In this RMS Brown Bag Training Session, we will cover the steps needed to complete QA reports and enter information associated with the Quality Assurance module.

It is not meant to convey guidance on best practices, business processes, policies, or regulations that govern contract administration or quality assurance actions.

Note: Check with your District for any deviations from this presentation.
## What is QC?

**QC**
Quality Control (QC) is the successful execution of a realistic plan to attain the required standards of quality and to preclude problems resulting from poor quality.

Contractors define procedures to manage and control themselves, all subcontractors', and all supplier's activities so that the completed project complies with contract requirements.

## What is QA?

**QA**
Quality Assurance (QA) is the means by which the Government protects its interests. Through reviews, inspections, and tests, the Government assures that QC is working effectively, and the finished product complies with the quality established by the contract.
How to determine quality?

1. **The Contract:** This is the most important document that governs quality for any given project, as it is the document that establishes the quality requirements. The contract is binding to both parties.

2. **ER 1180-1-6: Construction Quality Management:** The Engineering Regulation that establishes the responsibilities of all parties for obtaining a quality product. Since this is an engineering regulation, it is binding to the Corps of Engineers, but is not binding for the Contractor.

3. **EP 715-1-2: A Guide to Effective Quality Control:** This Engineering Pamphlet is guidance for the Contractor on the development of an Effective Quality Control Program. Engineering Pamphlets are considered as guidance and are not binding to either the Contractor or the Government but are an excellent reference for good practice.

4. **EP 415-1-261: Quality Assurance Representatives Guides:** These Engineering Pamphlets are guidance for the Government Quality Assurance Representative and are a great resource for repetitive deficiencies on all features of work. Engineering Pamphlets are considered as guidance and are not binding to either the Contractor or the Government but are an excellent reference for good practice.

Regulations/Pamphlets found at https://www.publications.usace.army.mil/
RMS 3.0 GM Contract Menu Screen
## RMS 3.0 GM Contract Menu Screen

### QA/QC Menu

<table>
<thead>
<tr>
<th>Administration</th>
<th>Finances</th>
<th>QA/QC</th>
<th>Submittals</th>
<th>Schedules</th>
<th>Closeout</th>
<th>Import/Export</th>
<th>Contract Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>QA Daily Reports</td>
<td>QC Daily Reports</td>
<td>QA/QC Summary</td>
<td>Weather Delays</td>
<td>QA/QC</td>
<td>QC Requirements</td>
<td>QA Tests</td>
<td></td>
</tr>
<tr>
<td>Prepare and Review Daily QA Reports.</td>
<td>Prepare and Review Daily QC Reports.</td>
<td>A roll-up of each QA and QC Daily Report entry topic</td>
<td>A monthly picture of Weather Delays and analysis of days to be added to contract.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Features of Work</td>
<td>Three Phase Inspections</td>
<td>Hazard Analysis</td>
<td>QC Requirements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</td>
<td>A tabulation of DPOW and the number of Checks linked to the 3-Phase Meetings.</td>
<td>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</td>
<td>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Checks</td>
<td>Dredging Equipment</td>
<td>Exposure Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Listing of Equipment used, or anticipated to be used on the site.</td>
<td>Listing of Dredging Equipment used, or anticipated to be used.</td>
<td>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Required Verifications</td>
<td>Planned Interviews</td>
<td>Refresh Daily Reports</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

QA/QC 3/2022
QA Daily Reports

• This training addresses information on the Government QA Report and provides general information for utilizing the associated Quality Assurance module.

• Elements of Quality Assurance
  • Daily QA Report
  • Weather Delays
  • Features of Work and 3 Phase Inspection Checks/AHAs
  • QA Tests
  • QC Tests
  • Required QA Verifications
  • Planned Labor Interviews
  • Anticipated Adverse Weather
Creating a Daily QA Report

• The **QA Daily Report** is generated whenever the Government Representative visits the construction site.

• Main **QA Daily Report** screen shows QA Daily Reports and their status.

• The **Blue** tiles allow you to sort **All Daily QA Reports, Completed QA Reports**, and **Not Completed QC Reports**.

• QA Report formats can be either Military, Civil, or Dredging.

• Click **Add** to open a new Daily Report.

---

**Keep in mind:** The report should be a **Record-of-Fact**, not a **Record-of-Opinion**.
Creating a Daily QA Report

• The primary purpose of quality assurance is to obtain completed construction that meets all contract requirements.

• All quality assurance duties should be focused on one goal: a quality product in strict compliance with the contract.

• Assurance is defined as a degree of certainty. The quality assurance personnel must continually assure—or make certain—that the contractor's work complies with contract requirements.
Creating a Daily QA Report

- When the Government adds a QA Daily Report there are 8 blue tiles that the Government Representative will enter data into for the QA Daily Report.
- As the user enters data in each blue tile, they will see the changes being made to the QA Daily Report.
Creating a Daily QA Report

1. Enter Weather data, *Portion of Day Suitable for Operations (enter %), Number of Government Employees and Number of Contractor Employees.*

   - If there is a disagreement between Government Representative and QC Manager on the number of rain days in a month, it is identified under *Weather Delays by Month* module. It is resolved between the Government Representative and QC Manager.

2. Enter *QA Narratives.* It is recommended to manually add all narratives that apply on the first QA Daily report. Then, on the next day the previous Daily can be copied.

3. Enter *QA Deficiencies.* Contractor deficiencies can be added and tracked to completion.
Creating a Daily QA Report

   - Government tests approximately 10% of the QC tests to ensure materials meet the standard of the plans and specifications.
   - Description of QA Test should be descriptive, so a specific QA test can be easily found from the long list of QA tests.

5. Enter QA Final Follow-ups. After Contractor marks a Definable Feature of Work (DFOW) completed, Government can rate the activities associated with the DFOW. This assists the Government Representative in developing overall QC performance evaluation.

6. Verify QC Requirements: Government Representative clicks the QC Requirements that will need to be verified under Required Verifications module. Inside the QA Daily, Government Representative will enter Concur, or Reissue, for QC requirements (i.e., QC Tests, Installed Property, User Schools and Transfer Property).
Creating a Daily QA Report

7 **Labor Interviews**: recording labor standard interviews, using SF 1445. The labor interviews are held with labor-type workers by Government Representatives as a spot-check to verify that the contractors are compliant with the labor standard provisions of the contract.

8 **Accident Reporting**: Government Representative, enters Accident and indicates whether it is Reportable, and attaches Safety Report in Document Packages folder.
Once the QA Daily Report is completed, click *Report Completed* and a Document Packages folder is automatically created, and the completed QA Daily Report is added.

Sign the QA Daily Report inside the Document Package folder by clicking *Sign Selected Documents*, and attach other documents, such as QA test results Report, photos, and other documents.

If QA Report is not required because the Government Representative was not onsite, click *Not Required*. Government Representative only prepares a QA Report for each on-site visit.
Attaching Documents to the Daily QA Report

- Use the *Drag and Drop* feature to add attachments.
- Or you can click *Add* and select the attachments from your C:\ drive.
- Click *Sign Selected Documents* for QAR and COR to sign QA Daily Reports.
- Click *Generate Letter* when a letter needs to be generated. A standard form letter can be selected from the District Library.
- The created letter can be signed as a Word document and remain in the Document Packages folder.
- Click *Export Selected Documents* to send QA Daily Report and attachments to your C:\ drive.
Once the Document Package is complete, click on Complete Package button. The Document Package will then become Read Only.

NOTE: Signed QA Daily Reports and other supporting documents will automatically load to the correct Contract File folder. Currently, signed Contractor documents must be manually added to the Contract File folder.
A Complete QA Daily Report

1) Weather conditions for the day.

2) QA activities.

3) Assurance tests and results.

4) Instructions given to onsite contractor personnel. The instructions should be recorded in detail, along with the person(s) to whom the instructions were given.

5) Controversy. All details surrounding any points of controversy should be recorded at the time the differences are discovered. Any developments which might lead to a contract modification should be recorded.

6) Comments concerning QC Reports. The QC Report must not be altered in any way. Any comments concerning QC Reports are made on the QA Reports.
# RMS 3.0 GM Contract Menu Screen

## QA/QC Menu

### Administration
- **QA Daily Reports**
  - Prepare and Review Daily QA Reports.

### Finances
- **QC Daily Reports**
  - Prepare and Review Daily QC Reports.

### Submittals
- **Three Phase Inspections**
  - A tabulation of DPOW and the number of Checks listed to the 3-Phase Meetings.

### Schedules
- **Dredging Equipment**
  - Listing of Dredging Equipment used, or anticipated to be used.

### Closeout
- **Planned Interviews**

### Import/Export
- **QA/QC Summary**
  - A roll-up of each QA and QC Daily Report entry topic.

### Contract Reports
- **Hazard Analysis**
  - Listing of each AHA that has been, or should be, prepared for each hazardous activity.

### QA/QC Summary
- **Exposure Hours**
  - Compilation of all contractor and subcontractor hours of work to comply with OSHA.

### QA/QC
- **Refresh Daily Reports**
  - Refresh QA and QC Daily Reports that have become stale due to corrections.

### QA/QC Summary
- **Weather Delays**
  - A monthly picture of Weather Delays and analysis of days to be added to contract.

### QA/QC Summary
- **QC Requirements**
  - Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.

### QA/QC Summary
- **QA Tests**
  - Government QA Tests - Target 10% of Contractor QC Tests.
QC Daily Reports

• Allows Contractor to generate a QC Daily Report; to enter status of on-going and completed work and control activities.

• When Contractor completes the QC Daily report and clicks Report Completed a Document Packages Folder is automatically created and the QC Daily report is added.

• Contractor will then go into Document Packages folder to sign QC Daily Report, add other attachments, such as Preparatory/Initial Inspection Worksheets, AHA’s, QC tests, photos, etc., and clicks Submit for Review. The Government will then see the Contractor’s QC Daily Report.

• Government Representative can open the Contractor’s officially signed QC Daily Report in Document Packages folder and determine if QC Daily report is acceptable or needs to be returned to the Contractor.
If acceptable, Government Representative clicks *Accept Package*; if not acceptable, Government Representative clicks *Resubmit for Corrections* inside the Document Packages folder, and clicks *Return to Contractor for Corrections* in the main QC Daily screen. This will allow the QC to revise the QC Daily and Document Packages folder.

The status of the Contractor’s Document Packages folder should be *In Review* when Gov receives. When Government Representative finds the QC Daily Report acceptable, the Government Representative clicks *Accept Package* and status of Documents Package folder then becomes Accepted.
## RMS 3.0 GM Contract Menu Screen

<table>
<thead>
<tr>
<th>Administration</th>
<th>Finances</th>
<th>QA/QC</th>
<th>Submittals</th>
<th>Schedules</th>
<th>Closeout</th>
<th>Import/Export</th>
<th>Contract Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>QA Daily Reports</strong></td>
<td>Prepare and Review Daily QA Reports.</td>
<td><strong>QC Daily Reports</strong></td>
<td>Prepare and Review Daily QC Reports.</td>
<td><strong>QA/QC Summary</strong></td>
<td>A roll-up of each QA and QC Daily Report entry topic.</td>
<td><strong>Weather Delays</strong></td>
<td>A monthly picture of Weather Delays and analysis of days to be added to contract.</td>
</tr>
<tr>
<td><strong>Features of Work</strong></td>
<td>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</td>
<td><strong>Three Phase Inspections</strong></td>
<td>A tabulation of DPOW and the number of Checks linked to the 3-Phase Meetings.</td>
<td><strong>Hazard Analysis</strong></td>
<td>Listing of each APA that has been, or should be, prepared for each hazardous activity.</td>
<td><strong>QC Requirements</strong></td>
<td>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</td>
</tr>
<tr>
<td><strong>Equipment Checks</strong></td>
<td>Listing of Equipment used, or anticipated to be used on the jobsite.</td>
<td><strong>Dredging Equipment</strong></td>
<td>Listing of Dredging Equipment used, or anticipated to be used.</td>
<td><strong>Exposure Hours</strong></td>
<td>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</td>
<td><strong>QA Tests</strong></td>
<td>Government QA Tests - Target 10% of Contractor QC Tests.</td>
</tr>
<tr>
<td><strong>Required Verifications</strong></td>
<td>Government Confirmation of selected QC Requirements.</td>
<td><strong>Planned Interviews</strong></td>
<td>Targeted Labor Standard Interviews of Contractor Labor Force.</td>
<td><strong>Refresh Daily Reports</strong></td>
<td>Refresh QA and QC Daily Reports that have become stale due to corrections.</td>
<td><strong>QA/QC</strong></td>
<td>3/2022</td>
</tr>
</tbody>
</table>
• Click on the Tab you want to view (QA Summary, or QC Summary).

• Click one of the squares, and the information will be displayed in the Data Grid below.
### RMS 3.0 GM Contract Menu Screen

#### QA/QC

<table>
<thead>
<tr>
<th>Administration</th>
<th>Finances</th>
<th>QA/QC</th>
<th>Submittals</th>
<th>Schedules</th>
<th>Closeout</th>
<th>Import/Export</th>
<th>Contract Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>QA Daily Reports</strong>&lt;br&gt;Prepare and Review Daily QA Reports.</td>
<td><strong>QC Daily Reports</strong>&lt;br&gt;Prepare and Review Daily QC Reports.</td>
<td><strong>QA/QC Summary</strong>&lt;br&gt;A roll-up of each QA and QC Daily Report entry topic.</td>
<td><strong>Weather Delays</strong>&lt;br&gt;A monthly picture of Weather Delays and analysis of days to be added to contract.</td>
<td><strong>Weather Delays</strong>&lt;br&gt;A monthly picture of Weather Delays and analysis of days to be added to contract.</td>
<td><strong>Weather Delays</strong>&lt;br&gt;A monthly picture of Weather Delays and analysis of days to be added to contract.</td>
<td><strong>Weather Delays</strong>&lt;br&gt;A monthly picture of Weather Delays and analysis of days to be added to contract.</td>
<td><strong>Weather Delays</strong>&lt;br&gt;A monthly picture of Weather Delays and analysis of days to be added to contract.</td>
</tr>
<tr>
<td><strong>Features of Work</strong>&lt;br&gt;Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</td>
<td><strong>Three Phase Inspections</strong>&lt;br&gt;A tabulation of DPW and the number of Checks linked to the 3-Phase Meetings.</td>
<td><strong>Hazard Analysis</strong>&lt;br&gt;Listing of each AHA that has been, or should be, prepared for each hazardous activity.</td>
<td><strong>QC Requirements</strong>&lt;br&gt;Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</td>
<td><strong>QC Requirements</strong>&lt;br&gt;Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</td>
<td><strong>QC Requirements</strong>&lt;br&gt;Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</td>
<td><strong>QC Requirements</strong>&lt;br&gt;Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</td>
<td><strong>QC Requirements</strong>&lt;br&gt;Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</td>
</tr>
<tr>
<td><strong>Equipment Checks</strong>&lt;br&gt;Listing of Equipment used, or anticipated to be used on the job site.</td>
<td><strong>Dredging Equipment</strong>&lt;br&gt;Listing of Dredging Equipment used, or anticipated to be used.</td>
<td><strong>Exposure Hours</strong>&lt;br&gt;Compilation of all contractor and subcontractor hours of work to comply with OSHA.</td>
<td><strong>QA Tests</strong>&lt;br&gt;Government QA Tests - Target 10% of Contractor QC Tests.</td>
<td><strong>QA Tests</strong>&lt;br&gt;Government QA Tests - Target 10% of Contractor QC Tests.</td>
<td><strong>QA Tests</strong>&lt;br&gt;Government QA Tests - Target 10% of Contractor QC Tests.</td>
<td><strong>QA Tests</strong>&lt;br&gt;Government QA Tests - Target 10% of Contractor QC Tests.</td>
<td><strong>QA Tests</strong>&lt;br&gt;Government QA Tests - Target 10% of Contractor QC Tests.</td>
</tr>
<tr>
<td><strong>Required Verifications</strong>&lt;br&gt;Government Confirmation of selected QC Requirements.</td>
<td><strong>Planned Interviews</strong>&lt;br&gt;Tangere Labor Standard Interviews of Contractor Labor Force.</td>
<td><strong>Refresh Daily Reports</strong>&lt;br&gt;Refresh QA and QC Daily Reports that have become stale due to corrections.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

QA/QC  3/2022
RMS uses the information within this section to calculate any weather delay days due to the Contractor.

This module is on Government side only.

If you edit a month, the screen on the next slide will pop up.

Government Representative should review weather monthly, and a red question mark will appear if the weather data on Contractor side does not agree with Gov side. Government Representative and QCM will resolve the disagreement, and Government Representative will make necessary changes to weather days on Government side.
The monthly calendar to the left indicates QA and QC reports written on weather days.

If there is a conflict on a date, then Unresolved Conflict will be shown. Click the date and the option screen shown lower left will indicate, Reported weather by Government Representative and QCM are NOT the same. Resolve conflicting reports. Did critical weather delay occur on this date? Click yes, or no, to resolve.

Click Review Completed when monthly weather review is completed.
# RMS 3.0 GM Contract Menu Screen

**QA/QC**

## Features of Work
- **Listing of Definable Features of Work to be used in the 3-Phase Inspection process.**

## Equipment Checks
- **Listing of Equipment used, or anticipated to be used on the job site.**

## Required Verifications
- **Government Confirmation of selected QC Requirements.**

## Dredging Equipment
- **Listing of Dredging Equipment used, or anticipated to be used.**

## Planned Interviews
- **Targeted Labor Standard Interviews of Contractor Labor Force.**

## QC Daily Reports
- **Prepare and Review Daily QC Reports.**

## Three Phase Inspections
- **A tabulation of DPOW and the number of Checks linked to the 3-Phase Meetings.**

## Hazard Analysis
- **Listing of each HHA that has been, or should be, prepared for each hazardous activity.**

## Exposure Hours
- **Compilation of all contractor and subcontractor hours of work to comply with OSHA.**

## QA/QC Summary
- **A roll-up of each QA and QC Daily Report entry topic.**

## Weather Delays
- **A monthly picture of Weather Delays and analysis of days to be added to contract.**

## QC Requirements
- **Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.**

## QA Tests
- **Government QA Tests - Target 10% of Contractor QC Tests.**

## Refresh Daily Reports
- **Refresh QA and QC Daily Reports that have become stale due to corrections.**
Definable Features of Work (DFOW)

- List of DFOW defined in QC Plan and approved by Government after Coordination meeting.
- DFOW can either be added when the SDEF schedule is loaded into RMS 3.0 CM or entered manually by the Contractor; depending on the type of schedule (manual, or SDEF).
- Once DFOW have been entered, enter **Number of Days after Preparatory that Initial should be Scheduled**.
- Contractor can **Add or Edit** the Features of Work.
- Contractor can only delete a DFOW if it is not tied to an inspection check list.
# RMS 3.0 GM Contract Menu Screen

<table>
<thead>
<tr>
<th>Administration</th>
<th>Finances</th>
<th>QA/QC</th>
<th>Submittals</th>
<th>Schedules</th>
<th>Closeout</th>
<th>Import/Export</th>
<th>Contract Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>QA Daily Reports</td>
<td>QC Daily Reports</td>
<td>QA/QC Summary</td>
<td>Weather Delays</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare and Review Daily QA Reports.</td>
<td>Prepare and Review Daily QC Reports.</td>
<td>A roll-up of each QA and QC Daily Report entry topic.</td>
<td>A monthly picture of Weather Delays and analysis of days to be added to contract.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Features of Work</td>
<td>Three Phase Inspections</td>
<td>Hazard Analysis</td>
<td>QC Requirements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</td>
<td>A tabulation of DPOW and the number of Checks linked to the 3-Phase Meetings.</td>
<td>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</td>
<td>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Checks</td>
<td>Dredging Equipment</td>
<td>Exposure Hours</td>
<td>QA Tests</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Listing of Equipment used, or anticipated to be used on the job site.</td>
<td>Listing of Dredging Equipment used, or anticipated to be used.</td>
<td>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</td>
<td>Government QA Tests - Target 10% of Contractor QC Tests.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Required Verifications</td>
<td>Planned Interviews</td>
<td>Refresh Daily Reports</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**QA/QC**

Q4/QC 3/2022
Three Phase Inspections

- **3 Phases of Control** is a means the Gov and Contractor control the quality of construction in accordance with the plans and specifications using Preparatory, Initial and Follow-up inspections.

- Using Gov Library data, Contractor can generate Preparatory and Initial Inspection Worksheets for each DFOW on Contractor side.

Once generated the Gov can view these documents in real time on Gov side.

- When Contractor completes 3-Phase Inspections for a DFOW, using one of the 5 options, the screen shot above will show the number of Preparatory Checks, Initial Checks and Follow-up Checks (Note: By Work Types is recommended option).

- Government Representative should ensure the Contractors are generating 3 Phase Inspection Worksheets using the 3 Phase Inspections on Contractor side.

- Government Representative will review and enter comments on Gov side 7 calendar days prior to the Preparatory, or Initial, Inspection meetings.

- It is acceptable for Contractor to utilize a Preparatory, and Initial Agenda, if they include the Worksheets generated from RMS 3.0 CM in Excel, or PDF, format.

- After the Preparatory, or Initial, meetings, the QC will update the Worksheet and add to QC Daily Report as an attachment.
RMS 3.0 GM Contract Menu Screen

<table>
<thead>
<tr>
<th>Administration</th>
<th>Finances</th>
<th>QA/QC</th>
<th>Submittals</th>
<th>Schedules</th>
<th>Closeout</th>
<th>Import/Export</th>
<th>Contract Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>QA Daily Reports</td>
<td>QC Daily Reports</td>
<td>QA/QC Summary</td>
<td>Weather Delays</td>
<td>QC Requirements</td>
<td>QA Tests</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Features of Work</td>
<td>Three Phase Inspections</td>
<td>Hazard Analysis</td>
<td></td>
<td>Exposure Hours</td>
<td>Refresh Daily Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</td>
<td>A tabulation of DPW and the number of Checks linked to the 3-Phase Meetings.</td>
<td>Listing of each AHA that has been, or should be, prepared for each hazardous activity.</td>
<td></td>
<td>Compilation of all contractor and subcontractor hours of work to comply with OSHA.</td>
<td>Refresh QA and QC Daily Reports that have become stale due to corrections.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Checks</td>
<td>Dredging Equipment</td>
<td>Exposure Hours</td>
<td>QC Requirements</td>
<td>Exposure Hours</td>
<td>Refresh Daily Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Listing of Equipment used, or anticipated to be used on the jobsite.</td>
<td>Listing of Dredging Equipment used, or anticipated to be used.</td>
<td></td>
<td>Entry screens for QC Tests, User Schools, Installed Property, and Transfer Property.</td>
<td></td>
<td>Refresh QA and QC Daily Reports that have become stale due to corrections.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Required Verifications</td>
<td>Planned Interviews</td>
<td>Refresh Daily Reports</td>
<td>QC Requirements</td>
<td>QC Requirements</td>
<td>Refresh Daily Reports</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Activity Hazard Analysis (AHA)

- At the same time DFOW Preparatory and Initial Inspection Worksheets are entered in RMS 3.0 CM. Contractors add AHAs in the AHA module.

- After AHA’s are created in RMS 3.0 CM, Contractor will submit to the Government side 7 calendar days prior to meeting so Government Representative can review and add comments. After Review is complete, check Accept Hazard Analysis, or Return for Corrections. This is done prior to the Preparatory, or Initial, meetings. Contractor will be able to see Government comments in real time.
Activity Hazard Analysis (AHA)

- AHA module has Document Packages folder, which allows the Contractor to store Safety’s AHA form, which has a risk assessment code for each Principal Step.

- After the Preparatory and Initial Inspection meetings, any changes to the AHA are added, and the revised AHA is added to the QC Daily Report as an attachment.

- This will require the Contractor to add to the QC Daily Report Document Packages folder a few days after completing the Preparatory, or Initial Inspection meeting.
RMS 3.0 GM Contract Menu Screen

<table>
<thead>
<tr>
<th>Administration</th>
<th>Finances</th>
<th>QA/QC</th>
<th>Submittals</th>
<th>Schedules</th>
<th>Closeout</th>
<th>Import/Export</th>
<th>Contract Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>QA Daily Reports</strong>&lt;br&gt;Prepare and Review Daily QA Reports.</td>
<td><strong>QC Daily Reports</strong>&lt;br&gt;Prepare and Review Daily QC Reports.</td>
<td><strong>QA/QC Summary</strong>&lt;br&gt;A roll-up of each QA and QC Daily Report entry topic.</td>
<td><strong>Submittals</strong>&lt;br&gt;</td>
<td><strong>Schedules</strong>&lt;br&gt;</td>
<td><strong>Closeout</strong>&lt;br&gt;</td>
<td><strong>Import/Export</strong>&lt;br&gt;</td>
<td><strong>Contract Reports</strong>&lt;br&gt;</td>
</tr>
<tr>
<td><strong>Features of Work</strong>&lt;br&gt;Listing of Definable Features of Work to be used in the 3-Phase Inspection process.</td>
<td><strong>Three Phase Inspections</strong>&lt;br&gt;A tabulation of DFOW and the number of Checks linked to the 3-Phase Meetings.</td>
<td><strong>Hazard Analysis</strong>&lt;br&gt;Listing of each AHA that has been, or should be, prepared for each hazardous activity.</td>
<td><strong>Equipment Checks</strong>&lt;br&gt;Listing of Equipment used, or anticipated to be used on the job site.</td>
<td><strong>Dredging Equipment</strong>&lt;br&gt;Listing of Dredging Equipment used, or anticipated to be used.</td>
<td><strong>Exposure Hours</strong>&lt;br&gt;Compilation of all contractor and subcontractor hours of work to comply with OSHA.</td>
<td><strong>Weather Delays</strong>&lt;br&gt;A monthly picture of Weather Delays and analysis of days to be added to contract.</td>
<td><strong>QC Requirements</strong>&lt;br&gt;Entry screens for QC Tests, User Needs, Installed Property, and Transfer Property.</td>
</tr>
<tr>
<td><strong>Required Verifications</strong>&lt;br&gt;Government Confirmation of selected QC Requirements.</td>
<td><strong>Planned Interviews</strong>&lt;br&gt;Tangential Labor Standard Interviews of Contractor Labor Force.</td>
<td><strong>Refresh Daily Reports</strong>&lt;br&gt;Refresh QA and QC Daily Reports that have become stale due to corrections.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**QA/QC**

QA/QC 3/2022
QC Requirements

- This screen is where planned QC tests, planned User Schools, planned Installed Property, and planned Transfer Property are added.

- Contractors are not entering planned QC tests because RMS 3.0 CM won’t allow entering planned QC tests and adding QC tests as they occur. So, planned QC tests will have to be submitted in the Contractor’s QC Plan. Government must rely on list of planned QC tests added to the QC Plan; so that QA tests can be planned.

- New data field in QC Tests added, Requirement Needed by.

- Location of test has a lookup data field.

- Contractor should start entering QC Requirements from day one of contract. Government Representative will verify QC test results on Gov side.

• Contractor should be adding installed property early in the contract outside the QC Daily Report. Installed property is verified for each monthly pay request.
Equipment Checks

- The equipment entered will be a lookup to track equipment hours in the QC Daily Report Module.
- Labor and equipment hours should be entered manually for each Daily Report.

When Contractor brings maintainable equipment to the site, the equipment information is set up in the Equipment Checks module.
Exposure Hours

**CONTRACTOR:**

- Contractor submits an Exposure Report at the beginning of each month.
- The Contractor will roll up the QC Daily Report labor hours for prime and all subcontractors into the exposure report, and generate the electronic copy, electronically sign and add signed *Exposure Report* to Document Packages folder.

**GOVERNMENT:**

- Government Representative will review Exposure report and check either "In Review", "Hours Accepted" or "Hours not Accepted. Return to Contractor for correction".
- Government Representative can enter comments and send back to the Contractor.
QA Tests

- QA tests are accomplished to verify the results of the QC test results. It’s a control activity that ensures quality is achieved for the Contractors materials. Frequency of QA Tests to be determine as part of the QA Plan.

- Planned QA tests are added here, and actual QA test data are entered in QA Tests inside the QA Daily report.

- There is no Document Packages folder in QA Tests module. So, actual QA Test Report and supporting documents should be added as an attachment to the QA Daily Report Document Packages folder. The QA test must be sufficiently linked to the QA Daily Report. The PE must decide which QA Daily Report to attach the test. Is it the QA Daily report when the test occurred, or when the test report is received.
In this module, the Government Representative will check which QC Requirement will be verified by the Government Representative. QC Requirements include QC tests, User Schools, Installed Property and Transfer Property.

In the QA Daily Report, Government Representative will check "Concur" or "Reissue" for the QC Requirement taking place on that day.

Note: Grouping the Data Grid will make working with the verifications easier.
Government Representative, or District Payroll Office, will enter the planned Labor Interviews here for prime and all subcontractors.
QA and QC daily reports are stored as an image to preserve the exact state of the data associated with the report at the time of completion.

This button allows you to select QA and/or QC daily reports for selected days and forces a regeneration of the stored daily report.

This operation should not normally be required unless reports are completed out of order and/or data is changed for previously completed dates.
QUESTIONS?
<table>
<thead>
<tr>
<th>Topic</th>
<th>Slide</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is QC? What is QA</td>
<td>2</td>
</tr>
<tr>
<td>How to determine quality?</td>
<td>3</td>
</tr>
<tr>
<td>RMS 3.0 GM Contract Menu Screen</td>
<td>4</td>
</tr>
<tr>
<td>QA Daily Reports</td>
<td>6</td>
</tr>
<tr>
<td>Creating a Daily QA Report</td>
<td>7</td>
</tr>
<tr>
<td>Save the Daily QA Report</td>
<td>13</td>
</tr>
<tr>
<td>Attaching Documents to the Daily QA Report</td>
<td>14</td>
</tr>
<tr>
<td>Complete QA Daily Report</td>
<td>15</td>
</tr>
<tr>
<td>QC Daily Reports</td>
<td>18</td>
</tr>
<tr>
<td>Save the Daily QA Report</td>
<td>21</td>
</tr>
<tr>
<td>Weather Delays</td>
<td>23</td>
</tr>
<tr>
<td>Definable Features of Work (DFOW)</td>
<td>26</td>
</tr>
<tr>
<td>Three Phase Inspections</td>
<td>28</td>
</tr>
<tr>
<td>Activity Hazard Analysis (AHA)</td>
<td>30</td>
</tr>
<tr>
<td>QC Requirements</td>
<td>33</td>
</tr>
<tr>
<td>Equipment Checks</td>
<td>34</td>
</tr>
<tr>
<td>Exposure Hours</td>
<td>35</td>
</tr>
<tr>
<td>QA Tests</td>
<td>36</td>
</tr>
<tr>
<td>Required Verifications</td>
<td>37</td>
</tr>
<tr>
<td>Planned Interview</td>
<td>38</td>
</tr>
<tr>
<td>Refresh Daily Reports</td>
<td>39</td>
</tr>
</tbody>
</table>

Questions??