



US Army Corps
of Engineers
Buffalo District

Solicitation No.
W912P4-08-B-0017

**DEPARTMENT OF VETERAN'S AFFAIRS
LOUIS STOKES MEDICAL CENTER
WADE PARK**

**Prosthetics Renovations
Project # 541-05-1071**

Cleveland, Cuyahoga County, Ohio

Construction Solicitation
And Specifications

July 2008

**DEPARTMENT OF VETERAN AFFAIRS
LOUIS STOKES MEDICAL CENTER – WADE PARK
CLEVELAND, CUYAHOGA COUNTY, OHIO**

PROSTHETICS RENOVATIONS

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**SOLICITATION, OFFER AND AWARD (SF 1442) AND BIDDING SCHEDULE
SECTION 00010**

**DEPARTMENT OF VETERAN AFFAIRS
LOUIS STOKES CLEVELAND VA MEDICAL CENTER - WADE PARK
CLEVELAND, CUYAHOGA COUNTY, OHIO**

**BIDDING SCHEDULE
PROSTHETICS RENOVATIONS**

Bid on this Bidding Schedule will be based upon providing all necessary plant, equipment, and personnel to completely prepare site for building operations, including demolition and removal of existing structures, and furnish labor and materials and perform work for Prosthetics Renovations, as required and in accordance with these specifications.

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
1	TOTAL ESTIMATED AMOUNT		LS		\$_____

NOTE 1: BIDS MUST BE COMPLETE AS TO ALL THE ITEMS ON THE BIDDING SCHEDULE. FAILURE TO COMPLETE ALL ITEMS ON THE BIDDING SCHEDULE WILL RENDER THE BID NON-RESPONSIVE.

END OF SECTION 00010

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PLACE OF BID OPENING

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ORCA

(To be added to Section 00100)

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3. Contractor Quality Control Report
4. Standard Form 24, "Bid Bond" (Sample)
5. Standard Form 25, "Performance Bond" (Sample)
6. Standard Form 25-A, "Payment Bond" (Sample)
7. ENG Form 4025, "Transmittal of Shop Drawings, Equipment Data, Material Samples, or Manufacturer's Certificates of Compliance for Approval"
8. ENG Form 4288, "Submittal Register"
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The following paragraph requires revision as indicated, due to addition of RMS.

52.232-5 PAYMENTS UNDER FIXED-PRICE CONSTRUCTION CONTRACTS
(MAY 1997)

(a) Payment of price. The Government shall pay the Contractor the contract price as provided in this contract.

(b) Progress payments. The Government shall make progress payments monthly as the work proceeds, or at more frequent intervals as determined by the Contracting Officer, on estimates of work accomplished which meets the standards of quality established under the contract, as approved by the Contracting Officer.

(1) The Contractor's request for progress payments shall include the following substantiation:

(i) An itemization of the amounts requested, related to the various elements of work required by the contract covered by the payment requested.

(ii) A listing of the amount included for work performed by each subcontractor under the contract.

(iii) A listing of the total amount of each subcontract under the contract.

(iv) A listing of the amounts previously paid to each such subcontractor under the contract.

(v) Additional supporting data in a form and detail required by the Contracting Officer.

(2) In the preparation of estimates, the Contracting Officer may authorize material delivered on the site and preparatory work done to be taken into consideration. Material delivered to the Contractor at locations other than the site also may be taken into consideration if--

(i) Consideration is specifically authorized by this contract; and

(ii) The Contractor furnishes satisfactory evidence that it has acquired title to such material and that the material will be used to perform this contract.

(c) Contractor certification. Along with each request for progress payments, the Contractor shall furnish the following certification, or payment shall not be made: (However, if the Contractor elects to delete paragraph (c)(4) from the certification, the certification is still acceptable.)

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 payment covered by this certification, in accordance with subcontract agreements and the requirements of chapter 39 of Title 31, United States Code;

(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; and

(4) This certification is not to be construed as final acceptance of a subcontractor's performance.

(Name)

(Title)

(Date)

(d) Refund of unearned amounts. If the Contractor, after making a certified request for progress payments, discovers that a portion or all of such request constitutes a payment for performance by the Contractor that fails to conform to the specifications, terms, and conditions of this contract (hereinafter referred to as the "unearned amount"), the Contractor shall--

(1) Notify the Contracting Officer of such performance deficiency; and

(2) Be obligated to pay the Government an amount (computed by the Contracting Officer in the manner provided in paragraph (j) of this clause) equal to interest on the unearned amount from the 8th day after the date of receipt of the unearned amount until--

(i) The date the Contractor notifies the Contracting Officer that the performance deficiency has been corrected; or

(ii) The date the Contractor reduces the amount of any subsequent certified request for progress payments by an amount equal to the unearned amount.

(e) Retainage. If the Contracting Officer finds that satisfactory progress was achieved during any period for which a progress payment is to be made, the Contracting Officer shall authorize payment to be made in full. However, if satisfactory progress has not been made, the

Contracting Officer may retain a maximum of 10 percent of the amount of the payment until satisfactory progress is achieved. When the work is substantially complete, the Contracting Officer may retain from previously withheld funds and future progress payments that amount the Contracting Officer considers adequate for protection of the Government and shall release to the Contractor all the remaining withheld funds. Also, on completion and acceptance of each separate building, public work, or other division of the contract, for which the price is stated separately in the contract, payment shall be made for the completed work without retention of a percentage.

(f) Title, liability, and reservation of rights. All material and work covered by progress payments made shall, at the time of payment, become the sole property of the Government, but this shall not be construed as--

(1) Relieving the Contractor from the sole responsibility for all material and work upon which payments have been made or the restoration of any damaged work; or

(2) Waiving the right of the Government to require the fulfillment of all of the terms of the contract.

(g) Reimbursement for bond premiums. In making these progress payments, the Government shall, upon request, reimburse the Contractor for the amount of premiums paid for performance and payment bonds (including coinsurance and reinsurance agreements, when applicable) after the Contractor has furnished evidence of full payment to the surety. The retainage provisions in paragraph (e) of this clause shall not apply to that portion of progress payments attributable to bond premiums.

(h) Final payment. The Government shall pay the amount due the Contractor under this contract after--

(1) Completion and acceptance of all work;

(2) Presentation of a properly executed voucher; and

(3) Presentation of release of all claims against the Government arising by virtue of this contract, other than claims, in stated amounts, that the Contractor has specifically excepted from the operation of the release. A release may also be required of the assignee if the Contractor's claim to amounts payable under this contract has been assigned under the Assignment of Claims Act of 1940 (31 U.S.C. 3727 and 41 U.S.C. 15).

(i) Limitation because of undefinitized work. Notwithstanding any provision of this contract, progress payments shall not exceed 80 percent on work accomplished on undefinitized contract actions. A "contract action" is any action resulting in a contract, as defined in FAR Subpart 2.1, including contract modifications for additional supplies or services, but not including contract modifications that are within the scope and under the terms of the contract, such as contract modifications issued pursuant to the Changes clause, or funding and other administrative changes.

(j) Interest computation on unearned amounts. In accordance with 31 U.S.C. 3903(c)(1), the amount payable under subparagraph (d)(2) of this clause shall be--

(1) Computed at the rate of average bond equivalent rates of 91-day Treasury bills auctioned at the most recent auction of such bills prior to the date the Contractor receives the unearned amount; and

(2) Deducted from the next available payment to the Contractor.

(k) Quality Control System. The Government will use the Resident Management System (RMS) for Windows to assist in the monitoring and administration of this contract. Refer to Section 01 45 02.00 10, "QUALITY CONTROL SYSTEM (QCS)" for Contractor requirements and Government-furnished material.

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COMMENCEMENT, PROSECUTION AND COMPLETION OF WORK

CERTIFICATES OF COMPLIANCE

LAYOUT OF WORK (1965 APR OCE)

DAMAGE TO WORK

DISPOSAL AREA

MARKING OF EQUIPMENT

PLAN OF OPERATION
RESTORATION

USE OF LOCAL ROADS

SECTION 00800
SPECIAL CONTRACT REQUIREMENTS

52.211-12 LIQUIDATED DAMAGES--CONSTRUCTION (SEP 2000)

(a) If the Contractor fails to complete the work within the time specified in the contract the Contractor shall pay liquidated damages to the Government in the amount of \$ 375.00 for each calendar day of delay until the work is completed or accepted.

(b) If the Government terminates the Contractor's right to proceed, liquidated damages will continue to accrue until the work is completed. These liquidated damages are in addition to excess costs of repurchase under the Termination clause.

(End of clause)

52.219-14 LIMITATIONS ON SUBCONTRACTING (DEC 1996)

(a) This clause does not apply to the unrestricted portion of a partial set-aside.

(b) By submission of an offer and execution of a contract, the Offeror/Contractor agrees that in performance of the contract in the case of a contract for:

(1) Services (except construction). At least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern.

(2) Supplies (other than procurement from a non-manufacturer of such supplies). The concern shall perform for at least 50 percent of the cost of manufacturing the supplies, not including the cost of the materials.

(3) General Construction. The concern will perform at least 15 percent of the cost of the contract, not including the cost of materials, with its own employees.

(4) Construction by Special Trade Contractors. The concern will perform at least 25 percent of the cost of the contract, not including the cost of materials, with its own employees.

52.231-5000 EQUIPMENT OWNERSHIP AND OPERATING EXPENSE SCHEDULE
(MAR 1995) - EFAR

(a) This clause does not apply to terminations. See 52.249-5000, Basis for Settlement of Proposals and FAR Part 49.

(b) Allowable cost for construction and marine plant and equipment in sound workable condition owned or controlled and furnished by a Contractor or subcontractor at any tier shall be based on actual cost data for each piece of equipment or groups of similar serial and series for which the Government can determine both ownership and operating costs from the Contractor's accounting records. When both ownership and operating costs cannot be determined for any piece of equipment or groups of similar serial or series equipment from the Contractor's accounting records, costs for that equipment shall be based upon the applicable provisions of EP 1110-1-8, "Construction Equipment Ownership and Operating

Expense Schedule,” Region I. Working conditions shall be considered to be average for determining equipment rates using the schedule unless specified otherwise by the Contracting Officer. For equipment not included in the schedule, rates for comparable pieces of equipment may be used or a rate may be developed using the formula provided in the schedule. For forward pricing, the schedule in effect at the time of negotiations shall apply. For retroactive pricing, the schedule in effect at the time the work was performed shall apply.

(c) Equipment rental costs are allowable, subject to the provisions of FAR 31.105(d)(ii) and FAR 31.205-36. Rates for equipment rented from an organization under common control, lease-purchase arrangements will be determined using the schedule except that actual rates will be used for equipment leased from an organization under common control that has an established practice of leasing the same or similar equipment to unaffiliated lessees.

(d) When actual equipment costs are proposed and the total amount of the pricing action exceeds the small purchase threshold, the Contracting Officer shall request the Contractor to submit either certified cost or pricing data, or partial/limited data, as appropriate. The data shall be submitted on Standard Form 1411, “Contract Pricing Proposal Cover Sheet.”

(End of Clause)

52.236-4 PHYSICAL DATA (APR 1984)

Data and information furnished or referred to below is for the Contractor’s information. The Government shall not be responsible for any interpretation of, or conclusion drawn from the data or information by the Contractor.

(a) The indications of physical conditions on the drawings and in the specifications are the result of site investigations, surveys and historical data. The physical conditions on the drawings are indicative of those that prevailed at the time of site investigations and may be different than those at the time of construction operations. Significant variations that would require changes to the plans and specifications shall be reported to the Contracting Officer immediately.

(End of Clause)

52.246-21 WARRANTY OF CONSTRUCTION (MAR 1994)

(a) In addition to other warranties in this contract, the Contractor warrants, except as provided in paragraph (i) of this clause, that work performed under this contract conforms to the contract requirements and is free of any defect in equipment, material, or design furnished, or workmanship performed by the Contractor or any subcontractor or supplier at any tier.

(b) This warranty shall continue for a period of one (1) year from the date of final acceptance of the work. If the Government takes possession of any part of the work before final acceptance, this warranty shall continue for a period of one (1) year from the date the Government takes possession.

(c) The Contractor shall remedy, at the Contractor’s expense, any failure to conform, or any defect. In addition, the Contractor shall remedy, at the Contractor’s expense, any damage to Government-owned or controlled real or personal property, when that damage is the result of :

- (1) The Contractor’s failure to conform to contract requirements; or

(2) Any defect of equipment, material, workmanship, or design furnished.

(d) The Contractor shall restore any work damaged in fulfilling the terms and conditions of this clause. The Contractor's warranty with respect to work repaired or replaced will run for one (1) year from the date of repair or replacement.

(e) The Contracting Officer shall notify the Contractor, in writing, within a reasonable time after discovery of any failure, defect or damage.

(f) If the Contractor fails to remedy any failure, defect or damage within a reasonable time after receipt of notice, the Government shall have the right to replace, repair or otherwise remedy the failure, defect or damage at the Contractor's expense.

(g) With respect to all warranties, expressed or implied, from subcontractors, manufacturers, or suppliers for work performed and materials furnished under this contract, the Contractor shall:

(1) Obtain all warranties that would be given in normal, commercial practice;

(2) Require all warranties to be executed, in writing, for the benefit of the Government, if directed by the Contracting Officer; and

(3) Enforce all warranties for the benefit of the Government, if directed by the Contracting Officer.

(h) In the event the Contractor's warranty under paragraph (b) of this clause has expired, the Government may bring suit, at its expense, to enforce a subcontractor's, manufacturer's or supplier's warranty.

(i) Unless a defect is caused by the negligence of the Contractor or subcontractor or supplier at any tier, the Contractor shall not be liable for the repair of any defects of material or design furnished by the Government, nor for the repair of any damage that results from any defect in Government-furnished material or design.

(j) This warranty shall not limit the Government's rights under the Inspection and Acceptance clause of this contract with respect to latent defects, gross mistakes or fraud.

(End of Clause)

252.236-7000

MODIFICATION PROPOSALS – PRICE BREAKDOWN (DEC 1991)

(a) The Contractor shall furnish a price breakdown, itemized as required and within the time specified by the Contracting Officer, with any proposal for a contract modification.

(b) The price breakdown –

(1) must include sufficient detail to permit an analysis of profit, and of all costs for –

- (i) material;
- (ii) labor;
- (iii) equipment;

- (iv) subcontracts; and
- (v) overhead

(2) must cover all work involved in the modification, whether the work was deleted, added, or changed.

(c) The Contractor shall provide similar price breakdowns to support any amounts claimed for subcontracts.

(d) The Contractor's proposal shall include a justification for any time extension proposed.
(End of clause)

252.236-7001

CONTRACT DRAWINGS, MAPS AND SPECIFICATIONS (AUG 2000)

(a) The Government will provide to the Contractor, without charge, one set of contract drawings and specifications, except publications incorporated into the technical provisions by reference, in electronic or paper media as chosen by the Contracting Officer.

(b) The Contractor shall--

- (1) Check all drawings furnished immediately upon receipt;
- (2) Compare all drawings and verify the figures before laying out the work;
- (3) Promptly notify the Contracting Officer of any discrepancies;
- (4) Be responsible for any errors that might have been avoided by complying with this paragraph (b); and
- (5) Reproduce and print contract drawings and specifications as needed.

(c) In general--

- (1) Large-scale drawings shall govern small-scale drawings; and
- (2) The Contractor shall follow figures marked on drawings in preference to scale measurements.

(d) Omissions from drawings or specifications or the misdescription of details of work that are manifestly necessary to carry out the intent of the drawings and specifications, or that are customarily performed, shall not relieve the Contractor from performing such omitted or misdescribed details of the work. The Contractor shall perform such details as if fully and correctly set forth and described in the drawings and specifications.

(e) The work shall conform to the specifications and the correct drawings identified in Section 00 01 15 "LIST OF DRAWINGS."

(End of Clause)

(a) The Government will pay all costs for the mobilization and demobilization of all of the Contractor's plant and equipment at the contract lump sum price for this item.

(1) Sixty (60%) percent of the lump sum price upon completion of the Contractor's mobilization at the work site.

(2) The remaining forty (40%) percent upon completion of demobilization.

(b) The Contracting Officer may require the Contractor to furnish cost data to justify this portion of the bid if the Contracting Officer believes that the percentages in paragraphs (a)(1) and (2) of this clause do not bear a reasonable relation to the cost of the work in this contract.

(1) Failure to justify such price to the satisfaction of the Contracting Officer will result in payment, as determined by the Contracting Officer, of—

(i) Actual mobilization costs at completion of mobilization;

(ii) Actual demobilization costs at completion of demobilization; and

(iii) The remainder of this item in the final payment under this contract.

(2) The Contracting Officer's determination of the actual costs in paragraph (b)(1) of this clause is not subject to appeal.

(End of clause)

LOCAL CLAUSES:

COMMENCEMENT, PROSECUTION AND COMPLETION OF WORK

(a) The Contractor shall be required to (a) commence work under this contract within ten (10) calendar days after the Contractor receives the Notice to Proceed, (b) prosecute the work diligently, and (c) complete the entire work ready for use not later than three hundred forty-seven (347) calendar days after the date the Contractor receives the Notice to Proceed. Of this performance period, thirty days have been allocated for submittal review and approval. The time stated for completion shall include final clean-up of the premises.

(b) The Notice to Proceed will be issued on or about 9/29/2008.

(End of Clause)

CERTIFICATES OF COMPLIANCE (1969 MAY OCE)

Any certificates required for demonstrating proof of compliance of materials with specification requirements shall be executed in five (5) copies. Each certificate shall be signed by an official authorized to certify in behalf of the manufacturing company and shall contain the name and address of the Contractor, the project name and location, and the quantity and date or dates of shipment or delivery to which the certificates apply. Copies of laboratory test reports submitted with certificates shall contain

the name and address of the testing laboratory and the date or dates of the tests to which the report applies. Certification shall not be construed as relieving the Contractor from furnishing satisfactory material, if, after tests are performed on selected samples, the material is found not to meet the specific requirements.

(End of Clause)
(EFARS 52.2/9108(c))

LAYOUT OF WORK (1965 APR OCE)

(a) The Government has established bench marks and horizontal control points at the site of the work. These are described and indicated on contract drawings.

(b) From these control points the Contractor shall lay out the work by establishing all lines and grades at the site necessary to control the work and shall be responsible for all measurements that may be required for the execution of the work to the location and limit marks prescribed in the specifications or on the contract drawings. The Contractor shall establish and maintain at the site of the work the following horizontal and vertical controls:

See Specifications and Contract Drawings

The above are minimum requirements and the Contractor shall place and establish such additional stakes and markers as may be necessary for control and guidance of his construction operations. All survey data shall be recorded in accordance with standard and approved methods. All field notes, sketches, recordings and computations made by the Contractor in establishing above horizontal and vertical control points shall be available at all times during the progress of the work for ready examination by the contracting officer or his duly authorized representative.

(c) The Contractor shall furnish, at his own expense, all such stakes, spikes, steel pins, templates, platforms, equipment, tools and material and all labor as may be required in laying out any part of the work from the control points established by the Government. It shall be the responsibility of the contractor to maintain and preserve all stakes and other markers established by him until authorized to remove them. If any of the control points established at the site by the Government are destroyed by or through the negligence of the Contractor prior to their authorized removal, they may be replaced by the Contracting Officer, and the expense of replacement will be deducted from any amount due or which may become due the Contractor. The Contracting Officer may require that work be suspended at any time when horizontal and vertical control points established at the site by the Contractor are not reasonably adequate to permit checking the work. Such suspension will be withdrawn upon proper replacement of the control points.

(End of Clause)
(EFARS 52.2/9108(a)(b))

DAMAGE TO WORK (1966 MAR OCE)

The responsibility for damage to any part of the permanent work shall be as set forth in the clause of the contract entitled "Permits and Responsibilities". However, if, in the judgment of the Contracting Officer, any part of the permanent work performed by the Contractor is damaged by flood or earthquake, which damage is not due to the failure of the Contractor to take reasonable precautions or to exercise sound engineering and construction practices in the conduct of the work, the Contractor will make the repairs ordered by the Contracting Officer and full compensation for such repairs will be made at the

applicable contract unit or lump sum prices as fixed and established in the contract. If, in the opinion of the Contracting Officer, there are no contract unit or lump sum prices applicable to any part of such work, an equitable adjustment pursuant to the Contract Clause entitled "Changes" of the contract, will be made as full compensation for the repairs of that part of the permanent work for which there area no applicable contract unit or lump sum prices. Except as herein provided damages to all work (including temporary construction), utilities, materials, equipment and plant shall be repaired to the satisfaction of the Contracting Officer at the Contractor's expense, regardless of the cause of such damage
(End of Clause)

DISPOSAL AREA

The Contractor shall dispose of debris required to be relocated from the work area in an off-site disposal area obtained by the Contractor and meeting the approval of the Contracting Officer, as specified in the Technical Provisions.
(End of Clause)

MARKING OF EQUIPMENT

- (a) All Contractor work vehicles shall be identified by company name.
(End of Clause)

PLAN OF OPERATION

The work shall be performed in accordance with a plan of operations, submitted by the Contractor. The plan shall include the information required to be submitted in the specifications Section 00700, "CONTRACT CLAUSES" and Section 00800 "SPECIAL CONTRACT REQUIREMENTS". Work schedules shall be included in the plan, and the Contracting Officer shall be notified at least forty-eight (48) hours in advance of changes in work schedules. The plan shall provide for the coordination of construction activities indicated in the specifications and shown on the contract drawings.
(End of Clause)

RESTORATION

The Contractor shall be responsible for all damages in accordance with the Section 00700 "CONTRACT CLAUSE" entitled "Permits and Responsibilities". Areas within the required work areas which are damaged by the Contractor's operations shall be restored in accordance with the requirements of the applicable section of the specifications.
(End of Clause)

USE OF LOCAL ROADS

The Contractor will be responsible for making all arrangements with local Government officials or owners for use of public and private roads and streets for his operations, and shall conform to all requirements regarding such use.
(End of Clause)
(End of Section)

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SECTION 01 33 00

SUBMITTAL PROCEDURES

PART 1 GENERAL

1.1 PAYMENT

No separate payment will be made for any requirements under this Section and all costs of implementation shall be included in the payment item(s) shown in Section 00010, "SOLICITATION, OFFER AND AWARD (SF 1442) AND BIDDING SCHEDULE."

1.2 DEFINITIONS

1.2.1 Submittal

Contract Clauses "FAR 52.236-5, Material and Workmanship," paragraph (b) and "FAR 52.236-21, Specifications and Drawings for Construction," paragraphs (d), (e), and (f) apply to all "submittals."

1.2.2 Submittal Descriptions

Submittals requirements are specified in the technical sections. Submittals are identified by SD numbers and titles as follows.

SD-01, Preconstruction Submittals

Submittals which are required prior to a notice to proceed on a new contract. Submittals required prior to the start of the next major phase of the construction on a multi-phase contract. Schedules or tabular list of data or tabular list including location, features, or other pertinent information regarding products, materials, equipment, or components to be used in the work, submitted prior to contract notice to proceed or next major phase of construction.

Certificates of insurance.
Surety bonds.
List of proposed subcontractors.
List of proposed products.
Construction Progress Schedule.
Submittal Register.
Schedule of prices.
Health and Safety Plan.
Work Plan.
Quality Control Plan.

SD-02, Shop Drawings

Drawings, diagrams and schedules specifically prepared to illustrate some portion of the work.

Diagrams and instructions from a manufacturer or fabricator for use in producing the product and as aids to the Contractor for integrating the product or system into the project.

Drawings prepared by or for the Contractor to show how multiple systems and interdisciplinary work will be coordinated.

SD-03, Product Data

Catalog cuts, illustrations, schedules, diagrams, performance charts, instructions and brochures illustrating size, physical appearance and other characteristics of materials, systems or equipment for some portion of the work.

Samples of warranty language when the contract requires extended product warranties.

SD-06, Test Reports

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 logs and checklists.

Final acceptance test and operational test procedure.

SD-07, Certificates

Statements printed on the manufacturer's letterhead and 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 manufacturer, 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.

Text of posted operating instructions.

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-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.

This data is intended to be incorporated in an operations and maintenance manual or control system.

SD-11, Closeout Submittals

Documentation to record compliance with technical or administrative requirements or to establish an administrative mechanism.

Special requirements necessary to properly close out a construction contract. For example, Record Drawings, manufacturer's help and product lines necessary to maintain and install equipment. Also, submittal requirements necessary to properly close out a major phase of construction on a multi-phase contract.

1.2.3 Approving Authority

Office or designated person authorized to approve submittal.

1.2.4 Work

As used in this section, on- and off-site construction required by contract documents, including labor necessary to produce submittals, construction, materials, products, equipment, and systems incorporated or to be incorporated in such construction.

1.3 SUBMITTAL CLASSIFICATION

Submittals are classified as follows:

1.3.1 Government Approved

Government approval is required for extensions of design, critical materials, deviations, equipment whose compatibility with the entire system must be checked, and other items as designated by the Contracting Officer. Within the terms of the Contract Clause (Section 00700) entitled "Specifications and Drawings for Construction," they are considered to be "shop drawings."

1.3.1.1 Designated Reviewers

The organization designated to perform the review for approval for items requiring Government approval (G) is identified by acronym in the (f) (CLASSIFICATION/GOVT OR A/E REVWR) column on the SUBMITTAL REGISTER. Following is a list of the acronyms used and their full description:

AOF = The Resident U.S. Army Corps of Engineers Area Office

VA = Veterans Affairs Medical Center, Cleveland, OH 44106

1.3.2 Information Only

All submittals not requiring Government approval will be for information only. They are not considered to be "shop drawings" within the terms of the Contract Clause referred to above.

1.4 APPROVED SUBMITTALS

The Contracting Officer's approval of submittals shall not be construed as a complete check, but will indicate only that the general method of construction, materials, detailing and other information are satisfactory. Approval will not relieve the Contractor of the responsibility for any error which may exist, as the Contractor under the Contractor Quality Control (CQC) requirements of this contract is responsible for dimensions, the design of adequate connections and details, and the satisfactory construction of all work. After submittals have been approved by the Contracting Officer, no resubmittal for the purpose of substituting materials or equipment will be considered unless accompanied by an explanation of why a substitution is necessary.

1.5 DISAPPROVED SUBMITTALS

When a submittal is returned to the Contractor and marked "DISAPPROVED" or "APPROVED - SUBJECT TO CONDITIONS INDICATED," the Contractor shall make all corrections required by the Contracting Officer and promptly furnish a corrected submittal in the form and number of copies specified for the initial submittal. If the Contractor considers any correction indicated on the submittals to constitute a change to the contract, a notice in accordance with the Section 00700 "CONTRACT CLAUSE" entitled "Changes" shall be given promptly to the Contracting Officer.

1.6 WITHHOLDING OF PAYMENT

Payment for materials incorporated in the work will not be made if required approvals have not been obtained.

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION

3.1 GENERAL

The Contractor shall prepare a Submittal Register and submit all items specified in other sections of these specifications on that Submittal Register. A blank sample Submittal Register for the Contractor's use is provided in Section 00100 clause entitled "List of Attachments." The Contracting Officer may request submittals in addition to those listed when deemed necessary to adequately describe the work covered in the respective sections. Units of weights and measures used on all submittals shall be the same as those used in the contract drawings. Submittals shall be made in the respective number of copies and to the respective address set forth below. Each submittal shall be complete and in sufficient detail to allow ready determination of compliance with contract requirements. Prior to

submittal, all items shall be checked and approved by the Contractor's Quality Control (CQC) System Manager and each item shall be stamped, signed, and dated by the CQC System Manager indicating action taken. Proposed deviations from the contract requirements shall be clearly identified. Submittals shall include items such as: Contractor's, manufacturer's, or fabricator's drawings; descriptive literature including (but not limited to) catalog cuts, diagrams, operating charts or curves; test reports; test cylinders; samples; O&M manuals (including parts list); certifications; warranties; and other such required submittals. Submittals requiring Government approval shall be scheduled and made prior to the acquisition of the material or equipment covered thereby. Samples remaining upon completion of the work shall be picked up and disposed of in accordance with manufacturer's Material Safety Data Sheets (MSDS) and in compliance with existing laws and regulations.

3.2 SUBMITTAL REGISTER

See List of Attachments in Section 00100, "INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS" for a blank sample Submittal Register, for the Contractor's use for listing items of equipment and materials for which submittals are required by the specifications; this list may not be all inclusive and additional submittals may be required. Columns "c" through "f" have been completed by the Government; the Contractor shall complete columns "a" and "b" and "g" through "l" and submit the forms (two (2) hard copies plus associated electronic file) to the Contracting Officer for approval within 10 calendar days after Notice to Proceed. The Contractor shall keep this CD-ROM/diskette up-to-date and shall submit it to the Government together with the monthly payment request. The approved Submittal Register will become the scheduling document and will be used to control submittals throughout the life of the contract. The Submittal Register and the progress schedules shall be coordinated.

3.3 SCHEDULING

Submittals covering component items forming a system or items that are interrelated shall be scheduled to be coordinated and submitted concurrently. Certifications to be submitted with the pertinent drawings shall be so scheduled. Adequate time (a minimum of 30 calendar days exclusive of mailing time) shall be allowed and shown on the register for review and approval. No delay damages or time extensions will be allowed for time lost in late submittals.

3.4 TRANSMITTAL FORM (ENG FORM 4025)

The sample transmittal form (ENG Form 4025), listed as an attachment in Section 00100, shall be used for submitting both Government approved and information only submittals in accordance with the instructions on the reverse side of the form. These forms will be furnished to the Contractor, are included in the QCS software that the Contractor may be required to use for this contract, or may be copied from the attached form. This form shall be properly completed by filling out all the heading blank spaces and identifying each item submitted. Special care shall be exercised to ensure proper listing of the specification paragraph and/or sheet number of the contract drawings pertinent to the data submitted for each item.

3.5 SUBMITTAL PROCEDURES

3.5.1 Procedures

3.5.1.1 Technical Submittals

Technical (Equipment, etc.) submittals shall be made as specified herein. Contractor shall forward seven (7) copies of each submittal to the following A/E Office:

Perspectus Architecture
13212 Shaker Square Suite 204
Cleveland, OH 44120
Tel.: (216) 752-1800
Fax: (216) 752-3833
Attn: Tim Huffman, Project Director

3.5.1.2 Administrative Submittals

Administrative type submittals (Safety plans, etc.) shall be made as specified herein. Contractor shall forward four (4) copies of each submittal to the following A/E Office:

VA Medical Center - Cleveland
10701 East Boulevard
Cleveland, Ohio 44106
Tel.: (216) 791-3800, x-4069
Attn: Construction Branch, Stop 138 (W)

3.5.1.3 Additional Submittals

Additional copies of all submittals shall be transmitted to the following individual:

Mr. Tom Mullenhour
Department of the Army
U.S. Army Engineer District, Buffalo
Ohio Area Office
1035 East 9th Street
Cleveland, OH 44114
Tel.: (216) 685-1206
Fax: (216) 522-2470

3.5.2 Deviations

For submittals which include proposed deviations requested by the Contractor, the column "variation" of ENG Form 4025 shall be checked. The Contractor shall set forth in writing the reason for any deviations and annotate such deviations on the submittal. The Government reserves the right to rescind inadvertent approval of submittals containing unnoted deviations.

3.6 CONTROL OF SUBMITTALS

The Contractor shall carefully control his procurement operations to ensure that each individual submittal is made on or before the Contractor scheduled submittal date shown on the approved "Submittal Register."

3.7 GOVERNMENT APPROVED SUBMITTALS

Upon completion of review of submittals requiring Government approval, the submittals will be identified as having received approval by being so stamped and dated. The distribution of approved copies will be as specified in the Section 00700 "CONTRACT CLAUSE" entitled "Specifications and Drawings for Construction."

3.8 INFORMATION ONLY SUBMITTALS

Normally submittals for information only will not be returned. Approval of the Contracting Officer is not required on information only submittals.

3.9 RESERVATION OF RIGHTS

The Government reserves the right to require the Contractor to resubmit any item found not to comply with the contract. This does not relieve the Contractor from the obligation to furnish material conforming to the plans and specifications; will not prevent the Contracting Officer from requiring removal and replacement of nonconforming material incorporated in the work; and does not relieve the Contractor of the requirement to furnish samples for testing by the Government laboratory or for check testing by the Government in those instances where the technical specifications so prescribe.

3.10 STAMPS

Stamps used by the Contractor on the submittal data to certify that the submittal meets contract requirements shall be similar to the following:

CONTRACTOR (Firm Name)
_____ Approved
_____ Approved with corrections as noted on submittal data and/or attached sheets(s).
SIGNATURE: _____
TITLE: _____
DATE: _____

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SAFETY AND OCCUPATIONAL HEALTH REQUIREMENTS

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SAFETY AND OCCUPATIONAL HEALTH REQUIREMENTS
06/06

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by basic designation only.

AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI)

- ANSI A10.32 Personal Fall Protection - Safety Requirements for Construction and Demolition Operations
- ANSI/ASSE A10.34 (2001) Protection of the Public on or Adjacent to Construction Sites
- ANSI Z359.1 (1992; R 1999) Safety Requirements for Personal Fall Arrest Systems, Subsystems and Components

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

- NFPA 10 (2006; Errata 2006) Standard for Portable Fire Extinguishers
- NFPA 241 (2004) Safeguarding Construction, Alteration, and Demolition Operations
- NFPA 51B (2003) Fire Prevention During Welding, Cutting, and Other Hot Work
- NFPA 70 (2008) National Electrical Code
- NFPA 70E (2004; AMD 2004) Electrical Safety in the Workplace

U.S. ARMY CORPS OF ENGINEERS (USACE)

- EM 385-1-1 (2003) Safety -- Safety and Health Requirements

U.S. NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

29 CFR 1910	Occupational Safety and Health Standards
29 CFR 1910.146	Permit-required Confined Spaces
29 CFR 1915	Confined and Enclosed Spaces and Other Dangerous Atmospheres in Shipyard Employment
29 CFR 1926	Safety and Health Regulations for Construction
29 CFR 1926.21	Safety Training and Education
29 CFR 1926.500	Fall Protection

1.2 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. The following shall be submitted in accordance with Section 01 33 00, "SUBMITTAL PROCEDURES":

SD-01, Preconstruction Submittals

Accident Prevention Plan (APP); G,AOF

Contractor Accident Prevention Plan Checklist; G,AOF

Activity Hazard Analysis (AHA); G,AOF

SD-06, Test Reports

Reports

Submit reports as their incidence occurs, in accordance with the requirements of the paragraph entitled, "Reports."

Accident Reports

Monthly Work-hour Reports

Regulatory Citations and Violations

SD-07, Certificates

Hot Work Permit

Confined Space Entry Plan

Confined Space Entry Permit

1.3 DEFINITIONS

a. Competent Person for Fall Protection. A person who is capable of identifying hazardous or dangerous conditions in the personal fall arrest system or any component thereof, as well as their application and use with related equipment, and has the authority to take prompt corrective measures to eliminate the hazards of falling.

b. High Visibility Accident. Any mishap which may generate publicity and/or high visibility.

c. Medical Treatment. Treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does not include first aid treatment even though provided by a physician or registered personnel.

d. Qualified Person for Fall Protection. A person with a recognized degree or professional certificate, and with extensive knowledge, training and experience in the field of fall protection; who is capable of performing design, analysis, and evaluation of fall protection systems and equipment.

e. Recordable Injuries or Illnesses. Any work-related injury or illness that results in:

(1) Death, regardless of the time between the injury and death, or the length of the illness;

(2) Days away from work (any time lost after day of injury/illness onset);

(3) Restricted work;

(4) Transfer to another job;

(5) Medical treatment beyond first aid;

(6) Loss of consciousness; or

(7) A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it did not result in (1) through (6) above.

f. "USACE" property and equipment specified in USACE EM 385-1-1 should be interpreted as Government property and equipment.

g. Weight Handling Equipment (WHE) Accident. A WHE accident occurs when any one or more of the six elements in the operating envelope fails to perform correctly during operation, including operation during maintenance or testing resulting in personnel injury or death; material or equipment damage; dropped load; derailment; two-blocking; overload; and/or collision, including unplanned contact between the load, crane, and/or other objects. A dropped load, derailment, two-blocking, overload and collision are considered accidents even though no material damage or injury occurs. A component failure (e.g., motor burnout,

gear tooth failure, bearing failure) is not considered an accident solely due to material or equipment damage unless the component failure results in damage to other components (e.g., dropped boom, dropped load, roll over, etc.).

1.4 REGULATORY REQUIREMENTS

In addition to the detailed requirements included in the provisions of this contract, work performed shall comply with USACE EM 385-1-1, and all applicable Federal, State, and local laws, ordinances, criteria, rules and regulations. Submit matters of interpretation of standards to the appropriate administrative agency for resolution before starting work. Where the requirements of this specification, applicable laws, criteria, ordinances, regulations, and referenced documents vary, the most stringent requirements shall apply.

1.5 SITE QUALIFICATIONS, DUTIES AND MEETINGS

1.5.1 Personnel Qualifications

1.5.1.1 Site Safety and Health Officer (SSHO)

Site Safety and Health Officer (SSHO) shall be provided at the work site at all times to perform safety and occupational health management, surveillance, inspections, and safety enforcement for the Contractor. The Contractor Quality Control (QC) person can be the SSHO on this project, even though the QC has safety inspection responsibilities as part of the QC duties. The SSHO shall meet the following requirements:

Level 3:

- A minimum of 5 years safety work on similar projects.
- 30-hour OSHA construction safety class or equivalent within the last 5 years.
- An average of at least 24 hours of formal safety training each year for the past 5 years.
- Competent person training as needed.

1.5.1.2 Certified Industrial Hygienist (CIH)

A Certified Industrial Hygienist (CIH) will be provided at the work site during all asbestos abatement management (ACM) operations, to perform safety and occupational health management, surveillance, inspections, and safety enforcement for the Contractor. The CIH shall be the safety and occupational health "competent person" as defined by EM 385-1-1. The CIH shall have no other duties than safety and occupational health management, inspections and industrial hygiene.

1.5.2 Personnel Duties

1.5.2.1 Site Safety and Health Officer (SSHO)/Superintendent

- a. Conduct daily safety and health inspections and maintain a written log which includes area/operation inspected, date of inspection, identified hazards, recommended corrective actions, estimated and actual dates of corrections. Safety inspection logs shall be attached to the Contractors' daily quality control report and posted at the site.
- b. Conduct mishap investigations and complete required reports. Maintain the OSHA Form 300 and Daily Production reports for prime and sub-contractors.
- c. Maintain applicable safety reference material on the job site.
- d. Attend the pre-construction conference, pre-work meetings including preparatory inspection meeting, and periodic in-progress meetings.
- e. Implement and enforce accepted APPS and AHAs.
- f. Maintain a safety and health deficiency tracking system that monitors outstanding deficiencies until resolution. A list of unresolved safety and health deficiencies shall be posted on the safety bulletin board.
- g. Ensure sub-contractor compliance with safety and health requirements.

Failure to perform the above duties will result in dismissal of the superintendent and/or SSHO, and a project work stoppage. The project work stoppage will remain in effect pending approval of a suitable replacement.

1.5.2.2 Certified Industrial Hygienist (CIH)

- a. Perform safety and occupational health management, surveillance, inspections and safety enforcement for the project.
- b. Perform all safety and occupational health "competent person" activities, as defined in EM 385-1-1.
- c. Be on site at all times whenever "ACM" work or testing is being performed.
- d. Conduct and document safety inspections.
- e. Shall have no other duties than safety and occupational health management, inspections, industrial hygiene and enforcement on this contract.

1.5.3 Meetings

1.5.3.1 Preconstruction Conference

a. Contractor representatives who have a responsibility or significant role in accident prevention on the project shall attend the preconstruction conference. This includes the Project Superintendent, Site Safety and Health Officer, Quality Control Supervisor, or any other assigned safety and health professionals who participated in the development of the APP (including the Activity Hazard Analyses (AHAs) and special plans, program and procedures associated with it).

b. The Contractor shall discuss the details of the submitted APP to include incorporated plans, programs, procedures and a listing of anticipated AHAs that will be developed and implemented during the performance of the contract. This list of proposed AHAs will be reviewed at the conference and an agreement will be reached between the Contractor and the Contracting Officer's Representative as to which phases will require an analysis. In addition, a schedule for the preparation, submittal, review, and acceptance of AHAs shall be established to preclude project delays.

c. Deficiencies in the submitted APP will be brought to the attention of the Contractor at the preconstruction conference, and the Contractor shall revise the plan to correct deficiencies and re-submit it for acceptance. Work shall not begin until there is an accepted APP.

d. The functions of a Preconstruction conference may take place at the Post-Award Kickoff meeting for Design Build Contracts.

1.5.3.2 Safety Meetings

Shall be conducted and documented as required by EM 385-1-1. Minutes showing contract title, signatures of attendees and a list of topics discussed shall be attached to the Contractors' daily quality control report.

1.6 ACCIDENT PREVENTION PLAN (APP)

The Contractor shall use a CIH to develop, review and approve all Contractor site specific ACM Asbestos Abatement Plans. Prepare the APP in accordance with the format and requirements of EM 385-1-1 and as supplemented herein. Cover all paragraph and subparagraph elements in USACE EM 385-1-1, Appendix A, "Minimum Basic Outline for Accident Prevention Plan". Specific requirements for some of the APP elements are described below in paragraph "EM 385-1-1 Contents." The APP shall be job-specific and shall address any unusual or unique aspects of the project or activity for which it is written. The APP shall interface with the Contractor's overall safety and health program. Any portions of the Contractor's overall safety and health program referenced in the APP shall be included in the applicable APP element and made site-specific. The Government considers the Prime Contractor to be the "controlling authority" for all work site safety and health of the subcontractors. Contractors are

responsible for informing their subcontractors of the safety provisions under the terms of the contract and the penalties for noncompliance, coordinating the work to prevent one craft from interfering with or creating hazardous working conditions for other crafts, and inspecting subcontractor operations to ensure that accident prevention responsibilities are being carried out. The APP shall be signed by the person and firm (senior person) preparing the APP, the Contractor, the on-site superintendent, the designated Site Safety and Health Officer and any designated CSP and/or CIH. Submit the APP to the Contracting Officer 15 calendar days after the "Notice To Proceed (NTP)" date for acceptance. Work cannot proceed without an accepted APP. Once accepted by the Contracting Officer, the APP and attachments will be enforced as part of the contract. Disregarding the provisions of this contract or the accepted APP will be cause for stopping of work, at the discretion of the Contracting Officer, until the matter has been rectified. Once work begins, changes to the accepted APP shall be made with the knowledge and concurrence of the Contracting Officer, project superintendent, SSSO and quality control manager. Should any hazard become evident, stop work in the area, secure the area, and develop a plan to remove the hazard. Notify the Contracting Officer within 24 hours of discovery. Eliminate/remove the hazard. In the interim, all necessary action shall be taken to restore and maintain safe working conditions in order to safeguard on-site personnel, visitors, the public (as defined by ANSI/ASSE A10.34,) and the environment. Copies of the accepted plan will be maintained at the Resident Area Office and at the job site. The APP shall be continuously reviewed and amended, as necessary, throughout the life of the contract. Unusual or high-hazard activities not identified in the original APP shall be incorporated in the plan as they are discovered.

1.6.1 EM 385-1-1 Contents

In addition to the requirements outlines in Appendix A of USACE EM 385-1-1, the following is required:

- a. Names and qualifications (resumes including education, training, experience and certifications) of all site safety and health personnel designated to perform work on this project to include the designated Site Safety and Health Officer and other competent and qualified personnel. The duties of each position shall be specified.
- b. Qualifications of competent and of qualified persons. As a minimum, competent persons shall be designated and qualifications submitted for each of the following major areas: excavation; scaffolding; fall protection; hazardous energy; confined space; health hazard recognition, evaluation and control of chemical, physical and biological agents; personal protective equipment and clothing to include selection, use and maintenance.

- c. **Confined Space Entry Plan/Permit.** Develop a confined space entry plan in accordance with USACE EM 385-1-1, applicable OSHA standards 29 CFR 1910, 29 CFR 1915, 29 CFR 1926, and any other Federal, state or local regulatory requirements identified in this contract. Identify the qualified person's name and qualifications, training and experience. Delineate the qualified person's authority to direct work stoppage in the event of hazardous conditions. Include procedure for rescue by Contractor personnel and the coordination with emergency responders. (If there is no confined space work, include a statement that no confined space work exists and none will be created).
- d. **Fall Protection and Prevention (FP&P) Plan.** The plan shall be site specific and address all fall hazards in the work place and during different phases of construction. It shall address how to protect and prevent workers from falling to lower levels when they are exposed to fall hazards above 6 feet. A qualified person for fall protection shall prepare and sign the plan. The plan shall include fall protection and prevention systems, equipment and methods employed for every phase of work, responsibilities, assisted rescue, self-rescue and evacuation procedures, training requirements, and monitoring methods. Fall Protection and Prevention Plan shall be revised every six months for lengthy projects, reflecting any changes during the course of construction due to changes in personnel, equipment, systems or work habits. The accepted FP&P Plan shall be kept and maintained at the job site for the duration of the project. The FP&P Plan shall be included in the Accident Prevention Plan (APP).
- e. **Training Records and Requirements.** List of mandatory training and certifications which are applicable to this project (e.g. explosive actuated tools, confined space entry, fall protection, vehicle operator, personal protective equipment); list of requirements for periodic retraining/certification; outline requirements for supervisory and employee safety meetings.
- f. **APP Compliance.** The Contractor shall describe procedures in the site specific APP for ensuring implementation of and compliance with the components of the APP.
- g. **Asbestos Hazard Abatement Plan.** The safety and health aspects of asbestos work, prepared in accordance with Section 02 82 14.00 10, "ASBESTOS ABATEMENT" and Section 02 82 16.00 20, "ENGINEERING CONTROL OF ASBESTOS CONTAINING MATERIALS."
- h. **Site Demolition Plan.** The Contractor shall identify the safety and health aspects involved with site demolition in accordance with Section 02 41 00 "DEMOLITION" and referenced sources.

1.7 ACTIVITY HAZARD ANALYSIS (AHA)

The Activity Hazard Analysis (AHA) format shall be in accordance with USACE EM 385-1-1. Submit the AHA for review at least 15 calendar days after the NTP date. Format subsequent AHAs as amendments to the APP. The analysis should be used during daily inspections to ensure the implementation and effectiveness of the activity's safety and health controls. The AHA list will be reviewed periodically (at least monthly) at the Contractor supervisory safety meeting and updated as necessary when procedures, scheduling, or hazards change. The activity hazard analyses shall be developed using the project schedule as the basis for the activities performed. Any activities listed on the project schedule will require an AHA. The AHAs will be developed by the Contractor, supplier or subcontractor and provided to the Prime Contractor for submittal to the Contracting Officer.

1.8 DISPLAY OF SAFETY INFORMATION

Within 1 calendar day after commencement of work, erect a safety bulletin board at the job site. The safety bulletin board shall include information and be maintained as required by EM 385-1-1, Section 01.A.06. Additional items required to be posted include:

- a. Confined Space Entry Permit.
- b. Hot Work Permit

1.9 SITE SAFETY REFERENCE MATERIALS

Maintain safety-related references applicable to the project, including those listed in the article "References." Maintain applicable equipment manufacturer's manuals.

1.10 EMERGENCY MEDICAL TREATMENT

Contractors will arrange for their own emergency medical treatment. Government has no responsibility to provide emergency medical treatment.

1.11 REPORTS

1.11.1 Accident Reports

For recordable injuries and illnesses, and property damage accidents resulting in at least \$2,000 in damages, the Prime Contractor shall conduct an accident investigation to establish the root cause(s) of the accident, complete the USACE Accident Report Form 3394 and provide the report to the Contracting Officer within 5 calendar days of the accident. The Contracting Officer will provide copies of any required or special forms.

1.11.2 Accident Notification

Notify the Contracting Officer as soon as practical, but not later than four hours, after any accident meeting the definition of Recordable Injuries or Illnesses or High Visibility Accidents, property damage equal to or greater than \$2,000, or any weight handling equipment accident. Information shall include Contractor name; contract title; type of contract; name of activity, installation or location where accident occurred; date and time of accident; names of personnel injured; extent of property damage, if any; extent of injury, if known, and brief description of accident (to include type of construction equipment used, PPE used, etc.). Preserve the conditions and evidence on the accident site until the Government investigation team arrives on-site and Government investigation is conducted.

1.11.3 Regulatory Citations and Violations

Contact the Contracting Officer immediately of any OSHA or other regulatory agency inspection or visit, and provide the Contracting Officer with a copy of each citation, report, and Contractor response. Correct violations and citations promptly and provide written corrective actions to the Contracting Officer.

1.11.4 Monthly Work-hour Reports

Monthly exposure reporting to the Contracting Officer is required to be attached to the monthly billing request. This report is a compilation of employee-hours worked each month for all site workers, both prime and subcontractor. The Contracting Officer will provide copies of any special forms.

1.12 HOT WORK

Prior to performing "Hot Work" (welding, cutting, etc.) or operating other flame-producing/spark producing devices, a written permit shall be prepared. CONTRACTORS ARE REQUIRED TO MEET ALL CRITERIA BEFORE A PERMIT IS ISSUED. The Contractor will provide at least two (2) twenty (20) pound 4A:20 BC rated extinguishers for normal "Hot Work". All extinguishers shall be current inspection tagged, approved safety pin and tamper resistant seal. It is also mandatory to have a designated FIRE WATCH for any "Hot Work" done at this activity. The Fire Watch shall be trained in accordance with NFPA 51B and remain on-site for a minimum of 30 minutes after completion of the task or as specified on the hot work permit. When starting work in the facility, Contractors shall require their personnel to familiarize themselves with the location of the nearest fire alarm boxes and place in memory the emergency phone number. ANY FIRE, NO MATTER HOW SMALL, SHALL BE REPORTED TO THE COR and DVA IMMEDIATELY.

PART 2 PRODUCTS [Not Applicable]

PART 3 EXECUTION

3.1 CONSTRUCTION AND/OR OTHER WORK

The Contractor shall comply with USACE EM 385-1-1, NFPA 241, the APP, the AHA, Federal and/or State OSHA regulations, including but not limited to 29 CFR 1910 and 29 CFR 1926, and other related submittals and activity fire and safety regulations. The most stringent standard shall prevail.

3.1.1 Hazardous Material Exclusions

Notwithstanding any other hazardous material used in this contract, radioactive materials or instruments capable of producing ionizing/non-ionizing radiation (with the exception of radioactive material and devices used in accordance with USACE EM 385-1-1 such as nuclear density meters for compaction testing and laboratory equipment with radioactive sources) as well as materials which contain asbestos, mercury or polychlorinated biphenyls, di-isocyanates, lead-based paint are prohibited. The Contracting Officer, upon written request by the Contractor, may consider exceptions to the use of any of the above excluded materials.

3.1.2 Unforeseen Hazardous Material

The design should have identified materials such as PCB, lead paint, and friable and non-friable asbestos. If material, not indicated, that may be hazardous to human health upon disturbance during construction operations is encountered, stop that portion of work and notify the Contracting Officer immediately. Within 14 calendar days the Government will determine if the material is hazardous. If material is not hazardous or poses no danger, the Government will direct the Contractor to proceed without change. If material is hazardous and handling of the material is necessary to accomplish the work, the Government will issue a modification pursuant to "FAR 52.243-4, Changes" and "FAR 52.236-2, Differing Site Conditions."

3.2 PRE-OUTAGE COORDINATION MEETING

Contractors are required to apply for utility outages at least 15 days in advance. As a minimum, the request should include the location of the outage, utilities being affected, duration of outage and any necessary sketches. Special requirements for electrical outage requests are contained elsewhere in this specification section. Once approved, and prior to beginning work on the utility system requiring shut down, the Contractor shall attend a pre-outage coordination meeting with the Contracting Officer to review the scope of work and the lock-out/tag-out procedures for worker protection. No work will be performed on energized electrical circuits unless proof is provided that no other means exist.

3.3 FALL HAZARD PROTECTION AND PREVENTION PROGRAM

The Contractor shall establish a fall protection and prevention program, for the protection of all employees exposed to fall hazards. The program shall include company policy, identify responsibilities, education and training requirements, fall hazard identification, prevention and control measures, inspection, storage, care and maintenance of fall protection equipment and rescue and evacuation procedures.

3.3.1 Training

The Contractor shall institute a fall protection training program. As part of the Fall Hazard Protection and Prevention Program, the Contractor shall provide training for each employee who might be exposed to fall hazards. A competent person for fall protection shall provide the training. Training requirements shall be in accordance with USACE EM 385-1-1, Section 21.A.16.

3.3.2 Fall Protection Equipment and Systems

The Contractor shall enforce use of the fall protection equipment and systems designated for each specific work activity in the Fall Protection and Prevention Plan and/or AHA at all times when an employee is exposed to a fall hazard. Employees shall be protected from fall hazards as specified in EM 385-1-1, Section 21. In addition to the required fall protection systems, safety skiff, personal floatation devices, life rings etc., are required when working above or next to water in accordance with USACE EM 385-1-1, paragraphs 05.H. and 05.I. Personal fall arrest systems are required when working from an articulating or extendible boom, swing stages, or suspended platform. In addition, personal fall arrest systems are required when operating other equipment such as scissor lifts if the work platform is capable of being positioned outside the wheelbase. The need for tying-off in such equipment is to prevent ejection of the employee from the equipment during raising, lowering, or travel. Fall protection must comply with 29 CFR 1926.500, Subpart M, USACE EM 385-1-1 and ANSI A10.32.

3.3.2.1 Personal Fall Arrest Equipment

Personal fall arrest equipment, systems, subsystems, and components shall meet ANSI Z359.1. Only a full-body harness with a shock-absorbing lanyard or self-retracting lanyard is an acceptable personal fall arrest body support device. Body belts may only be used as a positioning device system (for uses such as steel reinforcing assembly and in addition to an approved fall arrest system). Harnesses shall have a fall arrest attachment affixed to the body support (usually a Dorsal D-ring) and specifically designated for attachment to the rest of the system. Only locking snap hooks and carabiners shall be used. Webbing, straps, and ropes shall be made of synthetic fiber. The maximum free fall distance when using fall arrest equipment shall not exceed 6 feet. The total fall distance and any swinging of the worker (pendulum-like motion) that can occur during a fall shall always be taken into consideration when attaching a person to a fall arrest system.

3.3.3 Fall Protection for Roofing Work

Fall protection controls shall be implemented based on the type of roof being constructed and work being performed. The roof area to be accessed shall be evaluated for its structural integrity including weight-bearing capabilities for the projected loading.

3.3.4 Guardrails and Safety Nets

Guardrails and safety nets shall be designed, installed and used in accordance with EM 385-1-1 and 29 CFR 1926 Subpart M.

3.3.5 Rescue and Evacuation Procedures

When personal fall arrest systems are used, the Contractor must ensure that the mishap victim can self-rescue or can be rescued promptly should a fall occur. A Rescue and Evacuation Plan shall be prepared by the Contractor and include a detailed discussion of the following: methods of rescue; methods of self-rescue; equipment used; training requirement; specialized training for the rescuers; procedures for requesting rescue and medical assistance; and transportation routes to a medical facility. The Rescue and Evacuation Plan shall be included in the Activity Hazard Analysis (AHA) for the phase of work, in the Fall Protection and Prevention (FP&P) Plan, and the Accident Prevention Plan (APP).

3.4 SCAFFOLDING

Employees shall be provided with a safe means of access to the work area on the scaffold. Climbing of any scaffold braces or supports not specifically designed for access is prohibited. Access to scaffold platforms greater than 20 feet in height shall be accessed by use of a scaffold stair system. Vertical ladders commonly provided by scaffold system manufacturers shall not be used for accessing scaffold platforms greater than 20 feet in height. The use of an adequate gate is required. Contractor shall ensure that employees are qualified to perform scaffold erection and dismantling. Do not use scaffold without the capability of supporting at least four times the maximum intended load or without appropriate fall protection as delineated in the accepted fall protection and prevention plan. Stationary scaffolds must be attached to structural building components to safeguard against tipping forward or backward. Special care shall be given to ensure scaffold systems are not overloaded. Side brackets used to extend scaffold platforms on self-supported scaffold systems for the storage of material is prohibited. The first tie-in shall be at the height equal to 4 times the width of the smallest dimension of the scaffold base. Work platforms shall be placed on mud sills. Scaffold or work platform erectors shall have fall protection during the erection and dismantling of scaffolding or work platforms that are more than six feet. Delineate fall protection requirements when working above six feet or above dangerous operations in the Fall Protection and Prevention (FP&P) Plan and Activity Hazard Analysis (AHA) for the phase of work.

3.4.1 Stilts

The use of stilts for gaining additional height in construction, renovation, repair or maintenance work is prohibited.

3.5 EQUIPMENT

3.5.1 Material Handling Equipment

a. Material handling equipment such as forklifts shall not be modified with work platform attachments for supporting employees unless specifically delineated in the manufacturer's printed operating instructions.

b. The use of hooks on equipment for lifting of material must be in accordance with manufacturer's printed instructions.

c. Operators of forklifts or power industrial trucks shall be licensed in accordance with OSHA.

3.5.2 Weight Handling Equipment

a. Cranes and derricks shall be equipped as specified in EM 385-1-1, Section 16.

b. The Contractor shall notify the Contracting Officer 15 days in advance of any cranes entering the activity so that necessary quality assurance spot checks can be coordinated. Contractor's operator shall remain with the crane during the spot check.

c. The Contractor shall comply with the crane manufacturer's specifications and limitations for erection and operation of cranes and hoists used in support of the work. Erection shall be performed under the supervision of a designated person (as defined in ASME B30.5). All testing shall be performed in accordance with the manufacturer's recommended procedures.

d. The Contractor shall comply with ASME B30.5 for mobile and locomotive cranes, ASME B30.22 for articulating boom cranes, ASME B30.3 for construction tower cranes, and ASME B30.8 for floating cranes and floating derricks.

e. Under no circumstance shall a Contractor make a lift at or above 90% of the cranes rated capacity in any configuration.

f. When operating in the vicinity of overhead transmission lines, operators and riggers shall be alert to this special hazard and shall follow the requirements of USACE EM 385-1-1 Section 11 and ASME B30.5 or ASME B30.22 as applicable.

g. Crane suspended personnel work platforms (baskets) shall not be used unless the Contractor proves that using any other access to the work location would provide a greater hazard to the workers or is impossible. Personnel shall not be lifted with a line hoist or friction crane.

h. Portable fire extinguishers shall be inspected, maintained, and recharged as specified in NFPA 10, Standard for Portable Fire Extinguishers.

i. All employees shall be kept clear of loads about to be lifted and of suspended loads.

j. The Contractor shall use cribbing when performing lifts on outriggers.

k. The crane hook/block must be positioned directly over the load. Side loading of the crane is prohibited.

l. A physical barricade must be positioned to prevent personnel from entering the counterweight swing (tail swing) area of the crane.

- m. Certification records which include the date of inspection, signature of the person performing the inspection, and the serial number or other identifier of the crane that was inspected shall always be available for review by Contracting Officer personnel.
- n. Written reports listing the load test procedures used along with any repairs or alterations performed on the crane shall be available for review by Contracting Officer personnel.
- o. Certify that all crane operators have been trained in proper use of all safety devices (e.g. anti-two block devices).
- p. Take steps to ensure that wind speed does not contribute to loss of control of the load during lifting operations. Prior to conducting lifting operations the Contractor shall set a maximum wind speed at which a crane can be safely operated based on the equipment being used, the load being lifted, experience of operators and riggers, and hazards on the work site. This maximum wind speed determination shall be included as part of the activity hazard analysis plan for that operation.
- q. The presence of Government personnel does not relieve the Contractor of an obligation to comply with all applicable safety regulations. The Government will investigate all complaints of unsafe or unhealthful working conditions received in writing from Contractor employees, federal civilian employees, or military personnel.
- r. A substantial and durable rating chart containing legible letters and figures shall be provided with each crane and securely mounted onto the crane cab in a location allowing easy reading by the operator while seated in the control station.

3.5.3 Equipment and Mechanized Equipment

- a. [Proof of qualifications](#) for operator shall be kept on the project site for review.
- b. Manufacture specifications or owner's manual for the equipment shall be on-site and reviewed for additional safety precautions or requirements that are sometimes not identified by OSHA or USACE [EM 385-1-1](#). Such additional safety precautions or requirements shall be incorporated into the AHAs.
- c. Equipment and mechanized equipment shall be inspected in accordance with manufacturer's recommendations for safe operation by a competent person prior to being placed into use.

3.6 ELECTRICAL

3.6.1 Conduct of Electrical Work

Underground electrical spaces must be certified safe for entry before entering to conduct work. Cables that will be cut must be positively identified and de-energized prior to performing each cut. Positive cable identification must be made prior to submitting any outage request for electrical systems. Arrangements are to be coordinated with the Contracting Officer and Station Utilities for identification. The Contracting Officer will not accept an outage request until the Contractor satisfactorily documents that the circuits have been clearly identified. Perform all high voltage cable cutting remotely using hydraulic cutting tool. When racking in or live switching of circuit breakers, no additional person other than the switch operator will be allowed in the space during the actual operation. Plan so that work near energized parts is minimized to the fullest extent possible. Use of electrical outages clear of any energized electrical sources is the preferred method. When working in energized substations, only qualified electrical workers shall be permitted to enter. When work requires Contractor to work near energized circuits as defined by the NFPA 70, high voltage personnel must use personal protective equipment that includes, as a minimum, electrical hard hat, safety shoes, insulating gloves with leather protective sleeves, fire retarding shirts, coveralls, face shields, and safety glasses. In addition, provide electrical arc flash protection for personnel as required by NFPA 70E. Insulating blankets, hearing protection, and switching suits may also be required, depending on the specific job and as delineated in the Contractor's AHA.

3.6.2 Portable Extension Cords

Portable extension cords shall be sized in accordance with manufacturer ratings for the tool to be powered and protected from damage. All damaged extension cords shall be immediately removed from service. Portable extension cords shall meet the requirements of NFPA 70.

3.7 HOUSEKEEPING

3.7.1 Clean-Up

All debris in work areas shall be cleaned up daily or more frequently if necessary. Construction debris may be temporarily located in an approved location, however garbage accumulation must be removed each day.

3.7.2 Falling Object Protection

All areas must be barricaded to safeguard employees. When working overhead, barricade the area below to prevent entry by unauthorized employees. Construction warning tape and signs shall be posted so they are clearly visible from all possible access points. When employees are working overhead all tools and equipment shall be secured so that they will not fall. When using guardrail as falling object protection, all openings shall be small enough to prevent passage of potential falling objects.

3.8 WORK IN CONFINED SPACES

The Contractor shall comply with the requirements in EM 385-1-1, Section 6.I, 29 CFR 1910.146 and 29 CFR 1926.21. Any potential for a hazard in the confined space requires a permit system to be used.

3.8.1 Entry Procedure

Prohibit entry into a confined space by personnel for any purpose, including hot work, until a qualified person has conducted appropriate tests to ensure the confined or enclosed space is safe for the intended work and that all potential hazards are controlled or eliminated and documented. All hazards pertaining to the space shall be reviewed with each employee during the review of the AHA.

3.8.2 Ventilation

Forced air ventilation is required for all confined space entry operations and the minimum air exchange requirements must be maintained to ensure exposure to any hazardous atmospheres is kept below its action level. Sewer wet wells require continuous atmospheric monitoring with audible alarm for toxic gas detection.

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QUALITY CONTROL SYSTEM (QCS)

PART 1 GENERAL

1.1 RESIDENT MANAGEMENT SYSTEM (RMS) AND QUALITY CONTROL SYSTEM (QCS)

The Government will use the Resident Management System for Windows (RMS) to assist in its monitoring and administration of this contract. The Contractor shall use the Government-furnished Construction Contractor Module of RMS, referred to as QCS, to record, maintain, and submit various information throughout the contract period. The Contractor module, user manuals, updates, and training information can be downloaded from the [RMS](#) web site. This joint Government-Contractor use of RMS and QCS will facilitate electronic exchange of information and overall management of the contract. QCS provides the means for the Contractor to input, track, and electronically share information with the Government in the following areas:

- Administration
- Finances
- Quality Control
- Submittal Monitoring
- Scheduling
- Import/Export of Data

1.1.1 Correspondence and Electronic Communications

For ease and speed of communications, both Government and Contractor will, to the maximum extent feasible, exchange correspondence and other documents in electronic format. Correspondence, pay requests and other documents comprising the official contract record shall also be provided in paper format, with signatures and dates where necessary. Paper documents will govern, in the event of discrepancy with the electronic version.

1.1.2 Other Factors

Particular attention is directed to Contract Clause, "Payments Under Fixed-Price Construction Contracts; Section 01 33 00, "SUBMITTAL PROCEDURES;" and Section 01 45 04.00 10, "CONTRACTOR QUALITY CONTROL;" which have a direct relationship to the reporting to be accomplished through QCS. Also, there is no separate payment for establishing and maintaining the QCS database; all costs associated therewith shall be included in the contract pricing for the work.

1.2 QCS SOFTWARE

QCS is a Windows-based program that can be run on a stand-alone personal computer or on a network. The Government will make available the QCS software to the Contractor after award of the construction contract. Prior to the Pre-Construction Conference, the Contractor shall be responsible to download, install and use the latest version of the QCS software from the Government's RMS Internet Website. Upon specific justification and request by the Contractor, the Government can provide QCS on CD-ROM or DVD. Any program updates of QCS will be made available to the Contractor via the Government RMS Website as they become available.

1.3 SYSTEM REQUIREMENTS

The following is the minimum system configuration that the Contractor shall have to run QCS:

Hardware

IBM-compatible PC with 1000 MHz Pentium or higher processor
256+ MB RAM for workstation / 512+ MB RAM for server
1 GB hard drive disk space for sole use by the QCS system
3 1/2 inch high-density floppy drive
Compact Disk (CD) Reader/Writer, 8x speed or higher
SVGA or higher resolution monitor (1024 x 768, 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 or higher
QAS-Word Processing software: MS Word 2003 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

1.4 RELATED INFORMATION

1.4.1 QCS User Guide

After contract award, the Contractor shall download instructions for the installation and use of QCS from the Government RMS Internet Website; the Contractor can obtain the current address from the Government. In case of justifiable difficulties, the Government will provide the Contractor with a CD-ROM containing these instructions.

1.4.2 Contractor Quality Control (CQC) Training

The use of QCS will be discussed with the Contractor's QC System Manager during the mandatory CQC Training class.

1.5 CONTRACT DATABASE

Prior to the pre-construction conference, the Government shall provide the Contractor with basic contract award data to use for QCS. The Government will provide data updates to the Contractor as needed, generally by files attached to E-mail. These updates will generally consist of submittal reviews, correspondence status, QA comments, and other administrative and QA data.

1.6 DATABASE MAINTENANCE

The Contractor shall establish, maintain, and update data for the contract in the QCS database throughout the duration of the contract. The Contractor shall establish and maintain the QCS database at the Contractor's site office. Data updates to the Government shall be submitted by E-mail with file attachments, e.g., daily reports, schedule updates, payment requests. If permitted by the Contracting Officer, a data diskette or CD-ROM may be used instead of E-mail (see paragraph "DATA SUBMISSION VIA CD-ROM or DVD"). The QCS database typically shall include current data on the following items:

1.6.1 Administration

1.6.1.1 Contractor Information

The database shall contain the Contractor's name, address, telephone numbers, management staff, and other required items. Within 14 calendar days of receipt of QCS software from the Government, the Contractor shall deliver Contractor administrative data in electronic format via E-mail.

1.6.1.2 Subcontractor Information

The database shall contain the name, trade, address, phone numbers, and other required information for all subcontractors. A subcontractor must be listed separately for each trade to be performed. Each subcontractor/trade shall be assigned a unique Responsibility Code, provided in QCS. Within 14 calendar days of receipt of QCS software from the Government, the Contractor shall deliver subcontractor administrative data in electronic format via E-mail.

1.6.1.3 Correspondence

All Contractor correspondence to the Government shall be identified with a serial number. Correspondence initiated by the Contractor's site office shall be prefixed with "S". Letters initiated by the Contractor's home (main) office shall be prefixed with "H". Letters shall be numbered starting from 0001. (e.g., H-0001 or S-0001). The Government's letters to the Contractor will be prefixed with "C".

1.6.1.4 Equipment

The Contractor's QCS database shall contain a current list of equipment planned for use or being used on the jobsite, including the most recent and planned equipment inspection dates.

1.6.1.5 Management Reporting

QCS includes a number of reports that Contractor management can use to track the status of the project. The value of these reports is reflective of the quality of the data input, and is maintained in the various sections of QCS. Among these reports are: Progress Payment Request worksheet, QA/QC comments, Submittal Register Status, Three-Phase Inspection checklists.

1.6.2 Finances

1.6.2.1 Pay Activity Data

The QCS database shall include a list of pay activities that the Contractor shall develop in conjunction with the construction schedule. The sum of all pay activities shall be equal to the total contract amount, including modifications. Pay activities shall be grouped by Contract Line Item Number (CLIN), and the sum of the activities shall equal the amount of each CLIN. The total of all CLINs equals the Contract Amount.

1.6.2.2 Payment Requests

All progress payment requests shall be prepared using QCS. The Contractor shall complete the payment request worksheet and include it with the payment request. The work completed under the contract, measured as percent or as specific quantities, shall be updated at least monthly. After the update, the Contractor shall generate a payment request report using QCS. The Contractor shall submit the payment requests with supporting data by E-mail with file attachment(s). If permitted by the Contracting Officer, a data CD-ROM/diskette may be used instead of E-mail. A signed paper copy of the approved payment request is also required, which shall govern in the event of discrepancy with the electronic version.

1.6.3 Quality Control (QC)

QCS provides a means to track implementation of the 3-phase QC Control System, prepare daily reports, identify and track deficiencies, document progress of work, and support other Contractor QC requirements. The Contractor shall maintain this data on a daily basis. Entered data will automatically output to the QCS generated daily report. The Contractor shall provide the Government a Contractor Quality Control (CQC) Plan within the time required in Section 01 45 04.00 10, "CONTRACTOR QUALITY CONTROL." Within seven calendar days of Government acceptance, the Contractor shall submit a data diskette or CD-ROM reflecting the information contained in the accepted CQC Plan: schedule, pay activities, features of work, submittal register, QC requirements, and equipment list.

1.6.3.1 Daily Contractor Quality Control (CQC) Reports

QCS includes the means to produce the Daily CQC Report. The Contractor may use other formats to record basic QC data. However, the Daily CQC Report generated by QCS shall be the Contractor's official report. Data from any supplemental reports by the Contractor shall be summarized and consolidated onto the QCS-generated Daily CQC Report. Daily CQC Reports shall be submitted as required by Section 01 45 04.00 10, "CONTRACTOR QUALITY CONTROL." Reports shall be submitted electronically to the Government using E-mail or CD-ROM/diskette within 24 hours after the date covered by the report. Use of either mode of submittal shall be coordinated with the Government representative. The Contractor shall also provide the Government a signed, printed copy of the daily CQC report.

1.6.3.2 Deficiency Tracking

The Contractor shall use QCS to track deficiencies. Deficiencies identified by the Contractor will be numerically tracked using QC punch list items. The Contractor shall maintain a current log of its QC punch list items in the QCS database. The Government will log the deficiencies it has identified using its QA punch list items. The Government's QA punch list items will be included in its export file to the Contractor. The Contractor shall regularly update the correction status of both QC and QA punch list items.

1.6.3.3 Three-Phase Control Meetings

The Contractor shall maintain scheduled and actual dates and times of preparatory and initial control meetings in QCS.

1.6.3.4 Accident/Safety Tracking

The Government will issue safety comments, directions, or guidance whenever safety deficiencies are observed. The Government's safety comments will be included in its export file to the Contractor. The Contractor shall regularly update the correction status of the safety comments. In addition, the Contractor shall utilize QCS to advise the Government of any accidents occurring on the jobsite. This brief supplemental entry is not to be considered as a substitute for completion of mandatory reports, e.g., ENG Form 3394 and OSHA Form 300.

1.6.3.5 Features of Work

The Contractor shall include a complete list of the features of work in the QCS database. A feature of work may be associated with multiple pay activities. However, each pay activity (see subparagraph "Pay Activity Data" of paragraph "Finances") will only be linked to a single feature of work.

1.6.3.6 QC Requirements

The Contractor shall develop and maintain a complete list of QC testing, transferred and installed property, and user training requirements in QCS. The Contractor shall update all data on these QC requirements as work progresses, and shall promptly provide this information to the Government via QCS.

1.6.4 Submittal Management

The Government will provide the initial submittal register in electronic format. Thereafter, the Contractor shall maintain a complete list of all submittals, including completion of all data columns. Dates on which submittals are received and returned by the Government will be included in its export file to the Contractor. The Contractor shall use QCS to track and transmit all submittals. ENG Form 4025, submittal transmittal form, and the submittal register update shall be produced using QCS. RMS will be used to update, store and exchange submittal registers and transmittals, but will not be used for storage of actual submittals.

1.6.5 Schedule

The Contractor shall develop a construction schedule consisting of pay activities, in accordance with Contract Clause "Schedules for Construction Contracts", as applicable. This schedule shall be input and maintained in the QCS database either manually or by using the Standard Data Exchange Format (SDEF). The updated schedule data shall be included with each pay request submitted by the Contractor.

1.6.6 Import/Export of Data

QCS includes the ability to export Contractor data to the Government and to import submittal register and other Government-provided data, and schedule data using SDEF.

1.7 IMPLEMENTATION

Contractor use of QCS as described in the preceding paragraphs is mandatory. The Contractor shall ensure that sufficient resources are available to maintain its QCS database, and to provide the Government with regular database updates. QCS shall be an integral part of the Contractor's management of quality control.

1.8 DATA SUBMISSION VIA CD-ROM OR DVD

The Government-preferred method for Contractor's submission of updates, payment requests, correspondence and other data is by E-mail with file attachment(s). For locations where this is not feasible, the Contracting Officer may permit use of CD-ROM or DVD for data transfer. Data on the CD-ROM/DVD's shall be exported using the QCS built-in export function. If used, CD-ROM/DVD's will be submitted in accordance with the following:

1.8.1 File Medium

The Contractor shall submit required data on CD-ROM's or DVD's, capable of running under Microsoft Windows 95 or newer. Alternatively, CD-ROM/DVD's may be used. They shall conform to industry standards used in the United States. All data shall be provided in English.

1.8.2 CD-ROM/DVD Labels

The Contractor shall affix a permanent exterior label to each CD-ROM/DVD submitted. The label shall indicate in English, the QCS file name, full contract number, contract name, project location, data date, name and telephone number of person responsible for the data.

1.8.3 File Names

The Government will provide the file names to be used by the Contractor with the QCS software.

1.9 MONTHLY COORDINATION MEETING

The Contractor shall update the QCS database each workday. At least monthly, the Contractor shall generate and submit an export file to the Government with schedule update and progress payment request. As required in Contract Clause "Payments Under Fixed-Price Construction Contracts," at least one week prior to submittal, the Contractor shall meet with the Government representative to review the planned progress payment data submission for errors and omissions. The Contractor shall make all required corrections prior to Government acceptance of the export file and progress payment request. Payment requests accompanied by incomplete or incorrect data submittals will be returned. The Government will not process progress payments until an acceptable QCS export file is received.

1.10 NOTIFICATION OF NONCOMPLIANCE

The Contracting Officer will notify the Contractor of any detected noncompliance with the requirements of this specification. The Contractor shall take immediate corrective action after receipt of such notice. Such notice, when delivered to the Contractor at the work site, shall be deemed sufficient for the purpose of notification.

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION (Not Applicable)

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SECTION 01 45 04.00 10

CONTRACTOR QUALITY CONTROL

PART 1 GENERAL

1.1 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government. The following shall be submitted in accordance with Section 01 33 00, "SUBMITTAL PROCEDURES":

SD-01, Preconstruction Submittals

Quality Control Plan; G,AOF

Contractor Quality Control Plan Checklist; G,AOF

The Contractor shall furnish for review by the Government, not later than ten (10) days after receipt of Notice To Proceed, the Contractor Quality Control (CQC) Plan along with the completed Contractor Quality Control Plan Checklist proposed to implement the requirements of Section 00700, CONTRACT CLAUSES, clause entitled "Inspection of Construction." A copy of the checklist is included as an attachment and listed in paragraph "LIST OF ATTACHMENTS" of Section 00100, "INSTRUCTIONS, CONDITIONS, AND NOTICES TO BIDDERS."

1.2 PAYMENT

Separate payment will not be made for providing and maintaining an effective Quality Control program, and all costs associated therewith shall be included in the applicable unit prices or lump-sum prices contained in the Bidding Schedule.

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION

3.1 GENERAL REQUIREMENTS

The Contractor is responsible for quality control and shall establish and maintain an effective quality control system in compliance with the Contract Clause (Section 00700) titled "Inspection of Construction" and Section 01 45 02.00 10, "QUALITY CONTROL SYSTEM (QCS)." The quality control system shall consist of plans, procedures, and organization necessary to produce an end product which complies with the contract requirements. The system shall cover all construction operations, both on-site and off-site, and shall be keyed to the proposed construction sequence. The site project superintendent will be held responsible for the quality of work on the job and is subject to removal by the Contracting Officer for non-compliance with the quality requirements specified in the contract. The site project superintendent in this context shall be the highest level manager responsible for the overall construction activities at the site, including quality and production. The site project superintendent shall maintain a physical presence at the site at all times, except as otherwise acceptable to the Contracting Officer, and shall be responsible for all construction and construction related activities at the site.

3.2 QUALITY CONTROL PLAN

The plan shall identify personnel, procedures, control, instructions, tests, records, and forms to be used. The Government will consider an interim plan for the first thirty (30) days of operation. Construction will be permitted to begin only after acceptance of the CQC Plan or acceptance of an interim plan applicable to the particular feature of work to be started. Work outside of the features of work included in an accepted interim plan will not be permitted to begin until acceptance of a CQC Plan or another interim plan containing the additional features of work to be started.

3.2.1 Content of the CQC Plan

The CQC Plan shall include, as a minimum, the following to cover all construction operations, both on-site and off-site, including work by subcontractors, fabricators, suppliers, and purchasing agents:

- a. A description of the quality control organization, including a chart showing lines of authority and acknowledgment that the CQC staff shall implement the three-phase control system for all aspects of the work specified. The staff shall include a CQC System Manager who shall report to the project superintendent.
- b. The name, qualifications (in resume format), duties, responsibilities, and authorities of each person assigned a CQC function.

- c. A copy of the letter to the CQC System Manager signed by an authorized official of the firm which describes the responsibilities and delegates sufficient authorities to adequately perform the functions of the CQC System Manager, including authority to stop work which is not in compliance with the contract. The CQC System Manager shall issue letters of direction to all other various quality control representatives outlining duties, authorities, and responsibilities. Copies of these letters shall also be furnished to the Government.
- d. Procedures for scheduling, reviewing, certifying, and managing submittals, including those of subcontractors, off-site fabricators, suppliers, and purchasing agents. These procedures shall be in accordance with Section 01 33 00, "SUBMITTAL PROCEDURES."
- e. Control, verification, and acceptance testing procedures for each specific test to include the test name, specification paragraph requiring test, feature of work to be tested, test frequency, and person responsible for each test. (Laboratory facilities will be approved by the Contracting Officer.)
- f. Procedures for tracking preparatory, initial, and follow-up control phases and control, verification, and acceptance tests including documentation.
- g. Procedures for tracking construction deficiencies from identification through acceptable corrective action. These procedures shall establish verification that identified deficiencies have been corrected.
- h. Reporting procedures, including proposed reporting formats.
- i. A list of the definable features of work. A definable feature of work is a task which is separate and distinct from other tasks, has separate control requirements, and may be identified by different trades or disciplines, or it may be work by the same trade in a different environment. Although each section of the specifications may generally be considered as a definable feature of work, there are frequently more than one definable feature under a particular section. This list will be agreed upon during the coordination meeting.

3.2.2 Acceptance of Plan

Acceptance of the Contractor's plan is required prior to the start of construction. Acceptance is conditional and will be predicated on satisfactory performance during the construction. The Government reserves the right to require the Contractor to make changes in his CQC Plan and operations including removal of personnel, as necessary, to obtain the quality specified.

3.2.3 Notification of Changes

After acceptance of the CQC Plan, the Contractor shall notify the Contracting Officer in writing a minimum of seven (7) calendar days prior to any proposed change. Proposed changes are subject to acceptance by the Contracting Officer.

3.3 COORDINATION MEETING

After the Preconstruction Conference, before start of construction, and prior to acceptance by the Government of the CQC Plan, the Contractor shall meet with the Contracting Officer or Authorized Representative and discuss the Contractor's quality control system. The CQC Plan shall be submitted for review a minimum of ten (10) calendar days prior to the Coordination Meeting. During the meeting, a mutual understanding of the system details shall be developed, including the forms for recording the CQC operations, control activities, testing, administration of the system for both on-site and off-site work, and the interrelationship of Contractor's Management and control with the Government's Quality Assurance. Minutes of the meeting will be prepared by the Government and signed by both the Contractor and the Contracting Officer. The minutes shall become a part of the contract file. There may be occasions when subsequent conferences will be called by either party to reconfirm mutual understandings and/or address deficiencies in the CQC system or procedures which may require corrective action by the Contractor.

3.4 QUALITY CONTROL ORGANIZATION

3.4.1 Personnel Requirements

The requirements for the CQC organization are a CQC System Manager and sufficient number of additional qualified personnel to ensure safety and contract compliance. The Safety and Health Manager shall receive direction and authority from the CQC System Manager and shall serve as a member of the CQC staff. Personnel identified in the technical provisions as requiring specialized skills to assure the required work is being performed properly will also be included as part of the CQC organization. The Contractor's CQC staff shall maintain a presence at the site at all times during progress of the work and have complete authority and responsibility to take any action necessary to ensure contract compliance. The CQC staff shall be subject to acceptance by the Contracting Officer. The Contractor shall provide adequate office space, filing systems and other resources as necessary to maintain an effective and fully functional CQC organization. Complete records of all letters, material submittals, shop drawing submittals, schedules and all other project documentation shall be promptly furnished to the CQC organization by the Contractor. The CQC organization shall be responsible to maintain these documents and records at the site at all times, except as otherwise acceptable to the Contracting Officer.

3.4.2 CQC System Manager

The Contractor shall identify as CQC System Manager an individual within the on-site work organization who shall be responsible for overall management of CQC and have the authority to act in all CQC matters for the Contractor. The CQC System Manager shall be a graduate engineer, graduate architect, or a graduate of construction management, with a minimum of 1 year of construction experience on construction similar to this contract or a construction person with a minimum of 3 years experience in related work. This CQC System Manager shall be on the site at all times during construction and shall be employed by the prime Contractor. The CQC System Manager shall be assigned as System Manager but may have duties as Project Superintendent and Site Safety and Health Officer (SSHO) in addition to quality control. An alternate for the CQC System Manager shall be identified in the plan to serve in the event of the System Manager's absence. The requirements for the alternate shall be the same as for the designated CQC System Manager.

3.4.3 CQC Personnel

In addition to CQC personnel specified elsewhere in the contract, the Contractor shall provide as part of the CQC organization specialized personnel to assist the CQC System Manager for the following area: civil. These individuals shall be directly employed by the prime Contractor, unless waived in writing by the Contracting Officer, and may not be employed by a supplier or sub-contractor on this project; be responsible to the CQC System Manager; be physically present at the construction site during work on their areas of responsibility; have the necessary education and/or experience in accordance with the experience matrix listed herein. These individuals may perform other duties but must be allowed sufficient time to perform their assigned quality control duties as described in the Quality Control Plan.

Experience Matrix

Area	Qualifications
a. Civil	Graduate Civil Engineer with 2 years experience in the type of work being performed on this project or technician with 5 yrs. related experience.

3.4.4 Additional Requirement

In addition to the above experience and/or education requirements the CQC System Manager shall have completed the course entitled "Construction Quality Management For Contractors". This course is periodically offered and arrangements for attendance can be made with the U.S. Army Engineer District, Buffalo; Technical Services Division, Construction Branch.

3.4.5 Organizational Changes

The Contractor shall maintain the CQC staff at full strength at all times. When it is necessary to make changes to the CQC staff, the Contractor shall revise the CQC Plan to reflect the changes and submit the changes to the Contracting Officer for acceptance.

3.5 SUBMITTALS AND DELIVERABLES

Submittals shall be made as specified in Section 01 33 00, "SUBMITTAL PROCEDURES." The CQC organization shall be responsible for certifying that all submittals and deliverables are in compliance with the contract requirements.

3.6 CONTROL

Contractor Quality Control is the means by which the Contractor ensures that the construction, to include that of subcontractors and suppliers, complies with the requirements of the contract. At least three phases of control shall be conducted by the CQC System Manager for each definable feature of work as follows:

3.6.1 Preparatory Phase

This phase shall be performed prior to beginning work on each definable feature of work, after all required plans/documents/materials are approved/accepted, and after copies are at the work site. This phase shall include:

- a. A review of each paragraph of applicable specifications, reference codes, and standards. A copy of those sections of referenced codes and standards applicable to that portion of the work to be accomplished in the field shall be made available by the Contractor at the preparatory inspection. These copies shall be maintained in the field and available for use by Government personnel until final acceptance of the work.
- b. A review of the contract drawings.
- c. A check to assure that all materials and/or equipment have been tested, submitted, and approved.
- d. Review of provisions that have been made to provide required control inspection and testing.
- e. Examination of the work area to assure that all required preliminary work has been completed and is in compliance with the contract.
- f. A physical examination of required materials, equipment, and sample work to assure that they are on hand, conform to approved shop drawings or submitted data, and are properly stored.
- g. A review of the appropriate activity hazard analysis to assure safety requirements are met.

- h. Discussion of procedures for controlling quality of the work including repetitive deficiencies. Document construction tolerances and workmanship standards for that feature of work.
- i. A check to ensure that the portion of the plan for the work to be performed has been accepted by the Contracting Officer.
- j. Discussion of the initial control phase.
- k. The Government shall be notified at least twenty-four (24) hours in advance of beginning the preparatory control phase. This phase shall include a meeting conducted by the CQC System Manager and attended by the superintendent, other CQC personnel (as applicable), and the foreman responsible for the definable feature. The results of the preparatory phase actions shall be documented by separate minutes prepared by the CQC System Manager and attached to the daily CQC report. The Contractor shall instruct applicable workers as to the acceptable level of workmanship required in order to meet contract specifications.

3.6.2 Initial Phase

This phase shall be accomplished at the beginning of a definable feature of work. The following shall be accomplished:

- a. A check of work to ensure that it is in full compliance with contract requirements. Review minutes of the preparatory meeting.
- b. Verify adequacy of controls to ensure full contract compliance. Verify required control inspection and testing.
- c. Establish level of workmanship and verify that it meets minimum acceptable workmanship standards. Compare with required sample panels as appropriate.
- d. Resolve all differences.
- e. Check safety to include compliance with and upgrading of the safety plan and activity hazard analysis. Review the activity analysis with each worker.
- f. The Government shall be notified at least twenty four (24) hours in advance of beginning the initial phase. Separate minutes of this phase shall be prepared by the CQC System Manager and attached to the daily CQC report. Exact location of initial phase shall be indicated for future reference and comparison with follow-up phases.
- g. The initial phase should be repeated for each new crew to work on-site, or any time acceptable specified quality standards are not being met.

3.6.3 Follow-up Phase

Daily checks shall be performed to assure control activities, including control testing, are providing continued compliance with contract requirements, until completion of the particular feature of work. The checks shall be made a matter of record in the CQC documentation. Final follow-up checks shall be conducted and all deficiencies corrected prior to the start of additional features of work which may be affected by the deficient work. The Contractor shall not build upon nor conceal non-conforming work.

3.6.4 Additional Preparatory and Initial Phases

Additional preparatory and initial phases shall be conducted on the same definable features of work if: the quality of on-going work is unacceptable; if there are changes in the applicable CQC staff, on-site production supervision or work crew; if work on a definable feature is resumed after a substantial period of inactivity; or if other problems develop.

3.7 TESTS

3.7.1 Testing Procedure

The Contractor shall perform specified or required tests to verify that control measures are adequate to provide a product which conforms to contract requirements. Upon request, the Contractor shall furnish to the Government duplicate samples of test specimens for possible testing by the Government. Testing includes operation and/or acceptance tests when specified. The Contractor shall procure the services of a Corps of Engineers approved testing laboratory or establish an approved testing laboratory at the project site. The Contractor shall perform the following activities and record and provide the following data:

- a. Verify that testing procedures comply with contract requirements.
- b. Verify that facilities and testing equipment are available and comply with testing standards.
- c. Check test instrument calibration data against certified standards.
- d. Verify that recording forms and test identification control number system, including all of the test documentation requirements, have been prepared.
- e. Results of all tests taken, both passing and failing tests, shall be recorded on the CQC report for the date taken. Specification paragraph reference, location where tests were taken, and the sequential control number identifying the test shall be given. If approved by the Contracting Officer, actual test reports may be submitted later with a reference to the test number and date taken. An information copy of tests performed by an off-site or commercial test facility shall be provided directly to the Contracting Officer. Failure to submit timely test reports as stated may result in nonpayment for related work performed and disapproval of the test facility for this contract.

3.8 COMPLETION INSPECTION

3.8.1 Punch-Out Inspection

Near the end of the work, or any increment of the work established by a time stated in the paragraph, "Commencement, Prosecution, and Completion of Work" of Section 00800, "SPECIAL CONTRACT REQUIREMENTS," or stated elsewhere in the specifications, the CQC Manager shall conduct an inspection of the work. A punch list of items which do not conform to the approved drawings and specifications shall be prepared and included in the CQC documentation, as required by paragraph "DOCUMENTATION." The list of deficiencies shall include the estimated date by which the deficiencies will be corrected. The CQC System Manager or staff shall make a second inspection to ascertain that all deficiencies have been corrected. Once this is accomplished, the Contractor shall notify the Government that the facility is ready for the Government Pre-Final Inspection.

3.8.2 Pre-Final Inspection

The Government will perform the pre-final inspection to verify that the facility is complete and ready to be occupied. A Government Pre-Final Punch List may be developed as a result of this inspection. The Contractor's CQC System Manager shall ensure that all items on this list have been corrected before notifying the Government, so that a Final inspection with the customer can be scheduled. Any items noted on the Pre-Final inspection shall be corrected in a timely manner. These inspections and any deficiency corrections required by this paragraph shall be accomplished within the time slated for completion of the entire work or any particular increment of the work if the project is divided into increments by separate completion dates.

3.8.3 Final Acceptance Inspection

The Contractor's Quality Control Inspection personnel, plus the superintendent or other primary management person, and the Contracting Officer's Representative shall be in attendance at the final acceptance inspection. Additional Government personnel including, but not limited to, those from Base/Post Civil Facility Engineer user groups, and major commands may also be in attendance. The final acceptance inspection will be formally scheduled by the Contracting Officer based upon results of the Pre-Final inspection. Notice shall be given to the Contracting Officer at least 14 days prior to the final acceptance inspection and shall include the Contractor's assurance that all specific items previously identified to the Contractor as being unacceptable, along with all remaining work performed under the contract, will be complete and acceptable by the date scheduled for the final acceptance inspection. Failure of the Contractor to have all contract work acceptably complete for this inspection will be cause for the Contracting Officer to bill the Contractor for the Government's additional inspection cost in accordance with the contract clause paragraph titled "Inspection of Construction".

3.9 DOCUMENTATION

The Contractor shall maintain current records providing factual evidence that required quality control activities and/or tests have been performed. These records shall include the work of subcontractors and suppliers and shall be on an acceptable form that includes, as a minimum, the following information:

- a. Contractor/subcontractor and their area of responsibility.
- b. Operating plant/equipment with hours worked, idle, or down for repair.
- c. Work performed each day, giving location, description, and by whom. When Network Analysis (NAS) is used, identify each phase of work performed each day by NAS activity number.
- d. Test and/or control activities performed with results and references to specifications/drawings requirements. The control phase shall be identified (Preparatory, Initial, Follow-up). List of deficiencies noted, along with corrective action.
- e. Quantity of materials received at the site with statement as to acceptability, storage, and reference to specifications/drawings requirements.
- f. Submittals and deliverables reviewed, with contract reference, by whom, and action taken.
- g. Off-site surveillance activities, including actions taken.
- h. Job safety evaluations stating what was checked, results, and instructions or corrective actions.
- i. Instructions given/received and conflicts in plans and/or specifications.
- j. Contractor's verification statement.

These records shall indicate a description of trades working on the project; the number of personnel working; weather conditions encountered; and any delays encountered. These records shall cover both conforming and deficient features and shall include a statement that equipment and materials incorporated in the work and workmanship comply with the contract. The original and one copy of these records in report form shall be furnished to the Government daily within twenty four (24) hours after the date covered by the report, except that reports need not be submitted for days on which no work is performed. As a minimum, one report shall be prepared and submitted for every 7 days of no work and on the last day of a no work period. All calendar days shall be accounted for throughout the life of the contract. The first report following a day of no work shall be for that day only. Reports shall be signed and dated by the CQC System Manager. The report from the CQC System Manager shall include copies of test reports and copies of reports prepared by all subordinate quality control personnel.

3.10 SAMPLE FORMS

Sample forms are listed as attachments in Section 00100, "INSTRUCTIONS, CONDITIONS, AND NOTICES TO BIDDERS."

3.11 NOTIFICATION OF NONCOMPLIANCE

The Contracting Officer will notify the Contractor of any detected noncompliance with the foregoing requirements. The Contractor shall take immediate corrective action after receipt of such notice. Such notice, when delivered to the Contractor at the work site, shall be deemed sufficient for the purpose of notification. If the Contractor fails or refuses to comply promptly, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to such stop orders shall be made the subject of claim for extension of time or for excess costs or damages by the Contractor.

-- End of Section --

PREPARATORY INSPECTION CHECKLIST

CONTRACT NO. _____ DATE: _____

TITLE: _____ SPECS. SECTION: _____

MAJOR DEFINABLE SEGMENT OF WORK: _____

A. PERSONNEL PRESENT:

	<u>NAME</u>	<u>POSITION</u>	<u>COMPANY</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

B. REVIEW OF PLANS AND SPECIFICATIONS

B-I. IDENTIFY EACH SPECIFICATION SECTION THAT WAS REVIEWED AT THIS PREPARATORY INSPECTION.

1. _____
2. _____
3. _____
4. _____
5. _____

B-II. IDENTIFY EACH CONSTRUCTION PLAN DETAIL OR SHEET THAT WAS REVIEWED AT THIS PREPARATORY INSPECTION.

1. _____
2. _____
3. _____
4. _____
5. _____

C. TRANSMITTAL INVOLVED

	<u>NUMBER & ITEM</u>	<u>CODE</u>	<u>CONTRACTOR OR GOVERNMENT APPROVAL</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

C-I. HAVE ALL ITEMS INVOLVED BEEN APPROVED? YES _____ NO _____

C-II. WHAT ITEMS HAVE NOT BEEN APPROVED?

	<u>ITEM</u>	<u>STATUS</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

D. ARE ALL MATERIALS ON HAND? YES _____ NO _____

D-I. ARE ALL MATERIALS ON HAND IN ACCORDANCE WITH APPROVALS? YES _____ NO _____

D-II. ITEMS NOT ON HAND OR NOT IN ACCORDANCE WITH TRANSMITTALS:

1. _____
2. _____
3. _____
4. _____

D. TESTS REQUIRED IN ACCORDANCE WITH CONTRACT REQUIREMENTS:

	<u>TEST</u>	<u>PARAGRAPH</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____

E. ACCIDENT PREVENTION PREPLANNING – HAZARD CONTROL MEASURES:

E-I. APPLICABLE OUTLINES (ATTACH COMPLETED COPIES):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

E-II. OPERATIONAL EQUIPMENT CHECKLISTS

- ATTACHED FOR
1. _____
 2. _____
 3. _____

- ON FILE FOR
1. _____
 2. _____
 3. _____

QUALITY CONTROL – PRIME CONTRACTOR

INITIAL INSPECTION CHECKLIST

CONTRACT NO: _____ DATE: _____

DESCRIPTION AND LOCATION OF WORK INSPECTED: _____

SPECS SECTION: _____ REFERENCE CONTRACT DRAWINGS: _____

A. PERSONNEL PRESENT:

	<u>NAME</u>	<u>POSITION</u>	<u>COMPANY</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

B. MATERIALS BEING USED ARE IN STRICT COMPLIANCE WITH THE CONTRACT PLANS AND SPECIFICATIONS:

YES _____ NO _____

IF NOT, EXPLAIN: _____

C. PROCEDURES AND/OR WORK METHODS WITNESSED ARE IN STRICT COMPLIANCE WITH THE REQUIREMENTS OF THE CONTRACT SPECIFICATIONS: YES _____ NO _____

IF NOT, EXPLAIN: _____

D. WORKMANSHIP IS ACCEPTABLE YES _____ NO _____

STATE AREAS WHERE IMPROVEMENT IS NEEDED: _____

E. SAFETY VIOLATIONS AND CORRECTIVE ACTION TAKEN: _____

QUALITY CONTROL REPRESENTATIVE

CONTRACTOR QUALITY CONTROL REPORT

Contract No.	
Name of Project	
Prime Contractor	

Report No.	
Date	

Today's Weather

General Description	
Temperature Range	
Precipitation	

Were there any delays in work progress today? Yes No

If Yes, Explain

Describe any verbal instructions given by Government personnel
(include name of person giving instruction)

Has anything developed which might lead to a change order or claim?

Yes No

If Yes, Explain

Contractor/Subcontractors On Site

Name of Contractor	Hours on Site	Area of Responsibility

Prime Contract/Subcontractor Workforce

Employer	Trade	No.	Hours

Major Items of Equipment

Type/Capacity	Contractor	No.	Oper. Hours	Standby Hours	Repair Hours

Work Performed this date (enter all activities started but not previously reported as completed)

Act. No.	Actual Start Date	Actual Finish Date	Description of work performed this date and major material deliveries today. Identify contractor performing the work.

Off-site Surveillance Activities, including actions taken

--

Definable Features of Work - History

Definable Features of Work (List all) Attach checklist for each Preparatory or Initial Phase Inspection held this date.	Preparatory Inspection Date	Initial Inspection Date

Unit Price Work Completed This Date

CLIN	Description	Unit	Contract Quantity	Quantity Completed This Date	Total To Date

Deficiencies Noted or Corrected This Date

Act. No.	Description of Deficiency	Noted	Corrected

CQC Testing

Act. No.	Description Include reference to contract specification.	Test Results	Pass/Fail

The following Equipment Safety Checklists are attached to this report.

Were there any Lost Time Accidents this date? Yes No
 If Yes, attach accident report.

Safety Inspections: Identify results of all safety inspections and meetings this date. State what was checked and instructions given and corrective actions taken.

User Schooling Conducted

Act. No.	Description of Schooling and Names of Participants

Materials Received (note quantity of materials received, inspection results and storage provided)

Other General Comments

The following items are attached to this CQC Report

Contractor Certification

On behalf of the contractor, I certify that this report is complete and correct and all equipment and material used and work performed during this reporting period are in compliance with the contract plans and specifications, to the best of my knowledge, except as noted above.

Contract Quality Control Manager: _____

Signature: _____

Date: _____

BID BOND
(See instructions on reverse)

DATE BOND EXECUTED (Must not be later than bid opening date)

FORM APPROVED OMB NO.

9000-0045

Public reporting burden for this collection of information is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VRS), Office of Federal Acquisition Policy, GSA, Washington, D.C. 20405; and to the Office of Management and Budget, Paperwork Reduction Project (9000-0045), Washington, D.C. 20503.

PRINCIPAL (Legal name and business address)

TYPE OF ORGANIZATION ("X" one)

- INDIVIDUAL PARTNERSHIP
 JOINT VENTURE CORPORATION

STATE OF INCORPORATION

SURETY(IES) (Name and business address)

PENAL SUM OF BOND					BID IDENTIFICATION	
PERCENT OF BID PRICE	AMOUNT NOT TO EXCEED				BID DATE	INVITATION NO.
	MILLION(S)	THOUSAND(S)	HUNDRED(S)	CENTS		
					FOR (Construction, Supplies or Services)	

OBLIGATION:

We, the Principal and Surety(ies) are firmly bound to the United States of America (hereinafter called the Government) in the above penal sum. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally. However, where the Sureties are corporations acting as co-sureties, we, the Sureties, bind ourselves in such sum "jointly and severally" as well as "severally" only for the purpose of allowing a suit or action or actions against any or all of us. For all other purposes, each Surety binds itself, jointly and severally with the Principal, to the payment of the sum shown opposite the name of the Surety. If no limit of liability is indicated, the limit of liability is the full amount of the penal sum.

CONDITIONS:

The Principal has submitted the bid identified above.

THEREFORE:

The above obligation is void if the Principal - (a) upon receipt by the Government of the bid identified above, within the period specified therein for acceptance (sixty (60) days, no period is specified), executes the further contractual documents and gives the bond(s) required by the terms of the bid as accepted within the time specified (ten (10) days if no period is specified) after receipt of the forms by the principal; or (b) in the event of failure to execute such further contractual documents and give such bonds, pays the Government for any cost of procuring the work which exceeds the amount of the bid.

Each Surety executing this instrument agrees that its obligation is not impaired by any extension(s) of the time for acceptance of the bid that the Principal may grant to the Government. Notice to the surety(ies) of extension(s) are waived. However, waiver of the notice applies only to extensions aggregating not more than sixty (60) calendar days in addition to the period originally allowed for acceptance of the bid.

WITNESS:

The Principal and Surety(ies) executed this bid bond and affixed their seals on the above date.

PRINCIPAL

SIGNATURE(S)	1.	2.	3.	Corporate Seal
		(Seal)	(Seal)	
NAME(S) & TITLE(S) (Type)	1.	2.	3.	Corporate Seal

INDIVIDUAL SURETY(IES)

SIGNATURE(S)	1.	2.
		(Seal)
NAME(S) (Type)	1.	2.

CORPORATE SURETY(IES)

SURETY A	NAME & ADDRESS	STATE OF INC.	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.	
	NAME(S) & TITLE(S) (Type)	1.	2.	

CORPORATE SURETY(IES) (Continued)

SURETY B	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Type Ⓞ)	1.	2.		
SURETY C	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Type Ⓞ)	1.	2.		
SURETY D	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Type Ⓞ)	1.	2.		
SURETY E	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Type Ⓞ)	1.	2.		
SURETY F	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Type Ⓞ)	1.	2.		
SURETY G	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) (Type Ⓞ)	1.	2.		

INSTRUCTIONS

1. This form is authorized for use when a bid guaranty is required. Any deviation from this form will require the written approval of the Administrator of General Services.
2. Insert the full legal name and business address of the Principal in the space designated "Principal" on the face of the form. A authorized person shall sign the bond. Any person signing in a representative capacity (e.g., an attorney-in-fact) must furnish evidence of authority if that representative is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved.
3. The bond may express penal sum as a percentage of the bid price. In these cases, the bond may state a maximum dollar limitation (e.g., 20% of the bid price but the amount not to exceed _____ dollars).
4. (a) Corporations executing the bond as sureties must appear on the Department of the Treasury's list of approved sureties and must act within the limitation listed therein. Where more than one corporate surety is involved, their names and addresses shall appear in the spaces (Surety A, Surety B, etc.) headed "CORPORATE SURETY(IES)." In the space designated "SURETY(IES)" on the face of the form insert only the letter identification of the sureties.

(b) Where individual sureties are involved, a completed Affidavit of Individual Surety (Standard Form 28), for each individual surety shall accompany the bond. The Government may require the surety to furnish additional substantiating information concerning its financial capability.
5. Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond opposite the word "Corporate Seal"; and shall affix an adhesive seal if executed in Maine, New Hampshire, or any other jurisdiction requiring adhesive seals.
6. Type the name and title of each person signing this bond in the space provided.
7. In its application to negotiated contracts, the terms "bid" and "bidder" shall include "proposal" and "offeror."

PERFORMANCE BOND <i>(See Instructions on reverse)</i>		DATE BOND EXECUTED <i>(Must be same or later than date of contract)</i>	
PRINCIPAL <i>(Legal name and business address)</i>		TYPE OF ORGANIZATION <i>("X" one)</i>	
		<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> JOINT VENTURE <input type="checkbox"/> CORPORATION	
		STATE OF INCORPORATION	
SURETY(IES) <i>(Name(s) and business address(es))</i>		PENAL SUM OF BOND	
		MILLION(S)	THOUSAND(S) HUNDRED(S) CENTS
		CONTRACT DATE	CONTRACT NO.

OBLIGATION:

We, the Principal and Surety(ies), are firmly bound to the United States of America (hereinafter called the Government) in the above penal sum. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally. However, where the Sureties are corporations acting as co-sureties, we, the Sureties, bind ourselves in such sum "jointly and severally" as well as "severally" only for the purpose of allowing a joint action or actions against any one of us. For all other purposes, each Surety binds itself, jointly and severally with the Principal, for the payment of the sum shown opposite the name of the Surety. If no limit of liability is indicated, the limit of liability is the full amount of the penal sum.

CONDITIONS:

The Principal has entered into the contract identified above.

THEREFORE:

The above obligation is void if the Principal —

(a)(1) Performs and fulfills all the undertakings, covenants, terms, conditions, and agreements of the contract during the original term of the contract and any extensions thereof that are required by the Government, with or without notice to the Surety(ies), and during the life of any guaranty required under the contract, and performs and fulfills all the undertakings, covenants, terms conditions, and agreements of any and all duly authorized modifications of the contract that hereafter are made. Notice of those modifications to the Surety(ies) are waived.

(b) Pays to the Government the full amount of the taxes imposed by the Government, if the said contract is subject to the Miller Act, (40 U.S.C. 270a-270e), which are collected, deducted, or withheld from wages paid by the Principal in carrying out the construction contract with respect to which this bond is furnished.

WITNESS

The Principal and Surety(ies) executed this performance bond and affixed their seals on the above date.

PRINCIPAL			
Signature(s)	1.	2.	Corporate Seal
		<i>(Seal)</i>	
Name(s) & Title(s) <i>(Typed)</i>	1.	2.	
INDIVIDUAL SURETY(IES)			
Signature(s)	1.	2.	
		<i>(Seal)</i>	<i>(Seal)</i>
Name(s) <i>(Typed)</i>	1.	2.	
CORPORATE SURETY(IES)			
SURETY A	Name & Address	STATE OF INC.	LIABILITY LIMIT \$
	Signature(s)	1.	2.
Name(s) & Title(s) <i>(Typed)</i>	1.	2.	

NSN 7540-01-152-8060
PREVIOUS EDITION USABLE
25-106
STANDARD FORM 26 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR 53.228 (b))

CORPORATE SURETY(IES) (Continued)

		STATE OF INC.	LIABILITY LIMIT	
SURETY B	Name & Address		\$	<i>Corporate Seal</i>
	Signature(s)	1. _____	2. _____	
	Name(s) & Title(s) (Typed)	1. _____	2. _____	
SURETY C	Name & Address		\$	<i>Corporate Seal</i>
	Signature(s)	1. _____	2. _____	
	Name(s) & Title(s) (Typed)	1. _____	2. _____	
SURETY D	Name & Address		\$	<i>Corporate Seal</i>
	Signature(s)	1. _____	2. _____	
	Name(s) & Title(s) (Typed)	1. _____	2. _____	
SURETY E	Name & Address		\$	<i>Corporate Seal</i>
	Signature(s)	1. _____	2. _____	
	Name(s) & Title(s) (Typed)	1. _____	2. _____	
SURETY F	Name & Address		\$	<i>Corporate Seal</i>
	Signature(s)	1. _____	2. _____	
	Name(s) & Title(s) (Typed)	1. _____	2. _____	
SURETY G	Name & Address		\$	<i>Corporate Seal</i>
	Signature(s)	1. _____	2. _____	
	Name(s) & Title(s) (Typed)	1. _____	2. _____	

BOND PREMIUM ▶	RATE PER THOUSAND	TOTAL
	\$ _____	\$ _____

INSTRUCTIONS

1. This form is authorized for use in connection with Government contracts. Any deviation from this form will require the written approval of the Administrator of General Services.

2. Insert the full legal name and business address of the Principal in the space designated "Principal" on the face of the form. An authorization person shall sign the bond. Any person signing in a representative capacity (e.g., an attorney-in-fact) must furnish evidence of authority if that representative is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved.

3. (a) Corporations executing the bond as sureties must appear on the Department of the Treasury's list of approved sureties and must act within the limitation listed therein. Where more than one corporate surety is involved, their names and addresses shall appear in the spaces (Surety A, Surety B, etc.) headed "CORPORATE

SURETY(IES)". In the space designated "SURETY(IES)" on the face of the form insert only the letter identification of the sureties.

(b) Where individual sureties are involved, two or more responsible persons shall execute the bond. A completed Affidavit of Individual Surety (Standard Form 28), for each individual surety, shall accompany the bond. The Government may require these sureties to furnish additional substantiating information concerning their financial capability.

4. Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond opposite the word "Corporate Seal", and shall affix an adhesive seal if executed in Maine, New Hampshire, or any other jurisdiction requiring adhesive seals.

5. Type the name and title of each person signing this bond in the space provided.

PAYMENT BOND <i>(See Instructions on reverse)</i>	DATE BOND EXECUTED <i>(Must be same or later than date of contract)</i>			
PRINCIPAL <i>(Legal name and business address)</i>	TYPE OF ORGANIZATION <i>("X" one)</i>			
	<input type="checkbox"/> INDIVIDUAL		<input type="checkbox"/> PARTNERSHIP	
	<input type="checkbox"/> JOINT VENTURE		<input type="checkbox"/> CORPORATION	
SURETY(IES) <i>(Name(s) and business address(es))</i>	STATE OF INCORPORATION			
	PENAL SUM OF BOND			
	MILLION(S)	THOUSAND(S)	HUNDRED(S)	CENTS
	CONTRACT DATE		CONTRACT NO.	

OBLIGATION:

We, the Principal and Surety(ies), are firmly bound to the United States of America (hereinafter called the Government) in the above penal sum. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally. However, where the Sureties are corporations acting as co-sureties, we, the Sureties, bind ourselves in such sum "jointly and severally" as well as "severally" only for the purpose of allowing a joint action or actions against any or all of us. For all other purposes, each Surety binds itself, jointly and severally with the Principal, for the payment of the sum shown opposite the name of the Surety. If no limit of liability is indicated, the limit of liability is the full amount of the penal sum.

CONDITIONS:

The above obligation is void if the Principal promptly makes good on all persons having a direct relationship with the Principal or a sub-contractor of the Principal for furnishing labor, material or both in the prosecution of the work provided for in the contract identified above, and any authorized modifications of the contract or subsequently are made. Notice of those modifications to the Surety(ies) are waived.

WITNESS:

The Principal and Surety(ies) executed this payment bond and affixed their seals on the above date.

PRINCIPAL					
Signature(s)	1.		2.		<i>Corporate Seal</i>
		<i>(Seal)</i>		<i>(Seal)</i>	
Name(s) & Title(s) <i>(Typed)</i>	1.		2.		
INDIVIDUAL SURETY(IES)					
Signature(s)	1.		2.		<i>(Seal)</i>
		<i>(Seal)</i>		<i>(Seal)</i>	
Name(s) <i>(Typed)</i>	1.		2.		
CORPORATE SURETY(IES)					
SURETY A	Name & Address		STATE OF INC.	LIABILITY LIMIT	<i>Corporate Seal</i>
				\$	
	Signature(s)	1.		2.	
	Name(s) & Title(s) <i>(Typed)</i>	1.		2.	

CORPORATE SURETY(IES) (Continued)

SURETY B	Name & Address		STATE OF INC.	LIABILITY LIMIT \$	<i>Corporate Seal</i>
	Signature(s)	1.	2.		
	Name(s) & Title(s) <i>(Typed)</i>	1.	2.		
SURETY C	Name & Address		STATE OF INC.	LIABILITY LIMIT \$	<i>Corporate Seal</i>
	Signature(s)	1.	2.		
	Name(s) & Title(s) <i>(Typed)</i>	1.	2.		
SURETY D	Name & Address		STATE OF INC.	LIABILITY LIMIT \$	<i>Corporate Seal</i>
	Signature(s)	1.	2.		
	Name(s) & Title(s) <i>(Typed)</i>	1.	2.		
SURETY E	Name & Address		STATE OF INC.	LIABILITY LIMIT \$	<i>Corporate Seal</i>
	Signature(s)	1.	2.		
	Name(s) & Title(s) <i>(Typed)</i>	1.	2.		
SURETY F	Name & Address		STATE OF INC.	LIABILITY LIMIT \$	<i>Corporate Seal</i>
	Signature(s)	1.	2.		
	Name(s) & Title(s) <i>(Typed)</i>	1.	2.		
SURETY G	Name & Address		STATE OF INC.	LIABILITY LIMIT \$	<i>Corporate Seal</i>
	Signature(s)	1.	2.		
	Name(s) & Title(s) <i>(Typed)</i>	1.	2.		

INSTRUCTIONS

1. This form, for the protection of persons supplying labor and material, is used when a payment bond is required under the Act of August 24, 1935, 49 Stat. 793 (40 U.S.C. 270 a-270e). Any deviation from this form will require the written approval of the Administrator of General Services.

2. Insert the full legal name and business address of the Principal in the space designated "Principal" on the face of the form. An authorized person shall sign the bond. Any person signing in a representative capacity (e.g., an attorney-in-fact) must furnish evidence of authority if that representative is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved.

3. (a) Corporations executing the bond as sureties must appear on the Department of the Treasury's list of approved sureties and must act within the limitation listed therein. Where more than one corporate surety is involved, their names and addresses shall appear

in the spaces (Surety A, Surety B, etc.) headed "CORPORATE SURETY(IES)". In the space designated "SURETY(IES)" on the face of the form, insert only the letter identification of the sureties.

(b) Where individual sureties are involved, two or more responsible persons shall execute the bond. A completed Affidavit of Individual Surety (Standard Form 28), for each individual surety, shall accompany the bond. The Government may require these sureties to furnish additional substantiating information concerning their financial capability.

4. Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond opposite the word "Corporate Seal"; and shall affix an adhesive seal if executed in Maine, New Hampshire, or any other jurisdiction regarding adhesive seals.

5. Type the name and title of each person signing this bond in the space provided.

INSTRUCTIONS

1. Section I will be initiated by the Contractor in the required number of copies.
2. Each transmittal shall be numbered consecutively in the space provided for "Transmittal No.". This number, in addition to the contract number, will form a serial number for identifying each submittal. For new submittals or resubmittals mark the appropriate box; on resubmittals, insert transmittal number of last submission as well as the new submittal number.
3. The "Item No." will be the same "Item No." as indicated on ENG FORM 4288-R for each entry on this form.
4. Submittals requiring expeditious handling will be submitted on a separate form.
5. Separate transmittal form will be used for submittals under separate sections of the specifications.
6. A check shall be placed in the "Variation" column when a submittal is not in accordance with the plans and specifications--also, a written statement to that effect shall be included in the space provided for "Remarks".
7. Form is self-transmittal, letter of transmittal is not required.
8. When a sample of material or Manufacturer's Certificate of Compliance is transmitted, indicate "Sample" or "Certificate" in column c, Section I.
9. U.S. Army Corps of Engineers approving authority will assign action codes as indicated below in space provided in Section I, column i to each item submitted. In addition they will ensure enclosures are indicated and attached to the form prior to return to the contractor. The Contractor will assign action codes as indicated below in Section I, column g, to each item submitted.

THE FOLLOWING ACTION CODES ARE GIVEN TO ITEMS SUBMITTED

- | | |
|---|---|
| A -- Approved as submitted. | E -- Disapproved (See attached). |
| B -- Approved, except as noted on drawings. | F -- Receipt acknowledged. |
| C -- Approved, except as noted on drawings.
Refer to attached sheet resubmission required. | FX -- Receipt acknowledged, does not comply
as noted with contract requirements. |
| D -- Will be returned by separate correspondence. | G -- Other (<i>Specify</i>) |
10. Approval of items does not relieve the contractor from complying with all the requirements of the contract plans and specifications.

ENGINEER MANUAL EM 385-1-1 CAN BE ACCESSED @
<http://www.lrb.usace.army.mil/contracting/SafetyManual/SafetyManual.html>

SAMPLE ACCIDENT PREVENTION PLAN TEMPLATE

ITEMS INDICATED IN RED TEXT SHOULD BE SOMPLETED BY THE CONTRACTOR. INDICATE “N/A” IF NOT APPLICABLE.

NOTE: A Microsoft Word file of the Sample Accident Prevention Plan Template is included in the folder entitled “Template” on this CD-ROM.

(sample)
ACCIDENT PREVENTION PLAN
Name of Project
Contract No. W912P4-##-#-####
Contractor

1. SIGNATURE SHEET.

This Accident Prevention Plan was

Prepared By:

Name
Title of corporate safety staff person

Approved By:

Name
President

Plan Concurrence By:

Name
CQC Manager

Name
Project Superintendent

Name
Project Safety Manager

2. BACKGROUND INFORMATION

- a. Contractor : *Name*
 Address
 City, State Zip
- b. Contract Number W912P4-##-#-####
- c. Project Name: *Enter Name of Project*
- d. Project Description: *Enter description of work*
- e. The Major definable features of work are listed in the Quality Control Plan. An Activity Hazard Analysis (AHA) will be prepared for each Major Definable Feature of Work. AHAs will be prepared in accordance with the format shown in Figure 1-2 on page 8 of EM 385-1-1 and will be presented and discussed at the Preparatory Phase Inspection for the applicable feature of work.

3. STATEMENT OF SAFETY AND HEALTH POLICY

Enter statement which describes the company's commitment to safety.

4. RESPONSIBILITIES AND LINES OF AUTHORITIES

- a. *Name - Describe responsibility and accountability of personnel responsible for safety at corporate level.*
- b. *Name - Describe responsibility and accountability of personnel responsible for safety at project level.*
- c. Lines of authority - *Describe lines of authority (as related to safety) for this project.*

5. SUBCONTRACTORS AND SUPPLIERS.

- a. The following subcontractors will be working on this project:
 1. *List (or none)*
- b. The CQC System Manger **NAME** will be responsible for controlling and coordinating subcontractors and suppliers.
- c. All subcontractors and suppliers performing work on site will be expected to conform to the requirements of this Accident Prevention Plan and to the requirements of EM 385-1-1.

6. TRAINING.

- a. Each employee will receive a safety indoctrination consisting of a thorough review of applicable AHA's.
- b. The following is a list of training and certifications which are applicable to this project:

1. Confined Space Entry
2. HAZWOPER Training and Certification
3. Personal Protective Equipment
4. 1st Aid and CPR
5. Man Overboard Rescue
6. Emergency Response Plan
7. *Other*

c. Weekly toolbox safety meeting will be conducted at *TIME* every *ENTER DAY OF WEEK*. Each on site worker will be required to attend. Attendance will be documented. *Name* will be responsible for conducting these meetings.

7. SAFETY AND HEALTH INSPECTIONS.

a. *Name* will conduct site safety inspections on a daily basis. Any noted deficiencies will be identified on that day's CQC Report. Deficiencies will be tracked using the table included as Attachment # to this Accident Prevention Plan.

b. The following external inspections/certifications are required for this project:

List or enter "None Required".

8. SAFETY AND HEALTH EXPECTATIONS, INCENTIVE PROGRAMS, AND COMPLIANCE

a. *Provide a statement or statements describing the company's written safety program goals, objectives, and accident experience goals for this contract.*

b. *Provide a brief description of the company's safety incentive programs (if any). If none, so state.*

c. *Provide a discussion of the company's policies and procedures regarding noncompliance with safety requirements (to include disciplinary actions for violation of safety requirements).*

d. *Provide written company procedures for holding managers and supervisors accountable for safety.*

9. ACCIDENT REPORTING

a. *Name* will submit Monthly Manhour Exposure Reports to the Contracting Officer no later than the 5th work day of each month. The report encompasses on-site work including all hourly and salaried employees. The report will include all subcontractors working on this project.

b. *Name* will report all accidents and injuries no matter how slight. Furthermore, *Name* will immediately notify the Contracting Officer and District Safety Officer of any incidents involving fatality or permanent total disability, accidents in which three or more persons are hospitalized, accidents that result in property damage in excess of \$100,000 or any accident regardless of the consequences, if it is suspected that it will result in unfavorable criticism of the Corps of Engineers.

10. MEDICAL SUPPORT

a. A list of emergency telephone numbers and a map of directions to the nearest hospital(s) is included in the Emergency Response Plan section of this Accident Prevention Plan.

b. 1st Aid kits will be maintained on site as required in Section 3 of EM 385-1-1.

(Provide plan view showing location of all 1st Aid kits and fire extinguishers.)

c. At least two employees on each shift will be qualified to administer 1st Aid and CPR. Individuals who are required to work alone in remote areas shall be trained in 1st Aid. The following employees are certified in 1st Aid and CPR and a copy of their current certificates are included as Attachment # to this Accident Prevention Plan:

1. *List*

11. PERSONAL PROTECTIVE EQUIPMENT.

a. *Outline procedures (who, when, how) for conducting hazard assessments and written certifications for use of personal protective equipment.*

12. PLANS (PROGRAMS, PROCEDURES) REQUIRED BY THE SAFETY MANUAL (as applicable)

a. Hazard Communication (HAZCOM) Program (01.B.06)

Included as Attachment # to this Accident Prevention Plan is a written hazard communication program addressing as a minimum, the following: training (to include potential safety and health effects from exposure), labeling, current inventory of hazardous chemicals on site, and the location and use of Material Safety Data Sheets (MSDSs).

b. Emergency Response Plans (01.E.01, 01.E.05, 06.A.02, 19.A.04, 09.K.01 and 09.K.02)

An Emergency Response Plan is included as Attachment # to this Accident Prevention Plan. This Emergency Response Plan includes:

An Emergency Response Plan to ensure employee safety in case of fire or other emergency, including emergency telephone numbers and reporting instructions for ambulance, physician, hospital, fire, and police. Also a map of directions to the nearest hospital(s). This list and map shall be conspicuously posted at the work site

A Spill Response Plan including organizations with telephone numbers of individuals to contact in the event of a spill.

c. Layout plans (04.A.01) *(If applicable)*

Plans for the layout of temporary construction buildings, facilities, fencing and access routes and anchoring systems for temporary structure are included as Attachment # to this Accident Prevention Plan.

d. Respiratory Protection Plan (05.E.03) *(If applicable)*

Name of Company's Respiratory Protection Plan is included as Attachment # to this Accident Prevention Plan.

e. Health Hazard Control Program (06.A.02)

Activity Hazard Analyses (AHA's) shall consider all substances, agents and environments that present a hazard and will recommend hazard control measures. Engineering and administrative controls shall be used to control hazards. In cases where engineering or administrative controls are not feasible, PPE may be used. The AHA shall serve as certification that a hazard assessment has been conducted.

Operations, materials, and equipment involving potential exposure to hazardous substances, agents or environments will be evaluated by a qualified industrial hygienist, or other competent person, to formulate a hazard control program. The following hazardous substances, agents or environments have been identified:

List (This list may be revised during the performance of work on this project.)

f. Abrasive Blasting (06.H.01) (If applicable)

Operational procedures for abrasive blasting operations are included as Attachment # to this Accident Prevention Plan. Employees will be trained in these procedures and will be advised where these written procedures and health information are available on the premises for review.

g. Confined Space (06.I) (If applicable)

Name will inspect the work area and evaluate the potential for permit-required confined spaces (PRCSs). This inspection will occur before work begins, whenever the characteristics of spaces change in a way that could lead to a reclassification as a PRCS and at least annually. A list of confined spaces (permit required and non-permit required) will be maintained on site.

h. Hazardous Energy Control Plan (12.A.07) (If applicable)

A Hazardous Energy Control Plan meeting the requirements of section 12.A.07 of EM 385-1-1 is included as Attachment # to this Accident Prevention Plan.

i. Contingency Plan for Severe Weather (19.A.03)

A severe weather plan for floating plant is included as Attachment # to this Accident Prevention Plan.

j. Access and Haul Road Plan (8.D.1) (If applicable)

An access and haul road plan meeting the requirements of section 8.D.1 of EM 385-1-1 is included as Attachment # to this Accident Prevention Plan.

k. Diving Plan (30.A.13) (If applicable)

It is recognized that a Dive Plan is required for each separate diving operation. The Dive Plan will be prepared and submitted to the Government for review and approval a sufficient time in advance of each required dive. Diving will not occur until the Dive Plan is approved by the Government.

l. Plan for Prevention of Alcohol and Drug Abuse (Defense Federal Acquisition Regulation Supplement Subpart 252.223-7004, Drug-Free Work Force)

Name of Company's plan for prevention of Alcohol and Drug Abuse is included as Attachment # to the Accident Prevention Plan. This plan meets the minimum requirements of DFAR 252.223-7004.

m. Fall Protection Plan (Section 21)

Name of Company's plan for providing safe access to all work areas is included as Attachment # to the Accident Prevention Plan.

n. Fire Prevention Plan (09.A.01)

Name of Company's plan for providing a fire protection plan for all facilities and project sites. This plan shall include a list of the major workplace fire hazards; potential ignition sources; the types of fire suppression equipment or systems appropriate to the control of fire; assignments of responsibilities for maintaining the equipment and systems; personnel responsible for controlling the fuel source hazards; and housekeeping procedures; including the removal of waste materials. It shall be used to brief employees and emergency first responders on the fire hazards, the material and processes to which they are exposed, and the emergency evacuation procedures. The Fire Prevention Plan is included as Attachment # to the Accident Prevention Plan.

o. Night Operations Lighting Plan (16.C.19.d) (If applicable)

Name of Company's plan for providing for night operations, lighting adequate to illuminate the working areas while not interfering with the operator's vision is included as Attachment # to the Accident Prevention Plan.

p. Compressed Air Plan (26.I.01) (If applicable)

Name of Company's plan for meeting all safety requirements for compressed air work is included as Attachment # to the Accident Prevention Plan.

q. Site Sanitation Plan (Section 02)

Name of Company's plan for establishing and maintaining basic sanitation provisions for all employees is included as Attachment # to the Accident Prevention Plan.

13. Detailed site specific hazards and controls will be provided in the activity hazard analysis (AHA) for each phase of the operation (each Major Definable Feature of Work as defined by the Contractor Quality Control Plan). The AHA's will provide information on how the requirements of major sections of EM 385-1-1 will be met. Particular attention shall be paid to excavations, scaffolding, medical and first aid requirements, sanitation, personal protective equipment, fire prevention, machinery and mechanized equipment, electrical safety, public safety requirements, and chemical, physical agent, and biological occupational exposure prevention requirements. AHA's will be prepared utilizing the format shown in Figure 1-2 on page 8 of EM 385-1-1.

Attachments (*where applicable*)

Attachment # - Accident History

Attachment # - Safety Deficiency Tracking Table

APP Template.doc

- Attachment # - Emergency Response Plan
- Attachment # - First Aid and CPR certificates
- Attachment # - Hazard Communication (HAZCOM) Program
- Attachment # - Layout plans
- Attachment # - Respiratory Protection Plan
- Attachment # - Abrasive Blasting Plan
- Attachment # - Permit-Required Confined Space Program
- Attachment # - Severe Weather Plan
- Attachment # - Plan for Prevention of Alcohol and Drug Abuse
- Attachment # - Night Operations Lighting Plan
- Attachment # - Compressed Air Plan

CONTRACTOR QUALITY CONTROL PLAN CHECKLIST

Contract No. _____

Checklist Item	Included ?			Found on Page(s)
	Yes	No	N/A	
1. A description of the quality control organization, including a chart showing lines of authority.				
2. Acknowledgment that the CQC staff shall implement the three phase control system for all aspects of the work specified.				
3. The name, qualifications (in resume format), duties, responsibilities, and authorities of each person assigned a CQC function.				
a. CQC System Manager				
b. Alternate CQC System Manager				
c. Individual(s) responsible for certifying that all submittals are in compliance with the contract requirements.				
d. Individual(s) responsible for executing contract modifications.				
e. Individual(s) responsible for certifying payment requests.				
f. Others				
4. Documentation that the CQC System Manager and Alternate CQC System Manager have completed the course entitled "Construction Quality Management For Contractors".				
5. A copy of the letter to the CQC System Manager signed by an authorized official of the firm which describes the responsibilities and delegates sufficient authorities to adequately perform the functions of the CQC System Manager, including authority to stop work which is not in compliance with the contract.				
6. The CQC System Manager shall issue letters of direction to all other various quality control representatives outlining duties, authorities, and responsibilities. Copies of these letters shall also be furnished to the Government.				
7. Procedures for scheduling, reviewing, certifying, and managing submittals, including those of subcontractors, offsite fabricators, suppliers, and purchasing agents.				
8. Control, verification, and acceptance testing procedures for each specific test to include the test name, specification paragraph requiring test, feature of work to be tested, test frequency, and person responsible for each test.				
9. Name and address of proposed laboratory facilities to be utilized.				
10. Procedures for tracking preparatory, initial, and follow-up control phases and control, verification, and acceptance tests including documentation.				
11. Procedures for tracking construction deficiencies from identification through acceptable corrective action. These procedures shall establish verification that identified deficiencies have been corrected.				
12. Reporting procedures, including proposed reporting formats. At minimum, the QC Report presented in the contract specifications shall be utilized.				
13. Proposed subcontractors and the associated activity of work which the subcontractor will perform.				
14. A list of the definable features of work.				
15. Contract specific items				

CONTRACTOR QUALITY CONTROL PLAN TEMPLATE

ITEMS INDICATED IN RED TEXT ARE TO BE COMPLETED BY THE CONTRACTOR. INDICATE “N/A” IF NOT APPLICABLE.

NOTE: A Microsoft® Word file of the Contractor Quality Control Plan Template is included in the folder entitled “Template” on this CD-ROM.

CONTRACTOR QUALITY CONTROL PLAN

Name of Contract
Contract No. W912P4-##-#-####
Name of Contractor

A. Quality Control Organization

Name, President
Name, Vice President
Name, Quality Control System Manager
Name, Alternate Quality Control System Manager
Name, Site Superintendent
Name, Responsible for preparation and certifying pay estimates
Name, Responsible for executing contract modification
Name, Responsible for certifying contract submittals

A chart showing lines of authority is attached to this CQC Plan.

B. Resumes of the following individuals are attached to this CQC Plan:

1. CQC System Manager
2. Alternate CQC System Manager
3. Individual(s) responsible for certifying payment requests.
4. Individual(s) responsible for executing contract modifications.
5. Individual(s) responsible for certifying contract submittals.
6. **Others**

C. **[Applicable if the contract amount exceeds \$1 million]** The CQC System Manager and Alternate CQC System Manager have completed the course entitled "Construction Quality Management For Contractors". Copies of their course certificates are attached to this CQC Plan.

D. A copy of the letter to the CQC System Manager and Alternate CQC System Manager, signed by an authorized official of the firm, which describes the responsibilities and delegates sufficient authorities to adequately perform the functions of the CQC System Manager, including authority to stop work which is not in compliance with the contract is attached to this CQC Plan.

E. Copies of the CQC System Manager letters of direction to all other various quality control representatives outlining duties, authorities, and responsibilities are attached to this CQC Plan.

F. The following subcontractors will be utilized on this project:

Name of subcontractor
Work to be completed by this subcontractor

G. The CQC staff will implement the three phase control system for all aspects of the work specified. The three phase control system is described in detail in specification section 02481. Additionally, the following procedures will be used to monitor dredging quantities and locations to ensure that limits and quantities specified by the Contracting Officer are attained:

[Insert description of intended quantity and location monitoring procedures.]

H. The Major Definable Features of work for this project are identified in a table attachment to this CQC Plan.

I. For payment purposes, the Bid Items have been broken down into a Schedule of Values. The proposed Schedule of Values is identified in a table attachment to this CQC Plan.

J. Preparatory and Initial Phase inspections will be tracked utilizing the table attached to this CQC Plan.

K. Deficiencies will be tracked from identification through acceptable corrective action utilizing the table attached to this CQC Plan.

L. Submittals will be tracked utilizing the Submittal Register attached to this CQC Plan.

M. The CQC Report attached to this CQC Plan will be utilized. CQC Reports will be prepared daily and submitted to the Government Representative. Other reports to be attached to the daily CQC report are:

Preparatory Phase Inspection Checklist

Initial Phase Inspection Checklist

Others as appropriate

N. Plan of Operations - The following Plan of Operations will be used for dredging operations:

[Insert description of intended Plan of Operations to be implemented, including, but not limited to, equipment to be used, specific dredging areas, sequence of operations, cut lines and anticipated quantities, etc.]

O. List any other contract specific items

_____/Signature/_____

Name

Title

Attachments:

- Chart showing lines of authority
- Resumes
- CQC course certificates [If contract amount exceed \$1 million]
- Letter to the CQC System Manager and Alternate CQC System Manager
- CQC System Manager letters of direction
- Table: Major Definable Features of Work
- Table: Schedule of Values
- Table: Tracking - Preparatory and Initial Phase Inspections
- Table: Deficiency Tracking
- Submittal Register
- CQC Report
- Other QC reports

[INSERT CHART SHOWING LINES OF AUTHORITY]

[INSERT RESUMES]

[INSERT CQC COURSE CERTIFICATES IF CONTRACT AMOUNT EXCEEDS \$1
MILLION]

[INSERT LETTER TO THE CQC SYSTEM MANAGER AND ALTERNATE CQC SYSTEM
MANAGER]

[INSERT CQC SYSTEM MANAGER LETTERS OF DIRECTION]

Contract No. W912P4-##-#-####

Name of Contract

Name of Contractor

Schedule of Values

Bid Item No.	Activity No.	Description	Feature ID No.	Amount
		[Complete Table]		

The total amount of all activities under a Bid Item must equal the amount of the Bid Item.

Feature ID No. relates the Major Identifiable Feature of Work.

When the contract requires As-Built Record Drawings, include an activity and dollar amount.

[INSERT COMPLETED SUBMITTAL REGISTER]

[INSERT CQC REPORT FORMS TO BE USED]

[INSERT OTHER QC REPORT FORMS AS APPLICABLE]

1. ACCIDENT CLASSIFICATION

PERSONNEL CLASSIFICATION	INJURY/ILLNESS/FATAL	PROPERTY DAMAGE	MOTOR VEHICLE INVOLVED	DIVING
GOVERNMENT <input type="checkbox"/> CIVILIAN <input type="checkbox"/> MILITARY	<input type="checkbox"/>	<input type="checkbox"/> FIRE INVOLVED <input type="checkbox"/> OTHER	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CONTRACTOR	<input type="checkbox"/>	<input type="checkbox"/> FIRE INVOLVED <input type="checkbox"/> OTHER	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> PUBLIC	<input type="checkbox"/> FATAL <input type="checkbox"/> OTHER		<input type="checkbox"/>	

2. PERSONAL DATA

a. Name (Last, First, MI) _____ b. AGE _____ c. SEX MALE FEMALE d. SOCIAL SECURITY NUMBER _____ e. GRADE _____

f. JOB SERIES/TITLE _____ g. DUTY STATUS AT TIME OF ACCIDENT ON DUTY TDY OFF DUTY

h. EMPLOYMENT STATUS AT TIME OF ACCIDENT

<input type="checkbox"/> ARMY ACTIVE	<input type="checkbox"/> ARMY RESERVE	<input type="checkbox"/> VOLUNTEER
<input type="checkbox"/> PERMANENT	<input type="checkbox"/> FOREIGN NATIONAL	<input type="checkbox"/> SEASONAL
<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> STUDENT	
<input type="checkbox"/> OTHER (Specify) _____		

3. GENERAL INFORMATION

a. DATE OF ACCIDENT (month/day/year) _____ b. TIME OF ACCIDENT (Military time) _____ hrs c. EXACT LOCATION OF ACCIDENT _____ d. CONTRACTOR'S NAME (1) PRIME: _____ (2) SUBCONTRACTOR: _____

e. CONTRACT NUMBER _____ f. TYPE OF CONTRACT CONSTRUCTION SERVICE A/E DREDGE OTHER (Specify) _____ g. HAZARDOUS/TOXIC WASTE ACTIVITY SUPERFUND DERP IRP OTHER (Specify) _____

4. CONSTRUCTION ACTIVITIES ONLY (Fill in line and corresponding code number in box from list - see help menu)

a. CONSTRUCTION ACTIVITY _____ (CODE) # _____ b. TYPE OF CONSTRUCTION EQUIPMENT _____ (CODE) # _____

5. INJURY/ILLNESS INFORMATION (Include name on line and corresponding code number in box for items e, f & g - see help menu)

a. SEVERITY OF ILLNESS/INJURY _____ (CODE) # _____ B. ESTIMATED DAYS LOST _____ C. ESTIMATED DAYS HOSPITALIZED _____ D. ESTIMATED DAYS RESTRICTED DUTY _____

e. BODY PART AFFECTED (CODE) # _____ g. TYPE AND SOURCE OF INJURY/ILLNESS TYPE _____ (CODE) # _____ SOURCE _____ (CODE) # _____

f. NATURE OF ILLNESS / INJURY _____ (CODE) # _____

6. PUBLIC FATALITY (Fill in line and correspondence code number in box - see help menu)

a. ACTIVITY AT TIME OF ACCIDENT _____ (CODE) # _____ b. PERSONAL FLOATATION DEVICE USED? YES NO N/A

7. MOTOR VEHICLE ACCIDENT

a. TYPE OF VEHICLE <input type="checkbox"/> PICKUP/VAN <input type="checkbox"/> AUTOMOBILE <input type="checkbox"/> TRUCK <input type="checkbox"/> OTHER (Specify) _____	b. TYPE OF COLLISION <input type="checkbox"/> SIDE SWIPE <input type="checkbox"/> BROADSIDE <input type="checkbox"/> OTHER (Specify) _____ <input type="checkbox"/> HEAD ON <input type="checkbox"/> ROLL OVER <input type="checkbox"/> BACKING	c. SEAT BELTS	USED	NOT USED	NOT AVAILABLE
		(1) FRONT SEAT			
		(2) REAR SEAT			

8. PROPERTY/MATERIAL INVOLVED

a. NAME OF ITEM	B. OWNERSHIP	C. \$ AMOUNT OF DAMAGE
(1) _____	_____	_____
(2) _____	_____	_____
(3) _____	_____	_____

9. VESSEL/FLOATING PLANT ACCIDENT (Fill in line and correspondence code number in box from list - see help menu)

a. TYPE OF VESSEL/FLOATING PLANT _____ (CODE) # _____ b. TYPE OF COLLISION/MISHAP _____ (CODE) # _____

10. ACCIDENT DESCRIPTION (Use additional paper, if necessary)

See attached page.

11. CAUSAL FACTOR(S) (Read Instruction Before Completing)

a. (Explain YES answers in item 13)		YES	NO	a. (CONTINUED)		YES	NO
DESIGN: Was design of facility, workplace or equipment a factor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CHEMICAL AND PHYSICAL AGENT FACTORS: Did exposure to chemical agents, such as dust, fumes, mists, vapors or physical agents, such as, noise, radiation, etc., contribute to accident?		<input type="checkbox"/>	<input type="checkbox"/>
INSPECTION/MAINTENANCE: Were inspection & maintenance procedures a factor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OFFICE FACTORS: Did office setting such as, lifting office furniture, carrying, stooping, etc., contribute to the accident?		<input type="checkbox"/>	<input type="checkbox"/>
PERSON'S PHYSICAL CONDITION: In your opinion, was the physical condition of the person a factor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUPPORT FACTORS: Were inappropriate tools/resources provided to properly perform the activity/task?		<input type="checkbox"/>	<input type="checkbox"/>
OPERATING PROCEDURES: Were operating procedures a factor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PERSONAL PROTECTIVE EQUIPMENT: Did the improper selection, use or maintenance of personal protective equipment contribute to the accident?		<input type="checkbox"/>	<input type="checkbox"/>
JOB PRACTICES: Were any job safety/health practices not followed when the accident occurred?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DRUGS/ALCOHOL: In your opinion, was drugs or alcohol a factor to the accident?		<input type="checkbox"/>	<input type="checkbox"/>
HUMAN FACTORS: Did any human factors such as, size or strength of person, etc., contribute to accident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. WAS A WRITTEN JOB/ACTIVITY HAZARD ANALYSIS COMPLETED FOR TASK BEING PERFORMED AT TIME OF ACCIDENT?			
ENVIRONMENTAL FACTORS: Did heat, cold, dust, sun, glare, etc., contribute to the accident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> YES (If yes, attach a copy.)		<input type="checkbox"/> NO	

12. TRAINING

a. WAS PERSON TRAINED TO PERFORM ACTIVITY/TASK? <input type="checkbox"/> YES <input type="checkbox"/> NO	b. TYPE OF TRAINING. <input type="checkbox"/> CLASSROOM <input type="checkbox"/> ON JOB	c. DATE OF MOST RECENT FORMAL TRAINING. (Month) (Day) (Year)
---	--	---

13. FULLY EXPLAIN WHAT ALLOWED OR CAUSED THE ACCIDENT; INCLUDE DIRECT AND INDIRECT CAUSES (See instruction for definition of direct and indirect causes.) (Use additional paper, if necessary)

a. DIRECT CAUSE
See attached page.

b. INDIRECT CAUSE(S)
See attached page.

14. ACTION(S) TAKEN, ANTICIPATED OR RECOMMENDED TO ELIMINATE CAUSE(S).

DESCRIBE FULLY:
See attached page.

15. DATES FOR ACTIONS IDENTIFIED IN BLOCK 14.

a. BEGINNING (Month/Day/Year)	b. ANTICIPATED COMPLETION (Month/Day/Year)
c. SIGNATURE AND TITLE OF SUPERVISOR COMPLETING REPORT CORPS _____ CONTRACTOR _____	d. DATE (Mo/Da/Yr)
e. ORGANIZATION IDENTIFIER (Div, Br, Sect)	f. OFFICE SYMBOL

16. MANAGEMENT REVIEW (1st)

a. CONCUR b. NON CONCUR c. COMMENTS

SIGNATURE	TITLE	DATE
-----------	-------	------

17. MANAGEMENT REVIEW (2nd - Chief Operations, Construction, Engineering, etc.)

a. CONCUR b. NON CONCUR c. COMMENTS

SIGNATURE	TITLE	DATE
-----------	-------	------

18. SAFETY AND OCCUPATIONAL HEALTH OFFICE REVIEW

a. CONCUR b. NON CONCUR c. ADDITIONAL ACTIONS/COMMENTS

SIGNATURE	TITLE	DATE
-----------	-------	------

19. COMMAND APPROVAL

COMMENTS

COMMANDER SIGNATURE

DATE

10.

ACCIDENT DESCRIPTION *(Continuation)*

13a.

DIRECT CAUSE *(Continuation)*

13b.

INDIRECT CAUSES *(Continuation)*

14.

ACTION(S) TAKEN, ANTICIPATED, OR RECOMMENDED TO ELIMINATE CAUSE(S) *(Continuation)*