**1.0 Purpose**

* 1. The purpose of this QMP 4.2 is to establish guidelines on how Work Method Review for purposes of crew training, and Owner’s Rep understanding is conducted before the subcontractor starts their work.
  2. This QMP helps ensure that subcontractors (including crew) and Owner’s Rep, and are fully trained and aware of the Inspection Checklist and Work Method - prime elements of the GC’s quality requirements. This training session with review by Owner’s Rep provides a major step towards “right the first time” and the quality of the work.

Work Method Review Meetings is also called Preparatory or Pre-activity or Pre-Construction Meeting.

**2.0 Scope**

2.1 This procedure applies to the **WM Review Meetings** which are to be **held prior to the start of construction of the first component or segment of any major work item** (e.g. excavation, concrete, etc.), to ensure that the Work Method, inspection and test plans, safety and environmental features, etc., are discussed and understood by all crew, foremen, superintendent, and client or designer personnel.

* 1. A WM Review Meeting may also be held throughout the duration of a construction activity to review revisions or updates to the Work Method.
  2. Note: The WM Review Meeting can be held at the same time (or immediately after) Safe Work Procedures are reviewed.

**3.0 Definitions**

None

**4.0 Responsibilities** [This section is always in need of adjustment as each company is different]

4.1 The Work Method Writer or Subcontractor Quality Rep, in conjunction with the Quality Manager has the responsibility to call the meeting and to ensure that the following personnel shall or participate in the meeting, as applicable:

* Subtrade Rep, Construction superintendents, and/or foremen
* Contractor or subcontractor superintendents and QC representatives
* Representatives from other appropriate groups, i.e. construction, quality control, Testing firm, safety,
* Owner’s Representative (always a good idea to invite them)

4.2 Quality Manager and/or the Work Method Writer is responsible for scheduling and leading the meeting.

**5. Procedure**

5.1 The Work Method is written, and typically reviewed in house by appropriate parties prior to the WM Review Meeting.

5.2 Prior to the start of the construction of the first component/segment of a major work item or Construction activity, Work Method Writer shall highlight the key elements of the WM and ITP with yellow highlight. This helps to focus the event on the significant items. Then schedule a WM Review Meeting, or the Quality Manager shall schedule the meeting himself.

5.3 All attendees shall sign a Meeting Attendance Roster – proof that the meeting was held and identifies who was trained. When new employees are hired, one can easily identify who has not yet been trained on that WM – so training can be scheduled.

5.4 At the meeting the following shall be discussed at a minimum:

* **previous work** so that this WM can proceed - inspections or observations are made to determine if the existing conditions (at the time the WM commences) are in accordance with plans and specs
* **Work Method** is reviewed in detail
* **review drawings and specifications** for the relevant activity being discussed, its availability, review status.
* **availability of required materials and equipment** including proper storage/protection/operation
* **special requirements: testing**/protection/curing/vibration/temperature   
  control, etc.
  + - **review of inspection and test plan:** duties and responsibilities, and make sure a checklist matches the ITP - items item by item.
* **provisions for instruction of workers** regarding workmanship etc.
* **environmental and safety** precautions.
* **risk management** – identification of possible risks and discussion thereof.

5.5 Any revisions to the Work Method arising from the meeting shall be incorporated in the final Work Method document “Issue for Construction”.

5.6 Evidence that the WM Review Meetings have been held (attendance list) shall be filed.

**6.0 Risk Evaluation**

6.1The Work Method Review Meeting shall be utilized to review the potential risks that will be encountered (Risk Management). This should include a review of the specifications that are provided for compliance, any risks to safety, or environment as well. Risks identified in the meeting are to be added to the Work Method and the WM revised and reissued.

6.2 If new risks are identified, the WM initiator shall provide a means to mitigate risks.

[This assessment of risk is a subjective assessment and this technique to review WMs for risk is newly initiated. Common sense should prevail and the meeting should be able to determine the proper outcome.]

6.3 After WM Review, the next step is QMP 4.3 Initial Inspection in the field – so that the first of each activity is properly inspected at the first occurrence.

**7.0 References**

**8.0 Authorization**

Originated By: // \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ //\_\_\_\_\_\_ Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_//\_\_\_\_\_\_\_

Quality Manager Date Subtrade Rep: Date PM Date

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