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| **Section** | **Reference #** | **Rev. #** | **Author** | **Date** |
| Project Management | 8.1.1 (Alice)  QMP 4.2.2 (Jim) | 00  01 | Alice Ho, Project Coordinator, author | Dec 7, 2020 (orig)  Nov 20, 2022 |

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| **Task** | **Implementation of Work Methods (WMs), and Inspection Checklist** |

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| **Lead** | Project Managers |
| **Description** | Work Methods (WM) provide all the required details of how the tasks are to be completed by the selected subcontractor. Work Methods are also to comply to local city bylaws, **project drawings** and s**pecifications**, and others as specified by GC. |
| **Frequency** | N/A |
| **Tools needed** | Excel is needed to edit the document to be consistent with trade contractor methods. Once the WM is accepted, this document will be offered to users in pdf format. |
| **Process steps** | **Step 1:** Send subcontractors the related Work Method Template during tendering phase informing them that they will need to fill and submit the **Work Method 3 weeks prior to start of work** if awarded the contract.  **Step 2:** Once awarded, resend the Work Method Template to the awarded subcontractor, and explain the following:   * All awarded subcontractors to review, fill out and submit their Work Methods **3 weeks prior to start of work.** * Work Methods are to help the subcontractors plan out their procedures and sequences prior to starting the project.   **Step 3:** Contractors are to **review and edit so that WM complies with specifications** and drawings as required. Note: to start a new line within a cell, press alt + enter.  **Step 4:** Once **work methods and inspection checklists are submitted,** the project team is to review and document; noting all submittals, inspections etc. required.Revision and resubmittal may be required.  **Step 5: Work Method review meeting** between contractor and GC. **This meeting is to review the WM with the following: Subcontractor crew, Crew Rep, GC reps, and Owner’s Rep.** Revisions (improvements) from the review meeting may be required. The initial Work Method will be required for release of first draw.  **Step 6: Initial inspection** is the inspection performed with the first instance of the work, with close attention to details of plans and specs, WM, inspection checklist, and implementation of same with the subcontractor.  **Step 7:** After completion of work, contractor has 1 week to revise and resubmit showing the final inspection checklist and WM, as well as red-line drawings showing any revisions. This is required for release of holdback.  *The final Work Method should be the actual construction process performed.* |

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|  | **Subcontractor representative approval** | **Sub or GC? Principal approval** |
| **Position** | **Related roles:** Project Managers, Project Coordinators |  |
| **Signature** |  | **Date** |