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| Number [**00 00 00]** and Name **[“Inspection Checklist (ICL) Template”] Updated: 2023-02-16**  **For you to create and populate. Numbering per Master-Format. [Example 03 00 00 = Concrete]** | | | | |
| Project:  Contract#: | Location  Phase: | GC Forman Name, coordinates,  Or Subcontractor Rep Name, coordinates, | Crew: | |
|  | | | | |
| **Preparation****Checkpoints** Yes =  or N/A  The following preconstruction WM activity items for Contractor or Subcontractor are to be reviewed or performed at the beginning of this WM or Inspection Checklist initiation.  10.01 Project Specifications and schedule available to ICL writer.  10.02 Permits obtained by the party named ..  10.03 Material submittals submitted to level above and approval received.  10.04 This WM and Inspection Checklist have been submitted, approved prior to use.  10.05 QMP 4.1a Pre-Mobilization Agenda and Meeting - one sub at a time held.  10.06 Previous crew has completed their work and work is per specifications or PM contacted and the situation rectified.  10.07 Survey and layout reference points are in place and/or the basis for layout is documented and clear.  10.08 Superintendent has been notified, start date is scheduled.  10.09 Compliance with **safety** policies and procedures.  **Approval of Preparation Checkpoints:**  The above items are all reviewed and acceptable by Subcontractor Representative (Sub Rep) | | |  |  |  |  | | --- | --- | --- | --- | |  | **Implementation****Checkpoints** | **Yes** | **NA** | | 11 | Project Participants understand responsibilities (per QMP 4.2 WM Review Meeting training). |  |  | | 12 | Special materials, ordered by foreman |  |  | | 13 | Initial Inspection per QMP 4.3 held. Items to improve in WM? |  |  | | 14 | Work Method compliance confirmed via inspection and test plan or Inspection Checklist[remove one of these]. |  |  | |  | **Task-specific Inspection checklist items (per spec):**  Activity Items that become inspection checklist items go here; may require a few pages depending on number of checklist items. |  |  | | 15 | [Add rows as is needed] |  |  | | 16 | If Sub Rep finds deficiencies, photograph, then they correct them prior to signing the Inspection Checklist. Corrective Action to fix the WM or ICL and minimize future deficiencies will be applauded. |  |  | | 17 | GC superintendent review - compliance verification |  |  | | 18 | Where the GC Superintendent finds deficiencies, they become nonconformances, are photographed, sent to Sub Rep to fix. |  |  | | 19 | Corrective Action, and the fix of the process may be required |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   **Comments:**  **Approval of Implementation Checkpoints:**  Items checked per specs by Sub Rep  signed, date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Or  GC self-performed work checked GC Foreman , signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Approval by the GC Superintendent  signed, date:\_\_\_\_\_\_\_\_\_\_\_\_  “No exceptions taken” Owner’s Rep Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Note: If checklist is with a Work Method, name and number should match with the inspection checklist name and number. | | |
| This checkbox indicates that all above items have been checked. | | | |  |