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| **Section** | **Reference #** | **Rev. #** | **Author** | **Date** |
| Project Management | Alice # 8.1.2Jim’s # 4.2.1 | 00 | Alice Ho, Project Coordinator | Dec 7, 2020Jim 2022-11-20  |

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| **Task** | Implementation Inspection Checklists (ICL) |

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| **Department** | Project Management  |
| **Lead** | Project Managers |
| **Description** | Inspection checklists are a way for the project team and site superintendent to identify issues either before the arise or immediately after. This will allow for site superintendents to act immediately to decrease the risk of future issues.  |
| **Frequency** | N/A |
| **Tools needed** | Adobe PDF or Bluebeam |
| **Process steps** | Implementation of Inspection Checklist**Step 1:** When tendering, send a PDF and Word copy of the Quality Checklist related to the trade.**Step 2:** Awarded Contractor is to review and revise the Word version Quality Checklist as required. This should be submitted 3 weeks prior to start of work. Quality Checklists are to be reviewed and possibly revised accordingly by GC.**Step 3:** After mobilization, the quality checklist shall be assigned to the contractor via Procore Quality. **Step 4:** After construction of an element or area, contractors are to implement, the checklist and back up with photos and notes via Procore – or the checklist app. Then notify the Superintendent.**Step 5:** Superintendents are responsible for reviewing and confirming the results are per checklist, plans, and specs. **Step 6:** Once completed, Project Coordinators are to download a copy of the Inspection Report and document in Project Folder and/or provided to the client as proof of checking, or leave the record in Procore if the client does not need a copy. Creating an Inspection Checklist on Procore (Collaboration Software) (optional)**Step 1:** Open Procore and select a project.**Step 2:** Go to Project Tools 🡪 Under Project Management, select “Inspections” 🡪 Click the Gear Icon beside the title “Inspections” to configure settings 🡪 On the top right, select “Import Company Templates” 🡪 Add “Quality” Filter 🡪 Import all required templates by checking the boxes and click “Import Templates.**Step 3:** Go back to the inspection page 🡪 Click “+ Create” 🡪 Select the inspection you would like to create**Step 4:** Fill in all the fields 🡪 Identify inspection date & due date 🡪 Identify responsible contractor 🡪 Click “Create”Documenting Inspection Checklist on Procore**Step 1:** Open Procore and select a project.**Step 2:** Go to Project Tools 🡪 Under Project Management, select “Inspections” 🡪 Select the inspection to be exported.**Step 3:** On the top right, click “Export” 🡪 “PDF w/ Observation 🡪 Save to Project folder. |

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| **Related roles** | Project Managers |
| Project Coordinators |
| Site Superintendents |
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|  | **Manager approval** | **Principal approval** |
| **Position** |  |  |
| **Signature** |  |  |
| **Date** |  |  |