## QMP 5.1 - Job Start Checklist – Construction – 2022-11-11

|  | **DESCRIPTION** The person with designated responsibility gets a priority 1. PM would update the table with 1st and 2nd and including X for interested parties. | **Esti-mator** | **Proj Mgr** | **Proj Supt** | **Proj Coord-inator** | **Proj Assis** | **Date Req'd** | **Prio-rity** | **Actual date done** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Pre-Bid Phase** |  |  |  |  |  |  |  |  |
| 1 | “Bid – No Bid” (Initial Risk Assessment) (per 4.C.4.02 and 03) | 1 |  |  |  |  |  |  |  |
| 2 | Estimator to provide work breakdown structure (per 4.C.4.04) to the Project Manager with preferred Subs identified in QMP 3.1.1 (columns A and B).  Request list of subcontractors, suppliers & sub-tier subcontractors. | 1 | 2 |  |  |  |  |  |  |
| 3 | See QMP 3.1.3 for Subtrade Management flowchart. [https://lucid.app/lucidchart/6f583faf-5ad6-4b32-a841-e0e212c4f370/edit?page=0\_0#](https://lucid.app/lucidchart/6f583faf-5ad6-4b32-a841-e0e212c4f370/edit?page=0_0) Printing this flowchart will assist with understanding the details in the following items. | 2 | 1 |  |  |  |  |  |  |
| 4 | QMP 3.1.1 column C – Establish obvious scopes that will be self-performed or subcontracted. For scopes that could go either way, continue with RFQ to subs and internal estimate for self-performed scope with least cost option to be selected. |  | 1 |  |  |  |  |  |  |
| 5 | Refine quality management requirements for the project. Review and implement QMP 2.1 and QMP 4.1a Pre-Mobilization GC-Sub Agenda with key team members. (See 4.C.4.05)  Decide if QMP 2.2a-b - RFQ Quality Specification - Public Sector Owner to Large Contractor (large scopes) or QMP 2.5 (small scopes) will be used for GC to Subtrade quality management requirements. |  | 1 | X |  |  |  |  |  |
| 6 | Establish RFQ Master for Subs including Quality Management Requirements. (See 4.C.4.06, items b, c, d).  (d) Subcontract Invitation to Bid or RFQ including quality management requirements, are sent at this stage of the process.) |  | 1 | X | X |  |  |  |  |
| 7 | Issue RFP or RFQ to subs (See 4.C.4.08 and 09 for details on each method) |  |  | 1 |  |  |  |  |  |
| 8 | 4.C.4.06 items g) through o) should be implemented for each subcontractor to complete Sub RFQ Phase. Assuming we have sufficient pricing from subs, we can now proceed with the completion of the Prime Contract Tender or Bid. |  |  | 1 |  |  |  |  |  |
| 9 | Review contract with owner, with final go-no-go meeting. Execute contract. See QMP 3.2.1 Prime Contract Pre-Award Meeting, Contractor Agenda, Bid-No-Bid - Direction up to level above. | 1 | 1 |  |  |  |  | A |  |
|  | **Construction Phase** |  |  |  |  |  |  |  |  |
| 10 | Obtain Notice to Proceed from owner or architect prior to start of work. |  | 1 |  |  |  |  | A |  |
| 11 | PM to review estimate with estimator and submit to Proj Asst or Document Controller to put into document control for the project. | X | 1 | X |  | X |  | A |  |
| 12 | Establish lines of communication among project participants. Create Org Chart for project. |  | 1 |  |  | X |  | A |  |
| 13 | Develop preliminary schedule. |  | 1 | X |  | X |  | A |  |
| 14 | Implementation of QMP 3.1.1 - Estimator to hand it over to PM, Superintendent, and PC. |  | 1 |  |  |  |  |  |  |
| 15 | Set up Original Estimate to the document filing structure, for all to follow. |  | 1 |  |  | X |  | D |  |
| 16 | Identify long lead items and procure submittals from subcontractors with continual follow-through until 100% complete. | X | X | X |  |  |  | C |  |
| 17 | Complete subtrade buyout with large and initial subcontracted scopes first. | 1 | 2 |  |  |  |  | A |  |
| 18 | Meet with key (or preferably all) subs via Pre-Award Meetings to secure commitment and accountability. See QMP 3.2.2 Pre-Award Meeting Agenda, and update the Pre-Award master or template to match the project, and later to be targeted at each subtrade. |  |  | 1 | 2 |  |  |  |  |
| 19 | Prepare letters of intent of subcontract award to subcontractors. |  | X |  |  |  |  | B |  |
| 20 | Prepare and issue subcontracts and purchase orders. | 1 | 1 |  |  | X |  | B |  |
| 21 | Issue billing information, insurance, WCB to the accounting department for each subcontractor. |  |  |  |  | X |  | B |  |
| 22 | Develop, distribute and maintain submittal log. Should be included as an appendix to each subcontract agreement.  See QMP 4.1a Pre-Mobilization Training and Orientation Agenda as it contains a detailed listing of GC quality requirements, good submittal log format and instructions for implementation. |  | 1 | X |  | 1 |  | A |  |
| 23 | Update QMP 3.1.2 Submittal Checklist Flowchart. | 1 |  |  | 2 |  |  |  |  |
| 24 | 3) Submittal of quality checklist has been required from sub-supplier in the RFQ. PC is to be tasked with follow-up on the Subs to make sure they follow requirements. See QMP 4.1a for detailed process. | 1 |  |  |  |  |  |  |  |
| 25 | QMP 11.1 is available to many subtrades that do not have inspection checklists. PC to follow up. |  | 1 |  | 2 |  |  |  |  |
| 26 | 4) Quality Checklist (and WM) updated and submitted by Sub to match Project Specifications – per QMP 4.1a. |  | 1 | 1 | 2 |  |  |  |  |
| 27 | QMP 4.2 Review Meeting by Sub Rep, crew and Superintendent. |  | 1 | 1 | 2 |  |  |  |  |
| 28 | Establish job/task priorities by filling out this table. |  | X | X |  |  |  | A |  |
| 29 | Accounting to assign a job number. Project team member or project assistant sets up the job number |  | X |  |  |  |  | A |  |
| 30 | Obtain Payment & Performance/Labor & Material bonds (if required). |  | X |  |  |  |  | A |  |
| 31 | Obtain Certificates of insurance (General Liability & Worker's Comp.) |  | X |  |  | X |  | A |  |
| 32 | Make sure all participating departments are aware of the new projects with new job # |  | X |  |  | X |  | A |  |
| 33 | Update Requests for Information (RFI) procedure. Resolve drawing and specification questions via (RFI's). |  | X | X |  |  |  | C |  |
| 34 | Review plans and specifications for weak spots and potential problems. Undertake constructability analysis. Review the need to create Work Methods to address risky scopes of work. [Done per QMP 4.1a in item 26 above.] | X | X | X |  |  |  | C |  |
| 35 | Quality values alignment (pre-start-up) meeting conducted (PM, Superintendent) |  | 1 |  |  |  |  |  |  |
| 36 | Third Party Testing contractors under contract to Owner?, Contractor? or Sub contractors? |  |  | X |  |  |  |  |  |
| 37 | Conduct a pre-mobilization meeting with all major subcontractors, one at a time. See QMP 4.1a for submittal requirements for Inspection Checklist, WM, and QMP 2.5 RFQ short form quality plan. [Item 22 initiates this process.] |  | X | X |  | X |  | C |  |
| 38 | Conduct a value alignment (pre-construction kickoff) meeting with the owner and architect. |  | X | X |  |  |  | C |  |
| 39 | Prepare and obtain approval of VP for the job cost breakdown / original budget estimate. |  | X |  |  | X |  | C |  |
| 40 | Establish the project meeting schedule with the architect & owner. |  | X |  |  |  |  | C |  |
| 41 | Procure schedule of values from each subcontractor and develop our (contractor) schedule of values for applications for payment and submit to accounting. |  | X |  |  |  |  | C |  |
| 42 | Coordinate high level of communication from owner/architect to PM and superintendent (as applicable). |  | X | X |  |  |  | C |  |
| 43 | Ensure that the subcontractors executed subcontract agreement has been returned to the office including all required insurance certificates, WCB, safety policy and signed agreement |  | X |  |  | X |  | C |  |
| 44 | Prepare Document Control Procedure - project files and superintendent filing structure |  | 1 |  |  | 1 |  | C |  |
| 45 | Establish and maintain daily reports. |  |  | X |  |  |  | D |  |
| 46 | Prepare site layout plan. Establish access to site. |  |  | X |  |  |  | D |  |
| 47 | Prepare excavation plan. |  |  | X |  |  |  | D |  |
| 48 | Arrange progress photographs (pre-award conditions almost always will require photos). |  | X | X |  |  |  | D |  |
| 49 | Make a visual and photographic survey of existing conditions before starting work. Verify condition of adjacent off-site items and site access. |  |  | X |  |  |  | D |  |
| 50 | Locate underground utilities (Call before you dig). Phone: +1 800-474-6886; Province: British Columbia |  |  | X |  |  |  | D |  |
| 51 | Post the job site accident prevention program required safety posters and emergency phone numbers. |  |  | X |  |  |  | D |  |
| 52 | Arrange for temporary facilities (power, phone, water, toilet(s), trailer). |  |  | X |  |  |  | D |  |
| 53 | Review the job site security. |  |  | X |  |  |  | D |  |
| 54 | Install project sign(s). |  |  | X |  |  |  | D |  |
| 55 | Hire manpower needed to complete work not covered under subcontractor’s scope. Coordinate with PM & safety officer. |  |  | X |  |  |  | D |  |
| 56 | Buying of miscellaneous material needed to complete jobs not covered under subcontractor contract coordinated with project manager. |  |  | X |  |  |  | D |  |
| 57 | Receiving inspection – Check all material on arrival to jobsite to be same as approved in submittals. |  |  | X |  |  |  | D |  |
| 58 | Set up, and neatly organize field office. |  |  | X |  |  |  | D |  |
| 59 | Complete daily reports accurately on a daily basis. |  |  | X |  |  |  | D |  |
| 60 | Hold weekly or bi-weekly job site progress meetings with subcontractors. |  |  | X |  |  |  | D |  |
| 61 | Hold weekly or bi-weekly jobsite safety-quality meetings with subcontractors. |  |  | X |  |  |  | D |  |
| 62 | Set up white board to facilitate 2-week look ahead planning schedules |  |  |  |  |  |  |  |  |
| 63 | Keep complete and accurate occurrence reports as needed/required. |  |  | X |  |  |  | D |  |
| 64 | Notify project manager of all proposed changes to contract for follow up in writing to architect and owner. |  |  | X |  |  |  | D |  |
| 65 | Secure jobsite from public by fencing. |  |  | X |  |  |  | D |  |
| 66 | Ensure the project site is clean and orderly on a daily basis. |  |  | X |  |  |  | D |  |
| 67 | Establish bench marks and survey lines. |  |  | X |  |  |  | D |  |
| 68 | Obtain a set of drawings for the sole purpose of keeping As-Built conditions and maintain throughout the course of the project. |  |  | X |  |  |  | D |  |
| 69 | Ensure a Finish Floor Elevation Certificate has been completed by the surveyor, submitted and approved after foundation and slab inspections. |  |  | X |  |  |  | D |  |
| 70 | Ensure a Drainage Compliance Report has been completed by the surveyor and submitted and accepted by the building department prior to requesting a final inspection. |  |  | X |  |  |  | D |  |
| 71 | Lot servicing and grading plan approved prior to start of construction by City. |  |  | X |  |  |  | D |  |
| 72 | Confirm tools/Equipment/Trailer requirements w/Yard Manager & complete Job Transfer sheets |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **This list of Job Start activities needs to be edited by each user organization. No two organizations will be the same.** |  |  |  |  |  |  |  |  |
|  | **End QMP 5.1** |  |  |  |  |  |  |  |  |

**Version Update:**

Note that QMP 4.3 (above) has been modified 2020-01-27 so that QMP 4.4 - Follow-up inspection is now not very necessary.

1. **PURPOSE**
   1. To define the responsibilities and describe the methods and documents to be used to carry our **Follow-Up** or **Daily Inspections** of work item features.

**2.0 SCOPE**

This procedure applies to the **Follow-Up Inspections** performed daily by the area Quality Assurance Engineers, QA inspectors and QC representatives of the work item.

1. **DEFINITIONS**
   1. Company:
   2. Work Item: Used to describe work inspected on an item, segment or structure, etc.
2. **RESPONSIBILITIES**
   1. Subsequent to the Work Method Review Meeting, and the Initial Inspection of a Work Item, each area Field Engineer shall perform Follow-Up Inspections.
   2. [Company] and Subcontractor QC representatives shall perform Inspections and document the results daily or at the interval described in the Work Method per the Inspection and Test Plan.
3. **PROCEDURE**
   1. Following the Initial Inspection and the start of work, **Follow-Up Inspections** shall be performed by the Quality **Assurance** representative together with the [Company] and/or Subcontractor QC representatives.
   2. The objective shall be to assure the continuing conformance of the work to the contract requirements and the workmanship standards established during the preparatory and initial inspections.
   3. **Follow-Up Inspections** shall be performed and documented in either **QA Inspection Forms** or the **Daily Quality Assurance Report, or directly on the Work Method Check Sheet. [**There is a rule of thumb that QA inspection will start at initial inspection, and will reduce in frequency as experience is obtained, and finally shall be no less than 10% of QC inspections. Risk and maturity of the crew will influence the frequency of QA inspection.]
   4. The **Follow-Up Inspection** information shall be written on the form by the Quality Assurance representatives.
   5. At the completion of the **Follow-Up Inspection**, the report shall be signed by the appropriate QA/QC representatives.
   6. During the **Follow-Up Inspection**, any deficient or non-conforming item shall be referenced and noted on the report.
   7. During the **Follow-Up Inspection**, deficient items shall also be noted on a Non-Conformance Report (see QMP 8.3). These reports shall be signed by the QA Inspector and handed in with the specific inspection report or the QA Daily Report. Copies of all QA reports will be given to Construction representatives for their action following the inspection.
   8. During the **Follow-Up Inspection**, non-conforming items shall be discussed with the QC Engineer, noted on a Non-Conformance Report, issued to the Quality Manager (see QMP 8.3.1).
   9. The Daily Quality Assurance Report shall be completed on the day of the inspection and a copy given to the QC Engineer for his files, the Superintendent for the work, and a copy to the Quality Manager.
4. **REFERENCES**
   1. [Company] Quality Plan
   2. QMP 4.2 Preparatory Meeting
   3. QMP 4.3 Initial Inspection
   4. QMP 8.3 Non-Conformance Report
   5. QMP 10.1 Subcontractor Work Completion and Evaluation
5. **ATTACHMENTS**

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

Quality Manager Date Project Manager Date

**End of QMP 4.4**

**Filename:** QMP 4.4 - Follow Up Inspection

## QMP 5.2 - Accountability Matrix Overview and instructions to user