

1. **Purpose:** The Purpose of this process is to outline how Inspections and Testing will be managed by the Design Builder (DB) / Contractor. The intent of Prolog is to dynamically manage the scheduling of and reporting on all required testing and inspections for the process. The HCAA hosted Prolog system should be the primary system used by the DB / Contractor Team to track, schedule and manage the testing and inspections requirements for the project.

The DB / Contractor may elect to have first tier construction sub-contractors submit testing and inspections schedules, and testing companies upload results and reports into the appropriate register items in Prolog. The DB / Contractor will be required to work with the MPDC team to established preferred system notifications and reporting.

2. **Inspections and Testing Register Development:** The Register should be based on the requirements of the codes, standards, engineering specifications and contract documents governing the construction or maintenance operations associated with the project.

The DB / Contractor will provide an Inspection and Testing register (in an Excel import template) of what is expected for the Project by Specification and area at the beginning of the Project and the "Register" will be imported into Prolog for tracking purposes throughout the project. The Register identifies each activity associated with installation, construction or maintenance that requires inspection and/or testing; identifies who is responsible for performing inspection and testing functions; defines the "level" of inspection required, and identifies the required acceptance criteria and referenced specification, code or standard it is governed by.

As inspections / tests come up, the record will be updated, and when the report is complete, it will be uploaded to the record with the appropriate "Pass" / "Fail" information entered. When this information is completed, a notification will go out to the PM and QA teams for their review. The PM team will close the record when the reporting is complete.

NOTE: Each report issued will be uploaded to a register item. A register item should only have one report. For example, for every concrete test completed there should be a separate record and the location specifically called out.

Where multiple tests of the same type will be done, in the original imported register, a single register item can be imported and then copied for updated for each individual test as they occur.

Process

- 1) When an inspection is needed, the Contractor / DB will find the appropriate record in the Inspections & Testing Register and will complete the information on the General Tab for the **Scheduled Date and Time** of the inspection / test. Then the Contractor / DB would Send the scheduled inspection through the use of a "Send" button in the module to the Quality (QA/QC) Inspection team notifying them of the scheduled inspection.

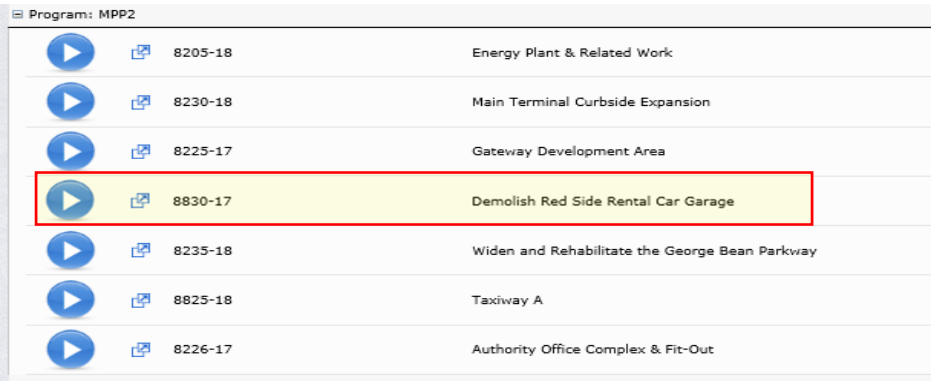
- a. Contractor / DB will provide MPDC with a list of the individuals that need to be on the distribution of these notifications.
- 2) The QA/QC team will note the scheduled inspection on their calendar to attend
- 3) When the inspection has been completed, the Contractor / DB (or testing company) will upload the report, and a notification will be generated to the distribution list that the report is available for review.
- 4) The QA/QC team reviews the uploaded report and if everything sufficiently reported, they will “Close” the record.
 - a. If a test has failed, it is noted and the PM or QAQC team will follow-up with the DB regarding rescheduling of the inspection
 - b. When the re-inspection occurs, a new record will be created using the original number with an R1, i.e. 0047R1 is the number and the Description will be the same as in 0047 with the date at the beginning changing to the current inspection date. The original record 0047 can be closed with a reference to 0047R1.
 - i. *Follow the procedure with the revision as with any new inspection record.*
 - ii. *If you “Copy” record all of the information from the first record will copy over and you will just update with the proper reports, dates, etc.*

The following work instruction covers the details of the Inspections and Testing Management Process in Prolog.

Pink highlighted fields are required and must be completed before the record can be saved so make sure you have all of your information ready and accurate prior to starting the record.

Please follow the work instructions for specific modules regarding those types of documents.

- 1) Select the project from the Portfolio screen.
- 2) Select Field Admin / Inspections & Tests
- 3) To Create a NEW Inspection and Test record, select Create, or select a similar record to what you want to send and then Copy.
- 4) Complete each tab according to the Specific Directions
 - a. General Tab
 - b. Detailed Items
 - c. Files
 - d. SubProject
 - e. Workflow

<p>1) Select the Project you will be working in by clicking on the blue arrow next to the Project in the list.</p>	 <p>The screenshot shows a software interface with a header 'Program: MPP2'. Below it is a list of projects, each with a blue play button icon, a document icon, a project ID, and a project name. The project '8830-17 Demolish Red Side Rental Car Garage' is highlighted with a red rectangular box.</p> <table border="1"> <thead> <tr> <th>Icon</th> <th>Project ID</th> <th>Project Name</th> </tr> </thead> <tbody> <tr> <td>▶</td> <td>8205-18</td> <td>Energy Plant & Related Work</td> </tr> <tr> <td>▶</td> <td>8230-18</td> <td>Main Terminal Curbside Expansion</td> </tr> <tr> <td>▶</td> <td>8225-17</td> <td>Gateway Development Area</td> </tr> <tr style="border: 2px solid red;"> <td>▶</td> <td>8830-17</td> <td>Demolish Red Side Rental Car Garage</td> </tr> <tr> <td>▶</td> <td>8235-18</td> <td>Widen and Rehabilitate the George Bean Parkway</td> </tr> <tr> <td>▶</td> <td>8825-18</td> <td>Taxiway A</td> </tr> <tr> <td>▶</td> <td>8226-17</td> <td>Authority Office Complex & Fit-Out</td> </tr> </tbody> </table>	Icon	Project ID	Project Name	▶	8205-18	Energy Plant & Related Work	▶	8230-18	Main Terminal Curbside Expansion	▶	8225-17	Gateway Development Area	▶	8830-17	Demolish Red Side Rental Car Garage	▶	8235-18	Widen and Rehabilitate the George Bean Parkway	▶	8825-18	Taxiway A	▶	8226-17	Authority Office Complex & Fit-Out
Icon	Project ID	Project Name																							
▶	8205-18	Energy Plant & Related Work																							
▶	8230-18	Main Terminal Curbside Expansion																							
▶	8225-17	Gateway Development Area																							
▶	8830-17	Demolish Red Side Rental Car Garage																							
▶	8235-18	Widen and Rehabilitate the George Bean Parkway																							
▶	8825-18	Taxiway A																							
▶	8226-17	Authority Office Complex & Fit-Out																							
	<p>Figure 1.0</p>																								

GENERAL Tab

- 2) **Description** – use a standardized Naming Convention for this field:
- yyyy mm dd - Location – Description of the Test i.e. 2016 09 15 AS-A Support Space Electrical Inspection Report
 - The date in the Description would be the date of the inspection.

Specification Section: This is a required field, and it is not a drop down field so it will be important to be consistent with input and use this list for reference so the records match for each division. Please use the attached CSI Code table and copy and paste the appropriate selection for consistency. You can also use “copy” records with the appropriate Specification listed so there is consistency.

In addition to this Specification field, there is a **Specification Subsection** field that can be used to further define the specification being addressed. This is not a required field but if further specificity is needed it should be used.

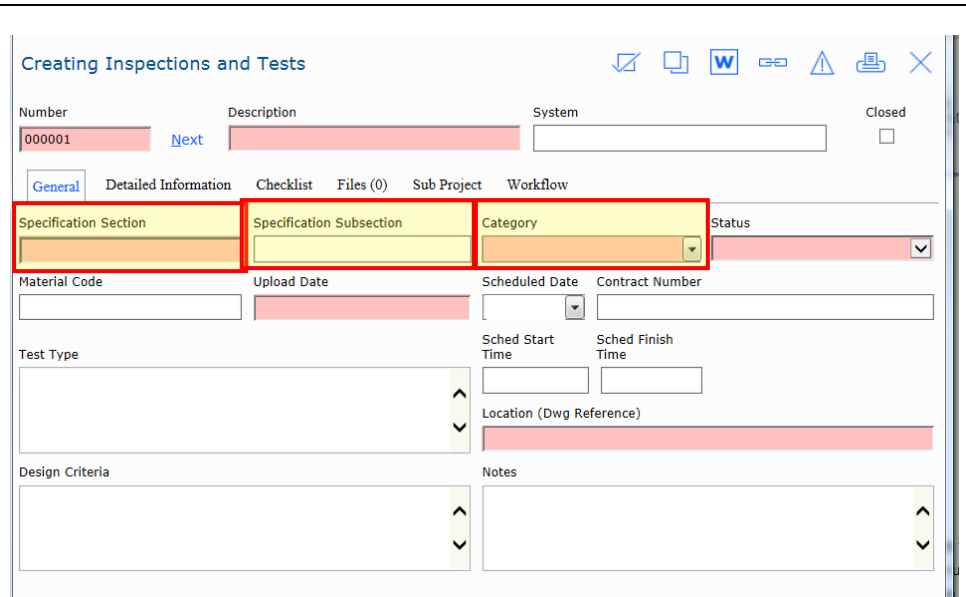
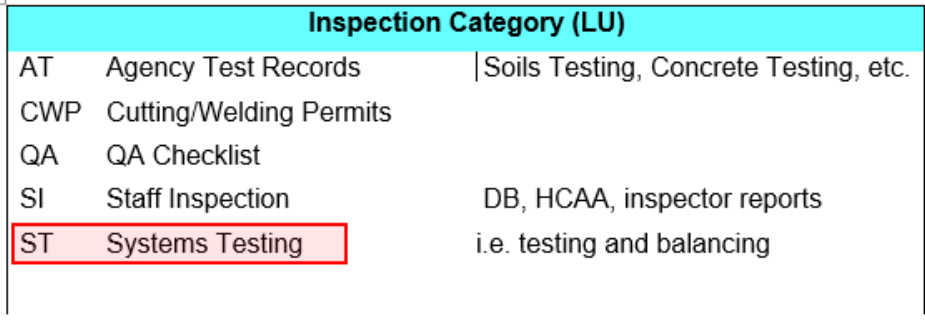
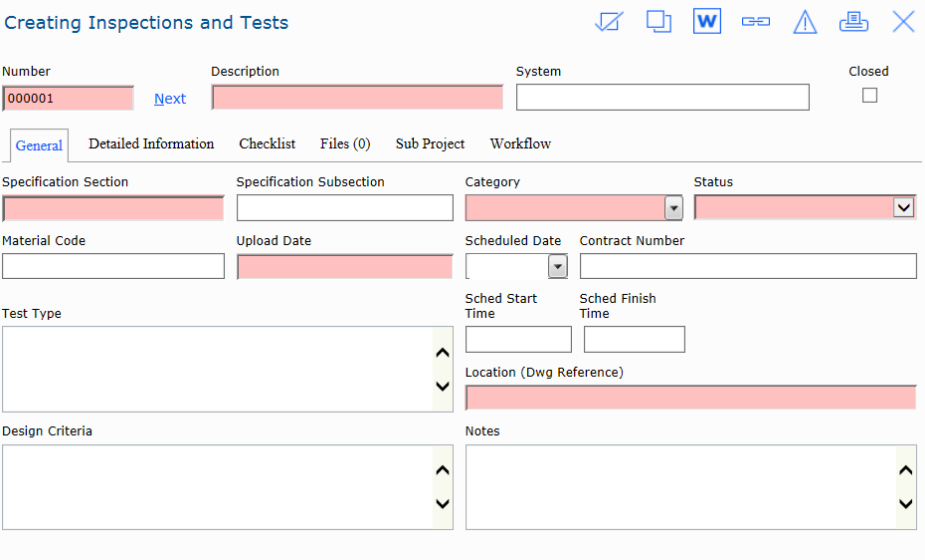
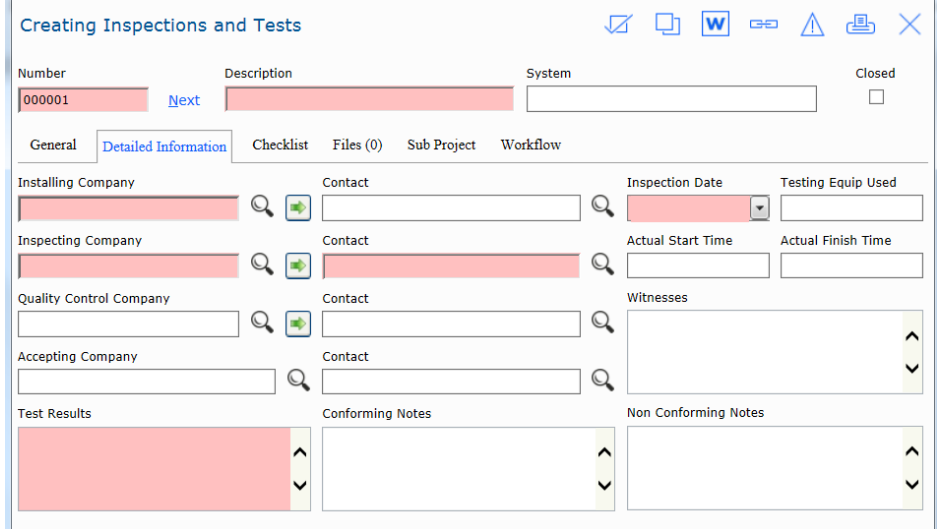
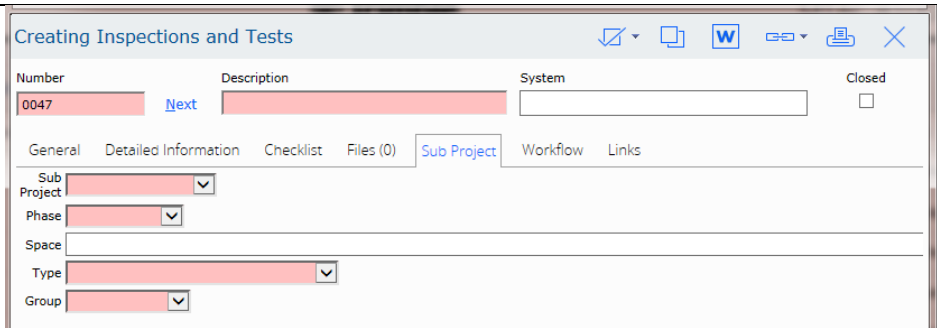


Figure 2.0

<p>Category - Select the appropriate category for the type of test/inspection in this record.</p> <p>If the Category is System Testing, the “System” field should be filled in with the system being tested – i.e. Mechanical, Fire Sprinklers, etc.</p>	
<p>1) Status should be “Passed” or “Failed” for any type of testing.</p> <p>2) Upload Date – this is the date you upload the report.</p> <p>3) Scheduled Date is the Date of the scheduled inspection. When you enter the scheduled date a notification will go out to the PM team, inspectors, etc. so they can be aware of and calendar the date.</p> <p>4) Location (Dwg Reference) is a required field. Enter the drawing reference and location in this field.</p> <p>Other fields on the General tab include:</p> <ul style="list-style-type: none"> • Scheduled Start Time • Scheduled Finish Time • Test Type • Design Criteria • Notes <p>These are optional fields.</p>	<p style="text-align: right;">Figure 2.1</p>  <p style="text-align: right;">Figure 2.2</p>

<p>DETAILED INFORMATION</p> <ol style="list-style-type: none"> 1) Installing Company – This is the company that has installed material, equipment, etc. that is being inspected. If this is a sub, enter the Sub, this should not just be the DB. 2) Inspecting Company 3) Inspecting Company's Contact – who performed the test. This is the person that has signed the report. 4) Inspection Date – this date should match the date in the Description field, and the date on the Inspection Report. 5) Test Results – this information should not be "Pass" / "Fail", but should list the specifics from the report. 	
	<p style="text-align: right;">Figure 3.0</p>
<p>SUB PROJECT Tab</p> <p>If applicable for your project, the fields on this tab are critical to the success of the module. Fields are required for the purpose of filtering and better reporting.</p>	
	<p style="text-align: right;">Figure 4.0</p>

The **Type** field on this tab pertains to the specific type of test that this record reports on. It is important that this level of specificity be used due to the sheer volume of tests and inspections that will ultimately be performed on a project. With other fields in the module, you will easily be able to filter records and reports by location, specification, type of test, or several other options.

When this tab is completed, upload the report file and then save and exit. A notification will be created and sent when the Uploaded date is filled. This notification will go to the distribution list that the Scheduled Inspection / Test notification went to. HCAA QAQC team will review the report and if acceptable will close the record.

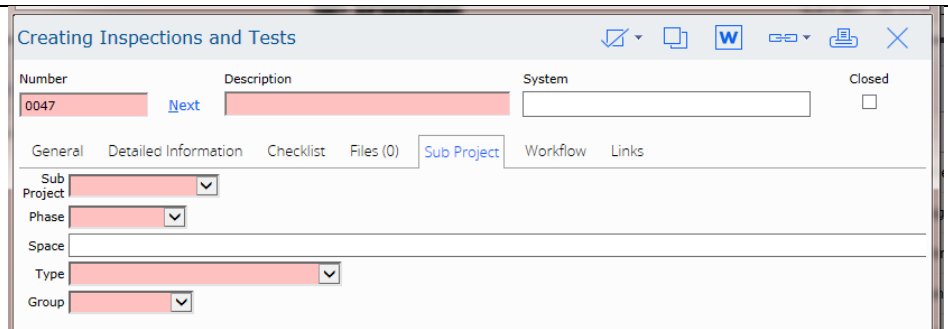


Figure 4.1

Other Work Instructions that may prove helpful with this one:

- 2016 11 30 WI Converge General Navigation and Tips

If you need copies of work instructions, or further assistance, contact the MP Document Controls team:

Laurie Harris	813.801.6005	lrharris@tampairport.com
Jackie Davis	813.801.4612	jddavis@tampairport.com