


**SAN FRANCISCO PUBLIC UTILITIES COMMISSION
WATER SYSTEM IMPROVEMENT PROGRAM
CONSTRUCTION MANAGEMENT PROCEDURES**

SECTION: WSIP CONSTRUCTION MANAGEMENT	APPROVED: 
PROCEDURE NO.: 007 TITLE: DAILY QA INSPECTION REPORTS	DATE: 06/19/2012 REVISION NO.: 2

1.0 Policy

Construction Quality Assurance (QA) Inspections are performed daily in order to observe the work being performed and verify that the Contractor is complying with the Contractor Quality Control (CQC) Plan and other requirements of the Contract Documents.

The Project CM QA Inspectors provide Daily QA Inspection Reports in order to provide a daily record of the performance of Contract Work, to document contract status, document schedule impacts in the field, document Force Account Change Orders and record Contractor quality deficiencies observed and prepare non-conformance notices when required.

The Contractor QC Inspectors shall perform Daily QC Inspections and Daily Construction Report in accordance with contractual requirements and shall document inspection reports on Contractor's forms and letterhead.

This CM Procedure applies to all personnel working on the Water System Improvement Program (WSIP) to the extent that their Work is affected by these WSIP Construction Management (CM) Procedures and does not conflict with specific San Francisco Public Utilities Commission (SFPUC) policies or the contract under which the Work is executed.

2.0 Description

This CM Procedure describes the process by which Daily QA Inspection Reports are prepared by Project CM QA Inspectors, reviewed and approved by the Lead QA Inspector.

2.1 Contractor Submittals

This CM Procedure includes requirements of Quality Plan submittals by the Contractor which includes Contractor Daily Construction Report,

Contractor Daily Quality Control Report and any Contractor Record of Construction Inspections and Test Results.

3.0 Definitions

3.1 Contractor Quality Control (CQC)

The CQC is the successful execution of a plan which ensures that the required standards of quality construction are met and which will preclude problems resulting from poor quality or lack of quality.

3.2 Daily QA Inspection Report

The Daily QA Inspection Report is a required document provided by the Project CM QA Inspectors. Daily QA Inspection Reports provide the daily record of the performance of the contract work. The reports are part of official project record; refer to Attachment 007–2.

3.3 Contractor Daily Construction Report

Contractor Superintendent shall complete and submit to the Lead QA Inspector on the next day, consecutively numbered Contractor Daily Construction Report, refer to Attachment 007–3.

3.4 Contractor Daily Quality Control Report

The Contractor Daily Quality Control Reports are components of the Contractor Quality Control (CQC) Plan which are submitted to the Lead QA Inspector; refer to Attachment 007–4.

3.5 Contractor Records of Construction Inspection

The Contractor shall maintain and submit complete inspection and test records to the Lead QA Inspector.

3.6 Construction Management Information System (CMIS)

The WSIP Construction Management Information System (CMIS) is an on-line management tool for the processing of contract documents based on established construction management business processes. It serves as a tool for effective storage and retrieval of various documents generated during a construction project.

Processing of Daily QA Inspection Reports will utilize the WSIP CMIS. The CMIS is designed for the QA Inspectors to enter the reports directly into the system for review by the Project CM.

3.7 Corrective Action Report (CAR)

The CAR is a written notice given by the Contractor to the Project CM that defective or non-conforming work has been corrected or will be corrected within a mutually acceptable time frame.

4.0 Responsibilities

4.1 Project Construction Manager (Project CM)

The Project CM is responsible for implementing a Project Quality Assurance (QA) Plan that provides assurance and documentation that the construction work is completed in conformance with the Contract Documents.

4.1.1 The Project CM is responsible for reviewing Daily QA Reports and Contractor Daily Construction Report to determine and recommend when contractual action is necessary against a Contractor.

4.2 Lead QA Inspector

On each project, one QA Inspector will be designated as a “lead” inspector for the CM Team to assist the Project CM in planning for and coordinating all QA Inspection activities. The Lead QA Inspector reports to the Project CM. All other QA Inspectors report to the Lead QA Inspector.

4.2.1 The Lead QA Inspector is responsible for reviewing for completeness and conformance, and approving all Daily QA and Environmental Inspection Reports and Contractor Quality Control submittals.

4.3 Discipline QA Inspectors

Various specialty Discipline QA Inspectors will be assigned as needed for the specific work activities. Disciplines may include but are not limited to civil, piping, welding, mechanical, electrical/instrumentation, and process SCADA/automation. QA Inspectors perform Special Inspections services as required by applicable codes.

4.3.1 Discipline QA Inspectors are responsible for preparing Daily QA Inspection Reports in conformance with this procedure, and for entering data into the CMIS Daily QA Inspection Report Module.

4.4 Administrative/Document Control Specialist (ADCS)

The Administrative/Document Control Specialist is responsible for providing clerical, administrative document control and records management support to a Project CM office and support to the Regional CM Team.

4.4.1 The ADCS is responsible for filing the approved Daily QA Inspection Reports into the project filing system. For smaller projects, as agreed in the approved CM Work Plan, the OE can perform the role of the ADCS.

4.4.2 The ADCS enters a File Code, date of receipt in the Reviewed by Date field, approves, and saves the record.

4.5 Contractor

The Contractor shall complete and submit:

1. Contractor Daily Construction Report, refer to Attachment 007–3.
2. Contractor Daily Quality Control Report, refer to Attachment 007–4.

5.0 Implementation

Sections 5.1 through 5.5 pertain to Daily QA Inspection Reports generated by the CM Team.

5.1 Daily QA Inspection Report Preparation

The Daily QA Inspection Reports are prepared daily at the end of each work shift, including weekends and holidays, if work is performed. Daily QA Inspection Reports will be numbered sequentially for each originator of a Report, starting from the first day of mobilization.

5.2 Daily QA Inspection Report Data Entry

The CMIS is designed for each QA Inspector to enter Daily QA Inspection Reports directly into the CMIS system.

Each Discipline QA Inspector enters, as a minimum, the following information into the CMIS Daily QA Inspection Report Module and forwards to Lead QA Inspector.

- Work activities
- Equipment used on site
- Field Force
- Visitors
- Materials delivered and stored
- Weather (at least one weather observation, more if variations impact the Work)
- Deficiencies Noted
- File Code
- The QA Inspector may attach photographs/digital images, sketches, tables or other documents supporting the Report to the Inspection record in CMIS.

5.3 Daily QA Inspection Report Review and Approval

The Discipline QA Inspector uses the “Ball in Court” function to forward the action to review the Daily QA Inspection Report and forward to the Lead QA Inspector upon completion of the Report. The Lead QA Inspector reviews each Report for completeness and conformance to the CM Procedures and may change the content of the Report based on records from the field.

- 5.3.1 If not acceptable, the Lead QA Inspector uses the “Ball in Court” function to return the action of revising the Report to the Discipline QA Inspector, not later than one (1) working day from the date of the Daily QA Inspection Report. The QA Inspector must revise and resubmit the Report within two (2) working days of the original date of the Daily QA Inspection Report.
- 5.3.2 If acceptable, Lead QA Inspector approves and saves the Daily QA Inspection Reports and uses the “Inbox” function to notify the ADCS that the completed Daily QA Inspection Report may be filed in the project files.

5.4 Project CM Review and Approval

Project CM reviews and approves the Daily QA Inspection Reports.

- 5.4.1 If the Project CM approves the Daily QA Inspection Report, then approval to process the CMIS entry is forwarded to the ADCS.
- 5.4.2 If the Project CM rejects the Daily QA Inspection Report, then the request for Report revision or clarification is sent to the Lead QA Inspector for action. Lead QA Inspector resubmits the Daily QA inspection Report upon satisfaction by Project CM.

5.5 Document Control and Retention

- 5.5.1 The ADCS verifies or enters the file index code in accordance with WSIP CM Procedure No. 006, Project Document and Correspondence Control, prints a copy, uses the Inbox function to notify the Project CM of the Daily QA Inspection Report, and files in the project file within three (3) workdays of receipt.
- 5.5.2 The electronic copy is stored in the CMIS and accessed through the Daily QA Inspection Reports Module for use by the Project CM and the QA Inspectors.

Sections 5.6 through 5.8 pertain to Contractor Daily Construction and Daily QC Reports.

5.6 Contractor Daily Construction Report Preparation

The Contractor’s Project Manager prepares the Contractor Daily Construction and Contractor Daily QC Report in accordance with Division 0 requirements.

5.7 Contractor Daily Construction Report Submittal

The Contractor’s Project Manager submits the Contractor Daily Construction Report to the Lead QA Inspector.

5.8 Contractor Daily Construction Report Review

The Contractor Daily Construction Report is reviewed by the Lead QA Inspector and the Project CM for conformance with scheduled activities

and notifications of any aberrations from the Work Plan. A hard copy of the Contractor Daily Construction Report will be filed by the ADCS.

Section 5.9 pertains to Daily QC Inspection Reports and Test Results generated by the Contractor.

5.9 Contractor Record of Construction Inspections and Test Results Submittals

The CQC Plan requirements include submittal of the Contractor Record of Construction Inspections and retention of Test Procedures and Results.

5.9.1 The Contractor QC Manager shall maintain current records which provide factual evidence that required quality control activities and specific tests have been performed. The original and one copy of these reports shall be furnished to the Project CM who will forward to the ADCS for filing.

5.9.2 The Contractor QC Manager shall maintain complete inspection and testing records and have them available for the CM Team.

6.0 Other Procedural Requirements

None

7.0 References

7.1 Technical Specification

01400: Quality Control

7.2 CM Procedure

No. 004 Submittals

No. 006 Project Document and Correspondence Control

No. 009 Non-Compliance Notices – Quality

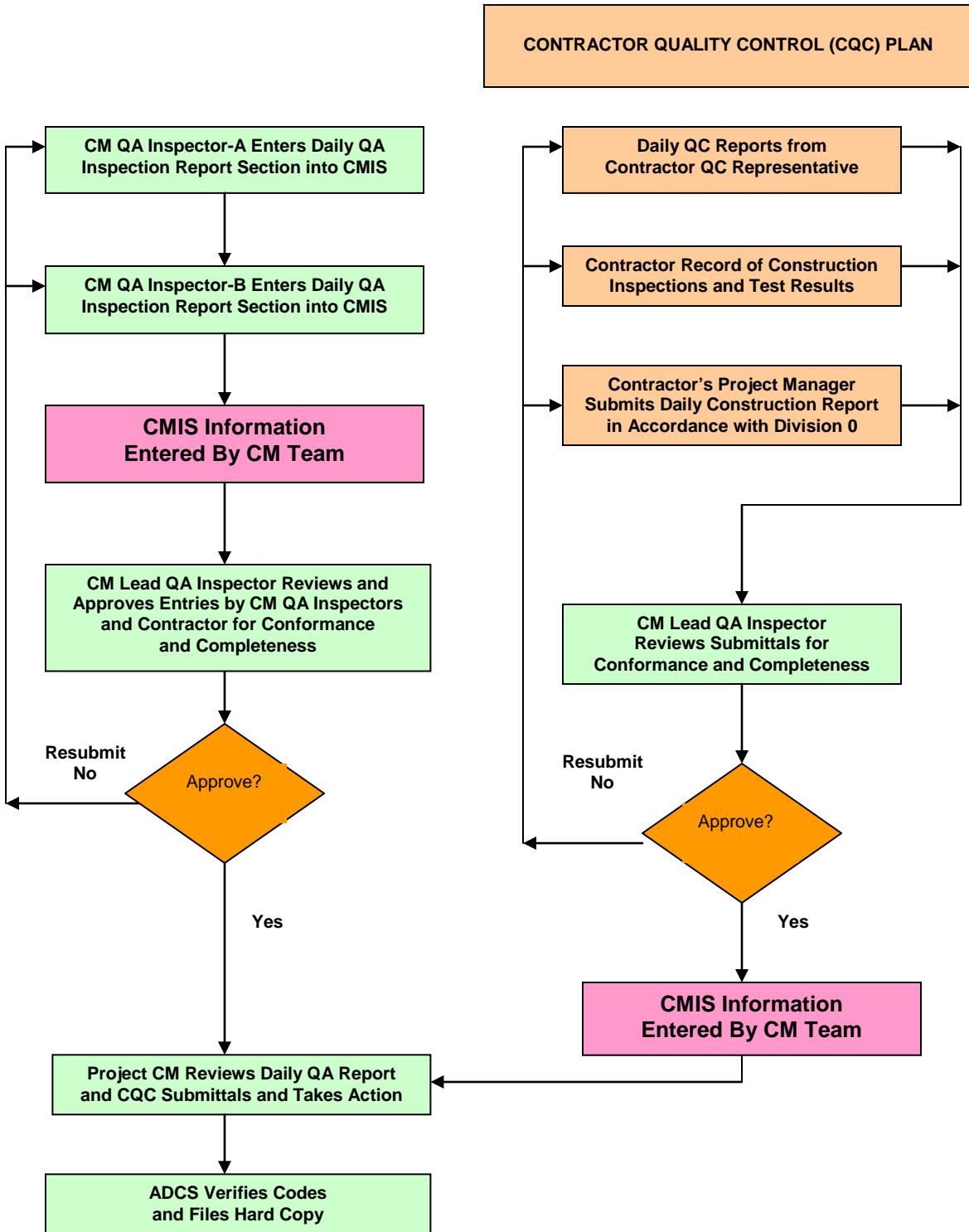
7.3 Others

Business Process Report No. 2a, “Meeting Minutes and Daily QA Inspection Reports”

8.0 Attachments



- 007 - 1 Daily QA Inspection Reports Flow Chart
- 007 - 2 Daily QA Inspection Reports Format
- 007 - 3 Contractor Daily Construction Report - Format
- 007 – 4 Contractor Daily Quality Control Report – Format
- 007 – 5 Documents Distribution List for CM Procedure No. 007
- 007 – 6 Revision Control Log

Attachment 007 - 1 Daily QA Inspection Reports Flow Chart



**Attachment 007 – 2
Daily QA Inspection Reports Format**

DAILY QA INSPECTION REPORT

 <p style="font-size: 8px;">Services of the San Francisco Public Utilities Commission</p>	<p>SAN FRANCISCO PUBLIC UTILITIES COMMISSION WATER SYSTEM IMPROVEMENT PROGRAM</p>	
CONTRACT: _____		NO: _____
CONTRACT NO: _____		DATE: _____
REPORT PERIOD: _____		DAY: _____
INSPECTOR: _____		
WEATHER:		
<u>TIME</u>	<u>TEMPERATURE</u>	<u>PRECIPITATION</u>
		<u>SKY</u>
		<u>WIND</u>
ACTIVITY		
ADDITIONAL COMMENTS		
EQUIPMENT		
Description	Source	Units
	Type	Work Area
		Remarks
FIELD FORCE LBOR		
Source	Supervisor	Foreman
	Laborer	Operator
		Work Area / Remarks:
<hr style="width: 50%; margin: 0 auto;"/> Totals:		
Certified By: _____		Date: _____
Signed: _____		

Attachment 007 – 3
Page 1 of 2
Contractor Daily Construction Report – Format

HEADING

Project Name
Project Location
Contract Number
Report Date

SITE CONDITIONS

Weather
Temperature, Deg. F., Min., _____ Max. _____
Precipitation: Yes/No; Est. inches _____ for duration _____
Other _____

SITE ACTIVITIES

1. Contract/Subcontractors and Area of Responsibility
 Example shown below

<u>No. of Personnel</u>	<u>Trade</u>	<u>Hours</u>	<u>Employer</u>	<u>Location/ Description</u>
4	Laborer	8	XYZ	Work Site, San Mateo County
2	Equip. Operators	8	XYZ	Work Site, San Mateo County
6	Management Staff	8	XYZ	Work Site, San Mateo County

2. Work performed today
 Indicate work location and description of work performed by Prime Contractor and/or Subcontractors
3. Materials Received
 Note inspection results and storage provided
4. Job Safety
 List Items checked results, instructions and corrective actions taken

Attachment 007 – 3
Page 2 of 2
Contractor Daily Construction Report – Format

5. Remarks

Instructions received or given
 Conflicts in Plans or specifications
 Delays encountered

6. Quantity Work Sheet

To be used for each major / measurable work item on a daily basis
 Example shown below:

<u>Description</u>	<u>Est. Quantity</u>	<u>Unit Measure</u>	<u>Comments</u>
Water Transfer Pumps, Item No. 310 A & B	2	items	Missing spare parts, back ordered

7. CQC Verification Statement and Acknowledgement Signature

“ On behalf of the Contractor, I certify this report is complete and correct, and all materials and equipment used and work performed during this reporting period are in compliance with the Contract Documents, to the best of my knowledge, except as may be noted above”.

Quality Control Manager _____ Date _____

Attachment 007 – 4
Contractor Daily Quality Control Report – Format

HEADING

Project Name

Project Location

Contract Number

Report Date

SITE CONDITIONS

Weather

Temperature, Deg. F., Min., _____ Max. _____

Precipitation: Yes/No; Est. inches _____ for duration _____

Other _____

SITE ACTIVITIES

1. Control Activities Performed

Preparatory Inspections: Identify Feature of Work and attach minutes.

Initial Inspections: Identify Feature of Work and attach minutes.

Follow-up Inspections: List inspections performed, results of inspections compared to specification requirements, and corrective actions taken when deficiencies are noted.

2. Tests Performed and Test Results

Identify test requirements by paragraph number in specifications

3. Offsite Activities and Inspections

4. Remarks

Instructions received or given, Conflicts in Plans or specifications, and delays encountered.

5. CQC Verification Statement and Acknowledgement Signature

“ On behalf of the Contractor, I certify this report is complete and correct, and all materials and equipment used and work performed during this reporting period are in compliance with the Contract Documents, to the best of my knowledge, except as may be noted above”.

Quality Control Manager _____ Date _____

Attachment 007 – 5
Documents Distribution List for CM Procedure No. 007

The following personnel listed (by project position or responsibility) for Documents Distribution is a general guideline for specific CM Procedure. It is the responsibility of the Administration /Document Control Specialist (ADCS) to confirm and as necessary revise this list as appropriate for the specific project needs. The Office Engineer shall approve these distribution changes.

The guideline for hard copy document distribution is follows:

1. Individual, without CMIS access, who attended a specific project meeting;
2. Individual, without CMIS access, who was mentioned or designated for action in a specific project meeting;
3. Individual, without CMIS access, who has management oversight responsibilities to ensure the implementation or completion of project action.

SPECIAL REPORTS:

- **Daily QA Inspection Reports**

DISTRIBUTION:

Project Field Personnel – Information Only, Not Distribution

- Project CM, Office Engineer, Lead QA Inspector, ADCS

Construction Management Bureau

- None

Program CM Consultant

- Program QA Manager

Project Management Bureau

- None

Engineering Management Bureau

- None

Bureau of Environmental Management

- None

**Attachment 007 – 6
Revision Control Log**

Revision No.	Revision Date	What changed?
Rev 2	June 19, 2012	<ul style="list-style-type: none"> • Section 3.0; 3.2; 3.2.1-Removed • Section 4.0; 4.2; 4.2.1 text updated • Section 5.0; 5.4; 5.4.1, 5.4.2 text updated • Section 5.0; 5.5; 5.5.1 text updated • Section 5.0; 5.8 • Section 5.0; 5.9; 5.9.1 • Attachment 1; text updated
Rev 1	August 26, 2009	<ul style="list-style-type: none"> • Added Section 3.3 • Revised Section 7.0; added Sections 7.1 and 7.2 • Removed Attachment 2a; eliminated • Revised/Replaced Attachments; 1, 3 and 4 • Added Attachment 5; Distribution List • Added Attachment 6; Revision Control Log
Rev 0	February 17, 2009	Signed