

Attachment A – CQR- 1

CONTRACTOR QUALITY REQUIREMENTS for CONSTRUCTION SERVICES (Rev. 1, 08/19/2011)

1.0 SCOPE

This document establishes the minimum Quality Program requirements for a contractor providing equipment, material, and/or construction services for E&CS construction sites.

2.0 GENERAL

The quality requirements set forth herein, and the purchaser's surveys, audits, and surveillances, or the absence or lack thereof or deficiency therein, shall in no way relieve the contractor of any contractual obligations or responsibilities.

3.0 QUALITY PROGRAM

The contractor shall establish, document, and maintain a Quality Program which meets the requirements of this CQR document and provide any additional controls necessary to assure compliance with the Purchaser's procurement documents.

The contractor shall be responsible for assuring that the quality of all equipment, material, and/or service obtained from subcontractors or from the contractor's corporate branch locations meet the requirements of the Purchaser's procurement documents. All applicable requirements of the Purchaser's must be passed on to all contractor work locations and subcontractors. The contractor shall have the responsibility of assuring that the quality of the equipment, material, and/or services provided by subcontractors meets the Purchaser's procurement document requirements. Subcontractors not included in the Contractor's proposal must be approved in writing by the Purchaser, prior to utilizing the subcontractor.

3.1 Quality Program Requirements

The contractor shall have a quality manual that contains, but is not limited to, the following:

1. Quality Organization - The quality program shall define the organizational structure of the contractor, with particular emphasis on the quality organization. The quality responsibilities shall be defined, including any project site quality requirements. The manual shall contain an organizational chart that identifies the quality management structure of the contractor. This chart shall identify a quality reporting level to a sufficiently high level of autonomous and independent management that will assure that quality problems can be resolved without undue influence from the construction or scheduling processes.
2. Contractor Quality Representative(s) - The quality program shall identify the contractor's representative authorized to resolve quality matters. The contractor's quality representative(s) shall be personnel other than those performing the work and not reporting directly to management responsible for construction or scheduling. The contractor shall designate an onsite quality professional who is qualified to properly inspect and evaluate the work being performed.

3. Quality Assurance Program – The quality manual shall be approved and signed by a senior management official of the contractor. The contractor shall periodically review and reaffirm or update the manual to reflect the current policies, processes and organizations.

The quality program shall provide for the indoctrination and training of personnel performing or managing activities affecting quality. This shall include the quality program, procedures and all other types of control documents, as a minimum.

The quality program shall designate those types of activities that require personnel certification and the requirements for obtaining and maintaining certification.

When required by the contract, the contractor shall develop a site specific quality program or site supplement to meet the contract requirements and applicable project specific quality criteria.

The contractor shall require that personnel be trained in the contractor's quality program as well as the project-specific technical and safety requirements prior to start of work. Personnel shall also be trained on revisions to the program as they occur. Documentation will be maintained that personnel have completed the training and are familiar with its contents prior to the start of work activities.

4. Procedures - The contractor shall develop and utilize procedures, guidelines, related forms, and other designated documents that address the processes, actions and activities necessary for the implementation of the quality program, including all necessary controls for the specified scope of work. The procedures shall be controlled and available to the employees performing the work. The procedures shall identify activities to be performed, the individuals responsible for the designated activities, and provide for appropriate controls with objective evidence to verify that the controls have been satisfactorily performed. Procedures should include forms and figures to ensure consistency and standardization.

In addition to the above procedure requirements the contractor shall develop process procedures that include the technical criteria in the purchaser's specifications for the areas referenced in Section 6, Process Control, as related to the scope of work and conditions of the contract. These procedures shall contain the following information, as applicable:

- Scope of work covered by the procedure
- Key personnel involved in the process and their responsibilities
- Technical criteria and references with applicable acceptance criteria
- Procedural steps, explained in a logical manner, demonstrating how the process will be accomplished and accepted
- Special conditions, exceptions or activities relevant to the scope of work and site conditions
- Key inspection points and hold points, including interfaces with the purchaser
- Relevant forms and checklists, as they apply to the scope of the procedure, to assure consistency and a determination of the status, i.e., acceptance.
- Documentation requirements for the process and the need for submittal to the purchaser.

Inspection and test plans (ITPs) may be submitted in lieu of or in addition to the topics identified above. (See attachment D for a sample ITP.)

5. Document Control - The contractor shall have measures to control issuance of, receipt of, and changes to contractor's documents affecting quality. All purchaser supplied documents, including revision shall be controlled by the contractor's organization. The contractor shall incorporate a system that maintains the traceability, identifies the proper status, and controls and documents the transmittal, of controlled documents. The contractor shall assure that documents are reviewed for adequacy, approved for release by authorized personnel, and distributed to the appropriate work location. The Contractor shall assure that changes to documents receive the same level of authorization as the original documents. All changes shall be processed in writing or electronically, and all obsolete documents shall be removed promptly from all points of issue and use, or be adequately marked to identify their status. Documents shall be easily retrievable, legible, reproducible, and uniquely identified.
6. Construction Process Control - Construction activities affecting quality shall be prescribed by documented instructions, procedures, or drawings of a type appropriate to the circumstances and shall be accomplished in accordance with the applicable documents.

The fabrication, installation, construction and inspection activities shall be performed in accordance with applicable codes, technical specifications, manufacturer's recommendations, and engineering drawings. Procedures shall address how special conditions will be met, explain key inspection areas and hold points, identify special equipment needs, define acceptance criteria, and include copies of all relevant forms and checklists.

Procedures and/or ITPs, including appropriate inspection and testing, shall be provided to the purchaser for the following work activities as deemed appropriate by E&CS for the applicable contractual work scope:

- Earthwork operations to include soils.
- Concrete operations.
- Caisson operations
- Piling operations
- Grouting operations.
- Fit up and installation of structural steel
- Fit up and installation of ductwork.
- Installation of high-strength bolting.
- Installation of insulation.
- Piping installation.
- Installation of equipment (including rotating equipment).
- Installation of electrical systems.
- Installation of instrumentation.
- Installation and fabrication of fiberglass components to include inspection and testing.
- Application of coatings and paint systems to include surface preparation, inspection and testing.
- Survey control.
- Material receipt, storage, and handling.
- Document control.

Additional procedures may be required as deemed appropriate by E&CS and as outlined in the contractual scope of work.

7. Control of Special Processes - The contractor shall control special processes that control and/or verify quality, such as those used in welding, heat treating, and nondestructive examination. Special process shall be performed by qualified personnel using qualified procedures in accordance with specified technical requirements. The contractor's shall submit the initial and any subsequent revision of special process procedures for E&CS approval.

The contractor shall submit and maintain documentation for the certification and/or qualification of personnel, processes, or equipment according to the requirements of applicable codes and standards.

8. Control and Calibration of Measuring and Test Equipment -Measuring and test equipment utilized will be appropriate to the work performed and in good repair and working condition. At prescribed intervals, or prior to each use, all measuring and testing equipment and devices used for inspection or testing shall be calibrated and adjusted against certified equipment having a known valid relationship to nationally recognized standards. When no national standards exist, the basis employed for calibration shall be documented. The contractor shall:

- Identify measuring and test equipment and provide a tag, sticker, or other suitable means to show the calibration status.
- Maintain calibration records and maintain traceability of calibrated equipment. Calibration documentation shall provide traceability by demonstrating an unbroken chain of calibration or comparisons linking them to relevant national standards or physical constants.

If measuring and test equipment is found to be out of calibration, it and the tests that were performed with the out-of-calibration equipment will be evaluated. The equipment will be tagged and/or segregated and not used until it has been calibrated, repaired, and found acceptable for use. If it cannot be repaired, it will be properly dispositioned. If the results of the testing performed with the equipment are not valid, a nonconformance will be written.

Calibration and control measures are not required for commercial equipment such as rulers, tape measures, and so forth, if such equipment is not used for QC or quality verification purposes and provides the required accuracy.

9. Inspection and Testing - The contractor shall have an inspection program that includes receiving, in-process, and final inspections. Procedures used to control inspection shall include characteristics to be inspected, examined, or tested and the acceptance criteria used.

The contractor shall include, as part of the inspection program, necessary documentation of the inspection activities by use of forms, reports, tags, or other suitable means.

The contractor shall supply quality representatives in a sufficient number as to provide the timely and accurate quality inspection of work activities. Contractor QC representatives must be qualified to inspect and evaluate the work to be performed in accordance with contract conditions and technical specifications. The contractor shall provide résumés and any other applicable qualifications/ certifications of all quality representatives for review and approval by the purchaser, if requested.

In-process inspection shall include necessary verification that procedures for special processes are being used when applicable, and that physical examinations of the material/equipment are being conducted.

Final inspection shall include verification that all required records and documents are complete and that physical examination of the material/equipment has been made.

The contractor shall have a system to indicate the inspection status of each item being inspected by use of stamps, tags, travelers, or other suitable means.

If testing is required, the contractor shall have documented testing procedures and shall perform the tests to ensure that the end product meets the requirements of the contract documents.

If the need arises, the contractor may hire a qualified third party testing agency to supplement QC staffing requirements. The qualifications of this agency, along with the qualifications of inspectors/technicians assigned to the construction site, shall be submitted to E&CS Construction Services for review.

10. Material Receipt, Storage, and Handling - The contractor shall establish and maintain a system for handling, storage, preservation, and traceability of all materials and equipment from the time of receipt through the entire process to protect the quality of products and prevent damage, deterioration, or loss. The equipment manufacturer's handling and storage requirements shall be met or any exceptions shall be approved by E&CS Construction Services.

The system shall include provisions for protection and identification of the product until delivery to the purchaser. This shall include provisions for preventive maintenance as required.

The contractor shall have an inspection program that includes receiving inspections.

Procedures used to control inspection shall include characteristics to be inspected, examined, or tested and the acceptance criteria used.

11. Nonconforming Items and Corrective Action - The contractor shall have a written procedure for identifying and controlling nonconforming items. These measures shall establish personnel responsibilities and authority for disposition of those items.

The procedure shall establish methods for investigating each nonconformance and initiating corrective action to prevent recurrence. These measures shall also establish methods to verify repair, rework, use-as-is, or disposal of the nonconforming items and the subsequent re-inspection and/or re-testing as required to ensure compliance with procurement documents.

The procedure shall contain provisions for the issuance of a hold tag or similar measures to isolate nonconforming items from construction use until such a time as the nonconformance has been resolved.

E&CS shall be notified of all identified nonconformances that are related to project engineering, procurement, and construction activities.

Records shall be maintained to document the nature, extent, and disposition of the nonconforming items and the corrective action to prevent recurrence.

12. Subcontractor Management - The contractor shall have written procedures and be responsible for ensuring that the quality of all materials and equipment obtained from sub-suppliers, or work performed by subcontractors, meets the requirements of this document and the purchaser's procurement documents.

All applicable requirements of the purchaser's must be passed on to the sub-suppliers or subcontractors. The contractor shall ensure the quality of equipment or services provided by sub-suppliers or subcontractors meets the purchaser's procurement documents.

The purchaser must approve in writing all subcontractors, sub-suppliers, and manufacturing not included in the contractor's proposal.

13. Quality Records -The contractor shall adequately define quality records and identify procedures for the care, custody, control and retention of those records.

14. Quality Program Evaluations – The contractor shall routinely monitor the effectiveness of the quality program through inspections, meetings, assessments, or audits and make appropriate adjustments to the quality program to comply with requirements.

4.0 QUALITY PROGRAM DOCUMENTATION SUBMITTAL AND EVALUATION

4.1 Documentation Required For Qualification and Evaluation

Contractors requesting the opportunity to perform work for E&CS shall submit their application and one (1) uncontrolled copy of their Corporate quality manual or quality program through the BROWZ Contractor Qualification and Evaluation Web-based system.

E&CS shall review the potential contractor's quality program as a part of the qualification process. E&CS uses attachment B as a guide in the review of these quality programs. Deficiencies noted during the review will be documented on the checklist and transmitted to the potential contractor for consideration and/or correction via the BROWZ protocols.

4.2 Documentation Required with Proposal

Contractors selected to bid on a particular scope of work shall submit a quality program as part of their bid proposal as specified in the special conditions of the contract. This quality program shall meet the requirements of this document. E&CS shall use attachment B, Contractor Corporate Quality Program Evaluation Checklist, as a guide in the review of these quality programs. Deficiencies noted during the review will be forwarded to the Bid Evaluation Team for proper consideration and action.

The quality manual may be destroyed after the purchase order has been placed if the contractor is an unsuccessful bidder.

4.3 Documentation required for approval prior to start of construction activities

4.3.1 Project-Specific Quality Program

4.3.1.1 Program Transmittal

Upon award, a contractor shall formally transmit to the purchaser site construction management, within 5 days of initial site mobilization, a project-specific quality program that meets the requirements of this document.

The submitted contractor quality program shall be specific to the particular project and encompass all relevant portions of the work to be performed on the project.

All subcontractor quality assurance programs and QC procedure(s) are considered to be part of the contractor's quality program and are to be formally transmitted to the purchaser's site construction management along with the contractor's quality program.

4.3.1.2 Personnel Certification

The contractor shall submit to the purchaser the qualifications/certifications of all contractor and or testing agency personnel performing inspection and tests.

The purchaser reserves the right to request that personnel be replaced if their qualifications are not appropriate for the inspections and tests being performed.

"At the Purchaser's sole discretion, the contractor shall designate a full time onsite quality professional who is qualified to properly inspect and evaluate the work being performed. This individual shall be familiar with the scope of work being performed and shall be on site whenever work is being performed. This individual shall be responsible for interfacing with the Purchaser with regard to the Contractor's quality program to ensure that the work performed by the Contractor meets all quality standards. This individual shall have authority and the autonomy to enforce the Contractor's approved quality program."

4.3.1.3 Program Review

Upon receipt of contractor's project-specific quality program and procedure(s), the purchaser's site construction management shall conduct a formal review of the program according to the Contractor Site-Specific Quality Program Review Checklist (attachment C).

The purchaser may conduct an initial pre-construction meeting with the contractor to clarify, discuss, and review the results of the contractor project-specific quality program evaluation.

The purchaser reserves the right to request inspection and test plans (attachment D, Sample Inspection and Test Plan) and/or any additional documentation and procedures to further supplement and define the contractor quality program.

4.3.1.4 Acceptance/Follow-up

Upon evaluation by the E&CS construction site manager or designee, results of the contractor project specific evaluation will be formally transmitted to the contractor.

Results will be noted on the E&CS Contractor Site-Specific Quality Program Review Checklist (attachment C).

- Satisfactory results are considered accepted for use for work performed by the contractor at the specific project.
- Unsatisfactory results, including corrective action (as applicable), may also be added to an action item list for appropriate follow-up and resolution.

After corrective actions are taken and satisfactory results are obtained, the site quality lead shall sign the accepted Contractor Quality Program Evaluation Form.

NOTE

If satisfactory results are not achieved in a timely manner, E&CS construction management may issue an NCR addressing the nonconforming items.

E&CS reserves the right to perform whatever inspection, testing, and monitoring that is necessary to ensure quality workmanship and conformance to applicable procedures, project specifications, and drawings.

All revisions, deletions, addendums, and/or changes to the approved contractor quality program shall be submitted to the purchaser for review and approval.

4.4 Other Documentation Required for Approval

4.4.1 Quality Control Documentation List

When required by the procurement documents, the Contractor shall compile and submit for approval a QC documentation list that identifies the specific documents that will be generated during erection/installation at the construction site. This documentation shall include, but not be limited to, copies of all forms, checklists, ITPs, etc., to be used to verify QC and conformance to specifications requirements.

5.0 QA SURVEYS, AUDITS, AND SURVEILLANCE

5.1 General

The Contractor's work and adherence to procedures are subject to surveys, audits, and surveillance by the Purchaser and/or Purchaser's authorized representatives. This surveying, auditing, and surveillance shall in no way relieve the Contractor of any contractual responsibilities.

5.2 Quality Surveillances

The Contractor's Quality Program shall be subject to surveillance by the Purchaser and will vary depending upon the Contractor's performance, past records, past surveillance results, and other factors. The Contractor shall respond in writing to all findings. Responses to reports on nonconforming items shall be documented and corrective action accomplished expeditiously.

Subcontractors are also subject to surveillance by Purchaser.

Attachment B – Contractor Corporate Quality Program Evaluation Checklist

SOUTHERN COMPANY GENERATION

E&CS CONSTRUCTION SERVICES

CONTRACTOR CORPORATE QUALITY PROGRAM EVALUATION CHECKLIST

Contractor: _____

Anticipated Scope of Work: _____

ACTIVITY	YES	NO	N/A
1) Is the contractor's written program approved and signed by a senior management official?			
Comments/Action Items:			
2) Does the contractor's written program contain stipulations for the periodic review and update of the program to reflect changes in quality policies and procedures?			
Comments/Action Items:			
3) Does the contractor's program define the organizational structure, roles, and responsibilities of the contractor quality personnel?			
Comments/Action Items:			
4) Does the contractor's program include an organization chart identifying its quality management structure?			
Comments/Action Items:			

ACTIVITY	YES	NO	N/A
5) Does the organization chart indicate an autonomous and independent level of management that permits quality issues to be resolved without undue influence from production or scheduling processes?			
Comments/Action Items:			
6) Does the program identify the contractor's senior management representative who is authorized to resolve quality matters?			
Comments/Action Items:			
7) Does the contractor's program indicate the contractor will supply quality representatives in a sufficient number to provide timely and accurate quality oversight of work activities?			
Comments/Action Items:			
8) Does the contractor's program indicate résumés and any other applicable qualifications/certifications of all quality representatives will be provided to the purchaser for review and approval? This will include third party agencies hired by the contractor			
Comments/Action Items:			
9) Does the contractor's program include written procedures to control the issuance of, receipt of, and changes to documents to include instructions, specifications, procedures, and drawings?			
Comments/Action Items:			

ACTIVITY	YES	NO	N/A
10) Does the contractor's program incorporate a document control system that maintains traceability of controlled documents, identifies the status of all controlled documents, and documents the transmittal of controlled documents to subcontractors?			
Comments/Action Items:			
11) Does the contractor's program indicate document changes will be processed in writing, and all obsolete documents will be removed promptly or adequately marked to identify their status?			
Comments/Action Items:			
12) Does the contractor's program indicate procedures will address how special conditions will be met, explain key inspection areas and hold points, define acceptance criteria, and include copies of all relevant forms and checklists?			
Comments/Action Items:			
13) Does the contractor's program include provisions for the calibration and control of measuring and test equipment appropriate for the work performed and ensure the equipment is in good repair and working condition?			
Comments/Action Items:			
14) Does the program indicate the contractor will maintain calibration records and maintain traceability of calibrated equipment?			
Comments/Action Items:			

ACTIVITY	YES	NO	N/A
15) Does the contractor's program include an inspection program that includes receiving, in-process, and final inspections?			
Comments/Action Items:			
16) Does the contractor's inspection program include necessary documentation of the inspection activities by use of forms, reports, tags, or other suitable means?			
Comments/Action Items:			
17) Does the program indicate the contractor has documented testing procedures and shall perform the tests to ensure the end product meets the requirements of the contract document?			
Comments/Action Items:			
18) Do these procedures include or reference the use of ITPs?			
Comments/Action Items:			
19) Does the program address the contractor establishing and maintaining a system for handling, storage, preservation, and traceability of all materials and equipment from the time of receipt through the completion of work to protect the quality of products and prevent damage, deterioration, or loss?			
Comments/Action Items:			

ACTIVITY	YES	NO	N/A
20) Does the material receipt, handling, and storage system also include provisions for protection, preventative maintenance, and identification of the product throughout the construction process?			
Comments/Action Items:			
21) Does the contractor have a written policy/procedure for identifying and controlling nonconforming items?			
Comments/Action Items:			
22) Does the nonconformance policy contain provisions for the issuance of a hold tag (or similar measures) to isolate nonconforming items from construction use until such time as the nonconformance has been resolved?			
Comments/Action Items:			
23) Does the nonconformance policy indicate the purchaser will be notified of all identified nonconformance items related to project engineering, procurement, and construction activities?			
Comments/Action Items:			
24) Does the contractor's nonconformance policy indicate records shall be maintained to document the nature, extent, and disposition of the nonconforming items, and the corrective action to prevent recurrence?			
Comments/Action Items:			

ACTIVITY	YES	NO	N/A
25) Does the contractor's quality program indicate all subcontractors and sub-suppliers not included in the contractor's proposal will be submitted to the purchaser for approval?			
Comments/Action Items:			
26) Does the contractor's quality program indicate all subcontractors and sub-suppliers will either work under the contractor's quality program or have an acceptable quality program of their own per the requirements of this procedure?			
Comments/Action Items:			
27) Does the contractor's quality program adequately define quality records and identify procedures for the care, custody, control, and retention of those records?			
Comments/Action Items:			
28) Does the contractor's program indicate personnel will be trained in their quality program in addition to specialized training for work to be performed, as applicable?			
Comments/Action Items:			
29) Does the contractor's program indicate only those individuals who are properly trained, qualified, and/or certified/licensed (as applicable) will be utilized on the work to be performed?			
Comments/Action Items:			

ACTIVITY	YES	NO	N/A
Overall Comments			

☐ The submitted quality program meets or exceeds the minimum quality requirements as set forth in the purchaser's procurement documents. If the above referenced contractor is selected for a particular scope of work, a site specific Quality Plan will need to be developed, submitted, and accepted by E&CS as required by the contract documents.

☐ The submitted quality program conditionally meets the minimum quality requirements as set forth in the purchaser's procurement documents. Recommendations for enhancements are noted above for consideration by the contractor. If the above referenced contractor is selected for a particular scope of work, a site specific Quality Plan will need to be developed, submitted, and accepted by E&CS as required by the contract documents.

☐ The submitted quality program does not meet the minimum quality requirements as set forth in the purchaser's procurement documents. Observed deficiencies/recommended corrective actions are noted in comments above.

Review performed by

Date _____

Program conditionally accepted by

Date _____

Program accepted by

Date _____

Attachment C – Contractor Site-Specific Quality Program Review Checklist

**SOUTHERN COMPANY GENERATION
E&CS CONSTRUCTION SERVICES
CONTRACTOR SITE-SPECIFIC QUALITY PROGRAM REVIEW CHECKLIST**

Project: _____

Contractor: _____ **P.O./Contract Number:** _____

Scope of Work: _____

ACTIVITY	YES	NO	N/A
1) Has the contractor submitted a site-specific quality plan for this project?			
Comments/Action Items:			
2) Does this plan contain a contractor management review and approval process to address updates, revisions, and other changes that might occur over the course of the project?			
Comments/Action Items:			
3) Does the plan contain the required elements to properly address the scope of work for this project?			
Comments/Action Items:			
4) Is there a clear understanding of the processes necessary to achieve the agreed-on end product? Does the plan contain appropriate inspection and test plans (or equivalent) to support the processes? Are there provisions to allow these processes and plans to be documented and agreed on by all parties?			
Comments/Action Items:			


ACTIVITY	YES	NO	N/A
5) Does the plan address written procedures needed for special processes such as welding and NDE?			
Comments/Action Items:			
6) Does the plan contain a site-specific organization chart with sufficient description to delineate roles and responsibilities?			
Comments/Action Items:			
7) Does the plan designate an onsite quality professional who is qualified to properly inspect and evaluate the work being performed? Has the associated resume(s) been received and reviewed?			
Comments/Action Items:			
8) Does the plan outline a site document control process that includes a process for ensuring the latest approved drawings and other documents are being maintained, controlled, and used in the field?			
Comments/Action Items:			
9) Does the plan address a contractor request for information process? Will the contractor use PIMS for their processing?			
Comments/Action Items:			
10) Does the plan contain procedures for the proper receipt, storage, and handling of materials received by the contractor?			
Comments/Action Items:			

ACTIVITY	YES	NO	N/A
11) Does the plan include provisions for the proper administration, tracking, and documentation for preventive maintenance of equipment?			
Comments/Action Items:			
12) Are the third-party inspectors and technicians hired by the contractor qualified and/or certified as required by standards and specifications? Has appropriate documentation and/or resumes been submitted for review?			
Comments/Action Items:			
13) Does the plan contain a procedure or process on the proper calibration and control of inspection and testing equipment?			
Comments/Action Items:			
14) Does the plan define how survey control will be established and maintained and who will perform this function?			
Comments/Action Items:			
15) If the survey function will be performed by a third party, has appropriate qualification documentation been submitted for review?			
Comments/Action Items:			
16) Does the contractor have in place a process for identifying, documenting, and controlling nonconforming conditions?			
Comments/Action Items:			

ACTIVITY	YES	NO	N/A
17) Does the nonconformance policy contain provisions for the issuance of a hold tag (or similar measure) to isolate nonconforming items from construction use until such time as the nonconformance has been resolved?			
Comments/Action Items:			
18) Does the nonconformance policy indicate the purchaser will be notified of all identified nonconformances related to project engineering, procurement, and construction activities?			
Comments/Action Items:			
19) Does the plan address a process for the training of contractor's employees to ensure they have the technical capabilities and skill sets necessary to perform the required tasks and to produce a quality product?			
Comments/Action Items:			
20) Does the contractor's quality program indicate all subcontractors and sub-suppliers not included in the contractor's proposal will be submitted to the purchaser for approval?			
Comments/Action Items:			

ACTIVITY	YES	NO	N/A
21) Does the contractor's quality program indicate all subcontractors and sub-suppliers will either work under the contractor's quality program or have an acceptable quality program of their own per the requirements of procedure CO-CS-01, Contractor Quality Programs Oversight and Control?			
Comments/Action Items:			
22) Does the contractor's quality program adequately define quality records and identify procedures for the care, custody, control, and retention of those records?			
Comments/Action Items:			
Summary Comments:			
Reviewed by:		Date:	
Conditional acceptance by:		Date:	
Final acceptance by:		Date:	

Attachment D – Sample Inspection and Test Plan

			Southern Company Plant XXX Project Inspection and Test Plan (ITP)							
ITP No.: BOP-XXX-C			Rev./Date: 0-09/26/XX			System/Item: FGD Concrete Foundations				
Contractor:										
Discipline(s): Civil										
Description: Concrete Placement, Inspection and Testing of the FGD Structural Steel and Absorber Foundations										
Spec. #	Activity	Frequency	Site Specific Procedure(s)	Acceptance Criteria	List Documentation	C	C/L	T	CQ	OQ
	Submittal and approval of concrete mix design	Prior to placement		Technical Specification	Vendor supplied Documentation	N/A	R	D	R	R
	Concrete placement and preplacement verification	In process		ACI 301	E&CS Concrete Pour Cards	I	I, D	N/A	R	R
	Concrete placement testing (slump, air content, temperature)	In process		ACI 301	Vendor supplied Documentation	N/A	I	I, D	R	R
Legend: 1) C = Contractor C/L = E&CS Coordinator/Lead T = Third Party CQ = Contractor Quality Representative OQ = E&CS Quality Lead 2) I = Inspect R = Review D = Document										
<u>Special Instructions / Concerns:</u> 										
<u>Southern Company Quality Representative:</u> 						<u>Southern Company Discipline Lead:</u> 				
<u>Contractor Representative:</u> 										