

Process for QA/QC and Punch List Recordation

The following guidance has been developed to detail how information pertaining to Quality Assurance/Quality Control (QA/QC) items and Punch List items are being tracked through the Contractor/Design Builder's (DB) third party utilities and productivity tools outside of Prolog and how final record documentation will be recorded in Prolog.

1) Prolog Module for QA/QC: QA/QC

- a. Omissions and deficiencies discovered by HCAA QA team will be recorded / logged / saved into the QA/QC module in Prolog with the appropriate person from the Contractor/DB listed as the "To Contact"
 - 1) An automatic notification will be received by the Contractor/DB's "Contact" person.
- b. The Contractor/DB may manage their internal QA/QC program between themselves and their subcontractors using third party tools or Prolog.
- c. If using third party tools, the Contractor/DB will produce a weekly report of new and open omissions and deficiencies from their third party tools and upload that report to the QA/QC module in Prolog with the QA/QC type selected as "QA/QC Report" listing the QA/QC manager as the responsible company and contact.
- d. As an HCAA QA team item is closed out and completed by the Contractor/DB the Prolog record will be updated by a representative of the Design Builder (including any follow-up notes) and the record's "Status" will be set to "Closed" by the Contractor/DB.
- e. The HCAA QA team will receive an automatic notification on the status change and will have the final authority to close an item out in Prolog.
- f. All Omissions and Deficiencies that have not been closed at the time the Contractor/DB requests Substantial Completion or Final Completion will become a punch list item.
 - 1) The QAQC Team or PM will set the status of these items to "Punch List" and the QA/QC Record will be closed out.
 - 2) The updating and closing of items at this stage will be managed in the Prolog Punch List module.

2) Prolog Module for Punch List: Punch List

- a. With the request for Substantial Completion Certificate the Contractor/DB will provide a complete list of incomplete items which will be incorporated into the Prolog Punch List. The list will be provided in an Microsoft Excel Template provided by MP Document Controls Manager, that includes the following columns and descriptors:

- 1) Attachment needed (yes/no)
 - 2) Item Number Relating to DB System if applicable
 - 3) Description
 - 4) Responsible Company
 - 5) Punch list area 1
 - 6) Punch list area 2
 - 7) Punch list area 3
 - 8) Punch list area 4 (if applicable)
 - 9) Punch list area 5 (if applicable)
 - 10) Author Company
 - 11) Inspected Date
 - 12) Scheduled Completion Date
- b. Within the contract time period allotted the owner's representative may add items to the Prolog punch list.
- 1) Any items added within this window will be indicated by selecting "Final Punch List" from the dropdown in the "information" tab of the new punch list item.
 - 2) After the time period allotted contractually, a list of these items will be transmitted to the Contractor/DB by the PM and QAQC Team.
- c. When the Contractor/DB determines that a punch list item is complete they will open the record in Prolog and select a date for "Completed" and save the record.
- 1) This action will initiate a notification to the HCAA Project Manager (or his representative).
 - 2) Final inspection of the completed item will be made.
- d. After the final HCAA inspection the designated HCAA personnel will record the "Signed Off" date and complete the "Closed" Checkbox.