

READ THIS FIRST

This Project Spec Document may need additional modifications to suit your project. It is recommended that you proofread each section, paying attention to any “Notes” boxes such as this one--you should remove these “Notes” sections as you go. Also, do a search for all bracket characters “ [] “ as they are used to show you areas containing options or project specific details (you can use Microsoft Word’s Find feature {Ctrl-F} to jump to an open bracket “ [“ character quickly). Again, these bracket characters should be removed.

It is important that every paragraph be numbered to allow for easy referencing. If you use the document’s built in styles and formatting your outline should be fine (turn on the formatting toolbar by going to View > Toolbars > Formatting). Most paragraphs will use the style “Numbered Material” and can be promoted (Shift) or demoted (Shift-Tab).

You should not have to manually enter extra spaces, carriage returns or outline characters such as A, B, C, or 1.01, 1.02; the formatting will do this for you. The entire document is 11 pt. Arial. If you paste items in, you may need to reapply the “Numbered Material” format.

PART 1 GENERAL

1.01 DESCRIPTION

- A. Contractor Quality Control (QC) shall consist of plans, procedures, and organization necessary to provide materials, equipment, workmanship, fabrication, construction, and operations that comply with the requirements of the Contract Documents.

1.02 COORDINATION

- A. As part of the Preconstruction Meeting the Contractor shall discuss the Contractor’s Quality Control program. Items for discussion shall include:
 - 1. Identification of the Contractor’s QC Representative
 - 2. Persons responsible for shop drawing review
 - 3. Contractor’s QC Program and Reporting

1.03 SUBMITTALS

- A. Quality Control Plan
- B. Quality Control Reports
- C. Pre-Installation Meeting List

1.04 CONTRACTOR QUALITY CONTROL REQUIREMENTS

- A. The Contractor shall staff its QC program at a satisfactory level as required to perform the activities outlined in this Section with the QC Representative having complete authority to take action necessary to ensure conformance with the Contract Documents.
- B. Quality Control Plan: Submit a job specific quality control plan for approval by the Engineer fifteen (15) working days prior to the start of work on the job site. This pre-construction submittal shall include, at a minimum:
 - 1. Statement of company QC philosophy and policy.

2. Company organization and designation of responsibility of QC activity at both corporate and job site level.
 3. Qualifications of QC personnel.
 4. Employee QC awareness and protocols.
 5. Procedure for incorporating all subcontractors' QC plans into Contractor QC plan.
 6. Description of routine daily and periodic QC activities.
 7. Description of examination, testing or inspection activities, including certifications and reports.
 8. Procedure for communicate and controlling design changes and revisions in the field.
 9. Submittal and shop drawing control procedures.
 10. Procedure for nonconformance reporting and disposition.
 11. Procedure for control at off-site fabrication or production shops.
 12. List of publications or references governing work on this job site.
 13. Exhibits of any QC forms or checklists routinely used.
 14. A line and grade survey controls plan.
- C. The Contractor's QC Representative must have prior experience as a Project Engineer, QC Representative, Superintendent, Architect, on site representative or inspector on a project of comparable complexity to this project.
- D. Reporting: Contractor's QC Representative shall maintain daily Quality Control (QC) Reports for each workday. QC Reports shall be factual records reporting test results and quality control activities. Submit QC Reports on accepted forms. The Contractor's QC Representative shall verify and sign all reports. Verification shall contain the statement that all supplies and materials incorporated in the Work are in compliance with the terms of the Contract Documents with noted variances.
- E. QC Control of On-Site Construction: Contractor's Quality Control program shall include the following phases of control and management for definable features of work:
1. Pre-installation and Preparation Phase: A Pre-installation Meeting will be held prior to beginning work on each definable feature.
 2. In-Process Inspection Phase: The follow-up phase shall be performed continuously to verify quality standards are maintained throughout the project. Adjustment to control procedures may be required based upon the results of this phase and control testing. Report the results of the inspection in the daily Contractor QC report.
 3. Punchlist Inspections: Punchlist Inspections will be scheduled by the Engineer after the QC Representative notifies the Port the facility and its systems are complete and satisfactory.

NOTE TO CM: (Offsite or Factory Inspections)

During development of this section, discuss with the PM and project stakeholders (EOR, F&I, Maintenance, etc.) if there are specific items that require inspection at the factory prior to shipment. [This is supplementary to Special Inspection required for other Sections (e.g. structural steel special inspection)].

If so, include Paragraph F and list those products here. e.g. Electrical switchgear. EOR shall define the inspections or performance measures to be met, with stakeholder input, for each product.

F. Offsite or Factory Inspections

1. In addition to inspections or Special Inspection required by other Sections, Offsite or Factory Inspections by the Engineer (and/or other Owner's Representatives) are required to ensure that the products meet the Contract Documents prior to shipment to the project site.
2. The Contractor shall notify the Engineer, in writing, 21 days prior to the product's availability for inspection.
3. Offsite or Factory Inspections are required for the following products:
 - a. Switchgear
 - b. [List other items]

G. Pre-installation Meetings

1. Pre-installation meetings will be required for every specification section unless agreed otherwise with the Engineer. The Contractor shall submit a list of pre-installation meetings which will be held during the project and an anticipated schedule for these meetings. This list shall be submitted for acceptance by the Engineer no later than 30 days after Contract Execution.
2. The Contractor shall conduct these meeting with the subcontractor, Port personnel, Contractor quality control and safety personnel, and any appropriate material suppliers at the beginning of each definable feature of the work. The purpose of the meetings is to review accepted submittals, sequence of field activities, contract details, and potential safety hazards to prevent problems in the field. Field work shall not commence prior to these meeting.
3. Meeting agenda shall cover:
 - a. Introduction of responsible parties.
 - b. Discussion of submitted and accepted materials.
 - c. Status of material and equipment delivery.
 - d. Preview of areas where work will begin.
 - e. Brief outline of the construction procedures and interface with existing work.
 - f. Job hazard analysis.
 - g. Quality control tests scheduled for definable feature of work.
 - h. Checklist for quality control activities during the work.

- H. Control of Off-Site Fabrication/Construction: The Contractor's Quality Control program shall identify all off-site fabrication processes and its plan for monitoring the quality of fabricated materials prior to delivery to the project site. Coordinate inspections by Port representatives as requested.
- I. The Engineer will monitor the performance of the QC Representative. If the QC Representative fails to perform in accordance with the requirements of this specification, the QC Representative will be replaced at the Engineer's request.
 - 1. The QC Representative's performance will be judged principally on the timeliness, accuracy and completeness of the QC's assessment of the condition of the elements of the work.
 - 2. Contract work will not be permitted to be performed without an acceptable QC Representative unless specifically authorized by the Engineer.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

- A. No separate measurement or payment will be made for the Work required by this section. The cost for this portion of the Work will be considered incidental to, and included in the payments made for the applicable bid items in the [Schedule of Unit Prices] [Lump Sum price] bid for the Project.

End of Section
