

Three – Phase Control

Preparatory Phase:

- a. Review drawings, specifications and approved submittals, to assure the correct work procedure of construction.
- b. Review Activity Hazard Analysis to assure safety requirements met.
- c. Notify the Contracting Officer, 24 hours in advance or more about the pre-job conference.
- d. Check that the required equipment is in operating conditions and in compliance with the safety requirements.
- e. Visit the site to assure that the required preliminary work has been completed and is in compliance with the contract.
- f. Verify if the materials are on hand and in accordance with the approved submittals.
- g. Conduct a pre-job conference with keys persons to assure the method of work, tolerances of job, material and equipment are clearly understood and in accordance with specifications.
- h. CQC will prepare minutes of the Preparatory Inspection using the “Preparatory Phase Checklist” form provided by the COE. Minutes will be attached to the QC daily report and submitted to the Resident Engineer the next working day.

Initial phase:

- a. Review minutes of the preparatory meeting to assure that any doubt or problem in that phase was solve.
- b. Notify the Contracting Officer, 24 hours in advance or more the beginning of this phase.
- c. Establish a level of workmanship and verify it meet minimum acceptable workmanship standard. This level of workmanship will be used as a guide for continuation of that job.
- d. Verify if the required control inspection and testing are in accordance with the contract.
- e. Check Activity Hazard Analysis and Safety Plans to assure that are in compliance with the specifications.
- f. This initial phase must be repeated any time that it is necessary to assure quality standard are being met and new crews are oriented.

- g. CQC will prepare minutes of the Initial Inspection using the “Initial Phase Checklist” form provided by the COE. Minutes will be attached to the QC daily report and submitted to the Resident Engineer the next working day.

Follow up phase:

- a. Maintain the workmanship level accepted in the initial phase.
- b. Correct any deficiency and retest any job to assure the quality control is maintained.
- c. Collect records and data of all inspections in the daily report.