



Contractor Quality Management Plan

City of Mesa JOC-G12

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CONTRACTOR QUALITY MANAGEMENT PLAN

REVIEW AND APPROVAL

CENTENNIAL CONTRACTOR ENTERPRISES, INC.

Providing an effective quality control system and a quality product is a top priority for Centennial Contractors Enterprises, Inc. (CCE). This Contractor Quality Management Plan was prepared to guide work activities and quality management implementation for the **City of Mesa JOC-G12 Contract**. It will be followed by all employees of CCE and Subcontractors.

By my signature below, I approve the content of this plan for use on the:

City of Mesa JOC-G12 Contract

Plan Preparer:

Bill Jenkins, Quality Control Manager

Date

Plan Approval:

Mark Burrige, Project General Manager

Date

Plan Concurrence:

Lorena Villarreal, Asst. Project Manager/Alternate QC

Date

1.0 GENERAL REQUIREMENTS

1.1 Introduction

This Contractor Quality Control Management Plan is written to conform with specific industry standards and guidelines for Quality Control on each project. This CQMP is written to address project quality execution and implementation throughout the duration of the project.

The Goal of CCE is to provide a quality project that conforms to contract requirements.

In support of our goal this CQMP outlines the project approach to quality control by addressing the following key aspects of project quality:

- Organization
- Staff Responsibility and Authority
- Personnel Qualifications
- Design Quality Control
- Definable Features of Work
- 3-Phase Inspection Activities
- Testing and Observations
- Submittal Management
- Documentation and Reporting Requirement

This CQMP shall be used by Centennial Contractors Enterprises, Inc. (CCE), applicable subcontractors, and material vendors to ensure compliance with contract requirements found in the project specifications and reference codes.

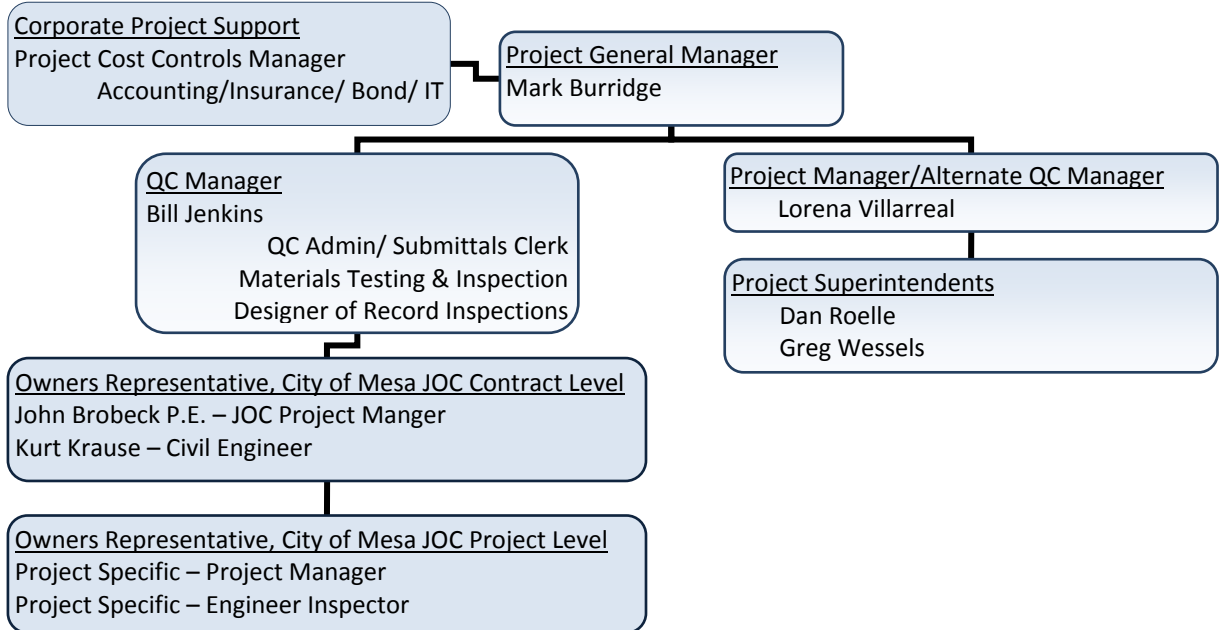
1.2 Organization

The organization of the Contractor Quality staff for this project reflects the requirements presented in the project specifications. The organization of the project staff, including QC/QA staff, is presented in Figure 1.

Quality Control Manager (QCM) will provide QC oversight and guidance throughout the duration of the projects. Under the CQM, a dedicated quality control alternate will be assigned. During the course of the project, additional quality control inspectors may be added as necessary to ensure contract compliance.

Any additional QC staff shall be designated by the CQM and shall have complete authority to take reasonable actions necessary to ensure compliance with the contract and design requirements. If necessary, the CQM or designated individuals are authorized to stop work.

Figure 1 Organization Chart



1.3 Subcontractors

The anticipated trades who will team with CCE in the execution of this contract, are as follows:

- Demolition and General Trades
- Acoustical Ceilings
- Tile, Carpet, Flooring
- Painting
- Plumbing and HVAC
- Electrical
- Access and Security
- Fire Alarm and Data
- Fire Suppression
- Cabinets, Countertops, Millwork

1.4 Responsibilities

Project quality staff responsibilities shall be as follows:

CQ Manager:

The CQ Manager maintains a direct reporting relationship to CCE'S Operations Executive on matters of overall project quality control implementation. The CQM and CCE Field Superintendents shall maintain overall responsibility to ensure that the quality of field work performed by construction crews is in compliance with contract and approved work plan requirements. In addition, the CQM and Field Superintendents are responsible for coordinating data collection, management, and implementation of all applicable QC documentation. The identified alternate CQM shall hold the same duties and responsibilities of the CQM in the event of loss or absence.

The CQM shall be responsible for the following:

- Overall implementation of this CQMP and the three phase QC process.
- Review and approval of daily reports.
- Ensure proper scheduling of preparatory and initial phase inspections.
- Attending preparatory and initial phase inspections.
- Prevent, stop, or correct QC deficiencies, defective work, or noncompliance.
- Exercise "stop work" authority when required to prevent performance inconsistent with contract documents.
- Investigate research, define, and isolate quality problems and participate in their resolution.
- Initiate and maintain QC records, review procedures, and monitor documentation for completeness, accuracy, and compliance with contract requirements.
- Monitor and update the submittal register and review submittals.
- Ensure that as-built drawings (redlines) are being accurately maintained.
- Staffing, approval, and assignment of additional discipline specific inspectors as needed to ensure effective implementation of this CQMP.

Field Superintendent:

The Field Superintendents shall be on site daily and be responsible for the following:

- Daily inspection and implementation of this CQMP and the three phase QC process.
- Perform or monitor tests, evaluations, or other measurements needed to meet quality requirements.
- Preparation of daily reports.
- Holding preparatory and initial phase inspections.

- Prevent, stop, or correct QC deficiencies, defective work, or noncompliance through daily inspection.
- Exercise “stop work” authority when required to prevent performance inconsistent with contract documents.
- Prepare QC records and QC documentation.
- Perform first line submittal review and coordination.
- Ensure that as-built drawings (redlines) are being accurately maintained on a daily basis.
- Keep a daily logbook to record all significant project site events.

Additional Discipline QC Inspectors:

Discipline QC inspectors, when utilized, shall report to the CQM in all matters of quality control for their covered project activities. QC inspectors shall ensure through the three phase inspection process that the quality of field work performed by the construction crews are in compliance with contract and approved design requirements. Discipline inspectors will generate report forms and provide them to the CQM. Discipline inspectors shall be utilized as necessary by the CQM to augment the three phase quality control process and/or address specific deficiency areas as required. Discipline inspectors will be subject to the approval of the CQM and shall be under the direction of the CQM for all inspection and support tasks.

1.4.1 Authority

CCE’s Operations Executive delegates the responsibility and authority to the CQM to adequately perform the functions of the position, including the authority to stop work that is not in compliance with the contract and project plans.

An appointment letter is issued by the CCE Operations Executive, describing the CQM responsibilities, and authority. A copy of this letter is included in Appendix A for the CQM as well as the alternate CQM.

1.4.2 Coordination

The CQM must effectively communicate the content and purpose of the contract documents and this CQMP to members of the field team to ensure consistency of implementation. In addition, the CQM must monitor data collection and ensure that proper project documentation occurs.

1.4.3 QC Personnel Qualifications

QC personnel shall meet the following minimum qualifications:

CQM:

The CQM is assigned responsibility for ensuring all aspects of the contract drawings and specifications are properly implemented and monitored. The individual in this role must possess

sufficient practical, technical, and managerial experience to successfully implement the overall QC program. In addition, the minimum qualifications of the CQM shall include:

- The CQM shall have a minimum of 10 years combined experience as a superintendent, inspector, QC Manager, project manager, or construction manager on similar size and type construction contracts which included the major trades that are part of this contract.
- The CQM shall have attended the ACOE course entitled “Construction Quality Management for Contractors.”

Additional QC Staff:

Other QC personnel (QC Inspectors) shall be utilized on an as-needed basis shall be field engineers and/or technicians who possess adequate formal training and sufficient practical, technical, and administrative experience in executing and recording inspection activities. Inspection personnel shall demonstrate construction and discipline-specific knowledge (as appropriate to their job duties), know the appropriate codes and regulations, understand observation and testing procedures, have knowledge of equipment and general site safety, and receive training in pertinent project documents relating to the work. Additional QC personnel are subject to the approval of the CQM. The CQM shall generate formal assignment letters for all additional QC staff members.

2.0 FIELD QUALITY CONTROL EXECUTION

The CQC program shall be implemented through three phases of control for all definable features of work (DFW's) to meet the following purpose:

ENSURE THAT CONSTRUCTION IS PERFORMED ACCORDING TO PLANS AND SPECIFICATIONS, WITH PROPER DOCUMENTATION, ON TIME, AND WITHIN A DEFINED BUDGET.

The following sections outline the use of operational procedures to ensure QC from the preparatory stages of inspections to delivery of a final product.

2.1 Definable Feature of Work

Control of quality shall be accomplished using the three-phase control process for all DFW's. The project DFW's are identified as follows. Reference specification will be added to this table as design elements are completed.

Table 2.1- DFW's & Associated Specifications

Section Title Pages:
Division 01 – General Requirements
Division 02 – Existing Conditions
Division 03 – Concrete
Division 05 – Metals
Division 06 – Wood Plastics and Composites
Division 07 – Thermal and Moisture Control
Division 08 – Openings
Division 09 – Finishes
Division 10 – Specialties
Division 12 – Furnishings
Division 21 – Fire Suppression
Division 22 – Plumbing
Division 23 – Heating, Ventilating, Air Conditioning
Division 26 – Electrical
Division 27 – Communications

2.2 Inspection and Surveillance

The Field Superintendents have overall responsible for executing a QC inspection, testing, monitoring, observation, and surveillance system through implementation of the three-phase control process. All subcontractor reports, testing records, and inspection reports will be reviewed for accuracy and consistency by the CQM for review and acceptance.

The Field Superintendents shall keep a daily logbook and other records to document inspections, testing, observations on construction techniques, and to report the status of ongoing testing and other data relevant to the QC effort. The CQM and any subordinate inspectors shall report the testing results, provide timely authorization to proceed with the work, or initiate nonconformance actions.

2.3 Permits

The permits required for a particular phase of work shall be obtained prior to the preparatory phase meeting for the respective DFW and shall be presented and discussed at the preparatory phase meeting. Any permit required for a DFW shall be documented in the preparatory phase checklist and recorded as part of the QC daily report.

2.4 Certifications and Licenses

Certifications and licenses for personnel, equipment, materials, plans, and specifications shall be identified in the preparatory phase checklist for the respective DFW. Each certificate and license shall be presented and discussed at the preparatory phase meeting and recorded as part of the daily report.

2.5 Control Phases

Project quality control shall be accomplished using the three-phase control process (preparatory, initial, and follow-up phases) for each DFW, where the definable feature is a task that is separate and distinct from the other tasks and has a specific set of control requirements. Each control phase represents an opportunity to prevent deficiencies that would otherwise result in nonconformance.

The following text outlines the execution and specific requirements of the three phases within construction quality management. Additionally, a section on project close out requirements is included to outline the QC role in project completion.

2.5.1 Preparatory Phase

Notification Requirements—The designated Owners Representative shall be notified at least 24 hours in advance of beginning a preparatory phase inspection for a DFW.

Execution—A preparatory phase meeting shall be performed prior to beginning work on each definable feature of work (DFW). The meeting is conducted by the CQM or Field Superintendents, and shall be attended by the Site Superintendent(s), any associated discipline inspector(s), and specified subcontractor foremen responsible for completing work on the DFW.

Included as Appendix B are the Preparatory Phase Meeting Form template and a preliminary checklist for each project DFW. These preparatory check lists are provided in this report to assist the CQM in running the preparatory phase meeting prior to implementing work on a DFW. This documentation shall guide the preparatory phase meeting with minutes and notes being recorded. As a note, Preparatory Phase Checklists presented in this CQMP will require modifications to address current site conditions and methodology.

The preparatory phase meeting shall include:

- 1) A review of applicable plans and specifications to include reference codes and standards.
- 2) A check to ensure that all materials and/or equipment have been tested, submitted, and reviewed. Preliminary work supporting the DFW is complete and acceptable.
- 3) Examination of the work area to ensure that all required preliminary work has been completed and is in compliance with contract requirements.
- 4) A physical examination of required materials, equipment, and sample work to ensure that they are on hand, conform to submitted shop drawings or submitted data, and are properly stored.
- 5) A review of the applicable job hazard analysis.
- 6) Discussion of procedures for performing the work including construction tolerances and workmanship standards.
- 7) A check to ensure that the portion of the design for the work to be performed has been accepted by applicable review authorities.
- 8) A review of specific inspection and testing points.

Preparatory Phase Documentation Requirements—A preparatory phase meeting is documented and retained in the project files. Original documentation from the preparatory phase shall be recorded in QC daily report and shall include:

- Meeting notes and minutes prepared by the CQM or designated Field Superintendents.
- The complete and signed Preparatory Phase Checklist.
- Applicable distributed meeting material.

2.5.2 Initial Phase

Notification—The designated government representative shall be notified at least 24 hours in advance of beginning the initial phase.

Execution—The initial phase shall be accomplished at the beginning of a DFW. A field meeting format shall be used to address quality, safety, or coordination issues before they occur. While the preparatory phase occurs at a supervisory level, the initial phase shall be carried out at the worker level to insure compliance with applicable quality requirements. The initial phase should be

repeated for each new crew to work onsite, or any time acceptable or specified quality standards are not being met.

A template Initial Phase Meeting Form can be found in Appendix C and is to be modified for use with each project DFW. The Preparatory Phase Checklist and the Initial Phase Meeting Form shall guide the Initial phase meeting with minutes and notes being recorded. The following shall be accomplished in the initial phase:

- 1) A check of preliminary/initial representative work to ensure that it is in compliance with applicable requirements.
- 2) Review of preparatory meeting minutes.
- 3) Verification of required controls, inspection, and testing.
- 4) Establish level of workmanship and verify that it meets minimum acceptable standards.
- 5) Resolution of coordination issues and differences.
- 6) Check safety to include compliance with an updating of the Activity Hazard Analysis (AHA) as necessary. Review AHA with workers.
- 7) The initial phase shall be repeated for each new crew to work onsite, or any time acceptable specified quality standards are not being met.

Initial Phase Documentation Requirements—An initial phase meeting is documented and retained in the project files. Original documentation from the initial phase shall be recorded in the daily QC report shall include:

- Initial phase minutes prepared by the CQM/Superintendent and approved by the CQM.
- The complete and signed Initial Phase Meeting Form.

2.5.3 Follow Up Phase

Notification—There are no notification requirements associated with the follow-up phase.

Execution—The follow-up phase consists of daily checks performed to assure continuing compliance with applicable quality standards and contract requirements. Towards the end of a DFW, final follow-up checks shall be conducted and all deficiencies corrected prior to the start of additional DFWs which may be affected by the deficient work.

Follow-up Phase Documentation Requirement—Daily checks shall be recorded as in the text of the daily QC report.

2.5.4 Project Completion

Notification—The designated Owners Representative shall be notified by the CQM of the status of the contractor punch list as well as the correction of all deficiencies. The pre-final and final

inspections should be properly scheduled with involved personnel (and the customer in the case of the final inspection.)

Execution—The following sequence of QC inspections and closure activities should occur at the completion of project work:

- 1) Throughout the execution of the work the CQM and subordinate inspectors shall conduct inspections of the work and develop a deficiency log for work inspected that is not in conformance with contract plans and specifications. The CQM shall review all deficiency logs generated and compile into a project deficiency log. The punch list generated by the CQM with input from the designated owner's representative shall be posted in the field office. This list shall be maintained and kept current and reported in the generated daily quality control report and shall include the estimated date by which each deficiency will be corrected. The designated owner's representative shall notify the CQM of their finding of any additional deficiencies. The CQM shall add these deficiencies to the maintained punchlist. The CQM and subordinate inspectors shall repeat inspection(s) as necessary to ascertain that all deficiencies have been corrected. These additional inspection(s) as well as a statement that all punch list deficiencies have been corrected shall be recorded in the QC daily report.
- 2) Following Contractor punch-out, the designated owner's representative, CQM and any discipline inspectors shall conduct the pre-final inspection. The CQM will assure that all deficiencies noted during the pre-final inspection are corrected and shall report the status of the inspection and status of corrective actions in the daily quality control report. Upon correction of all nonconforming work the CQM shall certify in writing to the Owners Representative that all work completed to date is in accordance with the plans and specifications.
- 3) The final inspection occurs in the same manner following the completion of pre-final corrective actions. As with the pre-final inspection, the CQM shall document the inspection as well as the correction of all deficiencies in the daily quality control report.

Project Completion Documentation Requirements—As previously discussed, documentation of all completion inspections, including contractor punch-out, shall be recorded into the daily quality control report. During construction of the project the CQM shall ensure that updates to the project red line drawings are kept current. During project completion, the CQM shall ensure the completion and quality of as-built drawings and O&M manuals, where appropriate.

2.6 Taking Action for Deficiencies and Non-Compliance

The CQM and subordinate inspectors shall not only identify and track deficiencies, but shall implement the proper action to resolve/correct deficiencies. A number of tools shall be available to document, track, and correct deficiencies yet proper judgment on the part of the CQM is also required to best address deficiencies. Table 2.6 provides a summary of available actions for resolving, tracking, and documenting deficiencies:

Table 2.6 Deficiency Action Alternatives

Deficiency Action Alternatives	
1) Preventive Action	<p>The main role of the CQM and CQC staff is not just to detect deficiencies but to prevent deficiencies.</p> <p>Properly implemented preparatory and initial phase inspections play a major role in such prevention.</p> <p>During any phase of work, the CQM or QC inspectors exercising good judgment can discover potential problem areas and prevent such problems, thus minimizing deficiencies and increasing project quality and cost-effectiveness.</p>
2) On the spot deficiency correction	<p>This action involves no documentation and involves simple correction of very minor non-repetitive deficiencies.</p>
3) Documentation of Deficiencies	<p>Throughout the execution of the work the CQM and subordinate inspectors shall conduct inspection of the work and develop a list of deficiencies for work inspected that is not in conformance with contract plans and specifications. A list of deficiencies would be found as part of the QC Daily Report Form, Appendix D. Contractor Quality Control Report and the punch list generated by the CQM are the means of logging and tracking deficiencies.</p>
4) Stop Work Authority	<p>In some cases, this is a necessary action. Stop work authority shall be exercised only when other alternatives have failed or are not appropriate.</p>

2.7 Testing and Observation

A QC Testing List will be generated as part of the preparatory phase meeting when anticipated tests are required in performance of this contract. This matrix shall be appended to accommodate additional project designs as they become available. All analysis of tests shall be performed by an approved laboratory with current validations/certifications.

Before a particular field test is performed, The CQM shall become familiar with the particular testing method required. The CQM or applicable discipline inspectors shall consult with the person performing the field test methods and note any variations or substitutions to the prescribed method. QCM and staff members shall have the authority to stop any testing that does not conform to specifications. All testing procedures shall be based upon the applicable accepted industry methods.

Testing may include analytical testing of soils, fluids, or other matrices; American Society for testing and Materials testing of materials; and any quality control testing work required to verify compliance with contract specifications. The CQM will perform periodic spot checks of testing activities and document compliance in the QC Daily Report.

Offsite testing laboratories, if required, shall be appropriately certified. If required and under special circumstances, offsite testing laboratories may be inspected and audited by the QCM to verify that the facilities and testing equipment are available and that they comply with testing standards. This inspection and audit would include review of all laboratory certifications, verification that instruments have been calibrated against certified standards, and securing of copies of calibration records from the testing laboratory for the job site files.

Actual locations of each test sample shall be selected to provide adequate representation of the material.

2.8 Field Submittal Management

2.8.1 Roles and Responsibilities

In the field, the CQM or Field Superintendents shall be responsible for 1) proper execution of submittal procedures, 2) ensuring that submittals meet specified requirements, 3) transmittal and submission to Owners Representative, and 4) proper documentation and tracking of submittals. The CQM shall be responsible for submittal management during project. It is key that submittals are properly managed prior to field efforts and that a proper transfer of submittal responsibility occurs between the Owners Representative and the CQM prior to the start of definable features of work.

2.8.2 Overview of the Submittal Process

The following timeline overviews the submittal process:

- 1) Within 10 days of NTP, CCE provides the draft QCM Plan, draft submittal register, and preliminary project schedule to the Owners representative for initial concurrence and approval.
- 2) Final QCM Plan, Submittal register and Project Schedule revised as needed for final approval.
- 3) Starting with NTP procurement and extending to mobilization, administrative submittals between CCE and MWR shall be recorded and tracked primarily by the QCM. A Submittal Transmittal Sheet shall be generated and shall accompany all Submittals. Additionally, the Submittal Register Form shall be kept current and updated where necessary.
- 4) During pre-mobilization activities, the CQM shall become familiar with required submittals by reviewing applicable submittal registers. The CQM shall review the current status of each submittal register and verify that required submittals have been made. Discrepancies, where noted, shall be brought to the attention of the Owners Representative and resolved prior to field mobilization.

- 5) The CQM shall be responsible for review of all submittals prior to submission to the Owners Representative for approval.
- 6) The CQM ensures the quality and documentation of submittals. As with pre-mobilization activities, submittals shall be accompanied by a Transmittal Sheet and the Submittal Register shall be kept current and updated.
- 7) Issues regarding the quality or timeliness of submittals noted by the CQM shall be considered deficiencies and managed as such (NOTE: In most cases, failure to meet submittal requirements has direct contractual implications and contracts representatives need to be made aware of the issues and associated resolution.)
- 8) In conjunction with activity closeout or demobilization, the CQM shall ensure that submittal files are complete, of sufficient quality, and up to date.

2.8.3 Roles and Responsibilities

The main tools of the submittal process are the Transmittal Sheet and the Submittal Register. Submittal Registers shall be maintained in an electronic format.

2.9 Documentation Requirements

The CQM shall ensure complete and accurate project documentation and data collection. This documentation forms the basis of record for work activities and will serve to support the project during follow up reporting and completion. All project records will be retained onsite at the project office (CCE Site Office, Mesa) until final completion, at which point they will be retained in the CCE project archive files located at CCE's Office located in Phoenix AZ.

2.9.1 Contractor Daily Quality Control Report

The CQM shall ensure complete and accurate project documentation. This documentation forms the basis of record for work activities and will serve to support the project during follow up reporting and completion.

Appendix D contains an CCE standard QC daily report template to be completed by the CQM daily to record project work and inspections to include supporting documentation and reports from Subcontractors or field testing laboratories.

2.9.2 Contractor Daily Quality Control Report Supporting Documentation

Supporting Documentation should include only those documents that are fact based, and are not judgment based. The supporting documentation shall include, but not be limited to:

- Field testing results
- Completed Tailgate Safety Meeting Forms
- Preparatory Inspections and meeting minutes
- Initial Inspections and meeting minutes
- Written instructions by the owners representative to CCE

- Written instructions by CCE to Subcontractors
- Material Specifications

All of these and other pertinent information shall be maintained inside the field files.

2.9.3 CQC Field Notes

The CQM or Field Superintendents daily field notes serve as a tool in recording events throughout the day for later inclusion into the QC daily report. The QC daily report serves as the project's official documentation. Pertinent facts recorded in the field notes shall be included in the daily report.

2.9.4 Photo Logs

Photographs provide the most accurate demonstration of the field worker's observations. The project photo log will be maintained and indexed electronically.

3.0 APPENDICES

Appendix A: CQCC Designation Letter



August 6, 2013

Subject: Assignment of Contractor Quality Control Manager (CQM) City of Mesa JOC-G12 Contract

Dear Mr. Jenkins,

By this letter we establish your duties and responsibilities as the Contractor Quality Control Manager for Project: **City of Mesa JOC-G12 Contract**.

You are responsible for the execution of the Contractor Quality Management Plan as and overall QC implementation on the project. Your authority includes, but is not limited to: assigning Field Superintendent as QC staff with full authority to: exercising "stop work" directives for CCE, its subcontractors, and its offsite vendors when it is anticipated or know that such work will be or is a detriment to the project. In addition, you are responsible for:

- Overall implementation of the CQMP and the three phase QC process.
- Review and approval of daily reports.
- Ensure proper scheduling of preparatory and initial phase inspections.
- Attending preparatory and initial phase inspections.
- Prevent, stop, or correct QC deficiencies, defective work, or noncompliance.
- Exercise "stop work" authority when required to prevent performance inconsistent with contract documents.
- Investigate research, define, and isolate quality problems and participate in their resolution.
- Initiate and maintain QC records, review procedures, and monitor documentation for completeness, accuracy, and compliance with contract requirements.
- Monitor and update the submittal register and review submittals.
- Ensure that as-built drawings (redlines) are being accurately maintained.

You have the authority to stop the work of CCE or any CCE subcontractors where the work is not in compliance with the contract, design, or safe work practices.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tracy Kerns', is written over a horizontal line.

Tracy Kerns
Centennial Contractors Enterprises Operations Executive

Appendix B: Preparatory Phase Meeting Form Template & Checklist

CENTENNIAL CONTRACTORS ENTERPRISES, INC.

PROJECT: City of Mesa JOC G-12 Contract

PREPARATORY PHASE MEETING

Definable Feature: _____

Date/Time: _____

Project No.	Name:
-------------	-------

AGENDA:

- | | |
|--|---|
| 1. Review of contract and specifications | 8. Work Execution |
| 2. Location of Work Area | 9. Testing Requirements |
| 3. Review of Submittals | 10. Review of AHA |
| 4. Review of Materials | 11. Review of Past Repetitive Deficiencies |
| 5. Relationship to other DFW | 12. Comments |
| 6. Personnel Responsibilities | 13. Establish Schedule for Initial Inspection |
| 7. Permits/Administrative Requirements | 12. Other |

NAMES OF THOSE PRESENT:

Name	Employer	Position

Safety Features Reviewed By:

REVIEW SIGNATURES:

CQ Manager _____ Date: _____

Safety Manager _____ Date: _____

CENTENNIAL CONTRACTORS ENTERPRISES, INC.
City of Mesa JOC G-12 Contract

PREPARATORY PHASE CHECKLIST AND CONTROL POINTS

Definable Feature: _____ Date: _____

INSPECTION CHECKLIST

CONTROL POINTS	APPLICABLE REFERENCE	ACCEPTANCE CRITERIA
Initial Preparation		
Worker safety orientations complete prior to field work	Project Safety manager	Orientations Complete for all workers
Applicable work areas identified	Project Civil Drawings	Work to be done at proper sites
AHA in place for site activities prior to field work execution	Activity Hazard Analysis	All work is covered by AHA signed by all workers
Required submittals in place and approved	Project Submittal Register	Submittals in place and approved based on final design based submittal register
DFW – Task/Activity	APPLICABLE REFERENCE	

Appendix C: Initial Phase Meeting Form Template

**CENTENNIAL CONTRACTORS ENTERPRISES, INC
City of Mesa JOC G-12 Contract**

Initial Phase Checklist

Definable Feature: _____ Date: _____

Owners Rep Notification	Date Time	Comments:
----------------------------	--------------	-----------

I Personnel Present:

Name	Employer	Position

II. Identify full compliance with procedures identified during preparatory phase. Coordinate plans, specifications, and submittals, and ensure coordination with other definable features of work (DFWs).

III. Preliminary Work. Establish standard of workmanship and ensure preliminary work is complete and correct. If not, what action is taken?

IV. Check Safety. Review job conditions using OSHA Safety Standards and job hazard analysis.

CQ Manager _____

Appendix D: QC Daily Report Form Template

DAILY CONTRACT QUALITY CONTROL REPORT (SEE INSTRUCTIONS)			
1. CONTRACT NUMBER	3. ABBREVIATED CONTRACT NAME		4. NAME OF CONTRACTOR (COMPANY NAME)
2. TASK ORDER NUMBER			
5. NOTICE TO PROCEED DATE	7. WEATHER AND TEMPERATURE		
6. ACTUAL DATE STARTED	0800 HOURS	1200 HOURS	1500 HOURS
8a. CONTRACTOR DESCRIBE WORK BEING PERFORMED (INCLUDE LOCATION OF WORK)			
8b. NUMBER OF WORKERS ON JOB	8c. NAME OF CONTRACTOR'S REPRESENTATIVE		
9. CONTRACTOR RECORD GOVERNMENT REPRESENTATIVE'S INSTRUCTIONS (IF ANY)			
10. CONTRACTOR DESCRIBE DIFFICULTIES ENCOUNTERED (INCLUDE DELAYS, DESCRIBE WORK NOT PERFORMED IN ACCORDANCE WITH THE CONTRACT, CORRECTIVE ACTIONS, ETC.)			
11. GOVERNMENT REPRESENTATIVE COMMENTS TO ITEMS 8, 9, AND 10; WAS A SITE INSPECTION PERFORMED OF ANY WORK? YES <input type="checkbox"/> DATE OF INSPECTION _____ NO <input type="checkbox"/> NA <input type="checkbox"/>			
12. CONTRACT COMPLETION DATE	13. PERCENT COMPLETE	14. QUALITY CONTROL SIGNATURE AND DATE	
15. QUALITY ASSURANCE SIGNATURE AND DATE		16. PROJECT MANAGER REVIEW (SIGNATURE AND DATE)	
17. COR OR CO SIGNATURE AND DATE		18. REPORT IS FOR DATE(S)	19. REPORT SERIAL NUMBER