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CONTRACTOR QUALITY PLAN

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Project#:	
Project Name:	
Document Status:	Draft, Redline, Released, Obsolete

(Your Project Description)

CONTRACT NO. XXXXXXXXXXXX

Under the Supervision of

(Your Client Name)

Abstract: This document describes the quality plan for (your project).

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REVISION LOG

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1.0 SCOPE

The Company's quality system has been fully documented and implemented and is maintained as needed to meet the requirements of the Company vision and governing policies.

The Company has adopted a process-oriented method of management. This approach emphasizes the importance of:

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]
- d) [REDACTED]

The sequence and interaction of processes has been determined and are controlled by

[REDACTED]

2.0 RESPONSIBILITY AND AUTHORITY

All employees are empowered to request corrective or preventive action to prevent

[REDACTED]

Construction Manager

The Construction Manager manages all aspects of the job - responsibilities include:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The Construction Manager has the authority to

[REDACTED]

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QA Manager

The Company's Construction Manager/ QA Manager verifies conformance to all Plans and Specifications - responsibilities include but are not limited to:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Construction Manager/QA Manager has the authority to [Redacted]

Alternative Contractor Quality Control Representative

In the event the QA Manager is not present at the jobsite, the Alternative QA Representative [Redacted]

See Attachment 1 organization chart that shows lines of authority with the QA Manager reporting to the Construction Manager. See Attachment 2 qualifications in resume format for the duties, responsibilities and authorities of each person assigned a QC function.

3.0 SUBMITTALS

All submittals are [Redacted]

Contractor Prepared Submittal Register

The Submittal Register is tailored to meet project schedules and is used as [Redacted]

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General Submittal Procedure

Prior to submittal, all items shall [REDACTED]

The Submittal Register may not [REDACTED]

Scheduling Procedure

The Company uses software program (your software name) to assure delivery of submittals according to requirements of (your Client doc) and upon completion of construction according to requirements of (your Client doc).

4.0 INSPECTION SYSTEM

The engineering drawing, other technical documentation and identified critical items including key characteristics provides [REDACTED]

Incoming materials are inspected to [REDACTED]

Inspection consists of [REDACTED]

Preparatory Inspections

This inspection will be conducted [REDACTED]

Preparatory Inspections may include:

- [REDACTED]
- [REDACTED]
- [REDACTED]

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- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

RECORD THE RESULTS OF THIS INSPECTION ON SEPARATE SHEETS AND ATTACH THEM TO THE DAILY REPORT.

Initial Inspections

This inspection will be held after [REDACTED]

Initial Inspections may include:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

RECORD THE RESULTS OF THIS INSPECTION ON SEPARATE SHEETS AND ATTACH THEM TO THE DAILY REPORT.

Follow-up Inspections

This inspection will be performed as required. The Client/Inspector and other involved personnel may arrange with the QA Manager to be present for this inspection.

Follow-up Inspections may include:

- [REDACTED]
- [REDACTED]
- [REDACTED]

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- [Redacted]
- [Redacted]

Documentation and Control

- [Redacted]
- [Redacted]
- [Redacted]

Completion Inspection

Punch-Out Inspection:

The Construction Manager and QA Manager shall conduct an inspection of the work and develop a punch list of items that do not conform to the approved drawings and specifications. The Responsible Authorities will [Redacted]

[Redacted]

Pre-Final Inspection

The Client will perform this inspection to verify the construction is complete and ready to be operated. A Client Pre-Final Punch List may [Redacted]

[Redacted]

Final Acceptance Inspection

The QA Manager or other primary management personnel and the Client Representative shall be in attendance at this inspection. The final acceptance inspection will [Redacted]

[Redacted]

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5.0 TESTING

The Testing Plan for the (your project name) is as follows:

- [REDACTED]
- [REDACTED]
- [REDACTED]

Control, verification and acceptance testing procedures for each specific test will include [REDACTED]

[REDACTED]

6.0 DOCUMENTS AND RECORDS

Records are controlled to provide evidence of conformity to requirements. Documents are controlled [REDACTED]

[REDACTED]

7.0 CONTROL OF NONCONFORMANCES

Construction design and construction deficiencies that are found to be nonconforming against specified requirements are [REDACTED]

[REDACTED]

REWORK PROCEDURES

The Company has a long standing successful Noncompliance Management Program to ensure [REDACTED]

[REDACTED]

A narrative will be provided describing [REDACTED]

[REDACTED]

The construction deficiency will [REDACTED]

[REDACTED]

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The Noncompliance Program will [REDACTED]

The Noncompliance Log will [REDACTED]

8.0 DOCUMENTATION

Procedure

All reportable records shall include [REDACTED]

All submittals of records will [REDACTED]

Test Reports will [REDACTED]

The QA Manager will [REDACTED]

Registers / Files Maintained at Company Field Offices

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

9.0 WORKMANSHIP

The Company plans and carries out construction activities that include workmanship requirements for:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

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- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

10.0 LIST OF DEFINABLE FEATURES OF WORK (DFOW)

(Tailor this section to address key elements of the project. A definable feature of work is a task that is separate and distinct from other tasks, has separate control requirements and may be identified by different trades or disciplines or it may be work by the same trade in a different environment. This list should be agreed upon during the coordination meeting.)

For instance – [REDACTED]

For instance:

General Requirements

- 01050 Field Engineering
- Engineering Services
- Survey Records/Cross-Sections
- Surveyor Information

- 01320 Construction Video and Photographs
- 01410 Testing and Quality Control
- 01510 Temporary Utilities and Facilities
- 01520 Temporary Pumping
- 01530 Temporary Barriers and Controls
- 01570 Traffic Control

Site Work

- 02050 Demolition
- 02110 Clearing & Land Preparation
- 02200 Earthwork
- Backfilling
- Compaction
- Final Grading
- Levee Embankment
- Random Fill
- Select Fill
- Structure Excavation

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Equipment

11002 Rigid Equipment Mounts
 Inspection
 Installation
 Material Compliance

11106 Aluminum Stop Gates
 Handling and Storage
 Inspection
 Installation

Building

13120 Precast Concrete Building
 Handling and Storage
 Inspection
 Installation
 Material Compliance
 Shop Drawing

13200 LPG Fuel Systems for Emergency Generator
 Handling and Storage
 Installation
 Material Compliance
 Shop Drawings

Mechanical

15010 Piping
 Handling and Storage
 Installation
 Material Compliance

15020 Pipe Supports
 Inspection
 Installation
 Material Compliance
 Shop Drawings

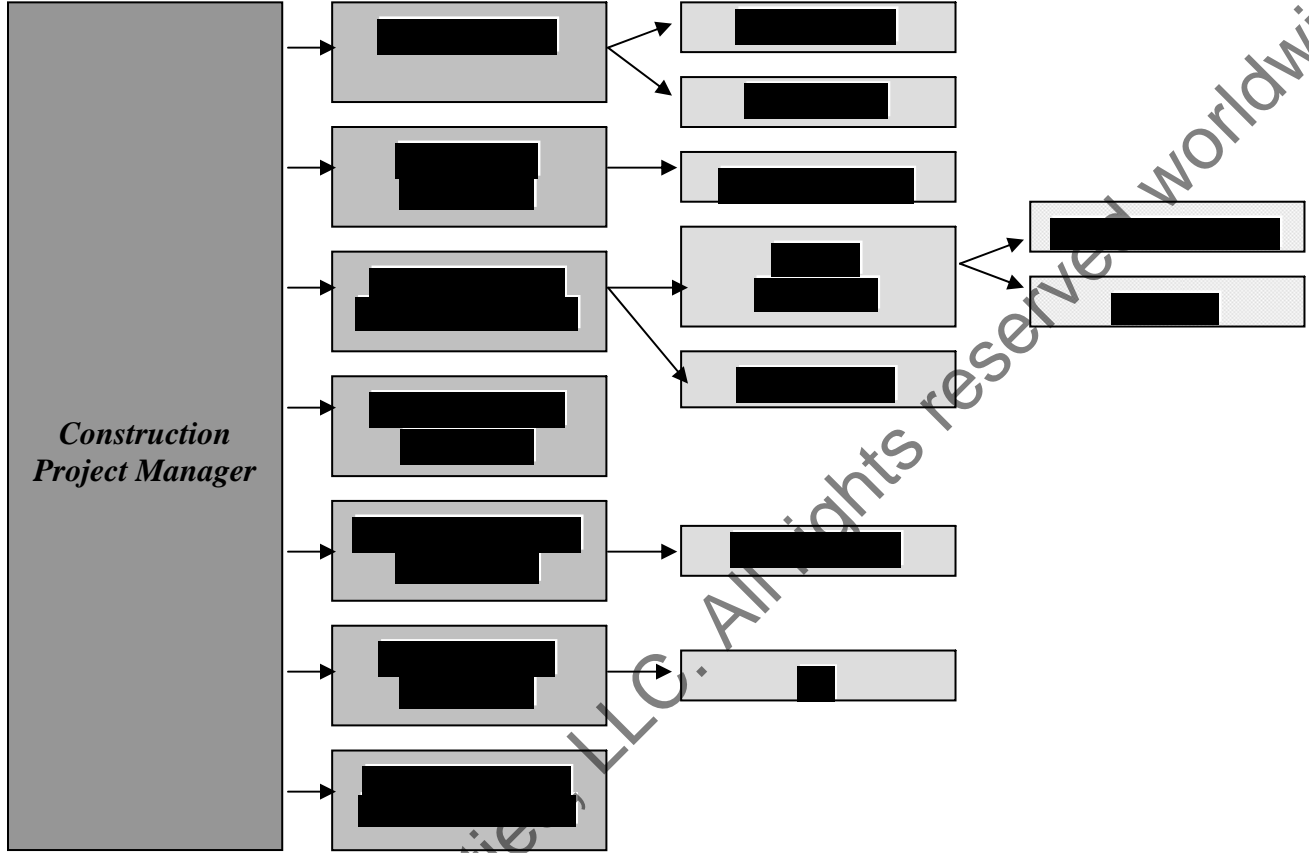
15101 Valves and Appurtenances
 Handling and Storage
 Installation
 Material Compliance

15510 Fans
 Handling and Storage
 Installation
 Material Compliance

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ATTACHMENT 1 - ORGANIZATION CHART



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ATTACHMENT 2 - RESUMES

(your QA Manager)

Mr/Mrs xxxxx is in charge of inspections and will [REDACTED]
 [REDACTED]
 [REDACTED]

(your QC Inspector)

Mr/Mrs xxxxx performs inspections [REDACTED]
 [REDACTED]

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

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SAFETY PROGRAM

Origination Date: (month year)

Document Identifier:	Safety Program
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete

Abstract:

This document describes the Company's safety program.

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1.0 RESPONSIBILITIES

1.1 SAFETY DIRECTOR

Education/Orientation:

- [REDACTED]
- [REDACTED]
- [REDACTED]

Enforcement:

- [REDACTED]

Execution of Work:

- [REDACTED]

Inspection/Correction:

- [REDACTED]
- Insure that any reported unsafe condition, hazard or potential hazard will be:
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]

Safety Meetings/Training:

- [REDACTED]

1.2 FOREMAN

Execution of Work:

- [REDACTED]
- [REDACTED]

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- [Redacted]
- [Redacted]

Hazard Communication:

- [Redacted]

Injuries/Accidents:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Inspection/Correction:

- [Redacted]
- [Redacted]
- Insure that any visible or reported unsafe condition, hazard or potential hazard is:
 - [Redacted]

Reporting:

Following procedures and/or Contractor procedures, investigate and report all:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Safety Meetings/Training:

- [Redacted]
- [Redacted]
- [Redacted]

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- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

1.3 ALL EMPLOYEES

Accidents/Injuries:

- [Redacted]

Education:

- [Redacted]

Inspection:

- [Redacted]

Learn the location of:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Safety Meetings:

- [Redacted]

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2.0 SAFETY RULES

2.1 General

Alcohol/Illegal Drugs:

- [Redacted]
- [Redacted]
- [Redacted]

Emergency Procedures and Facilities:

- [Redacted]
- [Redacted]

Hazard Reporting:

- [Redacted]
- [Redacted]

Inspection of Equipment:

- [Redacted]
- [Redacted]

Know the location of:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Operating Equipment:

- [Redacted]

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Personal Conduct:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

2.2 BATTERY CHARGING

General Rules:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

2.3 CRANES DERRICKS, AND HOISTING EQUIPMENT

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

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- [Redacted]

Set-up:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

2.4 ELECTRICAL

General Rules:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

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- [Redacted]

2.5 FALL HAZARDS

Floor and Wall Openings:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Other Fall Prevention Rules:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Other Safety Devices to Prevent Falls:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

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2.6 FIRE PREVENTION AND PROTECTION

Fire Extinguishers:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- Learn what the right type of extinguisher is for different types of fires:
 - Water-Under-Pressure extinguishers (Class A Fire) to be used on [REDACTED]
 - Dry Chemical - CO₂ - Foam - Halon extinguishers (Class B Fire) to be used on [REDACTED]
 - Dry chemical - CO₂ - Halon (Class C Fire) to be used on [REDACTED]
- [REDACTED]
- [REDACTED]

Housekeeping:

- [REDACTED]
- [REDACTED]

Other Safety Precautions:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Storage Facilities:

- [REDACTED]
- [REDACTED]
- [REDACTED]

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- [Redacted]

Storage Locations:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

2.7 GOOD HOUSEKEEPING

General Housekeeping:

- [Redacted]
- [Redacted]
- [Redacted]

2.8 HAND AND POWER TOOLS

Hand Tools:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Power Tools:

- [Redacted]
- [Redacted]

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- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

2.9 LADDERS

Inspection:

- [Redacted]
- [Redacted]

Set-up:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

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- [Redacted]

2.10 LASER EQUIPMENT

General Safety Rules:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

2.11 MATERIALS HANDLING AND RIGGING

Material Handling-Manual:

- [Redacted]
- Follow good lifting practices:
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Material Handling - Rigging:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

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- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Storage of Materials:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

2.12 PERSONAL PROTECTIVE EQUIPMENT AND APPAREL

Eye, Ear and Face Protective Equipment:

- [Redacted]
- [Redacted]
- [Redacted]

Gloves:

- [Redacted]

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Hard Hats:

- [REDACTED]
- [REDACTED]
- [REDACTED]

Shoes:

- [REDACTED]

2.13 SCAFFOLDS

General Safety Information:

- [REDACTED]
- [REDACTED]
- [REDACTED]

2.14 SIGNS, SIGNALS AND BARRICADES

Signs, Signals and Barricades:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

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- [Redacted]
- [Redacted]

Bracket Scaffold:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Mobile Scaffolds:

- [Redacted]
- [Redacted]

Tubular Welded Frame Scaffold (Safeway Type)

- [Redacted]
- [Redacted]
- [Redacted]

Tyro-point Suspension (Swinging) and Single-point Suspension (Spider-type) Scaffold:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

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2.15 WELDING AND CUTTING

Fire Prevention:

- [REDACTED]
- [REDACTED]
- [REDACTED] to light a torch. Don't use matches, cigarette lighters, cigarettes or hot work.
- [REDACTED]
- [REDACTED]

Inspection/Use of Equipment:

- [REDACTED]
- [REDACTED]
- [REDACTED]

Personal Protection:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
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Storage/Placement of Equipment:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

3.0 FALL PROTECTION

The Company has implemented a fall protection plan to protect personnel from falls. The Company is firmly committed to [Redacted]

[Redacted]

The site specific safety plan will [Redacted]

	DESCRIPTION	APPLICATION
PART 1	[Redacted]	[Redacted]
PART 2	[Redacted]	[Redacted]
PART 3	[Redacted]	[Redacted]
PART 4	[Redacted]	[Redacted]
PART 5	[Redacted]	[Redacted]
PART 6	[Redacted]	[Redacted]

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PART 1 - OSHA Subpart R

PART 1.1 1926.70 FLOORING REQUIREMENTS

(a) Permanent flooring - skeleton steel construction in tiered buildings.

(1) [Redacted]

(2) [Redacted]

(b) Temporary flooring - skeleton steel construction in tiered buildings.

(1)(i) [Redacted]

(ii) [Redacted]

(iii) [Redacted]

(2)(i) [Redacted]

(ii) [Redacted]

(iii) [Redacted]

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(c) Flooring - other construction

- (1) [REDACTED]
- (2) [REDACTED]

PART 1.2 1926.751 STRUCTURAL STEEL ASSEMBLY

(a) During the final placing of solid web structural members, the load shall [REDACTED]

(b) Open web steel joists shall [REDACTED]

- (c)
 - (1) [REDACTED]
 - (2) [REDACTED]
 - (3) [REDACTED]

(d) [REDACTED]

PART 1.3 1926.752 - BOLTING, RIVETING, FITTING-UP AND PLUMBING-UP.

- (a) General Requirements or carrying rivets, bolt displacement when aloft.
 - (1) [REDACTED]
 - (2) [REDACTED]
 - (3) [REDACTED]
 - (4) [REDACTED]

- (b) BOLTING
 - (1) [REDACTED]
 - (2) [REDACTED]

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(c) RIVETING

- (1) [REDACTED]
- (2) [REDACTED]
- (3) [REDACTED]

(d) PLUMBING-UP

- (1) [REDACTED]
- (2) [REDACTED]
- (3) [REDACTED]
- (4) [REDACTED]

(e)

[REDACTED]

(f)

[REDACTED]

(g)

[REDACTED]

(h)

[REDACTED]

(i)

[REDACTED]

(j)

[REDACTED]

(k)

[REDACTED]

PART 2 - FALL PROTECTION STANDARDS AND REQUIREMENTS

Clothing and Attire

All employees shall have proper attire: [REDACTED]

Employee Qualifications

Employees should work only in areas or at levels within their training, experience and ability. The most hazardous and difficult tasks will [REDACTED]

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General Site Conditions

Site should [REDACTED]

Ladders

Ladders should [REDACTED]

Lifts

Employees should [REDACTED]

Material Staging

All material to be unloaded and staged to [REDACTED]

Minimize Employees

Minimize number of employees working in exposed areas. Only the minimum employees required to safely perform an exposed task.

Narrow or Small Surfaces

[REDACTED]

Personal Fall Protection Equipment

[REDACTED]

Precast and miscellaneous steel

[REDACTED]

Prefabricate

[REDACTED]

Recognition

[REDACTED]

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Safety Continuing Education

[Redacted]

Secured Members

[Redacted]

Site Specific Pre-Construction Meeting

[Redacted]

Steel/Joist

[Redacted]

Tools and Equipment

[Redacted]

Vertical Movement

[Redacted]

Walking Surfaces

[Redacted]

Weather

[Redacted]

PART 3 - SPECIFIC FALL CRITERIA

The Company requires the use of conventional fall protection such as

[Redacted]

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See project specific fall protection plan for additional information (Part IV)

PART 4 – FALL PROTECTION

PART 4.1 CONTROLLED DECK ZONES (CDZ) AND CONTROLLED ACCESS ZONES (CAZ)

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

PART 4.2 FALL PROTECTION SYSTEMS

- [REDACTED]
- [REDACTED]
- [REDACTED]
- Fall protection systems [REDACTED] may be utilized in controlled work environments provided the following is established:
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]

The above items to be addressed in site specific safety plan.

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PART 4.3 GUARDRAIL SYSTEMS [PER OSHA.1926.502 (9) & (6)]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

PART 4.4 PERSONAL FALL ARREST SYSTEMS

Full Body Harness

A rescue plan should be in place where a fall potential exists.

All components of personal fall arrest systems must [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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[Redacted]

Retractable Lifelines

[Redacted]

Horizontal and Vertical Lifelines

All components of personal fall arrest systems must [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Positioning Devices

Devices must [Redacted]

[Redacted]

Positioning devices must [Redacted]

[Redacted]

[Redacted]

PART 4.5 SAFETY MONITORING SYSTEMS

A competent person trained to monitor the safety of other employees must be designated.

The monitor is responsible for the following:

- [Redacted]

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- [Redacted]

Every individual involved with or exposed to a safety monitoring system shall

Mechanical equipment cannot [Redacted]

No employee, other than an employee engaged in roofing work or an employee covered by a fall protection plan, shall [Redacted]

Use of safety monitoring systems requires [Redacted]

PART 4.6 SAFETY NET SYSTEMS

- [Redacted]
- [Redacted]

Safety net systems:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

PART 4.7 WARNING LINE SYSTEMS

Employees engaged in low slope roofing activities must be protected from fall hazards by guardrail systems, safety net systems, personal fall arrest systems or one of the following:

- [Redacted]
- [Redacted]

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- [REDACTED]
- [REDACTED]

The use of a safety monitoring system alone is [REDACTED]

The warning line must [REDACTED]

The warning lines must [REDACTED]

Warning line systems can [REDACTED]

Warning lines must [REDACTED]

When mechanical equipment is used, the warning lines must [REDACTED]

PART 5 - SENRAC (DRAFT ONLY)

The Company will continue to promote most SENRAC requirements during [REDACTED]

PART 5.1 ANCHOR BOLT REQUIREMENTS

926.755 Anchor bolts. [REDACTED]

(2) [REDACTED]

(b) [REDACTED]

(1) [REDACTED]

(2) [REDACTED]

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(3) [REDACTED]

PART 5.2 APPROVAL TO BEGIN STEEL ERECTION

1926.752 Site layout, site-specific erection plan and construction sequence

(a) [REDACTED]

(1) [REDACTED]

(2) [REDACTED]

PART 5.3 COLUMN SPLICES

1926.756 Beams and columns

(d) [REDACTED]

(e) [REDACTED]

APPENDIX F TO SUBPART R INSTALLATION OF PERIMETER SAFETY CABLES: NON-MANDATORY GUIDELINES FOR COMPLYING WITH 1926.756(f) TO PROTECT THE UNPROTECTED SIDE OR EDGE OF A WALKING/WORKING SURFACE.

[REDACTED]

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PART 5.4 DOUBLE CONNECTIONS

1926.756 Beams and columns

(c) [REDACTED]

PART 5.4.1 CONNECTION DEFINITIONS

Clipped connection means [REDACTED]

Double connection means [REDACTED]

Seat means [REDACTED]

PART 5.5 PERIMETER SAFETY CABLES

1926.756 Beams and columns

(e) [REDACTED]

(f) [REDACTED]

(2) [REDACTED]

(3) [REDACTED]

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1926.760 Fall protection

- (e) [REDACTED]
- (1) [REDACTED]nd
- (2) [REDACTED]

PART 5.6 POSITIVE ATTACHMENT OF MEMBERS DURING PLACEMENT

1926.756 Beams and columns.

- (a) General. [REDACTED]
- (b) [REDACTED]

JOIST SPANNING 40 FOOT AND OVER REQUIRE POSITIVE TO THEIR SUPPORTS ATTACHMENT

[REDACTED]

PART 5.7 ROOF AND FLOOR OPENINGS

1926.754 Structural steel assembly (e) decking

(2) Roof and floor openings. Metal deck at roof and floor openings shall be installed as follows:

- (i) [REDACTED]
- (ii) [REDACTED]

PART 5.8 SITE LAYOUT AND ACCESS

1926.752(b1) Site Layout. The controlling contractor shall provide and maintain the site layout as follows:

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(1) [REDACTED]

(2) [REDACTED]

(c) [REDACTED]

PART 5.9 SITE SPECIFIC ERECTION PLAN

1926.752(d) Site-specific erection plan. [REDACTED]

PART 5.10 SLIPPERY SURFACES

[REDACTED]

PART 5.11 STRUT JOIST BOTTOM CHORD STABILIZER PLATE

1926 757 Omen web steel joist.
(a) [REDACTED]
(4) [REDACTED]

PART 5.12 TRIPPING HAZARDS

1926.754 Structural steel assembly. (c) [REDACTED]

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[REDACTED]

PART 5.12.1 SHEAR CONNECTOR DEFINITION

Shear connector means [REDACTED]

PART 6 OWNER REQUIREMENTS

PART 6.1 FALL PROTECTION PLAN

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

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4.0 HAZARDOUS COMMUNICATIONS

4.1 LABELING

Warning labels giving essential information must [REDACTED]

Label also any container into which you transfer the material. This includes [REDACTED]

4.2 OSHA INSPECTIONS

- [REDACTED]
- [REDACTED]

4.3 WHAT IS HAZ-COM?

"Right to Know"
Hazard Communication, Haz-Com or "Right to Know" all refer to [REDACTED]

Here is a partial list of materials, considered hazardous, common to construction sites:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

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- [Redacted]
- [Redacted]

To meet the standards, the Company has written a program and obtained technical information from [Redacted]

4.4 WHAT IS OSHA?

- [Redacted]
- [Redacted]

5.0 [Redacted] SAFETY DATA SHEETS

- [Redacted]
- [Redacted]

[Refer to the location of your SDS's – make it the same from site to site as a standard]

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CANVAS, ESTIMATE AND BID PROCEDURE

Origination Date: TBD

Document Identifier:	Canvas, Estimate and Bid Procedure
Date:	
Project:	
Document Status:	DRAFT
Document Link:	

Abstract:

This document describes the canvas, estimate and bid procedure.

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REVISION LOG

Issue	Date	Comment	Author
Orig			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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(This procedure presumes the use of services that may not be used by your Company; if so, delete all references...)

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1.0 PURPOSE

This document defines the Estimating process including or making reference to procedures for the various activities within the process.

2.0 THEORY

The Company can only meet Client requirements by ensuring that all such requirements are obtained then reviewed and understood. This process ensures the suitable capture of requirements and ensures that the Company's understanding of those requirements is communicated to the Client prior to and through contract acceptance.

3.0 PROCEDURE

Section 1: Canvas / Identify Potential Projects

Sifting through Invitations To Bid (ITB's), Requests For Quotes (RFQ's) and Requests For Proposals (RFP's) is a tedious and time consuming process. It is however,

There are a lot of places to find projects to bid. The Company has taken a lot of time to qualify for and build the following list of locations to find projects with the potential to fit into the Company's market. As the electronic market evolves, there will be

1.1 Subscriptions—The print media has a place in this process. Hard copies of printed material usually show

1.1.1 The Daily Journal—The Daily Journal is a publication of McGraw Hill. It is printed daily and mailed to the Company's office. It is divided into two general sections. One being General Building and the other being Engineering. It also has a section called

1.1.2 Magazines and Other Periodicals—Other periodicals offer additional sources for bidding information. Periodicals such as

1.2 Internet Sources—Most bidding opportunities come from the internet, which is usually a timely method to find bidding opportunities - check them

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1.2.1 Federal Work & FedBizOps—Federal work is bid, by law, through its website FedBizOps. There are a lot of conditions to be met to maintain access to this site. Do not attempt to [REDACTED]

FedBizOps is short for Federal Business Opportunities. It is the main location to bid all federally funded projects and all federal agencies. Due to parameters that have been previously set up, we can access bids [REDACTED]

Search for bid opportunities by either clicking on Opportunities after log on or [REDACTED]

Once in FedBizOps, the User can use a “Keyword” search such as “program management”, “technical staffing and outsourcing services” to search for bids of those types. After the User uses a “Keyword” search, a list of projects appears sorted as desired. If the User clicks on a job that is listed, the Solicitation page usually [REDACTED]

The government is mandated to set aside various projects for disadvantaged companies. The Company does not qualify for any of these classifications; so, if the User sees HubZone Set Aside, Small Business Enterprise (SBE), Woman in Business Enterprise (WBE), Minority in Business Enterprise (MBE) or other classifications, [REDACTED]

To access FedBizOps use www.fbo.gov, the user name is TBD and the password is TBD. Note that all passwords are case sensitive.

1.2.2 National Business Center (NBC)—Most of the time a Solicitation on the FedBizOps site will [REDACTED]

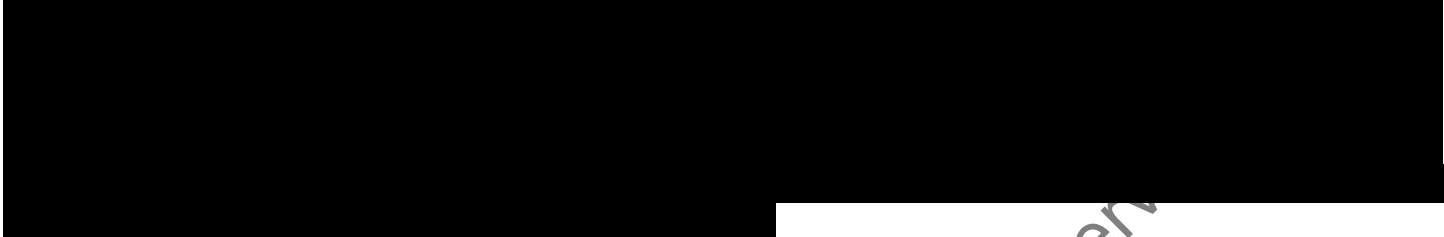
To access the site use <http://ideasec.nbc.gov>. This site asks for [REDACTED]

Please note that it is very important to accurately enter the password for the FedBizOps site (above) and the MPIN for this site. Failure to correctly type in three times will [REDACTED]

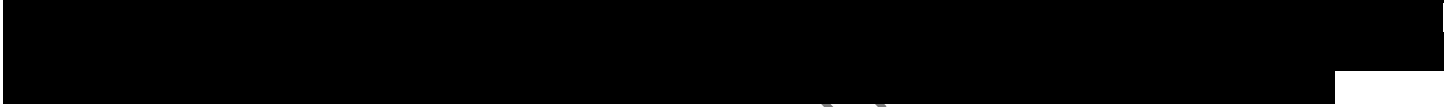
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1.2.3 Subscription Based Internet Search Providers—There are numerous electronic websites that find projects that are in the bidding process. They charge a fee for this service. The Company uses the two services below to find and track projects in the bidding phase. Due to the cost of these services, they must



1.2.3.1 Reed Construction Data (Reed Connect)—To access Reed Construction Data, use <https://secure.reedconnect.com> The user name is TBD and the password is TBD. If the User incorrectly types in the password three times, we will have to reset the password. This website does not provide



Again, this website includes

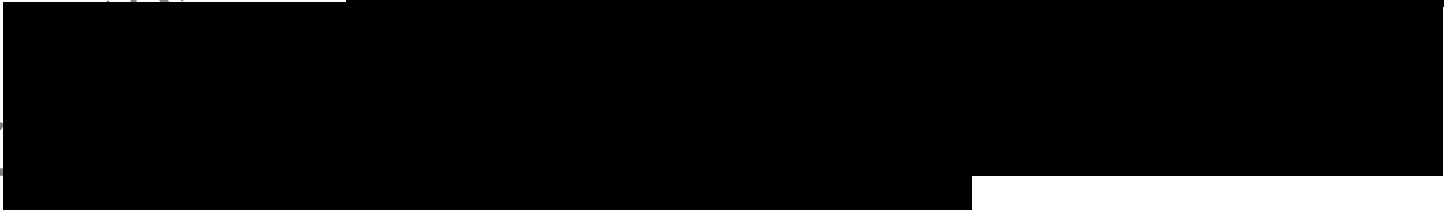
Once a project is deleted from a list it is gone forever. It may, however, show up on another list. For example:



The target list is set up to sort by bid date. The closest bid date is first and the farthest out is last. This helps the User see at a glance what is coming up soonest. Other lists do not use this option. Therefore,



If the User sees a project to track, click on the “Make Active” tab and it will highlight the project in red. This will allow the User to



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The User may have to make a phone call to the Owner and/or Engineer to find out the engineer's estimate, material quantities and any other information to help the Company make an informed decision to [REDACTED]

Also, this page will usually show [REDACTED]

1.2.3.2 McGraw Hill Construction—McGraw Hill Construction provides more timely information through a sort titled "Planning and Preplanning". This provides the Company with [REDACTED]

1.2.4 Regional—The Company uses regional websites to find projects to bid in various regions of the country. As we develop more sites, they will be updated here.

1.2.5 Local—More and more local entities are developing their own websites to provide bidding opportunities. Several clients that we work with have [REDACTED]

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1.3 Networking—The User never knows where they might run across the next bidding opportunity. Company employees meet industry leaders every day. We have Owners and Engineers that we work with on a project-by-project basis and we have [REDACTED]

1.4 Trade Shows—Trade shows offer an excellent opportunity to [REDACTED]

1.5 Word of Mouth—Just because we come to know of a project by word of mouth does not mean we should [REDACTED]

Utilize the Company's Website at every opportunity to send all interested people to our website. It is a great place to show potential clients what we have done and what we can do.

1.6 "Cold Calls" from Outside—We get a lot of calls from Owners and Engineers requesting information concerning [REDACTED]

Section 2: Evaluating Potential Projects

A key part to evaluating potential projects comes from [REDACTED]

2.1 Evaluation [REDACTED]

2.1.1 Location—In general, the Company prefers to work (list your preferred USA work zones). We do not pursue work (list your non-preferred USA work zones).

Generally, we want to work in all of the States we have licenses in (State licenses may not be applicable for management business). There are some Midwestern states that do not require a license that we will also pursue work in. Chances are, [REDACTED]

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There are exceptions to the rule above. Federal projects do not require [REDACTED]

2.1.2 Business Authorization—The Company is currently authorized to do business in all States identified as [REDACTED]

2.1.3 State Contractors License—The Company is a licensed contractor in all states identified as [REDACTED]

Federal projects do not require a State license.

2.1.4 Estimated Value—It is usually difficult for the Company to be competitive on projects less than \$TBD. Unless there is a reason the Company can be competitive on a project of this nature, we will [REDACTED]

2.1.5 Scope of Work—The Company provides program management, technical staffing, and [REDACTED]

2.1.6 Market—Sometimes a market will lend itself to our business. The [your USA region(s)] are good markets for the Company.

2.2 Storing and Communicating the Information

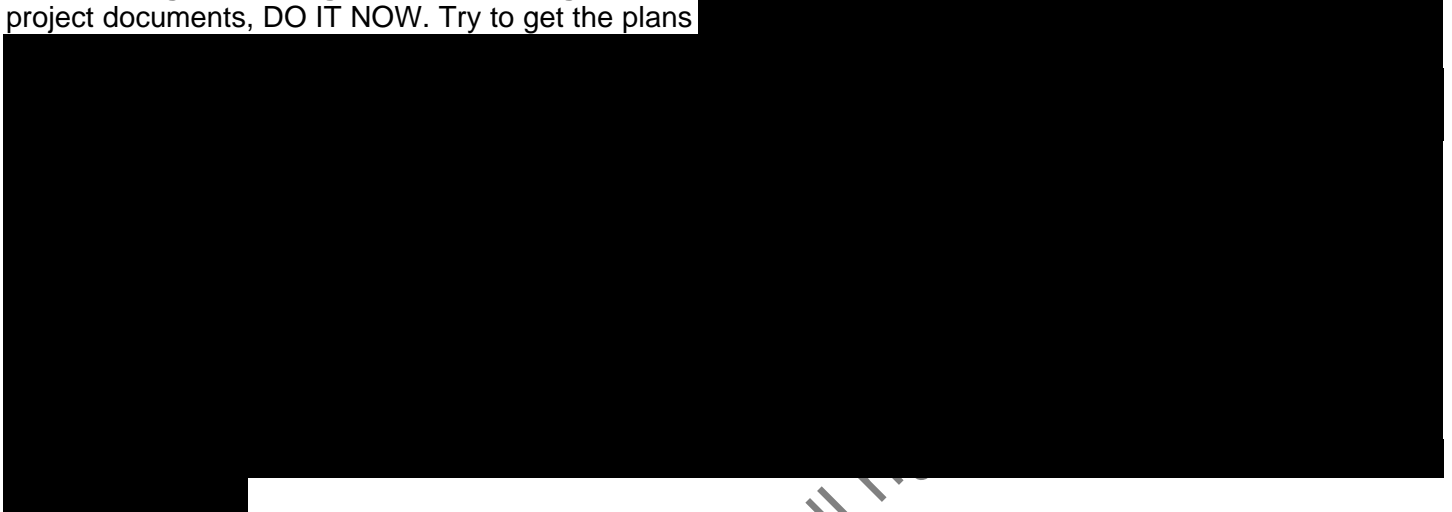
Information gathered should be stored on the “Bird Dog List” or Bidding Pipeline List, which is on [REDACTED]

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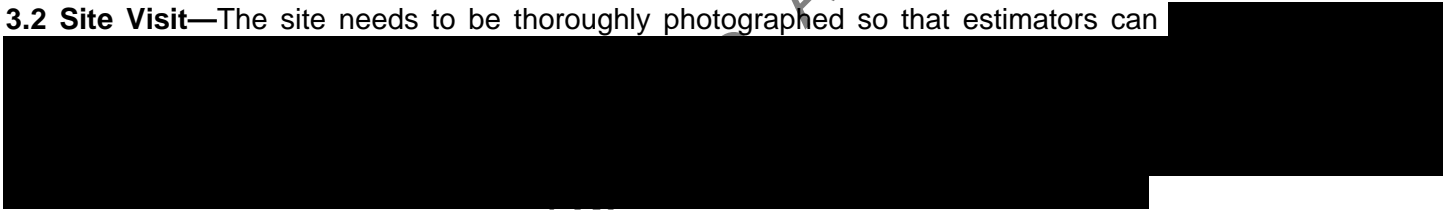
Section 3: Preliminary Matters

There are some preliminary matters that need to be addressed before an Estimate or Bid can begin.

3.1 Ordering, Receiving and Distributing Bid Documents—If the User has not been directed to order the project documents, DO IT NOW. Try to get the plans



3.2 Site Visit—The site needs to be thoroughly photographed so that estimators can

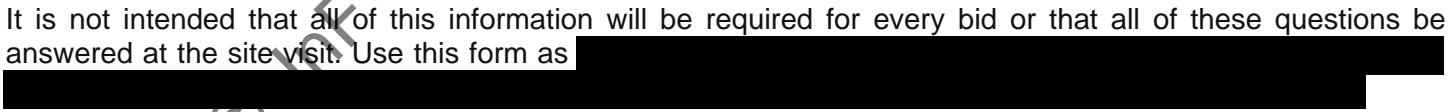


3.2.1 Site Visit/Pre-Bid Checklist

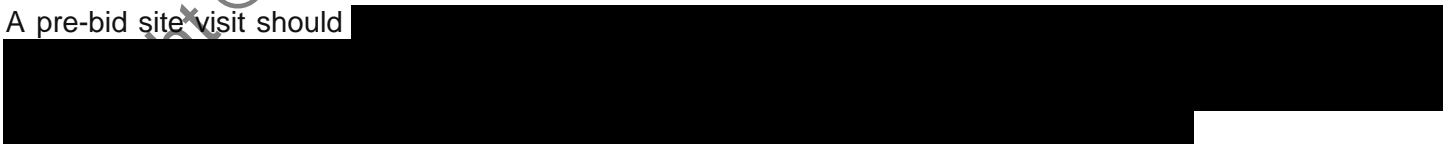
The purpose of this document is to



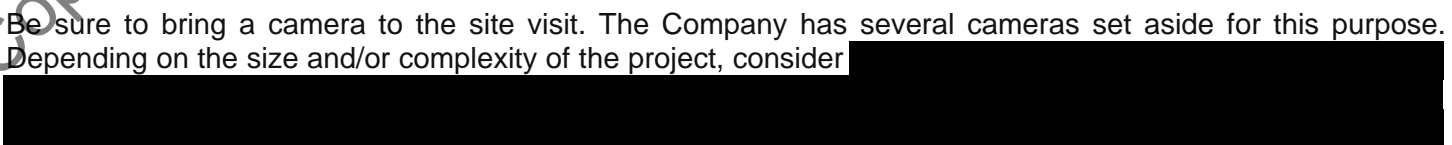
It is not intended that all of this information will be required for every bid or that all of these questions be answered at the site visit. Use this form as



A pre-bid site visit should



Be sure to bring a camera to the site visit. The Company has several cameras set aside for this purpose. Depending on the size and/or complexity of the project, consider



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This completed form and any additional site notes or estimator notes must [redacted]

GUIDELINES & REQUIREMENTS

1. All jobs bid will have [redacted]
2. All underground pipe jobs, treatment plants and major excavation bids will have [redacted]
3. Arrange for site visit through the client and transportation through the operations secretary.
4. Try to schedule site visits with any other trip to utilize equipment and personnel efficiently.
5. If the job is large or in a new area, plan on staying more than one day.
6. The pre-bid job site analysis and site visit check list [redacted]
7. Study the plans and specifications prior to the site visit.
8. Know the scope of work prior to the site visit.
9. Build the job in the mind and make notes about [redacted]
10. Look at [redacted]
11. Look at [redacted]
12. Read the local newspaper for [redacted]
13. Determine who our competitors are and [redacted]
14. Visit the job service center - obtain [redacted]
15. Visit local [redacted]
16. Visit local [redacted]
17. Obtain [redacted]
18. Check local [redacted]
19. Check the status of unions.

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20. If the project is a multi-contractor job and our work interfaces with others, find out [REDACTED]
[REDACTED]

21. Observe [REDACTED]

3.2.2 Site Visit/Pre-Bid Checklist

The following sheet can be used to [REDACTED]
[REDACTED]

Intentionally blank

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(Your Company)
Estimating Site Visit Report and Pre-Bid Check List

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Site Information

1. Access:

[Redacted]

2. Laydown Area:

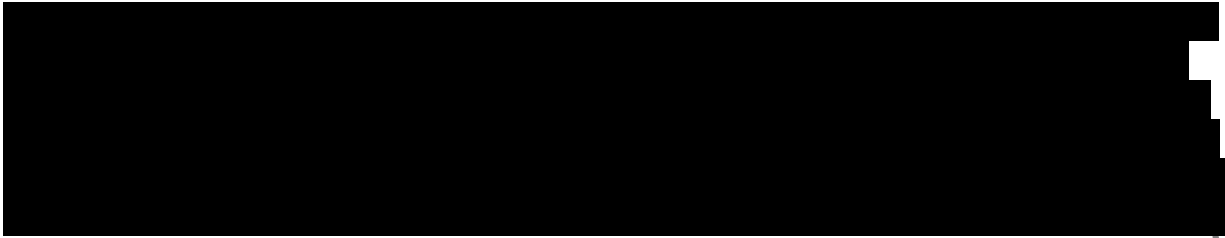
[Redacted]

3. Temporary Utilities:

[Redacted]

4. Site Information:

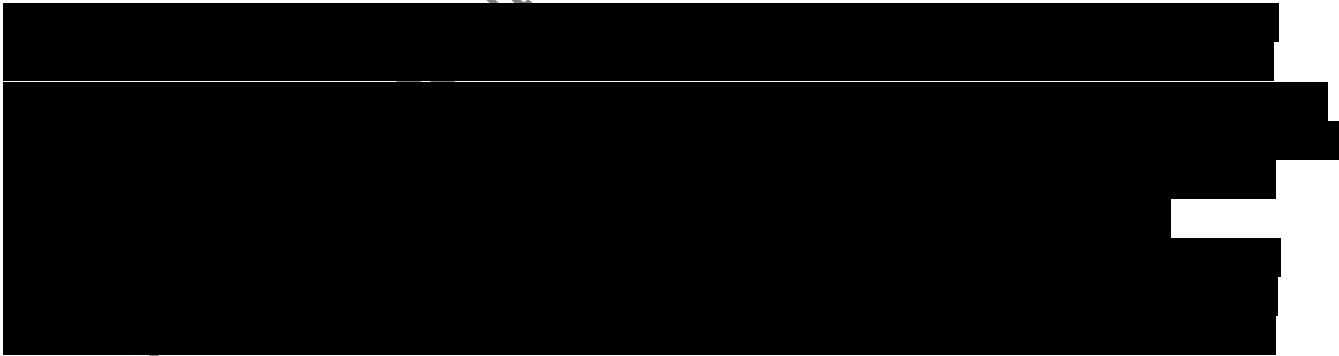
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Work Conditions:



5. License/Permits/Taxes:



6. Vendor/Subcontractors:



7. Labor/Housing:

[Redacted content for section 7]

8. Discipline Concerns & Questions:

- a. [Redacted]
- b. [Redacted]
- c. [Redacted]

Staging Area

d. [Redacted]

[Redacted]

e. [Redacted]

[Redacted]

f. [Redacted]

[Redacted]

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3.3 Bid Bond Request Form—Complete the Bid Bond Request Form. It is important to complete this quickly to [redacted]

3.4 Opening of a Cost Code—Ask the Accounting Department to open a cost code to charge the estimating costs to. The cost of [redacted]

3.5 Create a Bid Book—Set up a bid book. The bid book is [redacted]

3.6 Set Dates, Delegate Tasks—Coordinate with Principals and Operations to [redacted]

Section 4: Prepare the Cost Estimate

4.1 Setup the Estimate

Open the latest Company Master Estimate Template in HeavyBid to setup a new estimate in HeavyBid. (<http://www.hcss.com/Products/HeavyBid/Overview.aspx>)
(delete references to HeavyBid if it is not used - refer to applicable software program)

4.2 Glossary of Common Estimating Terms at the Company—The following is a list of common terms that may be used and heard at the Company and (correct or not) their “(Your Company) Meaning”.

1. Direct Labor

[redacted]

2. Direct Material

[redacted]

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3. Equipment

4. Direct Subcontractors

5. Plant Equipment

6. Indirect Labor

7. Indirect Material

8. Indirect Subcontractors

9. Direct Man-Hours

10. Indirect Man-Hours

11. Safety Expense

12. Expendables

13. Small Tools

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14. Fuel and Oil

15. Payroll Taxes: Regular

16. General Liability Insurance

17. Premium Time

18. Payroll Taxes: Premium

19. Fringe Benefits

20. Subsistence

21. Sales Tax

22. Use Tax

23. Contingency

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24. Overhead & Profit

25. Other

26. Permits

27. Auto & Builders' Risk Insurance

28. Bond

29. Gross Receipts Tax

4.3 Standard Cost Code List—SEE COST MANAGEMENT PROCEDURE FOR COST CODE LIST

4.4 Soliciting for Suppliers / Subcontractors— Procurement of vendors and subcontractors can

The Lead Estimator makes a thorough review of

The Lead Estimator develops a Scope of Work for Subcontractors and a Scope of Supply for Vendors. They then develop

After the User has the outline of scopes of work and supply, write up an Invitation to Bid for the subcontractors and vendors. It will include

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This is a fast way to distribute the bid documents and it is [REDACTED]

Subcontractors and suppliers may be found in the Company Subcontractor and Supplier Master List at:
(your resource)

Make use of the phone book library, the internet and [REDACTED]

The Estimating Technician maintains the Subcontractor and Supplier Master List, if the User needs to make any changes to the contents of this list, see them before making those changes.

As subcontractor and vendor quotes come in, make sure [REDACTED]

4.5 FINALIZE THE ESTIMATE

Make sure that the (your manager) has all of the most current subcontractor and vendor quotes. Make sure that the entire bid team has all of the Addendums. Make sure that all of the Addendums are [REDACTED]

Section 5: Prepare the Bid

5.1 Bid Documents—Make sure that bid documents are [REDACTED]

5.2 Contract Review—Most of the Company's contracts are very similar to each other; however, [REDACTED]

INSERT CONTRACT/RISK REVIEW WORKSHEET HERE

5.3 Specification Review [REDACTED]

5.4 Joint Venture Bid Checklist [REDACTED]

JOINT VENTURE BID CHECKLIST

1. [Redacted]
2. [Redacted]
3. [Redacted]
4. [Redacted]
5. [Redacted]
6. [Redacted]
7. [Redacted]
8. Set up a pre-bid kick off-meeting
 - a. [Redacted]
 - b. [Redacted]
 - c. [Redacted]
 - d. [Redacted]
 - e. [Redacted]
 - f. [Redacted]
 - g. Make a bid schedule and define data for certain activities such as:
 - [Redacted]
 - [Redacted]
 - [Redacted]
 - [Redacted]
 - [Redacted]
9. [Redacted]
10. [Redacted]

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11. [Redacted]

12. [Redacted]

13. Develop the following:

- a. [Redacted]
- b. [Redacted]
- c. [Redacted]
- d. [Redacted]
- e. [Redacted]
- f. [Redacted]
- g. [Redacted]

14. Research the following:

- a. [Redacted]
- b. [Redacted]
- c. [Redacted]

15. [Redacted]

16. Perform final review:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

17. [Redacted]

5.5 Design Build Bid Checklist [Redacted]

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DESIGN-BUILD CHECKLIST

1. Licensing

a. [Redacted]

b. Include the following contract provision regarding the Company "furnishing" design through a licensed architect or engineer, as applicable:

[Redacted]

c. [Redacted]

2. Severability

Include in the Contract a severability clause as follows:

[Redacted]

[Redacted]

3. Limitations on Liability

a. [Redacted]

[Redacted]

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[Redacted]

[Redacted]

b. [Redacted]

[Redacted]

4. E&O Insurance

Possibilities include the following:

a. [Redacted]

b. [Redacted]

b. [Redacted]

c. [Redacted]

e. [Redacted]

[Redacted]

6. Bonding

[Redacted]

7. Indemnification from Design Subcontractors

- a. [Redacted]
 - b. [Redacted]
 - c. [Redacted]
- [Redacted]

8. Scope of Work, Warranties and Performance Guarantees

- a. [Redacted]
- b. [Redacted]
- c. Always add the following clause in bold face type at the end of the warranty section:
[Redacted]

9. Liability for Underground/Differing Site Conditions

[Redacted]

CLAIMS FOR CONCEALED OR UNKNOWN CONDITIONS: [Redacted]

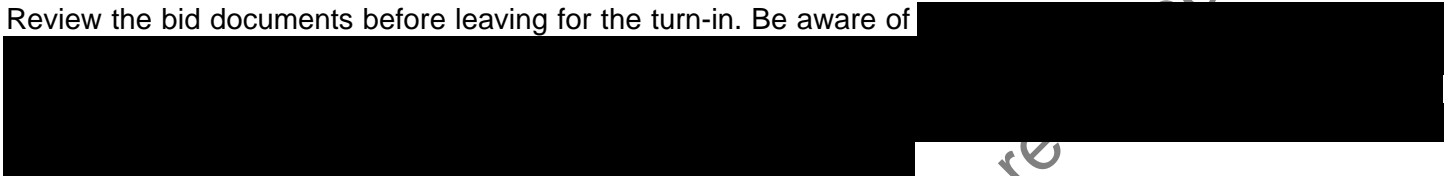
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Section 6: Turn-in Procedures

6.1 Deliver The Bid

Review the bid documents before leaving for the turn-in. Be aware of



Handle calls from subs and suppliers. Tell callers that no decisions will be made until the Company receives



Update the sub/vendor master list by



Section 7: Estimate Turn-over

Turnover the Project to Operations

- a. 
- b. 
- c. **Provide Additional On-Going Project Support**



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CONTRACT ADMINISTRATION

Origination Date: **TBD**

Document Identifier:	Contract Administration
Date:	
Project:	
Document Status:	DRAFT
Document Link:	

Abstract:

This document describes the contract administration procedure.

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		Rev: Orig

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1.0 SCOPE

The primary "Scope of Work" is performed according to (Your Company) and Prime Contract standards and maintains an ethical and mutually beneficial relationship between (Your Company) and the Contractor. This process begins with the Prequalification to Bid and continues through the completion of the warranted period for the successful Contractors. This process encompasses all facets of accomplishing the work including safety, quality, schedule adherence, proper documentation, profit, etc.

2.0 REQUIREMENTS

- A clear and concise "Scope of Work" must be included with the Request for Quote (RFQ). This is the key to [REDACTED]
- A Contractor's quality standards should be equal to (Your Company)'s to provide consistent excellence for our Clients.
- Attempt to minimize the effects of changes in the contract and "Scope of Work". Any additional costs incurred [REDACTED]
- Be certain that Contractors are paying material suppliers by [REDACTED]
- (Your Company) and its Contractors' are equally responsible for providing a well coordinated project utilizing [REDACTED]
- (Your Company) must provide a safe, workable environment for a Contractor to perform in. It is the Contractor's responsibility to [REDACTED]
- (Your Company) must strive to build a following of competent specialty Contractors because [REDACTED]
- (Your Company)'s bonding policy must be adhered to on all contracts. Requirements of the policy can [REDACTED]
- Follow the documentation requirements outlined in the (Your Company) Purchasing Procedure to [REDACTED]
- Formally transmit and correspond with Contractors on any issues that reflect [REDACTED]
- Get Daily Work Reports from Contractors and Subcontractors.
- Have a qualified person or team assigned to [REDACTED]
- It is preferred that all Contractors be [REDACTED]
- Make sure the Contractor is aware from the time of the RFQ throughout all subsequent meetings that [REDACTED]

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- Obtain a minimum of three quotes for all work. If three quotes are not available, [REDACTED]
- Protect (Your Company)'s interests by requiring [REDACTED]
- Provide each bidding party with an addendum before the due date that includes [REDACTED]
- Setup and adhere to a rigid meeting and documentation schedule to [REDACTED]
- Some Contractors may be less sophisticated than (Your Company) but will welcome [REDACTED]
- Specify reporting requirements in each contract package, such as: [REDACTED]
- To prevent problems, [REDACTED]
- Utilize the components in the (Your Company) Purchasing Procedure to [REDACTED]
- Verify the financial stability of a proposed Contractor from information on the prequalification package and/or a Dunn and Bradstreet report. D&B reports are [REDACTED]

3.0 PROCESS ASSURANCE

- Completion of the "Sub/Vendor Procurement Report" during the pre-job to [REDACTED]
- Perform periodic project reviews of the following subjects with the Contractor's management to assess all the elements of the business relationship: [REDACTED]
- Use every applicable section of the (Your Company) Purchasing Procedure to ensure compliance with [REDACTED]
- When in doubt, [REDACTED]

COST MANAGEMENT

Origination Date: **TBD**

Document Identifier:	Cost Management
Date:	
Project:	
Document Status:	DRAFT
Document Link:	

Abstract:

This document describes the cost management procedure.

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		Rev: Orig

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1.0 SCOPE

The Job Cost Report is a weekly document generated in the corporate accounting system to detail project costs and budgets as reported to date. The Job Cost structure takes shape first as an Analyzed Estimate. The Analyzed Estimate is the process in which the detailed estimate is transformed into budgets. The report summarizes all data and provides subtotals for Areas as well as Job Totals. Each cost code includes the original budget, current budget, current period costs, current quantity earned, current dollars earned, Job-to-Date cost (JTD), JTD quantity earned and JTD dollars earned. The Job Cost Report may contain other information such as cost forecasts, productivity or other project critical information. The JTD and its supporting reports serve as the primary tool to know your project costs. It is the project management team's responsibility to set-up, monitor and maintain the JTD to accurately represent actual costs and forecast the final financial outcome of the project.

2.0 REQUIREMENTS

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- The level of detail in which the job cost system can be set up can vary greatly. The system is adaptable to the size and complexity of the project as well as the needs and capabilities of the project staff.
 1. Too little detail may result in [REDACTED]
 2. Too much detail can result in [REDACTED]

3.0. COST CODES

A. BASIC FRAMEWORK (modify as required)

The basic framework of the Job Cost system is as follows:

Job Number (4 digits)

Area (2 digits)

Groups (2 digits)

10-Project Management & Administration

11-Jobsite Setup/Down & Systems

- 12- [Redacted]
- 13- [Redacted]
- 14- [Redacted]
- 15- [Redacted]
- 16- [Redacted]
- 17- [Redacted]
- 18- [Redacted]
- 19- [Redacted]
- 20- [Redacted]
- 21- [Redacted]
- 22- [Redacted]
- 23- [Redacted]
- 24- [Redacted]
- 25- [Redacted]
- 26- [Redacted]
- 27- [Redacted]
- 28- [Redacted]
- 29- [Redacted]
- 30- [Redacted]
- 31- [Redacted]
- 32- [Redacted]
- 33- [Redacted]
- 34- [Redacted]
- 35- [Redacted]
- 36- [Redacted]
- 37- [Redacted]
- 38- [Redacted]
- 39- [Redacted]
- 40- [Redacted]
- 50- [Redacted]
- 60- [Redacted]
- 61- [Redacted]
- 62- [Redacted]

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		Rev: Orig

- 63- [REDACTED]
- 64- [REDACTED]
- 65- [REDACTED]
- 66- [REDACTED]
- 70- [REDACTED]
- 80- [REDACTED]
- 81- [REDACTED]
- 90- [REDACTED]
- 99- [REDACTED]

Cost Items (3 digits)

Cost Categories (3 Alpha)

- LHR- [REDACTED]
- LOT- [REDACTED]
- LSA- [REDACTED]
- LXB- [REDACTED]
- MCN- [REDACTED]
- MPR- [REDACTED]
- EQO- [REDACTED]
- EQR- [REDACTED]
- SUI- [REDACTED]
- SUX- [REDACTED]

B. JOB COST AREAS:

A Job Cost Area is a method of segregating related costs to subtotal within the job cost report. Job Cost Areas should be utilized sparingly and effectively to accomplish the desired objectives.

1. Area - 01: [REDACTED]
2. Area - 02: [REDACTED]
3. Area - 03: [REDACTED]

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4. Area - 90:

This area is used to [REDACTED]

5. Area - 99:

This area is for [REDACTED]

E. DIRECT MATERIAL AND SUBCONTRACT COST CODES:

1. [REDACTED]

2. [REDACTED]

3. [REDACTED]

F. STANDARDIZATION OF COST CODES:

1. [REDACTED]

2. [REDACTED]

4.0 PROCESS ASSURANCE

A. Review and sign off by the Construction Operations Manager and Indirect Operations Manager is required by [REDACTED]

B. [REDACTED]

CPM SCHEDULING

Origination Date: **TBD**

Document Identifier:	CPM Scheduling
Date:	
Project:	
Document Status:	DRAFT
Document Link:	TBD

Abstract:

This document describes the CPM scheduling procedure.

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1.0 SCOPE

- A. The primary objective of scheduling is to [REDACTED]
- B. The lowest level of detail generally defines the activities to which logic and durations will be applied. Having developed and defined the logical sequence of activities, resources and the critical path, the schedule can [REDACTED]
- C. Scheduling is a continuous process of [REDACTED]

2.0 REQUIREMENTS

Following are some common issues of the planning and scheduling process that require the project management team's utmost attention. These issues, if not carefully considered, can lead to [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

3.0 RECOMMENDATIONS

The design of the Baseline CPM Schedule should be such that it is a realistic and a positive planning tool. CPM Schedules that are too detailed [REDACTED]

[REDACTED] A responsible authority that is familiar with the total scope of work must be assigned to create and update the CPM Schedule, such as [REDACTED] using CPM Scheduling software such as: (insert your software name)

1. [REDACTED]
2. [REDACTED]

3. [Redacted]

4. [Redacted]

- Bid or Proposal Schedule:
[Redacted]

- Changes and Extra Work:
As changes in scope are identified or extra work is added, the master schedule [Redacted]

1. [Redacted]
2. [Redacted]
3. [Redacted]
4. [Redacted]
5. [Redacted]

- Client Requests/Demands:
During the RFP phase, the Operations Manager and Construction Managers must [Redacted]

- Development of the Project WBS:
The work breakdown serves as [Redacted]

- Identification of Driving Predecessors and Critical Activities:
From initial development to final review of the Master Schedule, the project team should [Redacted]
[Redacted] These driving predecessors may include:

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[Redacted]

- Involving Field Supervisors in Schedule Development:
Construction Managers should take an active role in [Redacted]

[Redacted]

- Periodic Schedule Maintenance and Validation:
Mandatory job-walks by supervisors help to [Redacted]

[Redacted]

- Short Interval Schedules:
Short Interval Schedules (SIS) must correspond with the master schedule to be effective. This can best be accomplished by [Redacted]

[Redacted]

Effective use of project documentation will result in [Redacted]

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PROFESSIONAL PRACTICES

Origination Date: **TBD**

Document Identifier:	Professional Practices
Date:	
Project:	
Document Status:	DRAFT
Document Link:	

Abstract:

This document describes professional practices.

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		Rev: Orig

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1.0 SCOPE

(Your Company)'s professional practices are inherent in all planning and construction activities from project inception to project completion. (Your Company)'s construction projects are defined as "those critical management, decision-making and communication processes utilized on the project that ensure that all construction services performed meet both Owner/Engineer/Client and (Your Company) specifications and standards."

A process is defined as a "continuous series of actions or operations that lead to a desired result".

For example, in the production of RCC the following actions and operations are performed:

- [REDACTED]
- [REDACTED]
- [REDACTED]

(Your Company) achieves consistent results because [REDACTED]

There are ten major management functions on (Your Company)'s projects. Project success is assured when it is [REDACTED]

2.0 REQUIREMENTS

1. Develop and maintain [REDACTED]
2. Establish and maintain [REDACTED]
3. Implement an effective [REDACTED]
4. Implement an effective [REDACTED]
5. Implement and maintain [REDACTED]
6. Implement and maintain [REDACTED]
7. Implement and maintain [REDACTED]
8. Implement and maintain [REDACTED]
9. Set and communicate [REDACTED]
10. Set up [REDACTED]

3.0 RECOMMENDATIONS

1. Accurate and quantitative goal setting is required on all (Your Company) projects. Utilizing Short Interval Schedules, the Productivity Report, and estimating norms for bid units, daily quantity or time goals are established for each crew. These goals must [REDACTED]

Your Logo	(Your Company)	Professional Practices
		Rev: Orig

- 2. All projects shall comply with [REDACTED]
- 3. Keep the process simple. At all times, field management must [REDACTED]
- 4. Productive and efficient team meetings must [REDACTED]
- 5. The cost of rework shall [REDACTED]
- 6. The project master schedule must [REDACTED]
- 7. Through the use of Responsibility Matrices (MOR-Matrix of Responsibility), management's expectations in safety, quality and productivity are [REDACTED]

4.0 PROCESS ASSURANCE

- 1. Performing periodic audits, as detailed in the Internal Audit Procedure, assures [REDACTED]
- 2. The review process is [REDACTED]
- 3. The sign-off of the "Review of Pre-mobilization Planning" section of the Project Management Procedure by the Operations Manager/Vice President and the site manager is [REDACTED]

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PROJECT MANAGEMENT

Origination Date: XXXX

Document Identifier:	Project Management
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:

This document describes the project management process.

Your Logo	(Your Company)	Project Management
		Rev: Orig

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4.2 PRODUCTIVITY 6

5.0 PROCESS ASSURANCE 6

Application Notes: (delete prior to release of document)

Modify titles of key personnel as required.

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1.0 PURPOSE

This document describes the project management procedure and references support operations that are necessary for the process.

2.0 THEORY

Project tasks must be conducted under controlled conditions, to ensure personnel:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

3.0 STANDARDS AND RECOMMENDATIONS

Estimators are key personnel that must [REDACTED]

Management has committed to thorough pre-job and ongoing project planning and [REDACTED]

Fundamental elements in Project Management:

A. Estimate Turnover Meeting:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

B. Pre-Mobilization Planning:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

C. Project Kickoff Meeting:

Review the following subjects with all project team personnel:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

D. Required participants or project team members:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

4.0 PRODUCTIVITY MONITORING

Productivity monitoring and reporting tools are based on [REDACTED]
 [REDACTED] Productivity is monitored on a constant basis using:

- [REDACTED]
- [REDACTED]
- [REDACTED]

4.1 PRIMARY FOCUS

A. Proper Setup

- a. [REDACTED]
- b. [REDACTED]

B. Proper Execution

- a. [REDACTED]
- b. [REDACTED]

C. Reports

- a. [REDACTED]
- b. [REDACTED]
- c. [REDACTED]

4.2 PRODUCTIVITY

Stay focused on the primary objective to provide team leaders with simple, accurate crew information:

- [REDACTED]
- Establish milestones for claiming non-quantifiable measures, for instance:
 - [REDACTED]
- [REDACTED]
- Productivity Reports should be sorted and sub-totaled two different ways:
 - a. [REDACTED]
 - b. [REDACTED]
- The Productivity System and the Job Cost System are similar; the difference is the information that is returned in the weekly reports.
 - a. [REDACTED]
 - b. [REDACTED]
- The Productivity System should be structured in such a fashion that accurate crew productivity monitoring is achieved. Productivity System structure is established during the Analyzed Estimate and Schedule setup processes. During these two processes:
 - a. [REDACTED]
 - b. [REDACTED]
 - i. Too Much Detail = [REDACTED]
 - ii. Too Little Detail = [REDACTED]
- Time cannot be charged to Sequences or Steps; for example:
 - [REDACTED]
- Utilize the units of measure established in the Standard Cost Code list.

5.0 PROCESS ASSURANCE

To ensure that all project management activities are complete and have been properly addressed, sign-off is required for [REDACTED]

Your Logo	(Your Company)	Project Management
		Rev: Orig

The Construction Operations Manager, Indirect Operations Manager, Project/Site Manager and Key Superintendents are required to [REDACTED]

Mid-job or monthly project reviews are an essential part of the project management process. Additional benefits are [REDACTED]

Topics should include:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

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VALUE ENGINEERING PROPOSAL

Origination Date: **TBD**

Document Identifier:	Value Engineering Proposal
Date:	
Project:	
Document Status:	DRAFT
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Abstract:

This document describes the value engineering proposal template.

Your Logo	(Your Company)	Contract Administration
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1.0 EXECUTIVE SUMMARY

a. Project Description and Background:

(your description)

The current project value is \$x,xxx,xxx.

b. VE Methodology:

This project was studied using the standard Value Engineering (VE) methodology consisting of six phases:

During the Information Phase, the Team studied

The VE Team then conducted brainstorming sessions to

The VE Team is available as needed to assist during the Implementation Phase of this VE Proposal.

c. Summary of Proposals:

Proposal Number	Description	Savings
C1		
C2		
C3		
C4		
C5		
C6		
E1		
E2		
Total Savings:		

2.0 VALUE ENGINEERING PROPOSAL

PROPOSAL #: C-1

PAGE #: 1 OF 3

DESCRIPTION:

(your description)

ORIGINAL DESIGN:

The current design requires...

Your Logo	(Your Company)	Contract Administration
		Rev: Orig

PROPOSED CHANGE:

This proposal recommends...

ADVANTAGES / DISADVANTAGES / PROPOSAL JUSTIFICATION

ADVANTAGES:

(your advantages)

DISADVANTAGES:

(your disadvantages)

JUSTIFICATION:

(your justifications)

COST ESTIMATING WORKSHEET:

DELETIONS

■	■	■	■	■	■

ADDITIONS

■	■	■	■	■	■

Net Savings (Deletes - Adds)

■

* Markups

■

Total Savings

■

* Markups include

■

PROPOSAL #: C-2

PAGE #: 1 OF 4

DESCRIPTION:

(your description)

ORIGINAL DESIGN:

The current design requires...

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PROPOSED CHANGE:

This proposal recommends...

ADVANTAGES / DISADVANTAGES / PROPOSAL JUSTIFICATION

ADVANTAGES:

(your advantages)

DISADVANTAGES:

(your disadvantages)

JUSTIFICATION:

(your justifications)

COST ESTIMATING WORKSHEET:

DELETIONS

■	■	■	■	■	■

ADDITIONS

■	■	■	■	■	■

Net Savings (Deletes - Adds) ■

* Markups ■

Total Savings ■

* Markups include ■

Extend proposal to include additional numbers, such as, ■

3.0 VALUE ENGINEERING STUDY

DESIGN COMMENTS

The following are comments and/or design change recommendations of the VE Team that have not been developed as VE proposals but could be of assistance to the Designer or Client in completing the project design.

1. ■
2. ■

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3. [REDACTED]

4. Another issue is...

APPENDIX A - TELEPHONE CONVERSATION RECORDS

DATE:

TO:

FROM:

1. The VE Team discussed...

2. The design intent is...

3. The VE Team told...

4. The Client indicated...

(insert your attachments)

PHOTOGRAPH:

SKETCH:

DISCUSSION: (for instance)

LIGHT FIXTURE LOWERING SYSTEM

A. CHOICE OF FIXTURE MOUNTING

1. [REDACTED]

2. [REDACTED]

3. [REDACTED]

4. [REDACTED]

B. MECHANICAL DISCONNECT AT MAST HEAD ASSEMBLY

1. [REDACTED]

2. [REDACTED]

3. [REDACTED]

C. EXTERIOR GUIDE TRACK

1. [REDACTED]

2. [REDACTED]

3. [REDACTED]

D. Portable Winch Operated

1. [REDACTED]

2. [REDACTED]

3. [REDACTED]

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"TLS" MAIN COMPONENTS

MASTHEAD ASSEMBLY - [REDACTED]

TRACK-GUIDED CARRIAGE ASSEMBLY - [REDACTED]

SAFETY BRAKING SYSTEM - [REDACTED]

GUIDING TRACK - [REDACTED]

OPERATING CABLE - [REDACTED]

PORTABLE WINCH - [REDACTED]

"TLS" LOWERING SYSTEM

The lowering system shall be OEM catalog type "TLS". It shall consist of [REDACTED]

The lowering device head shall [REDACTED]

The operating line shall [REDACTED]

The luminaire mounting frame shall [REDACTED]

The track is used to [REDACTED]

The track will [REDACTED]

A safety brake shall [REDACTED]

The track shall [REDACTED]

A single portable winch shall [REDACTED]

A motorized winch can [REDACTED]

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NOTE: The user shall provide [REDACTED]

POLES

The poles shall [REDACTED]

Steel poles shall [REDACTED]

The base flange shall [REDACTED]

The pole complete with lowering device in place shall [REDACTED]

APPENDIX B - SPECULATION LIST

(for instance)

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]
8. [REDACTED]
9. [REDACTED]
10. [REDACTED]
11. [REDACTED]
12. [REDACTED]
13. [REDACTED]
14. [REDACTED]
15. [REDACTED]
16. [REDACTED]
17. [REDACTED]
18. [REDACTED]

APPENDIX C - COST MODELS

(your cost models)

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APPENDIX D - IMPROVEMENT METHODS

(for instance)

Function Analysis System Technique (FAST Diagram)

Value Analysis Process or other improvement methodology)

APPENDIX E - CONTACT DIRECTORY

NAME	COMPANY	TELEPHONE

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VALUE ENGINEERING

Origination Date: **TBD**

Document Identifier:	Value Engineering
Date:	
Project:	
Document Status:	DRAFT
Document Link:	

Abstract:

This document describes the value engineering procedure.

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REVISION LOG

Issue	Date	Comment	Author
Orig			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1.0 SCOPE

This document provides guidelines and procedures for the implementation and application of Value Engineering (VE) on construction projects.

2.0 THEORY

(Your Company) will evaluate all projects for VE potential. Projects or designs judged to have significant potential for cost reduction should be formally value engineered. Analyses should result in designs providing the essential functions at the lowest cost consistent with required quality and safety. Each office involved with the management of construction contracts designates a Value Engineering Coordinator (VEC) who has received Society of American Value Engineers (SAVE) 40 hour approved training to coordinate the VE activities.

(Your Company)'s corporate officer (CO) is responsible for determining which contracts are subject to VE and for formally accepting or rejecting value engineering proposals (VEP).

See Appendix A for common areas where VE can be applied to construction projects.

See Appendix B for Value Engineering Proposal Form

See Appendix C for Value Engineering Cost Estimate Form

3.0 REQUIREMENTS

3.1 VE Reviews

The VEC identifies areas of potential VE savings for construction projects and prepares [Redacted]

3.2 VE Team

A VE team consists of [Redacted]

The team leader's minimum qualification requirements are:

1. [Redacted]
2. [Redacted]
3. [Redacted]

3.3 VE Studies

The VEC performs the VE studies using accepted Value Engineering methodology and qualified personnel, including [Redacted]

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[Redacted]

3.3.1 Pre-Study Preparation

The Prestudy Preparation phase often commences with a meeting between [Redacted]

3.3.2 Project Study Workshop

The Project Study Workshop phase is conducted at a location convenient to the Owner and Designer, frequently at the owner's premises near the project site. It lasts for [Redacted] with an agenda for the first meeting including:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

After the designer's oral presentation with question and answer period, it is desirable [Redacted] with the following basic job plan, common to all VE studies:

Information Phase:

[Redacted]

Creative Phase:

[Redacted]

Analysis Phase:

[Redacted]

Development Phase:

[Redacted]

Presentation Phase:

[Redacted]

3.3.3 Post Workshop

In the Post Workshop phase, the team [Redacted]

3.4 VE Study Report

At the conclusion of each study, the VEC submits a written summary report that includes:

1. [Redacted]
2. [Redacted]
3. [Redacted]
4. [Redacted]
5. [Redacted]
6. [Redacted]
7. [Redacted]

3.5 Implementation

During approval of the VE proposal, the VE team prepares [Redacted]

3.5.1 Checklist

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

3.6 Audit

The VE team performs an Audit of the Value Engineering improvement to [Redacted]

3.6.1 Outline

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

APPENDIX A - COMMON VE APPLICATIONS

Common functional areas where VE potential is frequently identified are listed below:

CONVEYING SYSTEMS

- (a) [Redacted]
- (b) [Redacted]
- (c) [Redacted]
- (d) [Redacted]
- (e) [Redacted]
- (f) [Redacted]

ELECTRICAL

- (a) [Redacted]
- [Redacted]
- [Redacted]
- (b) [Redacted]
- [Redacted]
- [Redacted]
- (c) [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

EQUIPMENT

- (a) [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

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[Redacted]
[Redacted]
[Redacted]

(b) [Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

(c) [Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

Exterior Closure

(a) [Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

(b) [Redacted]
[Redacted]
[Redacted]
[Redacted]

Foundations

(a) [Redacted]
[Redacted]
[Redacted]

(b) [Redacted]
[Redacted]

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[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

Interior Construction

(a) [Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

(b) [Redacted]
[Redacted]
[Redacted]

(c) [Redacted]
[Redacted]
[Redacted]

Mechanical System

(a) [Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

(b) [Redacted]
[Redacted]
[Redacted]
[Redacted]

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[Redacted]

[Redacted]

[Redacted]

(c) [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

(d) [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Roofing

(a) [Redacted]

(b) [Redacted]

(c) [Redacted]

(d) [Redacted]

Site Work

(a) [Redacted]

[Redacted]

[Redacted]

[Redacted]

(b) [Redacted]

[Redacted]

[Redacted]

[Redacted]

Substructure

(a) [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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(b) [Redacted]
[Redacted]
[Redacted]
[Redacted]

(c) [Redacted]
-Base [Redacted]
[Redacted]
[Redacted]

Superstructure

(a) [Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

(b) [Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

(c) [Redacted]

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APPENDIX B - VALUE ENGINEERING PROPOSAL FORM

VALUE ENGINEERING PROPOSAL			
Proposal Title:			
Project:		Date:	
Prepared By:			
[Redacted]			
[Redacted]			
[Redacted]			
[Redacted]			
[Redacted]			
[Redacted]			
[Redacted]			
[Redacted]			
[Redacted]			
Reserved:			
Reserved:			
[Redacted]	Existing	Proposed	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]

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APPENDIX C - VALUE ENGINEERING COST ESTIMATE

VALUE ENGINEERING COST ESTIMATE			
Project Name:		Date:	
Prepared By:			
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]		[Redacted]	

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