	CC		RODUCTION RE	PORT		DATE Enter Da	ate (D	D/MMM/YY)
CONTRACT NO Enter Chi	t# Here	TITLE AND LOCATION	and Location of Construct			REPORT NO Enter	r Repc	ort # Here
CONTRACTOR	Enter The (	Contractor's Company Na		SUPERINTENDENT	Enter Super	rintendent's Name Here		
AM WEATHER			PM WEATHER		<u> </u>	MAX TEMP (F)	MI	IN TEMP (F)
	Enter AM Weath	ner Data Here	Enter PM WORK PERFO	Neather Data Here		Enter Max Temp Here	Enter	r Min Temp Here
Schedule		WORK LOCATION AND DE		EMPLOYER	NUMBER	TRADE	I	HRS
Activity No.						+		
					<u> </u>			
					+	+		
					<u> </u>			
	<u> </u>							
					<u> </u>	<u> </u>		
JO	в	WAS A JOB SAFETY MEETING (If YES attach copy of the meeti		YES	□ NO	TOTAL WORK HOURS ON JO SITE, THIS DATE, INCL CON'T SHE		
SAFE		WERE THERE ANY LOST TIMI (If YES attach copy of complete	E ACCIDENTS THIS DATE?	YES	NO	CUMULATIVE TOTAL OF WO HOURS FROM PREVIOUS		
		ING/SCAFFOLD/HV ELEC/HIGH ist showing inspection performed.	I WORK/ HAZMAT WORK DONE? I.)	? 🗌 YES	□ NO	REPORT	]	ļ!
WAS HAZARDOU	IS MATERIAL/W	ASTE RELEASED INTO THE EN ent and proposed action.)		YES	□ NO	TOTAL WORK HOURS FROM START OF CONSTRUCTION		
Schedule Activity No.	LIST SAFETY /	ACTIONS TAKEN TODAY/SAFE	TY INSPECTIONS CONDUCTED	)		SAFETY REQUIREMEN	NTS HA'	VE BEEN MET.
	<u> </u>							
Schedule	Submittal #	ED TODAY TO BE INCORPORA	ATED IN JOB (INDICATE SCHED	ULE ACTIVITY NUMBER)				
Activity No.								
					·			
	<u> </u>							
CONSTRUCTION	AND PLANT EC	QUIPMENT ON JOB SITE TODA	Y. INDICATE HOURS USED ANI	D SCHEDULE ACTIVITY N	IUMBER.			
Schedule Activity No.	Owner	Description of Construction E	quipment Used Today (incl Make	and Model)				Hours Used
	<u> </u>	+						<u> </u>
		+					——-	
	<b> </b>							<u> </u>
		+						
Schedule Activity No.	REMARKS							
	<u> </u>							
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	1							
			(	CONTRACTOR/SUPERINTI	ENDENT	DATE		

		CC			Y CONTRO		RT			DATE REPORT		r (DD/MMM/YY) ter Rpt # Here
PHASE	CONTRACT	IO En	ter Cnt# Here	ACITADDITIONAL 3	CONTRACT TITL		and Locat	tion of Cons	structio	NO on Contra		
110102			PHASE WORK PREFC	ORMED TODAY?			YES			on oonaa		
RΥ			ATTACH SUPPLEME		RY PHASE CHECKLIS	Т.	.20					
PREPARATORY	Schedule Activity No		nable Feature of Work									Index #
AR.												
ЕР												
L L												
	WAS INITIAL	PHASE W	ORK PREFORMED T	ODAY?			YES	NO				
	IF YES, FILL ( Schedule		ATTACH SUPPLEME		E CHECKLIST.							[
INITIAL	Activity No		nable Feature of Work									Index #
LIN												
-												
			H CONTRACT AS AP		NITIAL PHASE?				YES	=	NO	
	Schedule		TH SAFETY REQUIRE		hom, Definable Featur	e of Work, Specific	ation		YES		NO	
	Activity No	. Sec	tion, Location and List	of Personnel Present		· •						
IJ-												
FOLLOW-UP												
ŭ												
REWORK	ITEMS IDENTI	FIED TO	DAY (NOT CORRECT	ED BY CLOSE OF B	USINESS)	REWORK ITEMS	CORRECTED	D TODAY (FRO	M REW	ORK ITEMS	LIST)	
Scheo Activity		ption				Schedule Activity No.	Description					
REMARK	S (Also Explain	Any Follo	ow-Up Phase Checklist	Item From Above Th	at Was Answered "NC	"), Manuf. Rep On	-Site, etc.					
Scheo Activity	lule Descri					// T						
7 tota vity	110.											
			that this report is complet									
complian		act drawing	rk performed during this gs and specifications to th			UTHORIZED QC						DATE
except as	noted in this rep		GOVERNMENT				WANAGER A	DATE				DATE
			ENTATIVE'S REMARK		-			5.112				
Scheo Activity		ption										
					-	GOVERNMENT Q	JALITY ASSU	JRANCE MANA	AGER			DATE

		OVERN				Y AS	SURANCE (QA) REPO	RT	DATE	Enter Date (DD/MMM/YY)
CONTRA Er	CT NO	# Here		ND LOCAT	ION		ocation of Construction Contract He		REPORT NO	Enter Report # Here
			YES	NO	IF NO, V	VHY NOT				
S	wo	RKING?								
Status										
Sta	WEATH	ER CONDITION	IS:							
6					YES	NO	REMARKS:			
Check Points		NTENDENT ON								
o i	QC MAN	IAGER ON SITE	Ξ							
Ц	QC REP	ORTS CURREN	T							
မိ		TS CURRENT								
ч С	SUBMIT	TALS APPROV GOING WORK	ED FOR							
		NCY LIST REV								
WORK O	BSERVE	D/DEFICIENCIE	S NOTED	SAFETY I	SSUES D	ISCUSS	ED/QA TESTS AND RESULTS:			
Sche Activit	dule	DESCRIBE OB	SERVATIO	NS						
ACTIVIT	y NO									
MEETING	CONFE	RENCE NOTES	(INCLUDI	NG PARTI	CIPANTS	S):				
Sche Activit		NOTES								
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Activit		INSTRUCTION	S/CONTRO	JVERSIES	i					
	QA RFP	RESENTATIVE					DATE	SUPV IN	ITIALS DA	NTE
							52	201 1 10		

	INITIAL PH	ASE CHECKLIST	SPEC SECTION	Section # Here	DATE Enter Date (DD/MMM/YY)
			SCHEDULE ACT	NO.	INDEX #
Enter	Cnt# Here GOVERNMENT REP NOTIFIED		YES	d Act ID Here	Enter Index# Here
PERSONNEL PRESENT		POSITION		COMPANY/GOVE	RNMENT
<b>PROCEDURE</b> COMPLIANCE	COMMENTS:	PROCEDURES IDENTIFIED AT PREPARATORY. CO		CATIONS, AND SU	BMITTALS.
PRELIMINARY WORK		DMPLETE AND CORRECT. IF NOT, WHAT ACTION IS	TAKEN?		
WORKMANSHIP	ESTABLISH LEVEL OF WORKMANS WHERE IS WORK LOCATED? IS SAMPLE PANEL REQUIRED? WILL THE INIITAL WORK BE CONSIL (IF YES, MAINTAIN IN PRESENT CON SAMPLE)		YES NO YES NO ATION OF		
RESOLUTION	RESOLVE ANY DIFFERENCES. COMMENTS:				
CHECK SAFETY	REVIEW JOB CONDITIONS USING E COMMENTS:	M 385-1-1 AND JOB HAZARD ANALYSIS			
OTHER	OTHER ITEMS OR REMARKS				

### Instructions for Using Report Forms in MS-Word

In the Report Header, fields that have instructional text such as "Enter Title and Location of Construction Contract Here" prompt the user to enter the information in a specific location, governed by the field. Single mouse click anywhere in the field and the field will darken. Entry of text/data at this point will delete the instructional text in the field and will be replaced with entered text/data.

All check boxes are all defaulted as unchecked (i.e.;  $\Box$ ). To check the box (i.e.;  $\boxtimes$ ), double click the box and the "Check Box Form Field Options" box will appear. In the "Default value" section of the box, click in the Radio Button for "Checke<u>d</u>", then click on the "OK" button and the box will be checked.

Check Box Form Fiel	d Options	? ×
Check box size       Check box size       Check box size       Exactly:	Default value C Not checked C Checked	OK Cancel Add Help <u>T</u> ext
Run macro on Entr <u>y:</u> Exit:	Field settings Bookmark: Check2 Checkden exit Check box enabled	

The "Hour" fields where intentionally <u>not</u> programmed to total. If the Contractor deleted the formula in a field within the range that was to be totaled, the total would be wrong.

With the ability to [unlimitedly] expand the Contractor Production Report and Contractor Quality Control Representative Report, their Continuation Sheets are obsolete.

In the footer of each form are data fields for the Sheet number and the total number of sheets in the report (Sheet 1 of 2). The first number will generate itself when pages of the report are added. But MS-Word will not automatically update the second number. To update the NumPages field, click the field or the field results and then press F9. You can also click **Options** in the **Tools** menu, click the **Print** tab, and then select the **Update fields** check box.

Options	? ×
Track Changes User Information	Compatibility   File Locations     Save   Spelling & Grammar
Printing options	Background printing     Print PostScript over text     Reverse print order
Include with document Document properties Eield codes Comments Options for current document only Print data only for forms	☐ Hidden text ☑ Drawing <u>o</u> bjects
Default tray: Use printer settings	
	OK Cancel

	PREP		RY PHASE CH	IECKLIST	SPEC SECTIO	N Section # Here	DATE Enter Date (DD/MMM/YY)
CONTRACT N Enter (	o Cnt# Here		TURE OF WORK Enter DFC	W Here	SCHEDULE AG		INDEX # Enter Index# Here
PERSONNEL PRESENT	GOVERNMENT F NOTIFIED NAME	LEP	HOURS IN ADVANCE	:: POSITION	YES	NO COMPANY/GOVE	ERNMENT
			IBMITTAL REGISTER. HAV	/E ALL SUBMITTALS BEEN	APPROVED?		YES NO
SUBMITTALS	ARE ALL MATER IF NO, WHAT ITE MISSING?			YES	NO 🗌		
0	CHECK APPROV	ED SUBMITTALS	AGAINST DELIVERED MAT	TERIAL. (THIS SHOULD BE	DONE AS MATERIAL ARRIV	ES.)	
MATERIAL STORAGE	ARE MATERIALS	STORED PROPE	RLY?	YES	NO 🗌		
	REVIEW EACH P	ARAGRAPH OF S					
SPECIFICATIONS	DISCUSS PROCE WORK.	EDURE FOR ACCO	DMPLISHING THE				
SPE	CLARIFY ANY DI	FFERENCES.					
PRELIMINARY WORK & PERMITS		IINARY WORK IS CTION IS TAKEN?	CORRECT AND PERMITS /	ARE ON FILE.			

	IDENTIFY TEST TO BE PERFORMED, FREQUENCY, AND BY WHOM.		
	WHEN REQUIRED?		
ŋ	WHERE REQUIRED?		
TESTING			
LES			
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	REVIEW TESTING PLAN.		
	HAS TEST FACILITIES BEEN APPROVED?		
	ACTIVITY HAZARD ANALYSIS APPROVED? YES	S NO D	
	REVIEW APPLICABLE PORTION OF EM 385-1-1.		
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SAFETY			
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	NAVY/ROICC COMMENTS DURING MEETING.		
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MEETING COMMENTS			
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	OTHER ITEMS OR REMARKS:		
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OTHER ITEMS OR REMARKS			
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	QC	MANAGER	DATE

#### RESPONSIBILITIES/AUTHORITY OF THE QC MANAGER

1. Appointing letter to the QC manager shall detail his/her authority and responsibility to act for the contractor and outline his/her duties, responsibilities and authority. He/she shall have no job-related responsibilities other than QC unless specifically permitted in the specification.

2. He/she shall be on the site at all times during progress of the work, with complete authority to take any action necessary to ensure conformance with the contract requirements. In the event of his/her absence, approved backup shall be on the site.

3. Authority to immediately stop any segment of work which does not comply with the contract plans and specifications and direct the removal and replacement of any defective work.

4. Conduct daily inspection of work performed for compliance with plans and specifications.

5. Certify daily that all materials and equipment delivered/installed in the work comply with contract plans and specifications. Certify daily that all work performed on the construction site and off the construction site conforms to plans and specifications. Report any deficiencies and remedial action planned and taken.

6. Supervise and coordinate the inspection and tests made by the members of the Quality Control Organization, including subcontractors.

7. Assure QC staff is adequate to meet its responsibilities.

8. Maintain a copy of the ROICC approved QC Plan on file at the jobsite complete with up-to-date approved revisions/filled-in log of submittals. Maintain at the jobsite an up-to-date QC Submittal Register (provided in the specification) showing the status of all submittals required by the contract.

9. Maintain at the jobsite a testing plan showing status of all tests required by the contracts. Ensure that all tests required are performed and report the results of same. Indicate whether test results show the item tested conforms to contract requirements or not.

10. Authority to remove any individual from the site who fails to perform his/her work in a skillful and workmanlike manner or his/her work does not comply with the contract plans and specifications.

11. QC manager does not have authority to deviate from plans and specifications without prior approval, in writing, from the ROICC.

12. Ensure that the contractor's Quality Control Organization is adequately staffed with qualified personnel to perform all the detailed inspections and testing specified in the plans and specifications.

13. Maintain at the jobsite the up-to-date QC Rework Items List.

#### ATTACHMENT A

## **REWORK ITEMS LIST**

Contract No. and Title: Enter Contract # and Title Here

Contractor: Enter Contractor's Company Name Here

	DATE		CONTRACT REQUIREMENT (Spec. Section and	ACTION TAKEN		DATE
NUMBER	IDENTIFIED	DESCRIPTION	Par. No., Drawing No. and Detail No., etc.)	BY QC MANAGER	RESOLUTION	COMPLETED
				-		

# TESTING PLAN AND LOG

CONTRACT NUMBER Enter Contract # Here		PROJE	CT TITLE	AND LOCATION	CONTRACTOR Enter Contractor's Company Name Here						
		t # Here	Enter Contract Title and Location Here								
SPECIFICATION SECTION AND	ITEM		APPF	EDITED/ ROVED AB			LOCATION OF TEST		OF TEST		
PARAGRAPH NUMBER	OF WORK	TEST REQUIRED	YES	NO	SAMPLED BY	TESTED BY	ON SITE	OFF SITE	DATE COMPLETED	TO CONTR. OFF.	REMARKS