

Southern Company Operations

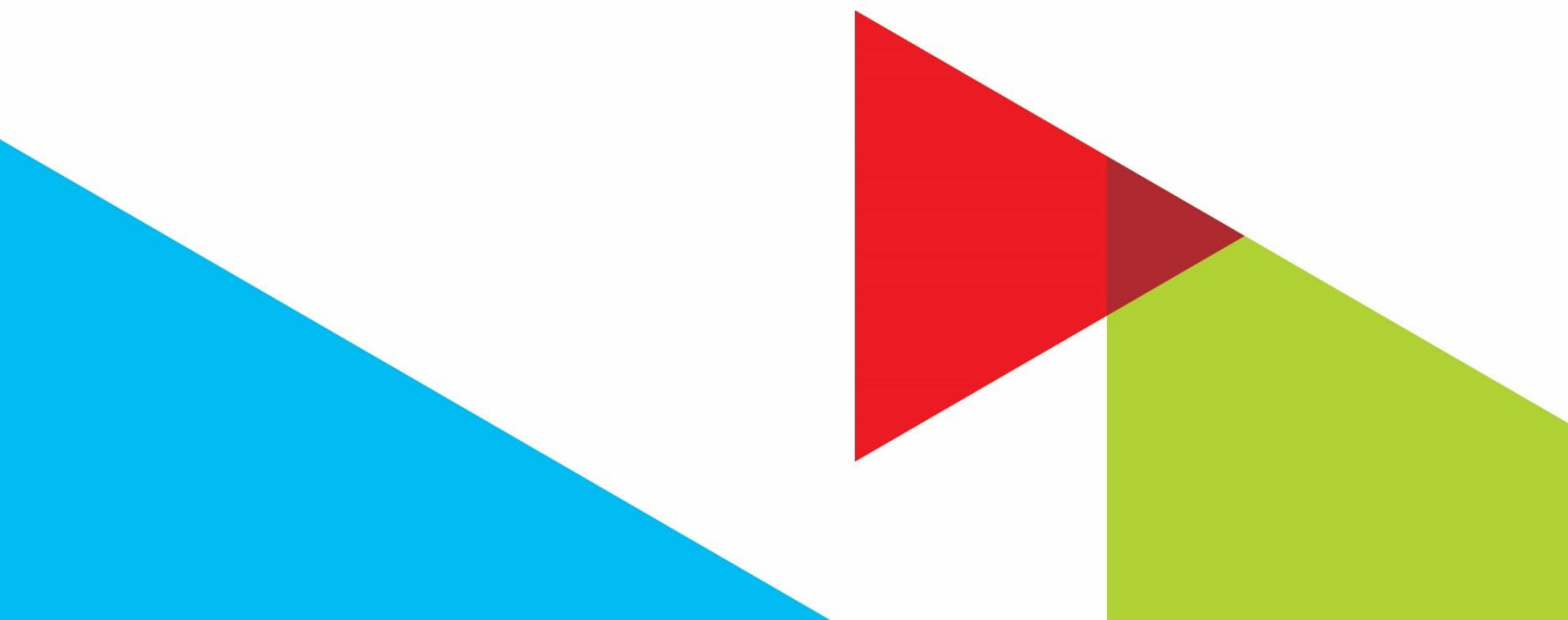
Technical and Project Solutions

Guideline for Contractors

CO-03.3

Contractor Quality Update Requirements for Weekly Progress Reports

Current Revision	Approved by
8/27/2020	Ted Petras – Construction Quality-supervisor
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1.0 PURPOSE AND SCOPE

1.1 Purpose

This guideline outlines Contractors' requirements for creating a Quality Update, included within their Weekly Progress Report, for the Purchaser's projects. It also describes the process for developing and incorporating a Contractor Construction Quality Surveillance Plan (CQSP) within their Weekly Progress Report.

1.2 Scope

This guideline applies to all Contractors required to submit Quality Updates as part of their Weekly Progress Reports and to perform Construction Quality Surveillances (CQS), as indicated in the Special Conditions of contract documents, or at the request of the Purchaser's Site Management.

2.0 DEFINITIONS

Construction Quality Surveillance Plan (CQSP)

A documented proactive approach to increase quality involvement and communication by using surveillance data captured through the behavioral-based Predictive Solutions software to mitigate potential quality risks.

Quality Update

The quality section of a Contractor's Weekly Progress Report. It is submitted to the Purchaser's site management and includes status updates on Contractor quality control activities, Quality nonconformance reports, items identified during Quality Walks with the Contractor, and surveillance data are captured in their CQSP spreadsheet.

Construction Quality Surveillance Program

A planned program of monitoring and reviewing Contractor work activities by a documented visual verification of compliance with established procedures, drawings, and specifications.

CQS Workday

As used in this document and attached forms, this is a day when work requiring quality involvement is performed or documentation is able to be reviewed.

3.0 REFERENCES

[Predictive Solutions](#)

[CO-03.3A, Example completed Quality Update using assembled CQSP](#)

[CO-03.3B, CQSP Spreadsheet Template](#)



[CO-03.3C, Instructions for Assembling Contractor-Specific CQSP Spreadsheets and Running Reports in Predictive Solutions](#)

[CO-03.2A Guideline for Creating a Quality Document Submittal Plan](#)

4.0 QUALITY UPDATE REQUIREMENTS

Contractors will create and submit Quality Updates to the Purchaser's site management on a weekly basis per their contractual requirements. At the Purchaser's discretion, Progress Report cycles may change from project to project, and during a project, based on scope, duration, or quality concerns.

The requirements to complete a Quality Update are described in the following sections.

See CO-03.3A for an example of a completed Quality Update

4.1 Quality Update Topics

The Contractor's Quality Update must include the topics listed below. Contractors may add items to their Quality Update, but the following topics are required to be documented and discussed during the Update meeting.

- Quality Control (QC) Activities Performed.
- Status of Quality-Related Nonconformance Reports (NCR).
- Status of Contractor's Internal Punch List.
- CQSP Update.
 - CQSP Spreadsheet.
 - Evaluation of previous week's surveillance activities and results.
 - Calculated Quality Deficiency Index (QDI).
 - Surveillance plan for upcoming week.

4.1.1 Topic Details

4.1.1.1 *Quality Control (QC) Activities Performed*

Contractors will list the focus quality control areas for that week. This may include inspections performed per discipline, test verifications, submittals of critical to quality documentation per the Contractor's Quality Document Submittal Plan (QDSP), and creation of and revisions to Inspection and Test Plans (ITP).

4.1.1.2 *Status of Quality Related Nonconformance Reports (NCR)*

Contractors will provide information about current NCR activity, recent NCRs that have been closed, quantity of open NCRs, brief descriptions of each open NCR, and the path forward for corrective action and completion.

The nonconformances listed in the Quality Update can include both those written by the Contractor and those written by the Purchaser regarding the Contractor's quality of work.



4.1.1.3 *Status of Contactor's Internal Punch Lists*

This topic lists the quantity of open and closed Contractor internal punch list items based on their internal review, along with the quantity of high-priority open items. This is not a line by line discussion, but highlights items or a group of items that are of high priority or visibility. For high priority items or any items that impact project schedule, a brief description is required to be included or submitted as an attachment. If an attachment is used, it must be referenced in the update.

4.1.1.4 *CQSP Update*

Contractors will use the Purchaser's CQSP Spreadsheet Template and run reports within the Purchaser's Predictive Solutions database to develop and assemble their own Contractor-specific CQSP spreadsheet and surveillance plans.

For details on running Predictive Solutions reports to verify CQS Counts and analyze behaviors, and for using the Purchaser's CQSP Spreadsheet Template to capture surveillance expectations, see CO-03.3C, Instructions for Assembling Contractor-Specific CQSP Spreadsheets and Running Reports in Predictive Solutions.

When the Contractor has assembled their CQSP spreadsheet, they will copy and paste it into their Quality Update. Contractors will provide an update on their surveillance activity from the previous week based on their assembled CQSP spreadsheet.

Contractors will then discuss their surveillance plan for the upcoming week. Upcoming surveillance plans are based on topics that were addressed in their current Quality Update to determine the required surveillances.

Areas to consider when developing a surveillance plan include:

- Forecasted scope of work.
- Past NCRs related to upcoming work.
- Items listed on the Contractor's internal punch list related to upcoming work.
- Analysis of the Contractor's current CQSP.
 - Noncompliant behaviors identified.
 - Insufficient surveillance where heavy activity is occurring.
 - Uneven distribution of surveillances.

Contractors will also evaluate their forecasted CQS Workdays to determine the amount of required surveillances.

Note: Surveillances should be evenly distributed among all work activities to maintain adequate quality oversight.

See CO-03.3B for the Purchaser's CQSP Spreadsheet Template.



4.2 Storage Requirements for CQSP Spreadsheets

Contractor's completed CQSP spreadsheets are stored in the Contractor's Partner Center in PIMS. Contractors will create a folder called Quality within their Partner Center. They will then create a subfolder within the Quality folder called CQSP to store their CQSP spreadsheets to include in their Weekly Progress Reports. This can be done by creating a workbook with tabs for each month, or a new file for each month.

Contractor's CQSP spreadsheet will be included as a critical-to-quality item on their Quality Document Submittal Plan. (QDSP)

4.3 Monitoring Process

Purchaser's personnel will monitor Contractor CQSP spreadsheets and provide feedback to Contractors on opportunities for improvement. Areas monitored include scope of surveillances, status of NCRs, and surveillance expectations.

An NCR may be issued to Contractors when there is a trend of not including their CQSP spreadsheet in their Weekly Progress Update Report, or when there is a trend of not storing their CQSP spreadsheet in the required location.

5.0 KEY CONTACT

Contact the Purchaser's T&PS Construction Quality supervisor with questions concerning Quality Update requirements and creation of CQSP spreadsheets.

6.0 GUIDELINE VERSION HISTORY

8/27/2020

Initial Issue

Reviewed and approved by: Ted Petras