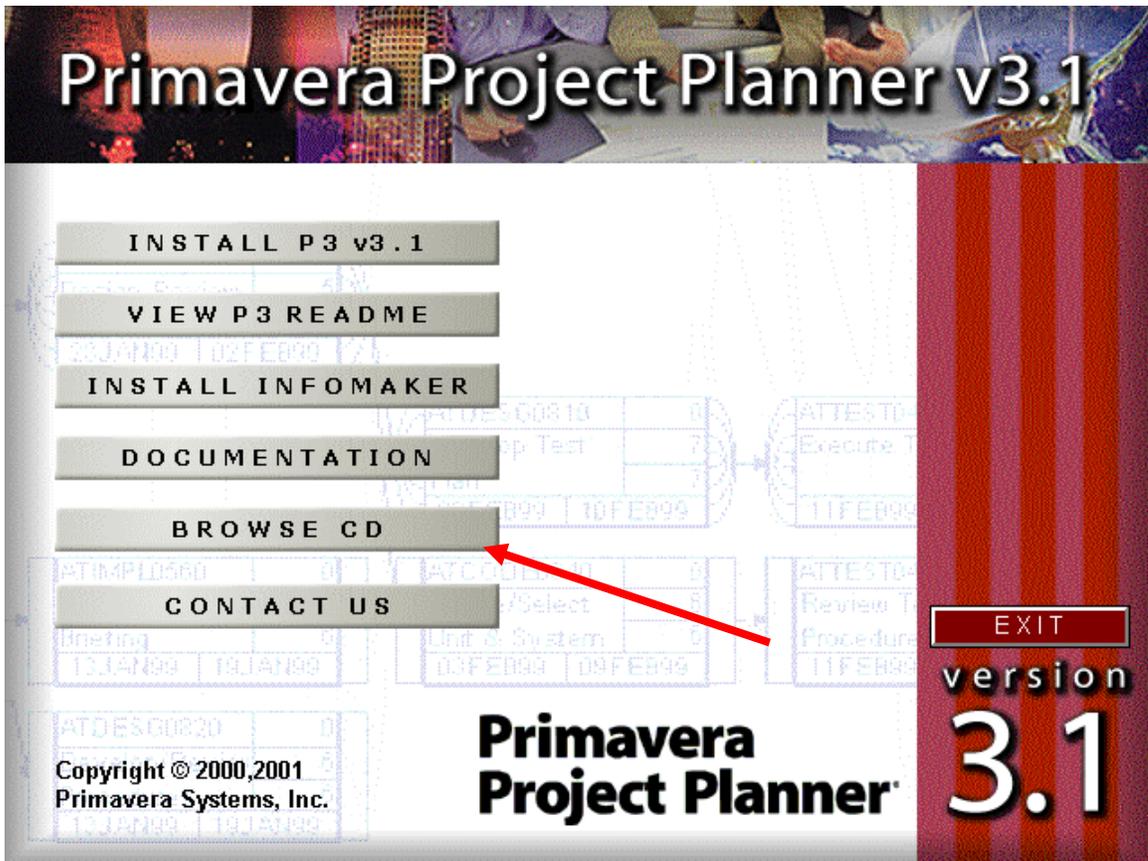
Activity Description	Orig Dur	Rem Dur	% Comp	Total Float	Early Start	Early Finish	B
Hunter Army Airfield Medical Clinic	562	80	84	-105	26APR99A	19JUN01	8,7
<b>PROJECT START UP</b>							
Bonds	1	0	100		26APR99A	26APR99A	
Mobilization	20	0	100		26APR99A	21MAY99A	
Total Project Duration	785*	112*	86	-147	26APR99A	19JUN01	
<b>SHOPDWGS/PROCUREMENT/FAB &amp; DELIVERY</b>							
Submit Rebar Steel Shop Dwgs	5	0	100		02AUG99A	06AUG99A	

The activity code structure fields are: ID, OD (0), Pct (0.0), Cal (1), ES, EF, LS, and FF. The 'EF' field is circled in black and has a red arrow pointing to it. Below the activity code structure are fields for Resp, Area, Sect, Mile, Item, Locn, Step, Fo, and WBS.

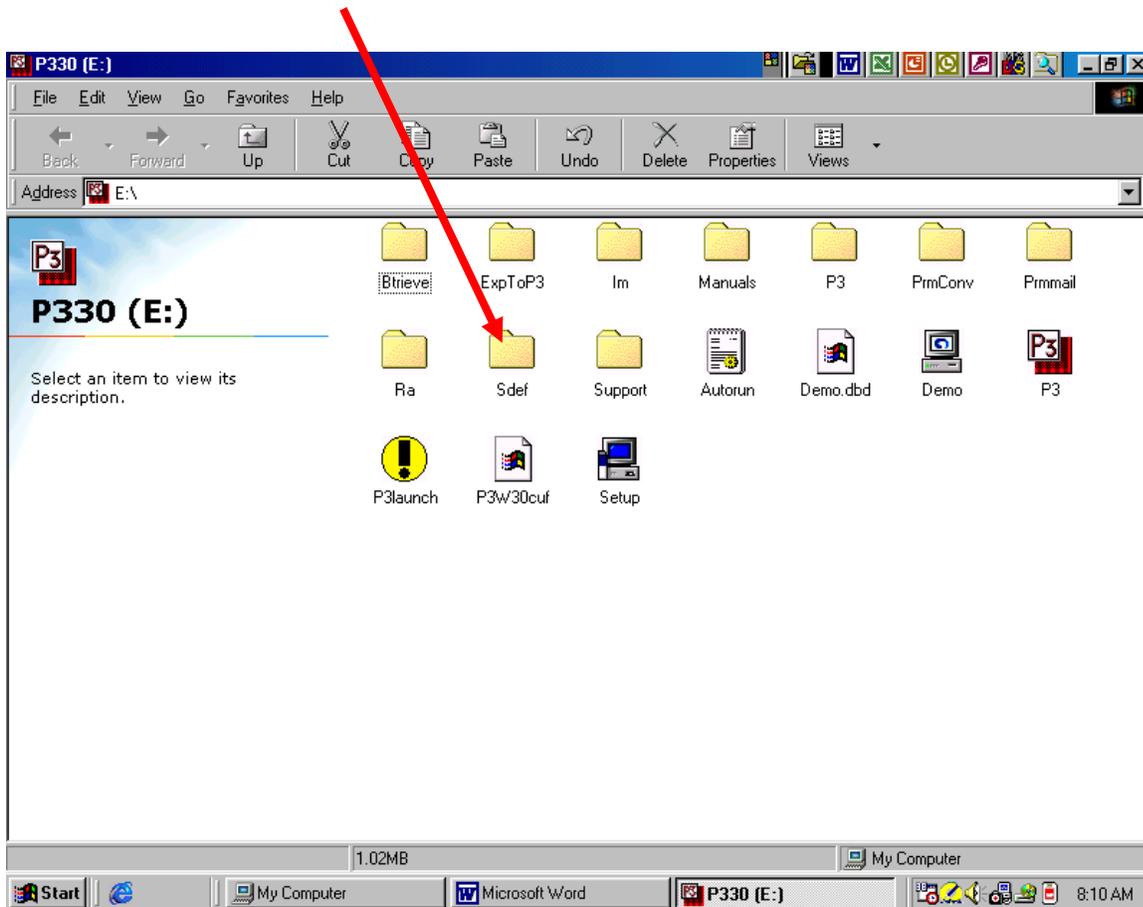
This is a typical activity code structure. This does not conform to SDEF and cannot be imported into QMS. The activity code structure must be changed.

## Installing the SDEF Utility:

Insert the P3 CD and go to **BROWSE CD**.

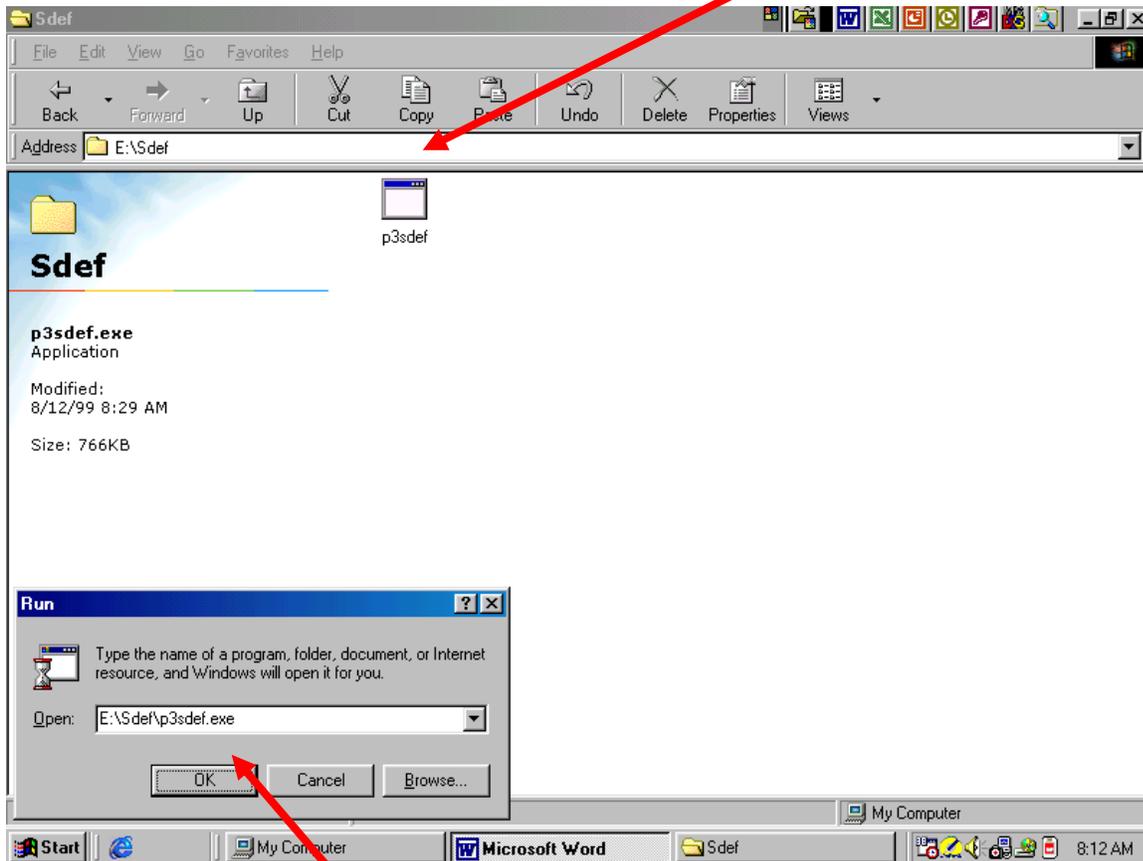


## Copy the “SDEF” folder to your computer C-drive



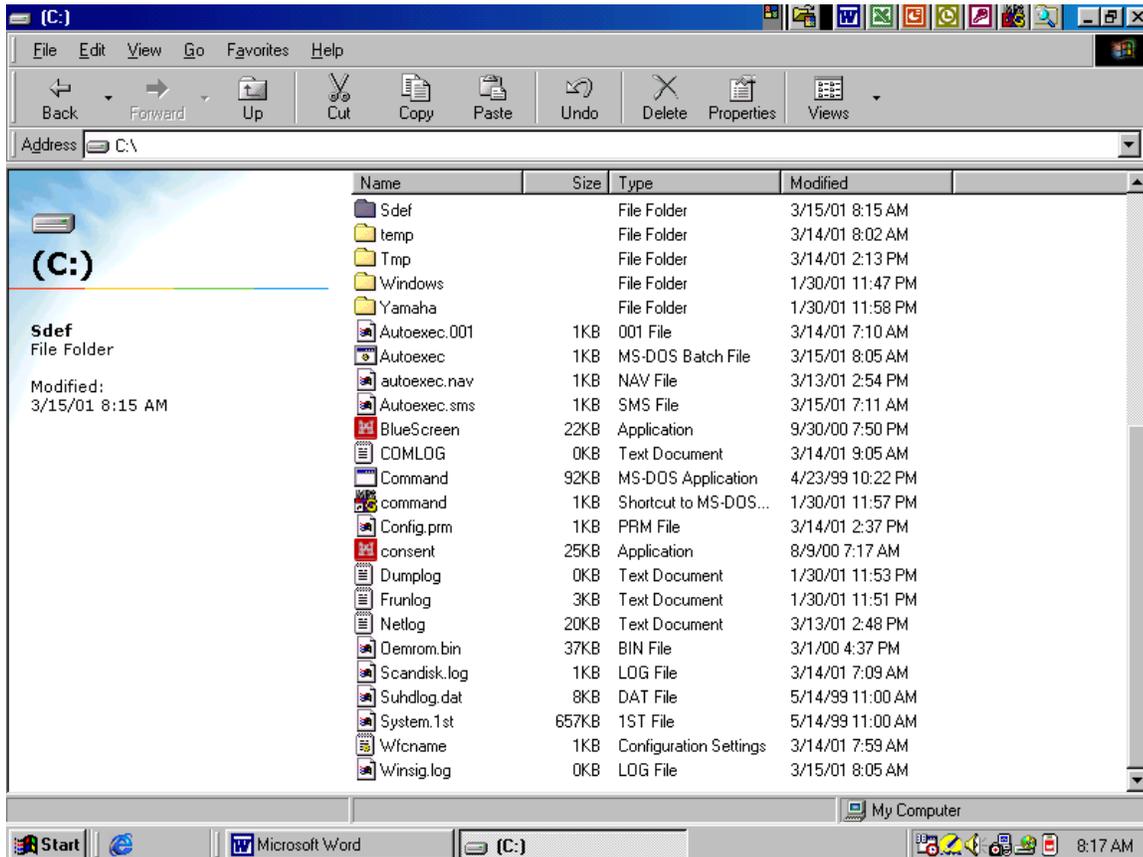
## Extract “p3sdef” to your C-drive

The “SDEF” folder on your c-drive should have “p3sdef” in it.



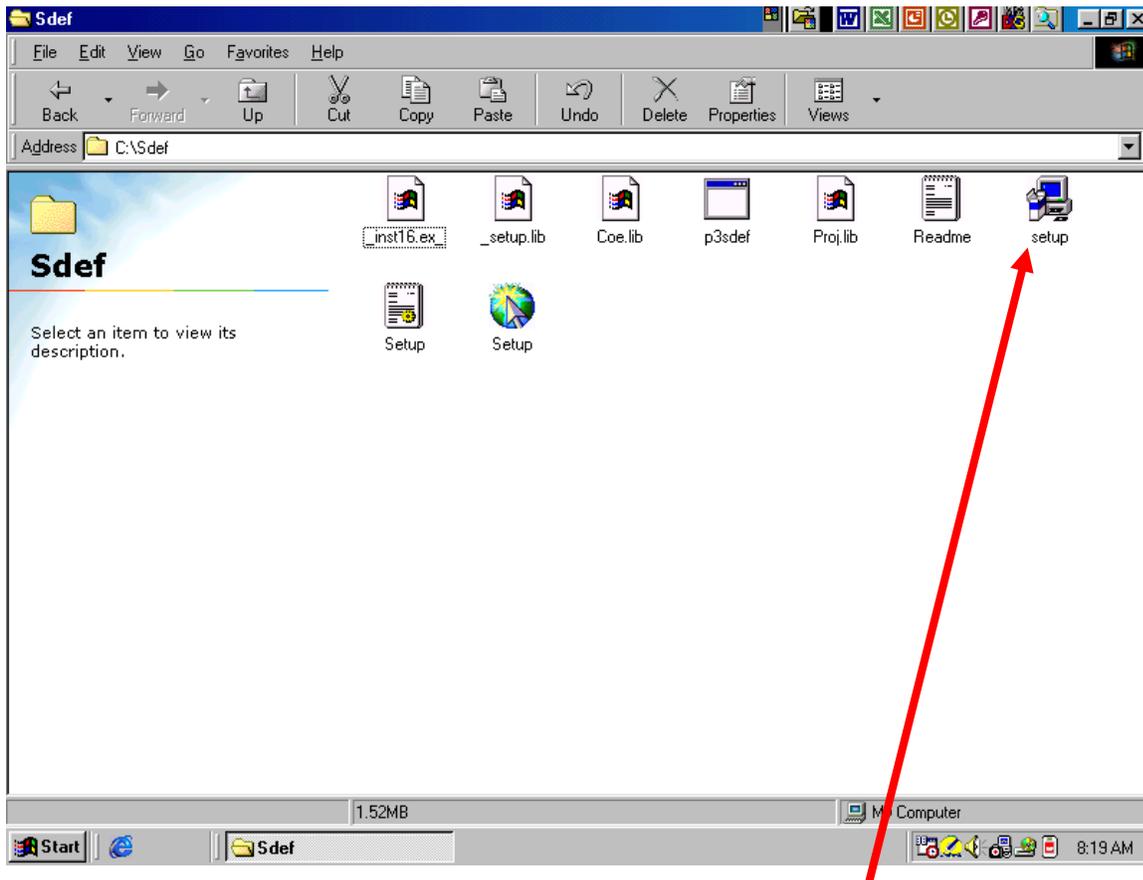
From your computer Desktop, select the **START** and then **RUN** to run p3sdef. It will extract to your C-drive.

## EXPLORE the SDEF folder



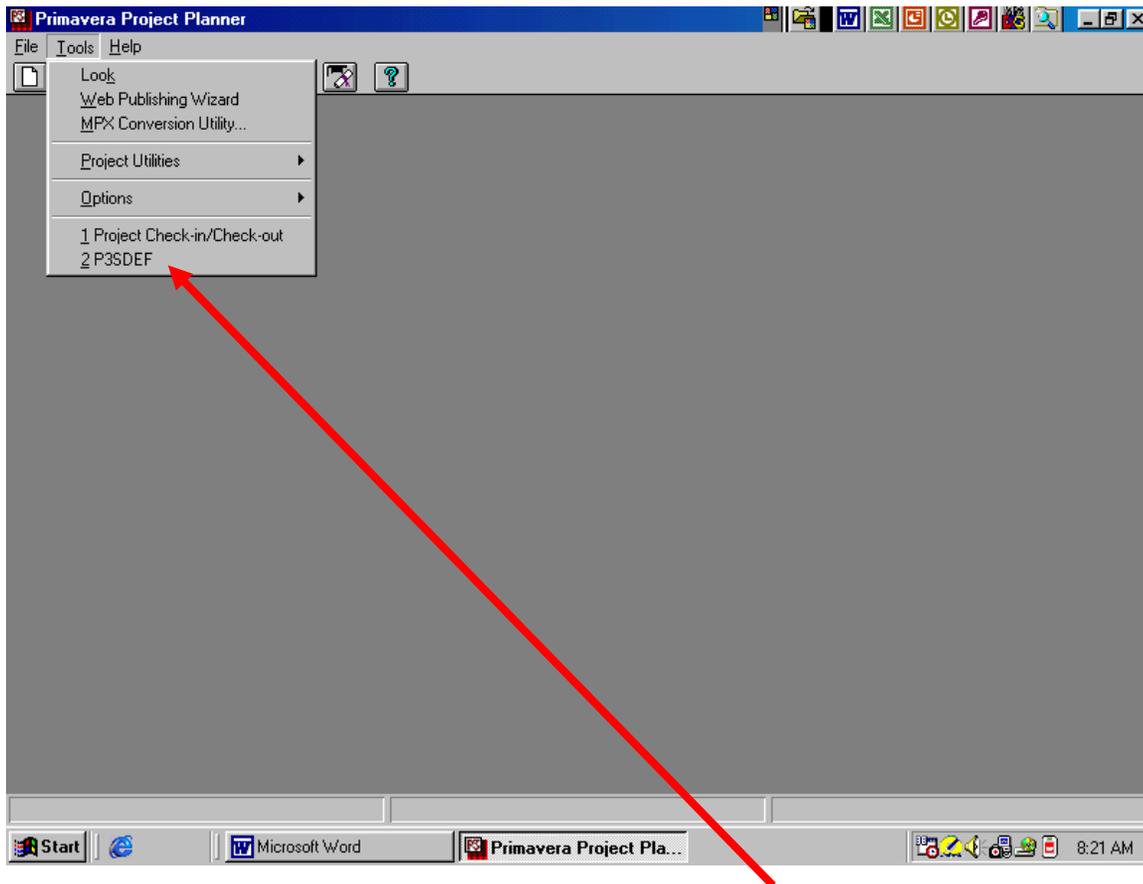
From your Desktop, use your mouse and right-click on the Computer icon to Explore (browse) your C-drive and open the **SDEF** folder by double-clicking on it.

## Run the SDEF “Setup.exe” File



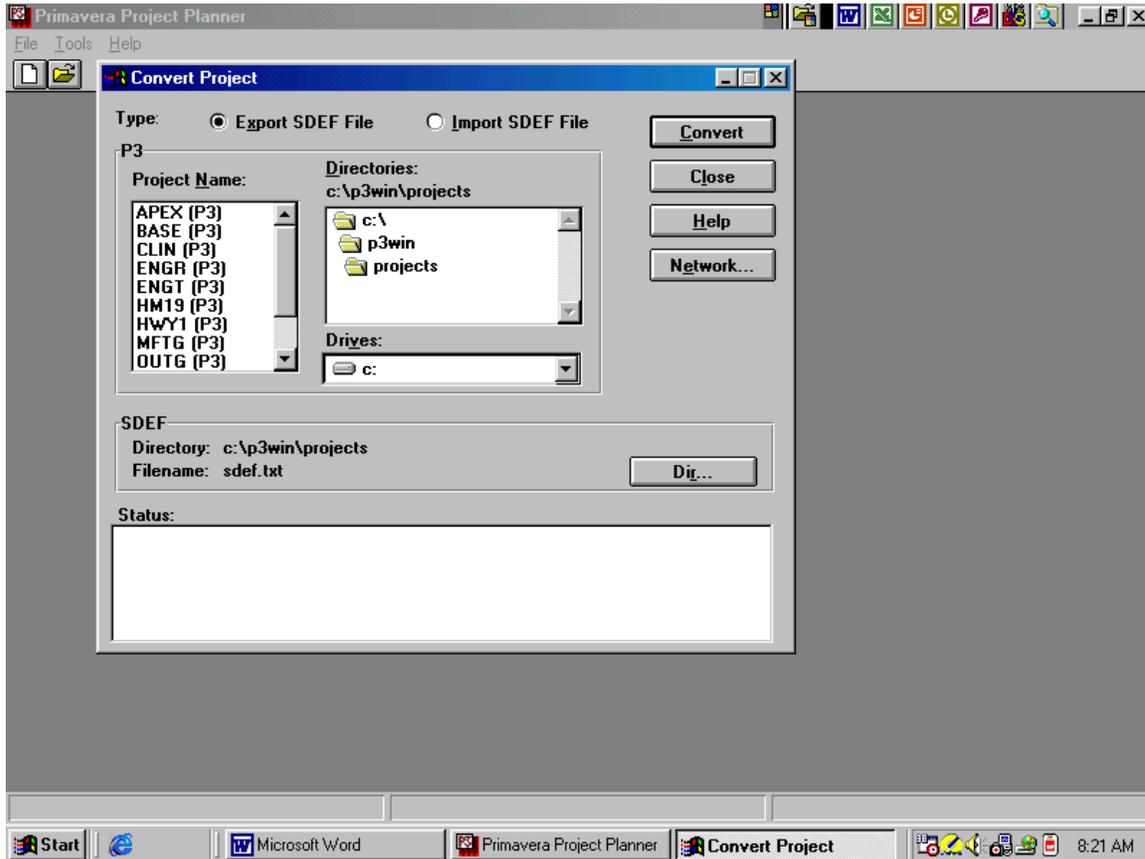
The **SDEF** folder should now have these files in it. Run this “setup.exe” file.

## Open Primavera



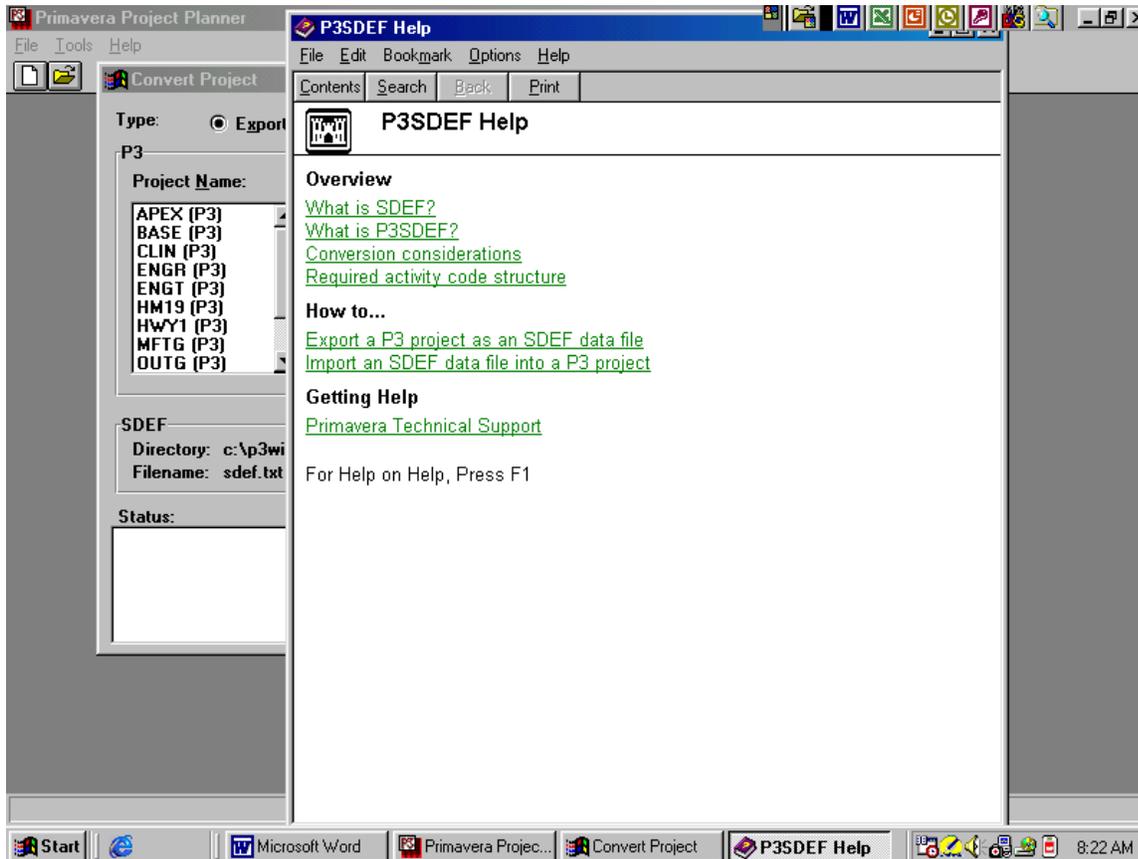
Start Primavera. Your **TOOLS** dropdown menu should now have **P3SDEF** indicate on it. Mouse-click on **P3SDEF**.

## Primavera “Convert Project” Screen



*SDEF Convert Project screen*

## P3SDEF Help Screen



Choose the help button to get additional information.

## Primavera Activity Code Structure

**Required activity code structure**

The US Army Corps of Engineers (COE) requires the consistent use of a predefined activity code structure in all projects. This structure specifies the sequence, name, and length of each activity code in the project. The [SDEF](#) format adheres to this structure. All P3 projects being exported to SDEF format should use this exact activity code structure.

**Note** The required codes use 56 of the 64 characters available for activity coding in P3. You can define and use the remaining 8 characters for additional code fields at the end of the list.

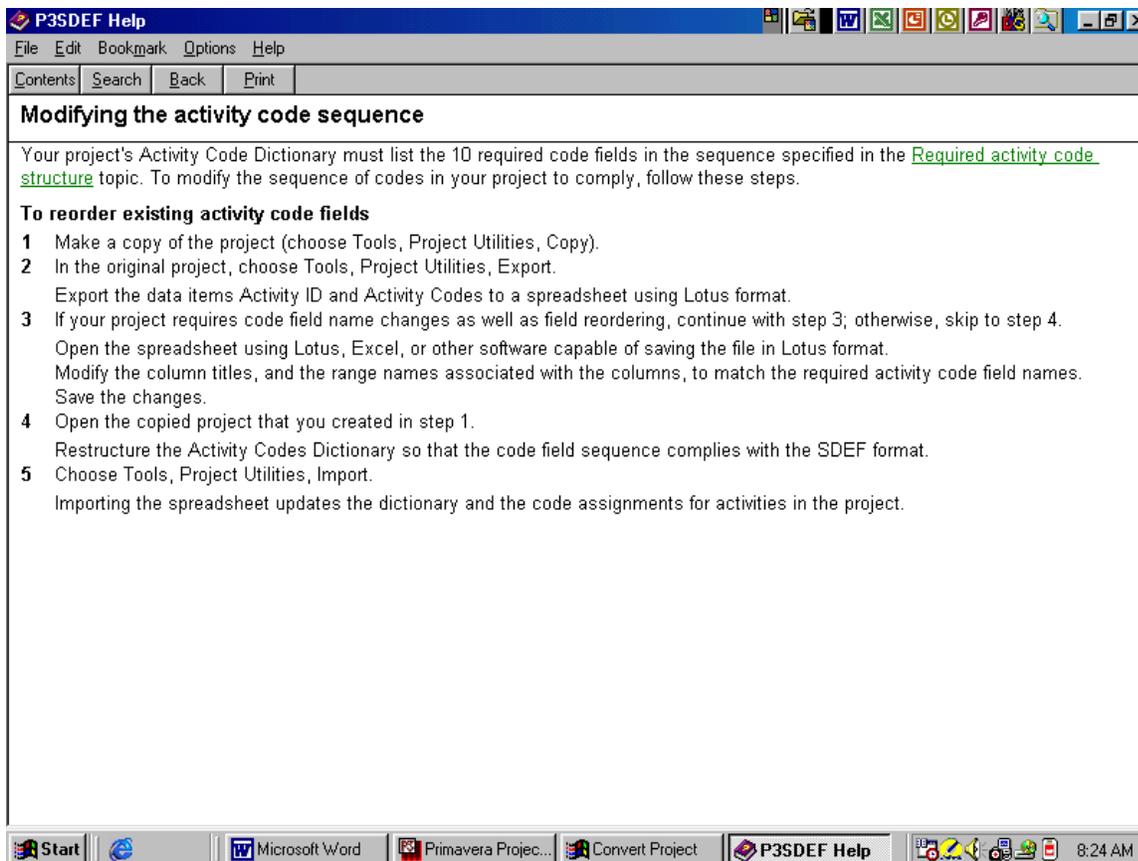
Field #	Code	Length	Field Description
1	WRKP	3	Workers per day
2	RESP	4	Responsibility
3	AREA	4	Area
4	MODF	6	MOD or Claim #
5	BIDI	6	Bid Item
6	PHAS	2	Phase
7	CATW	1	Category of work
8	FOW1	10	Feature of work (segment 1)
9	FOW2	10	Feature of work (segment 2)
10	FOW3	10	Feature of work (segment 3)

**Note** The SDEF code Feature of Work is 30 characters long. Because the maximum length of a P3 code field is 10 characters, Feature of Work is divided into 3 segments.

**How to...**  
[Modify the activity code sequence](#)

QCS and RMS require a specific activity code structure.

## Reorder Primavera Activity Code Fields



**P3SDEF Help**

File Edit Bookmark Options Help

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### Modifying the activity code sequence

Your project's Activity Code Dictionary must list the 10 required code fields in the sequence specified in the [Required activity code structure](#) topic. To modify the sequence of codes in your project to comply, follow these steps.

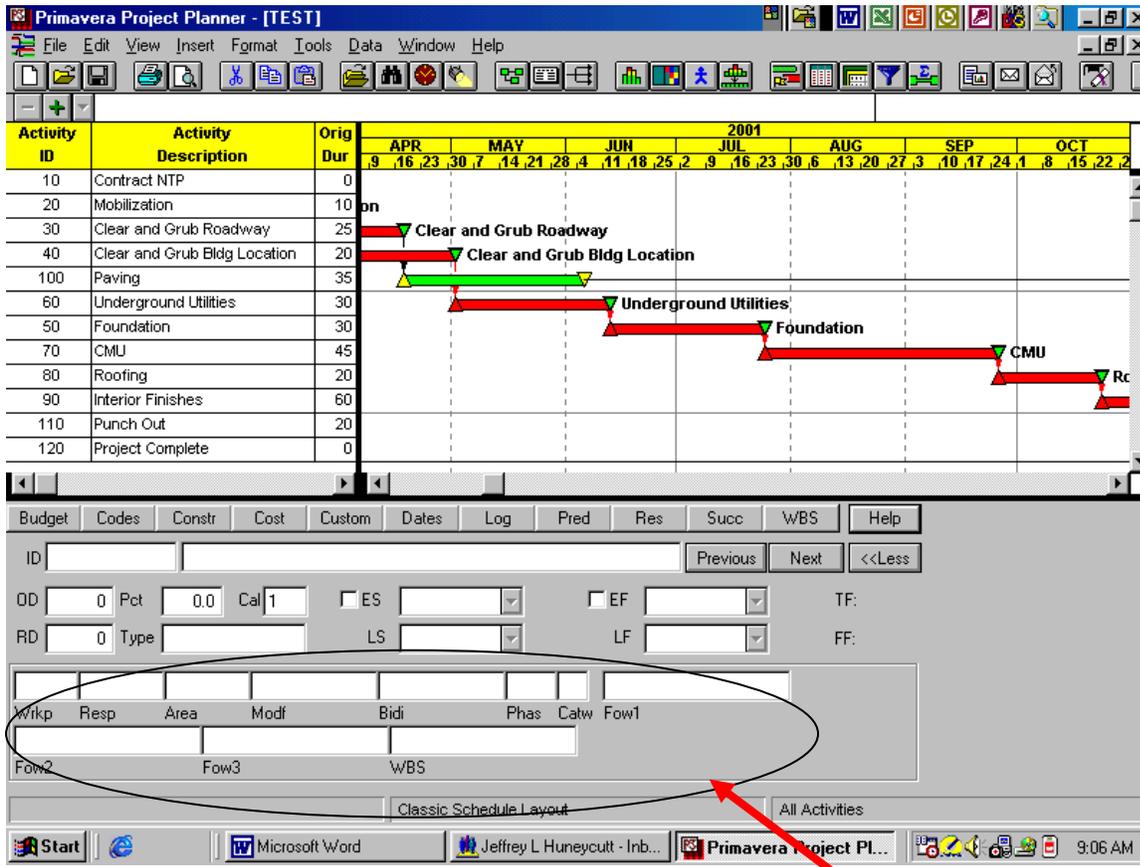
#### To reorder existing activity code fields

- 1 Make a copy of the project (choose Tools, Project Utilities, Copy).
- 2 In the original project, choose Tools, Project Utilities, Export.  
Export the data items Activity ID and Activity Codes to a spreadsheet using Lotus format.
- 3 If your project requires code field name changes as well as field reordering, continue with step 3; otherwise, skip to step 4.  
Open the spreadsheet using Lotus, Excel, or other software capable of saving the file in Lotus format.  
Modify the column titles, and the range names associated with the columns, to match the required activity code field names.  
Save the changes.
- 4 Open the copied project that you created in step 1.  
Restructure the Activity Codes Dictionary so that the code field sequence complies with the SDEF format.
- 5 Choose Tools, Project Utilities, Import.  
Importing the spreadsheet updates the dictionary and the code assignments for activities in the project.

Start | Microsoft Word | Primavera Projec... | Convert Project | P3SDEF Help | 8:24 AM

This is how you reorder activities of an existing project.

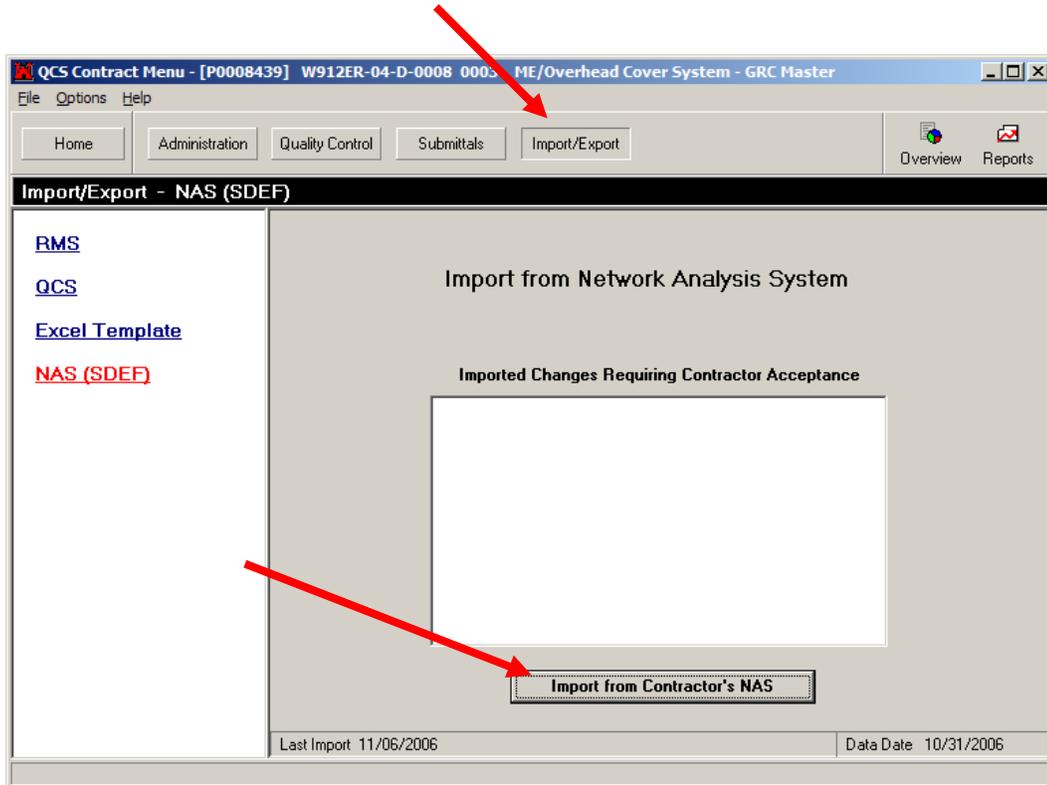
## New SDEF Activity Structure



This should be the new structure you see on your project to conform to the SDEF format.

## Importing the SDEF file into the QCS program

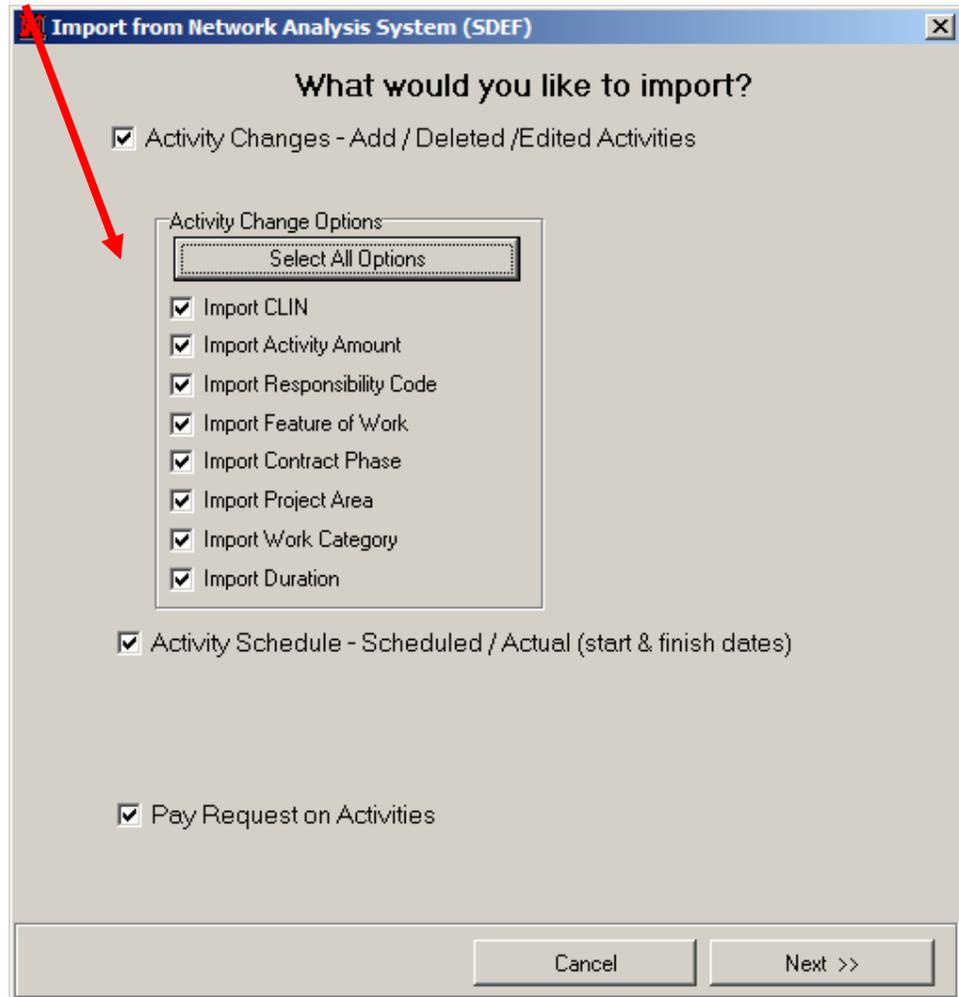
From the top menu bar, select **Import/Export** and push the **Import from Contractor's NAS** button.



## Indicate what you would like to import

Numerous import options are available. Click (or un-click) the desired options. You may also click the **Select All Options** if you wish.

When you are importing the **SDEF** for the very first time, check the box **“Activity Changes”** and push **OK** at the bottom of the screen. On subsequent imports you would check the **“Activity Schedule”** which would update the activity schedule already existing.



**Import from Network Analysis System (SDEF)**

What would you like to import?

Activity Changes - Add / Deleted / Edited Activities

Activity Change Options

Select All Options

Import CLIN

Import Activity Amount

Import Responsibility Code

Import Feature of Work

Import Contract Phase

Import Project Area

Import Work Category

Import Duration

Activity Schedule - Scheduled / Actual (start & finish dates)

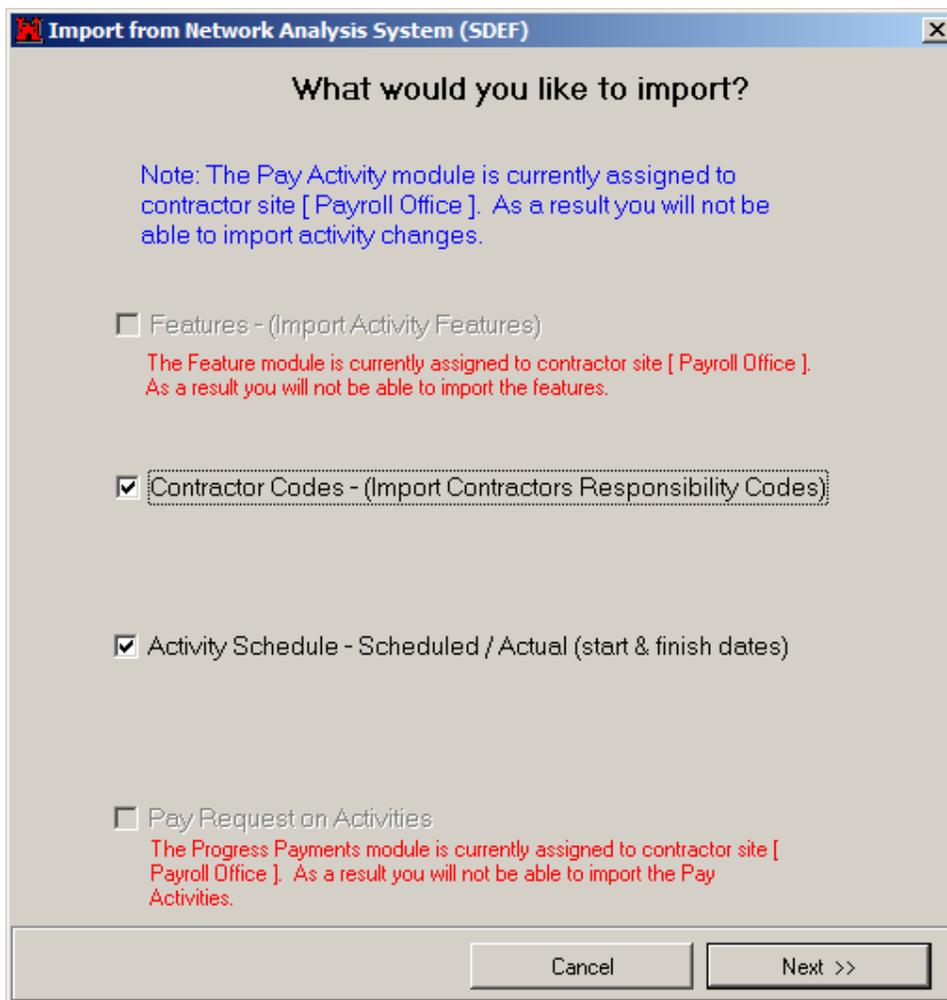
Pay Request on Activities

Cancel Next >>



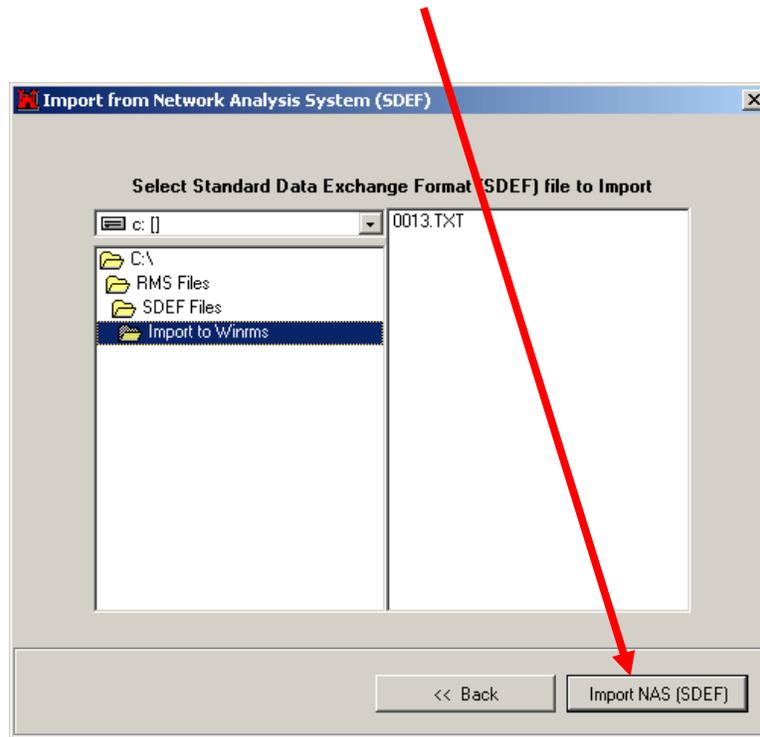
Be careful what you import from the scheduling program. For example, if you have manually loaded “Features of Work” into QCS, and have not also loaded them into P3, an import of Features of Work from P3 will erase them in QCS. (It will actually replace you manual entries in QCS with “blanks” – because that’s what you asked it to do. You’ll hate it when that happens!)

If you have assigned some of the QCS Modules to remote QCS sites, you will not be able to import whatever it is that they are managing. Therefore, you may see screens such as these:



## Locate the SDEF file

Locate and highlight the **SDEF** file generated in your scheduling program (I.e., P3) using the Windows© explorer. Press the **Import NAS (SDEF)** button.

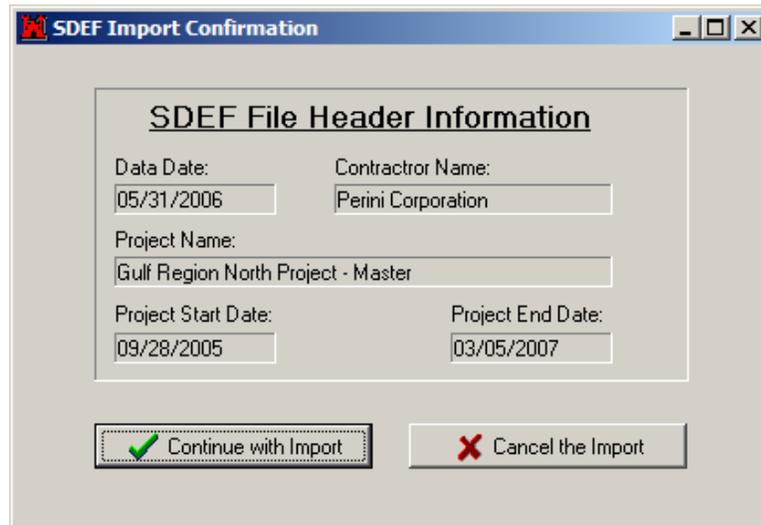


The program will load the selected **SDEF** file and provide a window wherein you confirm you have selected the desired contract to import.

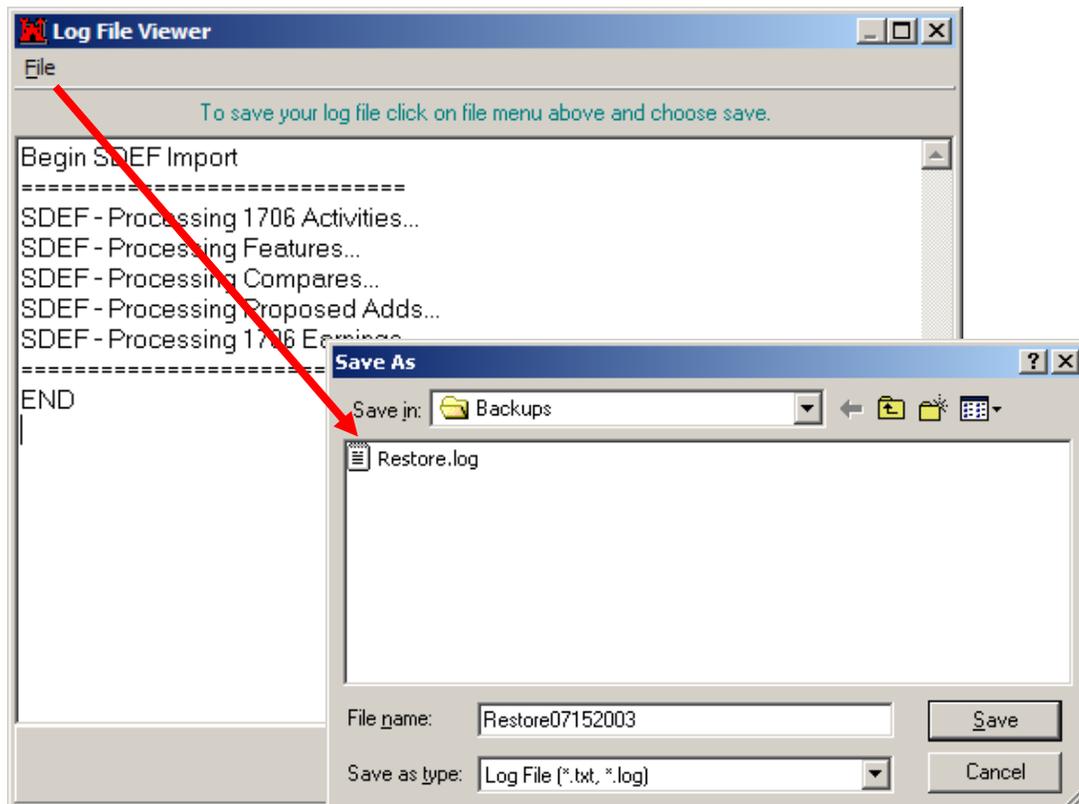


## Confirm proper contract has been selected

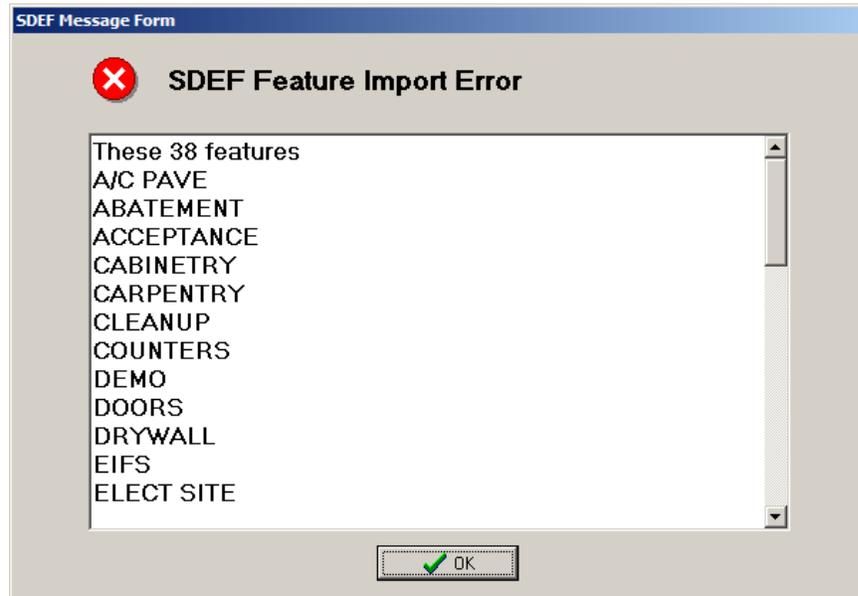
Confirm the proper contract is indicated and push the “**Continue with Import**” button. (If not correct, **Cancel the Import.**)



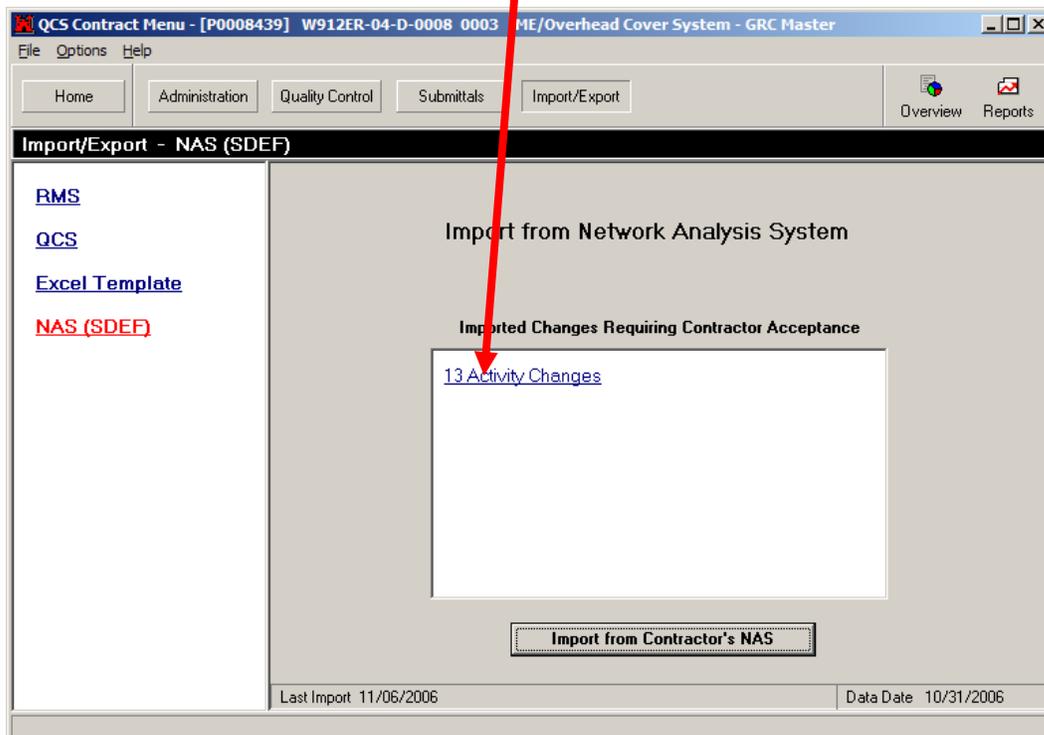
The program will create a log to reflect the steps taken with the import. You may discard the log or save it for future reference.



If there are errors encountered with the SDEF Import, warning messages will appear, such as:

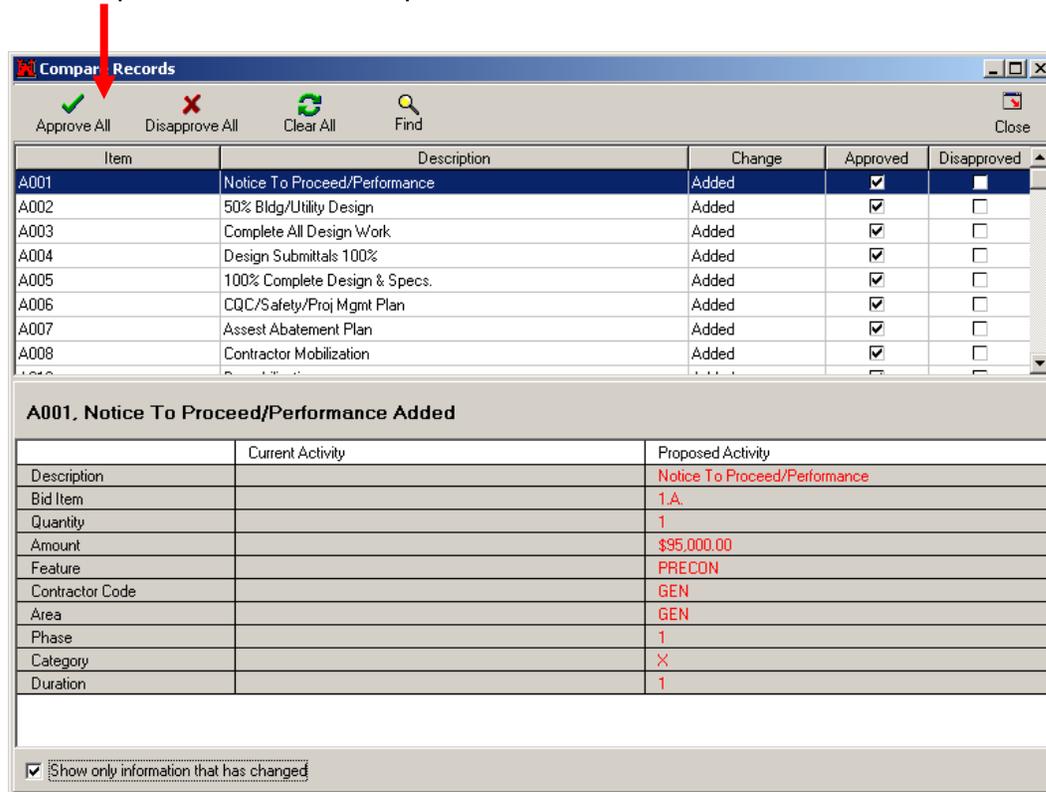


The program will continue and automatically complete the import and indicate the number of Activity Changes that were imported. Click on this link ([13 Activity Changes](#)).



## Approve (or Disapprove) the imported items

You must then approve (or disapprove) the items imported. You first **CLICK** on the “**13 Activity Changes**”. You can take the approval (or disapproval) action on an individual activity or all activities as provided across the top of the screen.

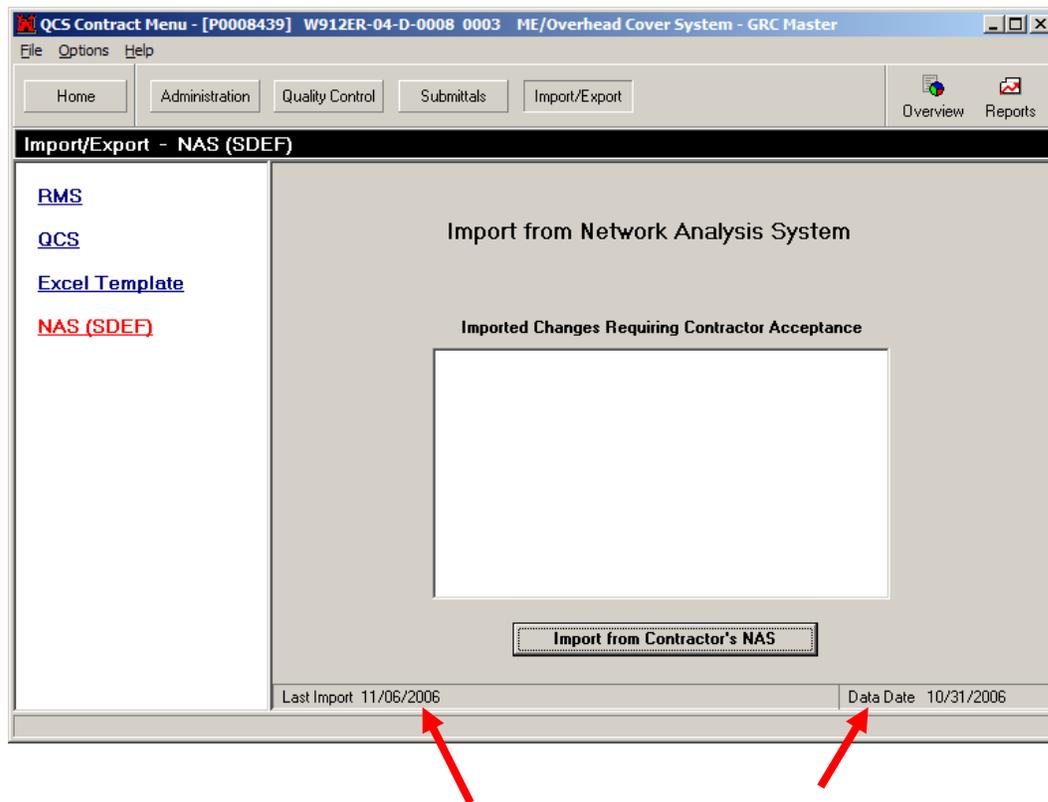


This step is put in the program as an additional safety feature to help avoid “clobbering” your data with the wrong activity schedule.

**Close** the screen when you have completed the action and the program will process the activity changes (import).



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The bottom of the window will indicate the **Last Import** date and the **Data Date** of the last import.

## Verify that activities have been imported and are balanced

You may then go to **Administration** and **Pay Activities** to view your import.

The screenshot shows the 'Administration - Pay Activities' window. The main table lists activities with the following data:

Activity ID	Description	CLIN	Amount
10005A	VBS Guides (For Use During The Following WS)	10005A	\$718,722.00
10006A	Gap Closure Devices (For Use During the Following	10006A	\$43,694.00
1001	Mob/Demol	1001	\$65,000.00
1002	Gate Well Modifications	1002	\$1,246,355.00
1003	VBS	1003	\$1,436,682.00
1004	STS Turning Vanes	1004	\$107,634.00
1005	VBS Guides	1005	\$479,148.00
1006	Gap Closure Devices	1006	\$37,452.00
1007	Raw Water Wash Down System	1007	\$134,400.00
1008	Electrical Work (Pressure Transducers, Pressure Tr	1008	\$248,860.00
1009	Services of Skilled Craftsmen (Optional As-Directe	1009	\$14,000.00

The summary table at the bottom shows the following values:

CLIN 10005A	\$718,722.00	Current Contract	\$10,632,004.00
Sum of Activities	\$718,722.00	Sum of All Activities	\$10,632,004.00
Variance	\$0.00	Variance	\$0.00

You will not be able to export your activities to the Government's RMS program unless the sum of the activities is perfectly balanced, as will be indicated on the bottom of the window.

This completes the import process of the **SDEF** file.

# Chapter 8 Planning, Schedule & Control Matrix

## Overview



This chapter highlights and cross-references the unique relationships and requirements of Corps Guide Specifications used in typical construction contracts.

## Planning, Scheduling & Control Matrix

Section 01312 - QCS	Section 01320 – Project Schedule	Section 01451 - CQC
1. Electronically share information: Administration, Finances, Quality Control, Submittal Monitoring, Scheduling	3.1 General Requirements – Scheduling shall be the responsibility of the contractor. Approved project schedule shall be used to measure the progress of work.	3.2.1 Content of CQC Plan – shall include organization chart, names and qualifications, appointment letters, procedures for scheduling and managing submittals, control and verification tests, tracking and controlling three phase inspections, and tests.
6.1.1 Contractor Information – Staffing submitted 14 days from receipt of QCS software.	3.1 – Contractor management personnel shall actively participate.	3.4.1 Personnel requirements – organization to be of sufficient number to ensure safety and contract compliance.
6.1.2 Subcontractor Information – Submitted 14 days from receipt of QCS software.	3.1 - Subcontractors and suppliers shall contribute in developing and maintain schedule.	3.6 Control – CQC is means by which the contractor ensures all construction, to include subcontractors and suppliers, complies with contract requirements.
6.1.3 Correspondence shall be identified with a serial number.		
6.1.4 Equipment – Maintain a current list of equipment		3.6.1 f – physical examination of equipment.

*Quality Control System*

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planned for use with inspection dates.		
6.2.1 Pay Activity Data – sum of pay activities must equal the contract amount and be grouped by CLIN. Sum of all CLIN's equals contract amount.	3.3.2.7 Bid Item – All activities shall be identified by the Bid Item (CLIN) to which the activity belongs. 3.3.2.4 Responsibility – All activities shall be identified by the part responsible to perform the work. Responsibility will be identified with a responsibility code.	
6.2.2 Payment requests – all payment requests shall be prepared using QCS.  Payment requests shall be submitted monthly after the coordination meeting.	3.2 – Basis For Payment.  3.3.2.1 Activity Durations are those that allow progress of activities to be accurately determined monthly (30-days).	
6.3 Quality Control –CQC Plan to be submitted in QCS within 7 Calendar Days of Acceptance.	3.4.1 Preliminary Project Schedule submitted within 20 days of NTP. 3.4.2 Initial Project Schedule submitted within 40 days of NTP.	3.2 CQC plan furnished for review NLT 14 days after receipt of notice to proceed. 3.2.2 Acceptance of plan required before the start of construction.
6.3.1 Daily CQC reports to be prepared and submitted via QCS.	3.5.4 Schedule Reports - Specified reports to be submitted at least monthly.	3.9 Documentation – contractor shall maintain current records providing factual information of quality control activities.
6.3.2 Deficiency Tracking – numerically tracked and reported using QCS.		3.2.1. g Procedures for tracking construction deficiencies.
6.3.3 Three Phase Control Meetings – maintained, scheduled and reported in QCS.		3.6 Control – Preparatory, Initial and Follow-Up phase of control.

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<p>6.3.4 Accident/Safety Tracking – Comments, direction, guidance, deficiencies, accidents</p>		<p>3.6 g – A review of the appropriate activity hazard analysis to assure safety requirements are met. 3.6.2 e – Check safety to include compliance with and upgrading of the safety plan and activity hazard analysis.</p>
<p>6.3.5 Features of Work – include in the QCS database.  Each pay activity must be linked to a feature of work.</p>	<p>3.3.2.10 – Feature of Work – All activities shall be identified by the feature of work in which the activity belongs.</p>	<p>3.2.1. I – A list of definable features of work. The list will be agreed upon during the coordination meeting.</p>
<p>6.3.6 QC Requirements – develop and maintain a listing of testing, transferred and installed property and user schooling.</p>	<p>3.3.2.3 – Government Activities shall be shown. (Approvals, inspections, tie in).</p>	<p>3.7.1 Testing Procedures</p>
<p>6.4 Submittal management – Using the government provided Eng Form 4288 contractor shall maintain a complete listing of submittals including schedule dates. Contractor shall use QCS to track and transmit submittals.</p>	<p>3.3.2.2 Procurement Activities – Task related to procurement of long lead items (&gt; 90 days) to be included in the schedule.</p>	<p>3.2.1 d – Procedures for scheduling, reviewing and managing submittals.</p>
<p>7. Implementation – QCS shall be an integral part of the contractor’s management of quality control.</p>	<p>1.2 Qualifications – Contractor shall designate an authorized representative responsible for schedule and reports.</p>	<p>3.1 General Requirements – Contractor is responsible for quality control and shall establish and maintain and effective system for compliance.</p>
<p>8. Data Submission – data to be submitted via E-Mail</p>	<p>3.4.4 Standard Activity Coding Dictionary – Contractor shall use the SDEF structure.</p>	<p>3.9 Documentation – Contractor shall maintain current records.</p>
<p>9. Monthly Coordination Meeting – Contractor shall update QCS each workday. Updates shall be submitted at least once per week.</p>	<p>3.4.2 Periodic Schedule of Updates – Submitted at the frequency of payment (monthly).</p>	<p>3.3 Coordination Meeting – before start of construction. There may be occasion for subsequent conference to reconfirm mutual understandings in the CQC</p>

*Quality Control System*

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<p>Contractor shall meet with Government monthly to review planned progress reporting.</p> <p>Payment request will not be accepted without an acceptable QCS export file.</p>		system.
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