



UNOPS

Road rehabilitation -PARR

Project Quality Management Plan

[Insert Contract Name]

United Nations Office for Project Services (UNOPS)

and

[Insert Contractor's Name]

Contract No.: [Insert Contract No.]

Schedule No.: [Insert schedule No.]

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Abbreviations

Acronym	Expanded
UNOPS	United Nations Office for Project Services
QMS	Quality Management System
QMP	Quality Management Plan
PM	Project Manager
PE	Project Engineer
QMR	Quality Management Representative
SQMR	Senior Quality Management Representative
QR	Quality Representative
WP	Work Processes
ITP	Inspection and Test Plan
WIP	Work Inspection Procedures
CL	Check List
NCR	Non-Compliance Report
RFI	Request for Information
RFA	Request for Approval
RFT	Request for Testing

1 Introduction

United Nations Office for Project Services (UNOPS) will perform the central role in managing Quality issues during the construction phase of the project. Our Site Management will ensure that the works are carried out to a high standard in compliance with UNOPS and client's requirements, current legislation and guidance. This will be achieved by application of our Quality Management System. This information is available to all site personnel.

This Quality Management Plan forms one part of the overall Quality Management System that has been developed for the **Road rehabilitation PARR Project in Haiti**. It provides a guide for personnel involved in the construction of this project on how the quality requirements of the specifications are addressed. It has been developed from the information detailed within the 'Contract Specification, Beneficiary Requirements and Agreement information¹.

¹ *Legal Documentation provided prior to work commencing.*

2 Approval, Distribution, Review and Audit

Project Name: Road rehabilitation Artibonite and Center

Project No.: 21583-001

2.1 Approval

	Date	Signature
Approved by Project Manager		

* These signatures are required for the first issue only. Thereafter the Project Manager can approve changes which shall be recorded in the review section of the Plan.

2.2 Distribution of Complete Project Quality Management Plan

No	Name	Role	Location
1	Robenson Leger	Coordinator, UCE	Port au prince, Haiti
2	Manoel Noronha	Senior Quality Management Representative	Port au prince, Haiti
3	Myriam JEUNE	Senior Quality Management (Audit) Representative	Port au prince, Haiti
4	Kanthan THAYALAN	Quality Management Representative	Port au prince, Haiti
5	Engineer UNOPS	Quality Representative	Port au prince, Haiti
6	Insert Contractor's Representative	Quality Representative	Port au prince, Haiti

2.3 Monitoring and Review

The Project Manager with the support of the Quality Management Representative shall ensure that the Project Quality Management Plan is reviewed monthly to ensure that:

- The objectives and requirements of the Project Quality Management Plan are still valid and are being met.
- Forthcoming activities are reviewed and any necessary amendments to the Project Quality Management Plan are put in place before the relevant work begins
- QMP processes shall be reviewed to ensure continuing suitability and effectiveness.

The UNOPS Project Manager is accountable for the development and implementation of the Quality Plan and delegates the responsibility for the development and implementation of this plan to the Quality Management Representative (QMR). The Quality Management Plan is issued with the authority of the Senior Quality Management (SQMR) – Project Manager. All changes to the Quality Management Plan will be reviewed and authorized by the Project Manager.

Everybody who works for UNOPS, whether as an employee or contractor, has a responsibility to fulfil UNOPS' quality policy and objectives, and is expected to work towards achieving these organizational objectives.

Finally, the schedule in this section (Section 2.5), which is maintained only in the Master Copy of the Project Quality Management Plan, shall be completed to confirm that the review has taken place.

On a monthly basis QMP performance and production matters shall be reviewed. Problems encountered in compliance with or achievement of the processes for direct work shall be recorded, e.g. in meeting minutes, Non-conformance Report, etc. Requirements for the coming week shall also be considered to include improvements gained from the review and noted to staff for action.

The UNOPS Site Engineers are responsible for ongoing monitoring of QMP matters.

The Implementing Contractor's Project Manager is accountable for the development and implementation of the Construction Supervision Procedures Manual and Quality Plan and delegates the responsibility for the implementation of this plan to the Road Engineer. The Road Engineer will be the site-based Quality Representative (QR). The site based QR is responsible for monitoring quality matters and shall also conduct a phase-based inspection. The information obtained from these inspections will be included in the Contractor's the monthly report. The monthly report will be issued to the SQMR (Project Manager).

2.4 Inspection and Audit

The Design and Supervision Consultant (QR) will conduct checks in accordance with the QMP to confirm that processes are being carried out effectively. A record of these checks shall be noted and shared **weekly** with the QMR and SQMR (for any preventive and subsequent preventive action to be implemented), before finally being shared in the Supervision team monthly report.

Inspections will be carried out on a regular basis by the UNOPS site engineer (QR) with a written report being submitted to the PM (SQMR) for review and action.

UNOPS personnel responsible for Quality Assurance (& Control) for this project is the Senior Quality Management Assurance: is UNOPS Project Manager

Senior Quality Management Representative for Auditing Quality Management System for this project is the UNOPS Quality assurance Officer

UNOPS Personnel Responsible for Implementation of the Quality Management Plan is the Quality Management Representative (QMR) – Labour based Training Specialist

The Quality Representatives are UNOPS site engineers and the Contractor.

Audits carried out on the Project by external/client bodies shall be recorded in this section. Any reports issued by these parties to the site shall be copied to the QMP Department of UNOPS.

2.5 Record of Inspections, Audits and Reviews

Date	Q	SQMR	Detail of Review	Action Taken	Signed

Q=Quality; QMR=Quality Management Representative;

*Include a copy of the report following this page.

2.6 QMR – Site Inspection Reporting Sheet

Manager:		Date:	
Location:		Project Eng.:	

Commendations for Good Performance

Item		Good Practice Identified				By Whom	
Issues Raised/Reviewed/ Discussed	Comments/Actions	Priority	Date to be Done By	Responsibility	Action By	Closed Out	
						Name	Signature

3 QMP Objectives and Description of the Project

3.1 QMP Objectives

This Project Quality Management Plan is specific to this project.

The objective for this project is to carry out our work which will ensure that all conditions, activities and tasks, affecting Quality are planned, organized, executed, and controlled in accordance with the requirements of UNOPS statutory legislation and our clients the UCE and World Bank.

3.2 Scope of Project Activities

The scope of project activities includes reconstruction / rehabilitation and supervision of works of about 80.41km of feeder roads. Two (14.9km) of the Seven roads will be rehabilitated by subcontracting while the remaining Five roads (65.46km) will be by direct implementation methods. Maintenance works focusing mainly on the feeder roads to be reconstructed will be through labour intensive methods with labour sourced exclusively from the communities. Supervision of the maintenance works will be performed by UNOPS. At the end of the project, the Road Fund should take over the funding of the maintenance.

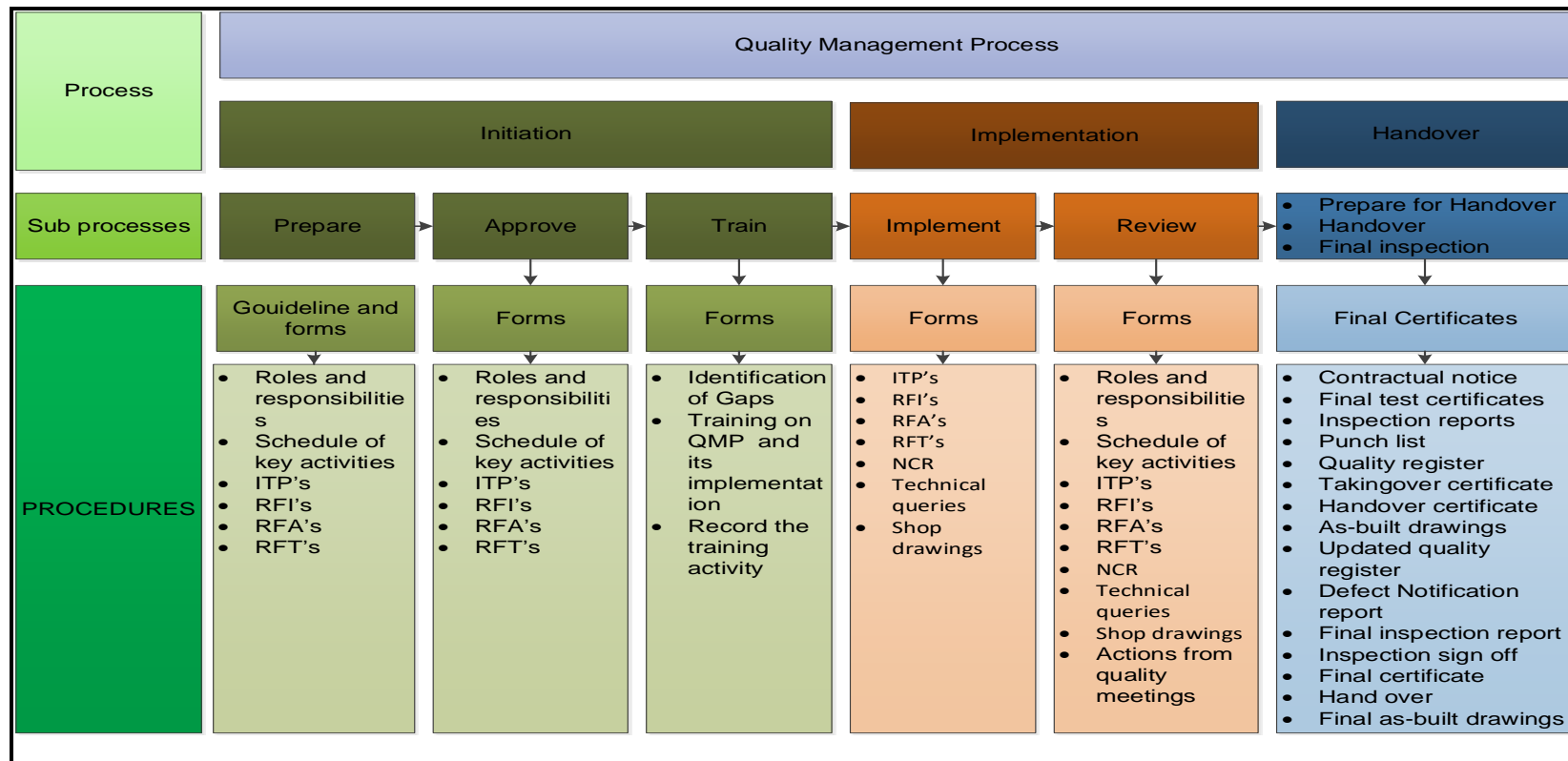
Additionally, UNOPS is:

Supporting road maintenance management with technical assistance and trainings to project stakeholders and targeted communities. This includes supporting the development of labour-based methods for road rehabilitation; providing specific Technical Assistance and trainings in material engineering, quality control, stock management etc.

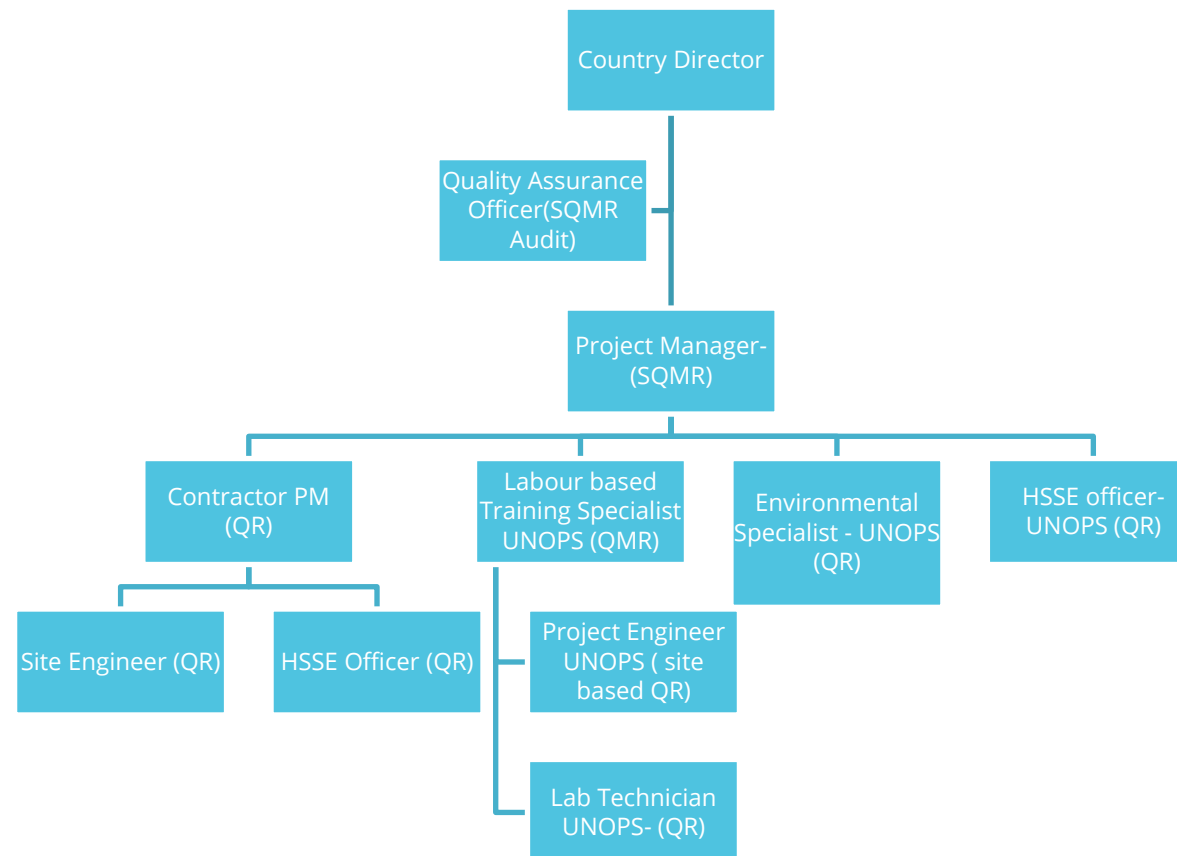
4 Organisation and Responsibilities

4.1 Quality Management Plan Process Chart

The whole Quality management plan process is indicated in the figure below



4.2 Project Specific Quality Management Organisation Chart



4.3 Quality Control Responsibilities (UNOPS & Contractor)

Project Manager (Senior QMR)	UNOPS Labour Based Specialist (QMR)	UNOPS Site Engineer	Contractor
[+50937019068]	[+50946191367]	[+50936773298]	[insert contact number]
Area of Designated Responsibility	Area of Designated Responsibility	Area of Designated Responsibility	Area of Designated Responsibility
<ul style="list-style-type: none"> ● Reviewing and authorizing the project Quality Management Plan (QMP) and other project plans including Health & Safety, Social & Environmental Management Systems (HSSE) are followed ● Continually monitoring of quality performance to ensure compatibility and continued compliance to UNOPS' policy, objectives and other requirements. ● Assigning quality responsibilities to all project personnel ● Ensuring all project personnel are suitably trained, and possess the necessary skills, to undertake their designated quality responsibilities ● Participating in the review of the quality system and other relevant quality meetings and programs ● Liaising with the Client on Quality issues. 	<ul style="list-style-type: none"> ● Preparing Quality Management Plan ● Ensuring procedures in the Quality Management Plan are followed ● Conducting independent inspection to verify quality of the works ● Reviewing inspection reports and ensuring any actions required are initiated ● Implement, verify, and review the project's preventive and corrective action effectiveness ● Reviewing and verifying that agreed rectification works and corrective action is taken when required for non- conforming work ● Ensuring construction targets and programs are met ● Attending meetings called to discuss quality issues ● Ensuring that all QMP issues have been identified and reported ● Ensuring that required documentation is submitted ● Auditing and assessment of contractor (report to SQMR). 	<ul style="list-style-type: none"> ● Assigning quality responsibilities to all project personnel ● Ensuring the Construction Procedures Manual is followed ● Ensuring the project QM and HSE plans are correctly implemented to meet the requirements of UNOPS and the project ● Ensuring the provision of appropriate training in quality for all project personnel ● Continually monitoring quality performance to ensure compatibility and continued effectiveness with the UNOPS's policy, objectives, and other requirements ● Allocating resources to ensure the project quality objectives are achieved ● Identifying and reporting any quality management system issues ● Implement, verify and review the project's preventive and corrective action effectiveness ● Ensuring and verifying that agreed rectification works and corrective action is taken when required for non-conforming work. ● Attending meetings called to discuss quality issues 	<ul style="list-style-type: none"> ● Preparing Quality Management Plan and Health Safety and Environment Plan ● Assigning QM and HSE responsibilities to all project personnel ● Follow procedures in the QM & HSE plans to meet project requirements ● Provide appropriate training in quality & HSE for all project personnel ● Continually monitoring of quality performance to ensure compatibility and continued effectiveness with the UNOPS's policy, objectives and other requirements ● Allocating resources to ensure the project quality objectives are achieved ● Identifying and reporting any quality management system issues ● Carry out agreed rectification works and corrective action is taken when required for non-conforming work. ● Preparing Work Inspection Procedures and Checklists (WIP and CL) and Inspection & Test Plans (ITPs) ● Attending meetings called to discuss quality issues
Designated Signature:	Designated Signature:	Designated Signature:	Designated Signature:

4.4 Schedule of Key Activities

As a minimal, the following key activities Test and Inspection plan shall be produced, to comprehensive detail indicating type of test, hold on point, approval and compliance for acceptance criteria

No.	Work Activity	Inspection and Test Plan	Work Procedure
01	Mobilization	Complete/impartial	Take inspection and record all items in question before commencement
02	Camp site layout	As specified	Before set out obtain land approval from local authority.
02	Setting/Survey work	Chainage set	Survey team with survey equipment; Request to Survey (RTS) and approval to proceed issued by UNOPS
03	Bush clearance	Within specifications, stamps, roots are removed	Obtain letter of commencement from UNOPS
04	Trees cutting	Tree falling within working area; number and options of pruning branches only	Permit from Ministry of Forestry and Wildlife is obtained
05	Embankment	Layers, compaction, materials, and moisture contents	Request for testing (RFT) form filled and signed
06	Sub base layers	Compaction, material, and moisture contents	
07	Gravel wearing course	Borrow pit and compaction test/inspection	Request for testing (RFT) form filled and signed
09	Drainage and retaining structure excavation	Setting out need to be confirmed by UNOPS prior to excavation	Approval for proceed (ATP) form filled and signed
10	Waste disposal	Onsite waste separation capacity/landfill site etc	

5 Commitment and Competency

5.1 Leadership and Commitment

It is UNOPS's intent that its agents, managers and supervisors at all levels, by means of their actions and behaviour, provide visible and pro-active commitment to Quality Management.

Demonstrated proactive and visible leadership and commitment to Quality on this Project shall include carrying out activities such as:

- Setting clear quality objectives
- Project Management conducting site visits
- Senior management participating in audits
- Involving the workforce in addressing quality issues
- Encouraging open communication on quality issues
- Encouraging an environment of continual improvement
- Adhering to the Standards set by UNOPS Management System
- The recognition and reward of outstanding contributions to quality performance

5.2 Competency Awareness and Training

The competency needs of all personnel performing activities which affect the quality of manufacture/construction shall be identified by UNOPS SQMR and QMR. Personnel performing specified assigned tasks shall be appropriately qualified on the basis of training, skills and/or experience, which will be confirmed by the Contractor's Project Management team as required.

UNOPS QMR shall be responsible for ensuring that site personnel have relevant qualifications for the work they are required to perform. Curriculum vitae, education and professional certificates of the responsible site personnel will be examined before approval is granted for hiring site personnel. .

Training needs for UNOPS project personnel shall be identified and documented as personnel PER training needs, giving consideration to the knowledge and skills required from the position to fulfil the realization of the requirements within UNOPS Management System.

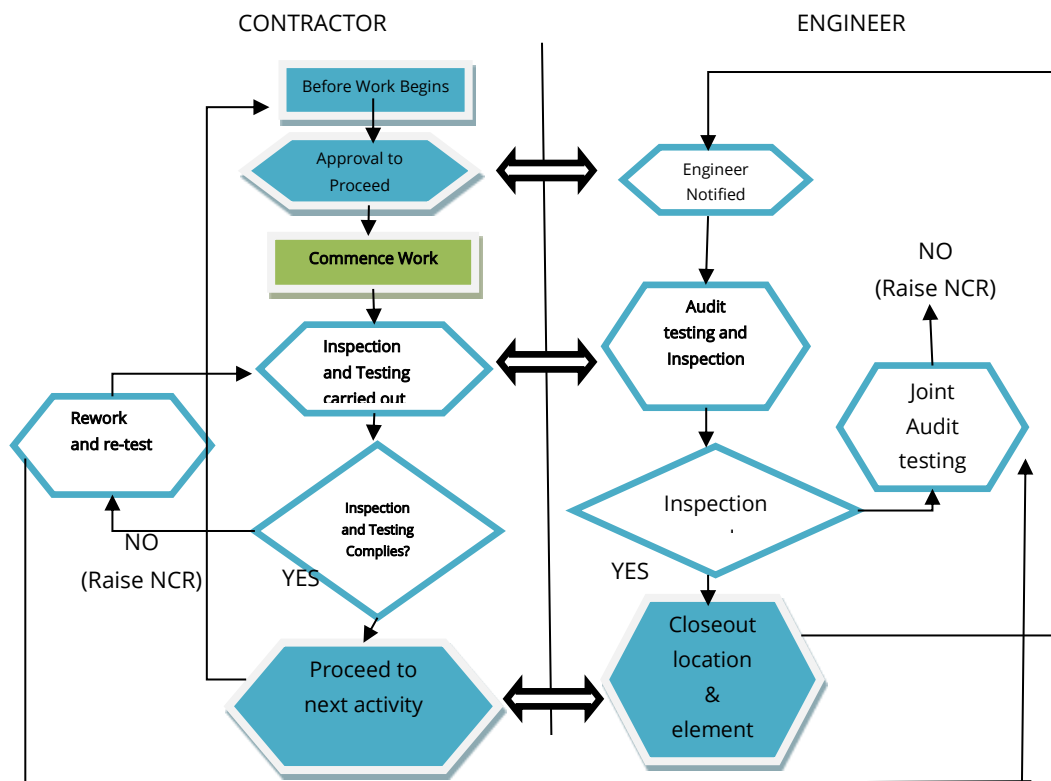
6 Control of Work Processes

Effective Quality Control requires a serious and concentrated effort on the part of the supervisory and inspection personnel. Tools for the accomplishment of effective Quality Control are as follow:

- The Contractor shall prepare and submit method statements for the identified and agreed schedule of key activities with the corresponding risk assessments before 'approval to proceed' shall be granted by the UNOPS site-based QR. This requirement shall be discussed and recorded in the Commencement meeting minutes. Before start of construction, UNOPS QR shall conduct a mutual understanding meeting with the Contractor and discuss the contractor's quality management system. This will be reviewed by UNOPS QMR.
- Construction Works will commence only after mutual understanding between UNOPS and Contractor has been achieved.

6.1 Quality Assurance Process Flow Chart

Generally, the quality assurance process will follow the following flow chart.



6.2 Control of Works Plan Phasing

Control of Work Processes will comprise the following 3 phases:

- **Preparatory phase meetings:** Work Process (WP) meeting will be held before each definable feature of work to ensure that the documentation is complete, materials are on hand, and the people who are to perform the work understand what they need to know about the feature of work. Both the actual contract specifications and those referenced in the contract specifications shall be in the Contractor's library and available to the control of WP inspections.
- **Initial Inspections:** Control of WP inspections shall be conducted in a timely manner at the beginning of a definable feature of work. A check of the preliminary work will determine whether or not the Contractor, through his personnel involved,

thoroughly understand and is capable of accomplishing the work as specified.

- **Follow-up Inspections:** Follow-up inspections also conducted by UNOPS Representatives and Contractor's quality management personnel, occur daily when work is in progress and are for the purpose of assuring that the controls established in the earlier phases of inspection continue to provide work which conforms to the contract requirements.

6.3 Inspection and Testing

The status of the constructed works will be identified by the progressive completion of inspection and testing documentation which are Inspection & Test Plans, Work Inspection Procedures and Checklists.

UNOPS team, and the Contractors shall be responsible for the quality of the works. Checklists will be signed for each operation (earth works, concrete works, and reinforcement works, and precast items installation, etc. including mechanical, electrical and hydraulic works) to verify that works have been completed in accordance with requirements.

All inspections and testing to be undertaken throughout the project to ensure processes and outcomes meet the specified requirements need to be planned and quality records maintained.

An Inspection & Test Plan for each trade and/or significant work activity identifies the key performance criteria for the works and allows allocation of appropriate implementation control measures to assist achieving the required outcomes. Any specified hold points and approvals are incorporated in the activity planning along with allocation of the personnel responsible to monitor and implement. The Inspection & Test Plan provides a framework for the works to be packaged into controllable portions where specific risk and specification requirements can be identified and controlled. Specific quality control activity/test will be conducted at each hold point to make sure works meet quality standards before an approval is given to proceed with subsequent works. Item 6.3 indicates the minimal high-level schedule of key task that testing and inspection plan is required. The schedule of key task shall be used to develop the key trade activity inspection and test plans. Additional task requirement may be added by UNOPS PM if necessary to meet requirement and standards.

During the progress of the work tests shall be conducted to ensure compliance with the requirements of the specifications. The UNOPS will at regular intervals inspect and test materials and completed work for compliance with the specified requirements.

6.3.1 Trade/Activity Control Sheet

Trade and Activity Control Sheets shall be used in addition to and in support of the Inspection & Test Plan. The Trade and Activity Control Sheet acts as a prompt, checklist, record and tool to control the implementation of a specific construction task in detail, ensuring specific specification requirements are met and risk managed, reducing the likelihood of defective work and need for costly repairs and rework.

Additional task requirement can be added to the schedule of key task by UNOPS PM if necessary to meet requirement and standards, while compiling the Inspection & Test Plan for a particular activity the appropriate Trade and Activity Control Sheets to be used to control the task should be identified. The Standard Trade and Activity Control Sheets have been compiled for a majority of the implementation operations on a typical construction site detailed in the Implementation Plan. These sheets should be adjusted and modified to suite the project specific requirements. The Project team is encouraged to develop additional and new Trade and Activity Control Sheets for tasks not covered by existing sheets.

Independent inspections shall be carried out to verify that the self-certification process is being operated correctly. Requirements for independent inspections shall be identified on Inspection & Test Plan, Check-lists.

Independent inspections can be completed by appointed persons within the Project team. Non-conformances, defects or outstanding works shall be recorded as specific in UNOPS Procedures. Where an independent inspection is completed with all matters correct, this inspection can be recorded as “right first time” and used as a performance indicator.

Inspections and Test Plans define the inspection and testing requirements of the project including:

- Activity Description
- Inspection or Item Description
- Acceptance Criteria
- Inspection Frequency
- Inspection Test/Procedure
- Hold Point Identification
- Responsibility for carrying the inspection.

The UNOPS QR will be prepare and monitor ITPs.

Monitoring will be done by UNOPS by:

- Watching for omissions
- Watching for discrepancies between plans and specifications
- Checking plans and specifications against requirements of which problems occurred on similar jobs
- Comparing elevations, grades and details shown on plans as existing, with those at the actual site
- Reporting all errors, omissions, discrepancies, and deficiencies to UNOPS SQMR/QMR.

*Always keep a posted and marked up set of plans and specifications convenient for ready reference.

*Make sure that construction contractor has this same information.

6.3.2 Storage of Materials

The UNOPS QR shall

- ensure/produce site organisation and management plan (location of material storage);
- ensure that adequate space is available for the contractor's operations and storage areas;
- ensure that approval has been obtained for temporary sheds, buildings, etc. which the contractor proposes to install;
- ensure that materials and equipment's are properly stored and protected;
- ensure that safety requirements, especially in the storage of flammable or explosive materials, are adhered to;
- ensure temporary structures are secured against wind damage;
- Ensure the necessary heating and ventilating systems are provided.

6.4 Submittals

This section describes the procedures for submittals.

6.4.1 Material Submittal Schedule

The construction contractor will prepare and submit a submittal schedule to the UNOPS QR, which will then be provided to UNOPS project manager via the UNOPS QMR, the schedule should be linked to the Contractor's approved programme of works. The schedule will be initially submitted within **[see conditions of contract]** after the award of the contract and

updated on a monthly basis. The UNOPS QR shall work with the contractor to prioritize and sequence submittals so that the most critical submittals are received and processed first (preparation of submittal schedule). The submittal schedule will become the baseline against which receipt of all required submittals will be compared. The approved submittal schedule will be used by the UNOPS QMR for resource availability planning.

6.4.2 Storage

The UNOPS QR will maintain all submittal files via a combination of a secure document filing and storage system. All files and documents should be shared not more than two days after receipt and compilation by the UNOPS QR. The UNOPS QMR and the UNOPS QR will independently maintain a submittal file. The UNOPS QMR will provide all submittal records to the UNOPS PM as part of the project closeout documentation.

6.5 Construction Nonconformities/Deficiencies

This section provides procedures for tracking construction nonconformities/deficiencies from identification through acceptable corrective action. It defines the controls and related responsibilities and authorities for dealing with noncompliant products or services.

6.5.1 Non-conformance/Deficiency Identification and Notification

Non-conformance/deficiency occurs when a material, performed work, or installation does not meet the plans and/or specifications for the project. Any item of work found to be deficient will be identified by the inspector on the Non-conformance Report as described in this section.

6.5.2 Non-conformance and Non-conformance Report (NCR)

Non-conformances are major deviations from the project specifications and the contract requirement and/or accepted standard of quality, which shall be formally documented for corrective action by UNOPS project staff. Failure by a contractor to correct a minor deficiency after having been put on notice will also result in a non-conformance if it is not corrected within the allocated days of notification. Non-conformances shall be formally documented on the example Non-Conformance Report form. The Non-conformance report shall be distributed to the contractor and UNOPS SQMR/QMR.

The Non-Conformance Report (NCR) is a formal notification to the contractor that work does not meet the plans or the specifications for the project. Any item of work found to be deficient - out of conformance with the construction drawings and/or specifications - will be identified by the inspector on the non-conformance report as described in this section. Non-conformance reports will be included on the non-conformance register and tracked through verification that the non-conformance has been corrected.

6.5.3 Preventive Actions

Preventive actions are to be taken to eliminate the cause of a potential non-conformity. For example, defects that appear on the surface of concrete during construction or within a relatively short time after completion are usually caused by poor quality materials, improper mix design, lack of proper placing and curing procedures, or poor workmanship. The Contractor shall take preventive actions as necessary to eliminate the causes of potential deficiencies so as to prevent their occurrence.

6.6 Documentation Control

Quality Documentation developed specifically for the project shall be controlled on site by the UNOPS QR.

6.6.1 Drawings records

- The Contractor's record drawings shall be reviewed monthly by the UNOPS QR;
- Supervision and design office staff to ensure that they are correct;
- Ensure that as soon as a change or addition is made in construction it is noted on the record drawing;
- See that the following items are considered in the changes for Record:
 - Drawings as per schedule
 - Draft final record drawings will be prepared and submitted by Contractor to the UNOPS QR for review and comment. After the drawings record is finalised, the UNOPS QR will submit the final drawings record (As built) to UNOPS PM via the QMR.

6.6.2 Final Reporting

The following quality related documents will be generated during implementation of the Project and will be submitted to the Quality Control file that will be handed over to the end user on project completion.

- Work Completion Report:
 - Record (as-built) drawings
 - Operation and maintenance manuals; and

6.6.3 Defect Notification Period

Defect Notification Period means the period for notifying defects in the Works (as the case may be) under the *clause 1 'Defects Notification Period and Final Completion'*, as stated in the Minor Works Contract, and; as stated in *clause 1 'Definitions'* of the Measured Price Construction Contract, which is calculated from the date on which the Works are completed

as certified under the *clause 1 'Substantial Completion and Taking Over'*, within Minor Works Contract and; and '*Employer's Taking Over*' within Measured Price Construction Contract.

When material, performed work or installation is found to be deficient, the UNOPS QR will assure deficiency correction is implemented. The QR shall ensure that the defected material, work or installation is identified and controlled to prevent unintended use or delivery. The QMR will confirm that deficiencies are fully corrected.

The UNOPS shall instruct contractor to implement corrective actions to remedy work that is not in accordance with the drawings and specifications. The corrective actions will include removal and replacement of deficient work using methods approved by the UNOPS QR and concurred with by the UNOPS PM/QMR. Removal shall be done in a manner that does not disturb operation of the product; otherwise, the disturbed material shall also be removed and replaced. Replacement shall be done in accordance with the corresponding technical specifications. Replacement will be subjected to the same scope of Quality Control inspection and testing as the original work. If the replacement work is not in accordance with the drawings and specifications, the replacement work will be removed, replaced, re-inspected, and re-tested. All activities undertaken with regards to defects shall be recorded in Defects Register.

Any item of work found to be deficient will be identified by UNOPS and issued to Contractor on the Defect Notification form as described in this section.

7 Appendices

7.1 Appendix 1 – Material Approval Request

Project:	Road Rehabilitation Artibonite and Center			Request No:	
Contractor:				Date:	
Item Submitted :					
Discipline:	Civil	Building	Mechanical	Electrical	
Description:					
Supplier/Manufacture, including model number:					
BOQ Ref.:		Specification Ref.:			
Attachments:					
Data Sheet	Catalogue	Sample			
For Contractor					
Discipline Engineer Name:			Signature:		
Project Manager Name:			Signature:		
For Consultant					
Received Date:			Received Time:		
Received By:			Signature:		
Consultant's Action:					
Approved			Not Approved		
Approved As Noted			Others:		
Remarks:					
Action by:			Signature:	Date:	
For UNOPS Project Manager Use:					
.....					
Project Manager Name:			Signature:	Date:	
Contractor Receive					
Received Date:			Received Time:		
Received By:			Signature:		

7.2 Appendix 2 – Non-Conformance Report

Project	Road Rehabilitation Artibonite and Center.		
Contract No			
Contractor			
Trade/Activity			
Date		Non-conformance report number	
Details of Non-Conformance: (Note specifications, drawings, standards, procedures etc. departed from, attach photos if applicable)			
Type of Non-Conformance: Material Fault Workmanship Product Supply Safety Quality Environmental			
Remedial Works Required:			
To be completed By Date: Input and Approval required by Design Consultants: Yes No Approved:			
Corrective Action to Prevent Recurrence:			
Corrective Action confirmed and carried out Date: By Contractor:			
Close Out Confirmed Date..... By Consultant:			

7.3 Appendix 3 – Non-Conformance Register

Project Title: Road Rehabilitation Artibonite and Center.					
Non-Conformance Number	Date Issued	Non-Conformance Details	Date Remedial Work Complete	Date Corrective Action Complete	Non-Conformance Closed Out

7.4 Appendix 4 – Defects Register

Project: Road Rehabilitation Artibonite and Center						Contract No		
Contractor								
Defect No.	Defect Details	Date Issued to Contractor	Remedial Actions	To be completed by	Date Work Started	Date Work Completed	Sign Off (Inspected and approved repairs)	Comments (Design required, extend periods, guarantees, maintenance)

7.5 Appendix 5 – Defects Notification

Project	Road Rehabilitation Artibonite and Center		
Contract No			
Contractor			
Trade/Activity			
Date		Defect notification number	

Details of Defect:

(Note specifications, drawings, standards, procedures etc departed from, attach photos if applicable)

Type of Defect:

Material Fault ☐ Civil ☐ Mechanical ☐ Electrical ☐ Safety & Environmental ☐ Other ☐

Defect Classification:

☐ Critical (creates direct risk to proper operation of the facility or safety – to be fixed ASAP)

☐ Operational (no direct risk to operation of facility or safety – fix date to be agreed)

Remedial Works Required:

To be completed By Date:

Input and Approval required by Design Consultants: Yes ☐ No ☐

Signed by Date:

Close Out Confirmed Date: By:

7.6 Appendix 6 – Material Storage Checklist

Purpose: Material Storage		Location: [Insert Location]			
No.	Inspection Task	Hold	Responsibility	Date	Signature
1	Check if adequate space is available for the contractor's operations and storage areas				
2	Check if approval has been obtained for temporary sheds, buildings, etc. which the contractor proposes to install				
3	Check if materials and equipment's are properly stored and protected				
4	Check if safety requirements, especially in the storage of flammable or explosive materials, are adhered to				
5	Check if temporary structures are secured against wind damage				
6	Check if necessary heating and ventilating systems are provided				
7	Check on un bended nails, debris etc				
8	Check on Stacking and spacing of materials				
9	Air circulation and the area below the stacked items (materials)				
Final Inspection by:		Date:		UNOPS QR, Signature:	

7.7 Appendix 7 – Site Establishment Checklist

SITE ESTABLISHMENT PLANNING CHECKLIST

Project Title		Meeting Number	
Meeting Purpose			
Meeting Location		Meeting Date & Time	
Present			
Apologies			
Distribution	(additional to those present)		
Notes prepared by		Distribution Date	

Site Establishment Requirements	Who to action	Required by date	Sign completed
1. Site Layout			
• Site boundaries physically defined (where applicable)			
• Fencing/hoarding (where applicable)			
• Site office and accommodation (where applicable)			
• Welfare facility (wash/toilet facilities, canteen/mess)			
• Fresh water/Drinking facilities			
• Main site vehicle access, temp roadways and walkways			
• Material access and loading bays			
• Material storage (and hazard materials)			
• Concrete pump locations			
• Compressor locations			
• On Site Machinery parking			
• Off site workers parking			

Site Establishment Requirements	Who to action	Required by date	Sign completed
<ul style="list-style-type: none"> Vehicle wash down areas 			
<ul style="list-style-type: none"> Traffic management 			
<ul style="list-style-type: none"> Crane locations (where applicable) 			
<ul style="list-style-type: none"> Site Signage locations/requirements 			
<ul style="list-style-type: none"> Waste bin locations 			
<ul style="list-style-type: none"> Any major temporary works requiring design certification and review 			
2. Temporary Services			
<ul style="list-style-type: none"> Identify temp services required for site operation. 			
<ul style="list-style-type: none"> Existing site services location plan: (water, gas, power, telephone, data, sewerage, storm water, traffic, overhead services) 			
<ul style="list-style-type: none"> Plan routes/locations for temp site supply. 			
<ul style="list-style-type: none"> Contact with services authorities' co-ordinate connection/disconnection requirements. 			
<ul style="list-style-type: none"> Confirm positions of temporary power board and sub board locations 			
3. Protection and Site Security/Safety			
<ul style="list-style-type: none"> Adjacent buildings and property requiring protection 			
<ul style="list-style-type: none"> Surrounding roads and footpaths require protection, existing condition recorded 			
<ul style="list-style-type: none"> Security system for site considered. Patrols, static guards, alarms. 			
<ul style="list-style-type: none"> Security and site lighting 			
<ul style="list-style-type: none"> Coordinate with H&S requirements for evacuation/emergency plan and muster points 			
<ul style="list-style-type: none"> Confirm first aid kit locations 			
4. UNOPS/Consultant's Interface			
<ul style="list-style-type: none"> Confirm interface and coordination requirements for establishing UNOPS/Consultant's project staff site facilities, accommodation and temporary services requirements. 			

Site Establishment Requirements	Who to action	Required by date	Sign completed
<ul style="list-style-type: none"> Confirm interface and coordination requirements for other stakeholders regarding temporary facilities. 			
5. Other Issues			
<ul style="list-style-type: none"> 			

7.8 Appendix 8 – Site Instruction

SITE INSTRUCTION			
Project			
Contract No			
Contractor			
Date		Instruction number	
Subject			

UNOPS Project Manager		Contractor's Representative	
Name		Name	
Signature		Signature	
Date		Date	

Note: Prior approval must be sought from UNOPS PM where the Instruction constitutes a Variation under the Contract and payment terms will be agreed by the Contractor submitting revised rates for the work for approval by the Engineer.

7.9 Appendix 9 – Site Survey Station

SITE SURVEY STATION DETAIL SHEET

Project Title:			
Established By		Date	
Station Number/reference			
Location			
Marker description			
Height/Datum		Coordinates	

Location Information: (Insert map, sketch and photograph)

7.10 Appendix 10 – Site Daily Report

SITE DAILY REPORT							
Project					Date		
Contractor					Day		
Contract No					Weather		
Work Area							
Contractor's Resources							
Project Manager		Surveyor		Mason		Plumber	
Site Eng.		Laborer		Plasterer		Electrical	
Mech. Eng.		Carpenter		Welder		Pergola carp	
Foreman		Steel Fixer		Operator		TOTAL	
Contractor's Major Plant							
Safety and Environmental Issues							
Labour	(shortages, quality, let downs)						
Material	(quality, delivery, issues, damages)						
Work in progress							
Delays/ Disruptions/ Instructions/Mile stones							
Visitors, comments, complaints							

Diary Issued by:

7.11 Appendix 11 – Bi Weekly programme/Work Plan

TWO WEEKLY PROGRAMME / WORK PLAN

Project Title:		Prepared By:		Date:	
Work Area/Section:		Two Weekly period:	From to		

	Activity (Task, trade, works)	Resources Required	Other Factors	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Review Complete	Delayed? (Reasons)
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			

7.12 Appendix 12 – Project Meeting Notes/Minutes

PROJECT MEETING NOTES			
Project Title		Meeting Number	
Meeting Purpose			
Meeting Location		Meeting Date & Time	
Present			
Apologies			
Distribution	(additional to those present)		
Notes prepared by		Distribution Date	

Item	Agenda/Item	Action by
1.	Actions from previous meeting	
2.	H&S and environmental issues	
3.	Program review – actual progress ver. planned	
4.	Contractual issues	
5.	Technical issues - design	
6.	Technical issues – quality of the implementation	
7.	Procurement status	
8.	Resources review	
9.	Planned Activities	
10.	AOB	
11.	Next meeting	

7.13 Appendix 13 – Trade/Activity Control Sheet – Excavation

TRADE/ACTIVITY CONTROL SHEET - EXCAVATION

Project		Contract No	
Contractor			
Area/Location of works			
Date		Sheet Number	

	Yes/ No/ N/A	Date Completed	Sign Off
General Excavation Methodology Reviewed and Approved Hazard and Risk Assessment (Form HS09) completed? Work Permit system in place for excavation and completed Environmental mitigation measures in place? Drawing number and revision for task:			
Set out and Levels Excavation dimensions checked and set out lines confirmed Record Actual: Excavation depths and levels checked and confirmed Record Actual: Comment on condition of sub grade/extent of stripping etc as required: Survey complete and confirmed			
Area Preparation Work area and access all clear			
Services All underground services located and marked and all precautions taken to avoid them? Power <input type="checkbox"/> Water <input type="checkbox"/> Drainage <input type="checkbox"/> Storm water <input type="checkbox"/> Gas <input type="checkbox"/> Telecom/Data <input type="checkbox"/>			

All overhead services clear from working area equipment and machinery			
Safety and Control Provisions Excavation fences and protection barriers to be used Machinery and equipment operation reviewed and confirmed PPE as required			
Shoring/battering Shoring required, shoring method approved and correctly installed			
Dewatering Required? Method of dewatering approved Silt traps installed Pumps installed and operational Water levels to be monitored? By whom?			
Soft Spots discovered? If "yes" treated and recorded			
Time period Excavation commenced:(date and time) Excavation completed:(date and time)			
Sign off Activity Complete:			

The signing of this Control Sheet and Inspection by UNOPS/Consultant does not relieve the Contractor from any contractual obligations detailed within the Contract Documents

UNOPS Representative: Date:	Contractor's Representative: Date:
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7.14 Appendix 14 – Trade/Activity Control Sheet – Excavation (Subbase)

TRADE/ACTIVITY CONTROL SHEET - EXCAVATION (Sub Base)

Project		Contract No	
Contractor			
Area/Location of works			
Date		Sheet Number	

	Yes/ No N/A	Date Completed	Sign Off
General Excavation/backfill Methodology Reviewed and Approved Hazard and Risk Assessment (Form HS09) completed? Work Permit system in place for excavation and completed Environmental mitigation measures in place? Drawing number and revision for task:			
Material and Specification Material sample provided and approved (confirm type) Specification: to be placed inmm layers (clause:) Specification: to be compacted and tested toas specification (clause:) Testing Results: (method / location / result / lab documentation) Final level survey checked and confirmed back to drawing and within tolerances			
Area Preparation Work area and access all clear Proceeding works preparation and formation complete and accepted			

Weather conditions acceptable			
Services All existing and new underground services installed, located and marked and appropriately housed, identified and tested prior to sub base All overhead services clear from working area equipment and machinery			
Safety and Control Provisions Excavation fences and protection barriers to be used Machinery and equipment operation reviewed and confirmed PPE as required			
Set out and Formation Set out profiles and pins as required Confirm bedded elements are installed to correct line and level Steps, benches and finished layer profile within tolerances Protective material layer required/provided			
Inspect sub base installation: <ul style="list-style-type: none"> • check Roller type • confirm layer thickness correct • number of roller passes • free from segregation • testing as specified 			
Cement/Lime Bound Material Batching and mixing of materials as specification Moisture content controlled and tested Lime material specification and testing requirements established for spread rate, MCV, pulverisation, mix depth. (test records and documentation attached) Place and compact as specified with correct joints, layer thickness Check/test surface finish, density and CBR testing (test records and documentation attached) Curing/bituminous spray after compaction NO traffic on area for specified duration/protected			

Time period Backfill commenced:(date & time) Backfill completed:(date & time)			
Sign off Activity Complete:			

The signing of this Control Sheet and Inspection by UNOPS does not relieve the Contractor from any contractual obligations detailed within the Contract Documents

UNOPS Representative: Date:	Contractor's Representative: Date:
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7.15 Appendix 15 – Trade/Activity Control Sheet – Reinforcing Steel

TRADE/ACTIVITY CONTROL SHEET - REINFORCING STEEL

Project		Contract No	
Contractor			
Area/Location of works			
Date		Sheet Number	

	Yes/No N/a	Date Completed	Sign Off
General Drawing number and revision for task: Sample testing of steel grade required (or other requirements) Work Methodology Reviewed and Approved Hazard and Risk Assessment (Form HS09) completed? Environmental mitigation measures in place?			

Reinforcing Bar	Size & Grade	Lap Size	Cover	Fix Secure	Sign Off
Main Re-bar vertical					
Main Re-bar horizontal					
Stirrups					
Saddle bars					
Starter bars					
Mesh					
All steelwork adequately tied					
Spacer blocks and chairs in place					
Temporary support adequate					
Sign off Activity Complete (ready for concrete pour):					

The signing of this Control Sheet and Inspection by UNOPS does not relieve the Contractor from any contractual obligations detailed within the Contract Documents

UNOPS Representative: Date:	Contractors Representative: Date:
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7.16 Appendix 16 – Trade/Activity Control Sheet – Formwork

TRADE/ACTIVITY CONTROL SHEET – FORMWORK

Project		Contract No	
Contractor			
Area/Location of works			
Date		Sheet Number	

	Yes/No/ a	Date Completed	Sign Off
General Drawing number and revision for task: Drawing of Formwork Construction: Formwork and Support Material: Work Methodology Reviewed and Approved Hazard and Risk Assessment (Form HS09) completed? Environmental mitigation measures in place?			
Formwork 1. Concrete Finish Required: Material surface acceptable to achieve finish 2. Alignment and Level checked 3. Formwork well fixed/rigid and secure 4. All bracing rigid and secure 5. Joint detail as per specification 6. Stop end and close ends complete 7. Construction joints correctly located and complete 8. Releasing agents applied 9. Inserts, cast in's, waterbars etc, all fixed and secured			

10. Interface/scabbling/keying surfaces acceptable			
11. Clean out complete			
Support False work 1. False work layout was per design/drawings 2. Founding and base adequate for load transfer 3. Steel propping/shoreload frames acceptable and correct spacing 4. Support Heads located central under supporting bearer 5. Bracing and required back propping complete 6. Vertical load transfer path acceptable			
Sign off Activity Complete:			

The signing of this Control Sheet and Inspection by UNOPS does not relieve the Contractor from any contractual obligations detailed within the Contract Documents

UNOPS Representative: Date:	Contractors Representative: Date:
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7.17 Appendix 17 – Trade/Activity Control Sheet – Concrete Pour (General)

TRADE/ACTIVITY CONTROL SHEET - CONCRETE POUR GENERAL

Project		Contract No	
Contractor			
Area/Location of works			
Date		Sheet Number	

	Yes/No N/a	Date Completed	Sign Off
General Reinforcing Steel and Formwork trade/activity control sheets in? Work Methodology Reviewed and Approved Hazard and Risk Assessment (Form HS09) completed? Environmental mitigation measures in place? Reduced Level (RL) required: Benchmark RL: Drawing number and revision for task: Element to pour (area, location, pour ref):			
Pre Pour Sub grade acceptable Formwork, propping and support acceptable Set out, levels, falls and alignment acceptable Cast ins, penetrations, joint elements, plates, blockouts included			

<p>Blinking concrete required/in place</p> <p>Services conduits, ducts and pipe work included</p> <p>Reinforcement and cover acceptable</p> <p>Pour element clean and free of material</p> <p>Final pre pour inspection sign off</p> <p>Concrete Pour Summary checklist to be used</p> <p>Cylinder Samples and Sump testing ready</p> <p>Weather protection required and in place</p> <p>Additional specific requirements: (specific requirements for beams, columns, slabs)</p> <p>.....</p>			
<p>Plant and Equipment</p> <p>Plant Required (and available on site): Vibrators <input type="checkbox"/> Screeds <input type="checkbox"/> Bullfloats <input type="checkbox"/> Powerfloats <input type="checkbox"/></p> <p>Safe working platform</p> <p>Waste/Bin skips available</p> <p>Labour resource adequate</p> <p>Pumping equipment committed, set out and ready</p> <p>Additional specific requirements: (specific requirements for beams, columns, slabs)</p> <p>.....</p>			
<p>Pouring and Finishing</p> <p>Concrete Finish</p> <p>Vibration</p> <p>Additives</p> <p>Placing and screening to levels and falls</p>			

Formwork remains aligned/plumb Clean up Saw cutting/control joints/stop ends Additional specific requirements: (specific requirements for beams, columns, slabs).....			
Post Pour 1. Formwork Stripping time: A) Beams/Walls/Column Sides: Hours:, actual: B) Beam/Slab Soffit: Days:, actual: C) Prop and Support removal: Days:, actual: 2. Finish Inspection : Concrete correct alignment <input type="checkbox"/> , concrete surface finish acceptable <input type="checkbox"/> , penetrations/cast ins clear and correct position <input type="checkbox"/> 3. Curing: Specification Requirements, (water spray, wet sand, wrapping, etc), time frame:, Completed <input type="checkbox"/> 4. Additional specific requirements: (specific requirements for beams, columns, slabs)..... 5. Any remedial action required and undertaken: 			
Sign off Activity Complete:			

The signing of this Control Sheet and Inspection by UNOPS does not relieve the Contractor from any contractual obligations detailed within the Contract Documents

UNOPS Representative: Date:	Contractor's Representative: Date:
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7.18 Appendix 18 – Trade/Activity Control Sheet – Concrete Pour (Summary)

TRADE/ACTIVITY CONTROL SHEET - CONCRETE POUR SUMMARY

Project		Contract No	
Contractor			
Area/Location of works			
Date		Sheet Number	
Mix Designation:		Batch Plant:	
Specified Slump:		Specified Air Content:	
Weather:			

Truck No.	Docket No.	QTY m3	Batch Time	Arrival Time	Discharge Start	Discharge Finish	Slump Test (mm)	Time Taken	Air Content	Temp Air/ Concrete	Test Cylinder Taken (ID)	Time Taken
										/		
										/		
										/		
										/		

7.19 Appendix 19 – Trade/Activity Control Sheet – Precast Concrete (Supply/Manufacture)

TRADE/ACTIVITY CONTROL SHEET - PRECAST CONCRETE (Supply/Manufacture)

Project		Contract No	
Contractor			
Area/Location of works			
Date		Sheet Number	

	Yes/No/Na	Date Completed	Sign Off
General Precast Unit and Number: Shop Drawing No: Work Methodology Reviewed and Approved Hazard and Risk Assessment (Form HS09) completed? Environmental mitigation measures in place?			
Pre manufacture: Mould/Form Dimension Check Length <input type="checkbox"/> Width <input type="checkbox"/> Height <input type="checkbox"/> Rebates <input type="checkbox"/> Fillets <input type="checkbox"/> Cut outs <input type="checkbox"/> Square <input type="checkbox"/>			
Pre manufacture: Reinforcing Check 1. Main rebar: Grade <input type="checkbox"/> Bar Size <input type="checkbox"/> Laps <input type="checkbox"/> Cover <input type="checkbox"/> 2. Stirrups: Grade <input type="checkbox"/> Bar Size <input type="checkbox"/> Laps <input type="checkbox"/> Cover <input type="checkbox"/> 3. Starters: Grade <input type="checkbox"/> Bar Size <input type="checkbox"/> Laps <input type="checkbox"/> Cover <input type="checkbox"/>			
Pre manufacture: General Lifting eyes <input type="checkbox"/> Inserts <input type="checkbox"/> Conduits <input type="checkbox"/> Drossbacks <input type="checkbox"/> Confirm stop ends in place <input type="checkbox"/> retarder/release agents <input type="checkbox"/>			

Add any unit specific inspection requirements 			
Pre manufacture: Concrete Concrete Strength:mpa Concrete slump test:(mm) Concrete cylinder test taken			
Post manufacture: General Finish achieved as specified Dimensions checked and within specified tolerances All curing completed Defects noted and repaired As Built Drawings produced			
Transport/Delivery Post delivery/transport units acceptable condition Rejected but material unloaded Rejected and returned Corrective actions to be taken 			
Sign off Activity Complete:			

The signing of this Control Sheet and Inspection by UNOPS does not relieve the Contractor from any contractual obligations detailed within the Contract Documents

UNOPS Representative: Date:	Contractors Representative: Date:
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7.20 Appendix 20 – Trade/Activity Control Sheet – Precast Concrete (Installation)

TRADE/ACTIVITY CONTROL SHEET - PRECAST CONCRETE INSTALL

Project		Contract No	
Contractor			
Area/Location of works			
Date		Sheet Number	

	Yes/No/N/a	Date Completed	Sign Off
General Precast Type/Unit and Number: Shop Drawing No: As Built Drawing No: Work Methodology Reviewed and Approved incl. lifting permit Hazard and Risk Assessment (Form HS09) completed? Environmental mitigation measures in place?			
Set Out/Survey Grid Datums used: Offsets from Datums: Reduced Levels (RL) (as required) Slab RL's: Benchmark RL's: Top RL's: Bottom RL's: Seating RL's:			

Soffit RL's:			
Pre Erection Falsework and Supports (if required) correct set out and RL's Set out requirements checked RL's confirmed (shims/packing included):, Seating and housing dimension specifications met Starters (length and location) confirmed as per specification Drossbacks ducts clear			
Erection Reinforcing location/linking correct Even Seating of units Horizontal alignment Vertical alignment Plumb Props and bracing fixed/in place			
Sign off Activity Complete:			

The signing of this Control Sheet and Inspection by UNOPS does not relieve the Contractor from any contractual obligations detailed within the Contract Documents

UNOPS Representative: Date:	Contractors Representative: Date:
--	--

7.21 Appendix 21 – Completion Checklist

CONTRACTOR COMPLETION CHECKLIST

Project			
Contract No		Date	
Contractor			
UNOPS Representative			

Item Description	Whom to Action	Target Date done by	Sign Off Complete and Dated
Contractor submitted request for Taking Over Certificate?			
Taking Over Inspections (Forms IPI 14/15) undertaken (consider in conjunction with end users)			
Local authority/government testing and inspections carried out			
UNOPS issue of Take Over certificate (see standard Contract templates)			
Guarantees/Warranties submitted by Contractor (Form IPI 16)			
All required producer statements/ independent certifications and sign off's submitted			
All As-Built's submitted (Form IPI 16)			
All final commissioning results received			
All spares submitted (Form IPI 16)			
Organise and undertake demonstrations and training for plant, facilities and equipment for the end users All operational manuals submitted (Form IPI 16)			
All temporary services disconnected accounts settled, permanent services providers to be established by end users			
All services metering reading at time of Taking Over recorded			
Temporary accommodation, plant and equipment removed and any commercial arrangements concluded			
Handover of all keying, access and building/site security measures to end users from contractor			
Post contract defects procedure and communication process with contractor and end users established?			

Plan/organise and communicate approach to undertake any deferred or post contract works with end users and contractor			
Confirm bond, retention and insurance part/full release, and restructuring for defects liability are in place			
Any contractor review, debriefing, lessons learnt, request for references etc are organised and auctioned			
Other			

7.22Appendix 22 – General Taking Over Inspection Checklist

GENERAL TAKING OVER INSPECTION

Project			
Contract No			
Contractor			
Area Inspected			
Inspection Date		Inspection Sheet Number	

Item	Inspection Issue	Comments, Remedial Action, Non Conformance, Remarks (incl. photo reference)	Date to be completed	Sign Off Complete and Dated

UNOPS Representative: Date:	Contractors Representative: Date:	Other Inspection Attendees:
--	--	------------------------------------

7.23 Appendix 23 – Request for approval

(RFA)	
Engineer: UNOPS Contract Number: Project Name:	Contractor: Reference: RFA- Date Submitted:

Request for Approval for the following:

Location: _____ **to** _____

Approval requested before: _____ **Date:** _____
Time: _____

Contractor's Comments/Description:

Submitted by: _____ Date: _____
(day/month/year)
(Contractor)
I hereby certify that the underlying layers and all testing, approvals and documentation required has been carried out to the satisfaction of the Contract.

Received by: _____ Date: _____
(day/month/year)
(UNOPS)

Engineer's Comments:

☐ **Approved**

Checked by: _____ Date: _____
(day/month/year)
(UNOPS)

Approved by: _____ Date: _____
(day/month/year)
(UNOPS)

☐ **Rejected, Re-submit**

7.24 Appendix 24 – Request for Survey (RFS)

Request For Survey (RFS)		
Engineer: UNOPS	Contractor:	
Contract Number:	Reference: RFS- -	
Project Name:	Date Submitted:	
Request for Survey for the following works:		
<input type="checkbox"/> General	<input type="checkbox"/> Road Bed	<input type="checkbox"/> Emb't
<input type="checkbox"/> GWC	<input type="checkbox"/> Structures	<input type="checkbox"/> Drainage
		<input type="checkbox"/> O.G.L.
Type of Survey Check:	<input type="checkbox"/> Dimensional Tolerance	<input type="checkbox"/> Benchmark & Stations
	<input type="checkbox"/> Alignment	<input type="checkbox"/> Topographic pick-up
Chainage from	Chainage to	Left/Right Lane or Road width
Which will be ready on;	Date: Time:	
Contractor's Comments/Description:		
Submitted by: _____	Date: _____ (day/month/year)	
(Contractor)		
Received by: _____	Date: _____ (day/month/year)	
(UNOPS)		
Head Contractor Survey Engineer's Comments/Recommendations:		
Engineer's Comments:		
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved, Re-submit		
Checked by: _____	Date: _____ (day/month/year)	
(UNOPS)		
Approved by: _____	Date: _____ (day/month/year)	
(UNOPS)		

7.25 Appendix 25 – Request for Testing (RFT)

Request For Testing (RFT)		
Engineer: UNOPS	Contractor:	
Contract Number:	Reference: RFS- -	
Project Name:	Date Submitted:	
Request for Testing for the following works: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Borrow Pit <input type="checkbox"/> Drainage </div> <div> <input type="checkbox"/> Embankment (Layer...) <input type="checkbox"/> Structures </div> <div> <input type="checkbox"/> GWC (Layer...) <input type="checkbox"/> </div> </div>		
Type of Test: Location: This will be ready on; Date: Time:		
Contractor's Comments/Description:		
Submitted by: _____ Date: _____ (day/month/year) (Contractor)		
Received by: _____ Date: _____ (day/month/year) (UNOPS)		
Head Contractor Material Engineer's Comments/Recommendations:		
Engineer's Comments:		
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved, Re-submit		
Checked by: _____ Date: _____ (day/month/year) (UNOPS)		
Approved by: _____ Date: _____ (day/month/year) (UNOPS)		

7.26 Appendix 26 – Request for Inspection (RFI)

Request For Inspection (RFI)	
Engineer: UNOPS Contract Number: Project Name:	Contractor: Reference: RFI- Date Submitted:
Request for Inspection for the following:	
<div style="display: flex; justify-content: space-between;"> <div>Location:</div> <div>to</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Inspection requested before:</div> <div>Date: Time:</div> </div>	
Contractor's Comments/Description:	
<div style="display: flex; justify-content: space-between;"> <div>Submitted by: _____ (Contractor)</div> <div>Date: _____ (day/month/year)</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div>Received by: _____ (UNOPS)</div> <div>Date: _____ (day/month/year)</div> </div>	
Engineer's Comments:	
<div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> Approved</div> <div><input type="checkbox"/> Not Approved, Re-submit</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div>Checked by: _____ (UNOPS)</div> <div>Date: _____ (day/month/year)</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div>Approved by: _____ (UNOPS)</div> <div>Date: _____ (day/month/year)</div> </div>	

7.27 Appendix 27 – CONTRACT COMMENCEMENT/KICK OFF MEETING

CONTRACT COMMENCEMENT/KICK OFF MEETING¹

Project Title/ Work Title	<input type="text"/> ²				
Contract no.	<input type="text"/>				
Employer	<input type="text"/>				
Contractor	<input type="text"/>				
Meeting Location	<input type="text"/>	Meeting Date	<input type="text"/>	Meeting Time	<input type="text"/>
Distribution	<i>(additional to those present)³</i>				
Minutes of meeting prepared by	<input type="text"/>			Minutes of meeting distribution date	<input type="text"/>

1. Attendants – Key Personnel *(Refer the Contract for the list of Contractor's Key Personnel)*

UNOPS Key Personnel	
<i>Project Manager/Employer's Representative</i>	<i>Name/signature or apologies</i>
<i>Deputy Project Manager/Employer's Representative Assistant</i>	
<i>QA Team Leader</i>	
<i>HSSE Consultant/Coordinator</i>	
<i>Contracts Advisor/Manager/Procurement Official</i>	
<i>Project Support Officer</i>	
<i>Partner's Representatives</i>	
Partner's Representative	

¹ This template can be expanded or shortened to suit project specific requirement

² Use the Developer tab in MS word to adjust text box fields including locking contents

³ Texts in BLUE are either information or guidance that can be maintained or changed to suite project conditions.

<i>Donor's focal person or Technical Advisor</i>	
<i>Client's Counterpart Engineer(s)</i>	
Contractor's Key Personnel	
<i>Contractor's Representative</i>	
<i>Construction Manager</i>	
<i>Office/Planning Engineer</i>	
<i>QA/QC Engineer</i>	
<i>HSSE Expert</i>	

2. Key Contractual Dates and Data *(Confirmation from the contract)*

- a. Accepted Contract Amount:*
- b. Commencement Date/Notice to Commence:*
- c. Time for Completion:*
- d. Mobilization Period:*
- e. Employer's Representative:*
- f. Contractor's Representative:*
- g. Defects Notification Period:*
- h. Delay Damage:*
- i. Any key milestone/stage completions and dates:*
- j. Confirmation of site working hours:*
- k. Any pertinent data:*

3. Key Contractual Deliverables at Commencement

Prior to any works being carried out on site the contractor must submit for review and approval the following documentation:

Item no.	Submission	Relevant Clause/Provisions	Due date as per the contract
<i>1</i>	<i>Contract Programme</i>	<i>Sub Clause 8</i>	

2	Bank Guarantee for Performance	Sub Clause 4	
3	Insurances	Sub Clause 18	
4	QA & QC Plans	Sub Clause 4.9	
5	HSSE Plans	Specification : Division 1000xxx	
6	Permits, Consents, Licences		
7	Request for right of access to and possession of site		
8	Personnel replacement request (if any)		
9	Other requirements, if any		

4. Project Quality Management

The Contractor is to actively engage with, execute and comply with the project quality, health and safety, social and environmental management as outlined within the contract documentation.

The appropriate UNOPS and contractor team are to meet as soon as possible prior to works commencement on site to establish and activate the Quality Management and HSSE Management plans required.

Initial Quality Management and HSSE Plans	Employer's Representative Notes	Contractor's Representative Notes	Action Points	Due Date
Health & Safety (as detailed within the UNOPS Project Health & Safety Management Plan – HS01)				
<i>Key issues to address:</i> <i>Project site emergency and evacuation plan, site induction procedures and site safety rules, visitor requirements, hazard identification and risk control assessment procedures, project safety meetings, work permit system, accident and incident reporting, safety inspections, child labour, and staff well-being.</i>				
Environmental Management (as detailed within the UNOPS Project Social and Environmental Management Plan – EM01)				
<i>Key issues to address:</i> <i>Environmental risk assessment procedures, site waste management plan, emergency details, incident and</i>				

<i>spill reporting and investigation, and site environmental inspections.</i>				
QM implementation Procedures /Approach				
<i>Key issue to address:</i> <i>QA/QC plans, inspection and test planning, task analysis, and site inspections.</i>				
Others				

5. Site Inspection

Is an initial site inspection prior to full site possession and works starting required? Full site visit report/photographic record/joint stakeholder walk round and sign off.

If required, confirm date and time as well as attendees involved.

Date: Time:

Attendees:

6. Site Establishment

Full and detailed review of the proposed and planned site temporary services, site accommodation, storage and temporary access ways is required.

The site establishment review may form part of the contract commencement meeting or be held as a separate meeting depending on scope and extent of the works.

If a separate meeting is held then confirm date and time as well as attendees involved.

Date: Time:

Attendees:

7. Communication

Ensure that the representatives and contact details noted on Schedule 1 "Schedule of Details" are correct.

These details shall be used throughout the contract implementation. This includes for the purpose of giving written correspondence and communication such as notices, requests and consents under the terms of the contract conditions.

8. Contract Programme

In accordance with the relevant contract conditions, submission of the overall master contract programme is due: (Date)

Short term or target roll out programmes will be required based on a week work period cycle.

Programme monitoring and review meetings will be held regularly throughout the project duration.

9. Time for Completion

The time for completion outlines the timeframes and durations for the various processes administered within it. Both UNOPS and the contractor have a contractual obligation to adhere to the timeframes detailed.

Important contractual activities such as processing interim payments, variations, extension of time claims and certificates are governed by set time periods for each step in the process. Confirmation and clarification of exactly what UNOPS and the contractor's obligations are will help eliminate any misunderstanding in the future.

Discuss and confirm under the construction contract:

- *process and timeframe for making an **Interim Payment** claim*
- *process and timeframe for submitting a **Variation** claim (employer or contractor requested)*
- *process and timeframe for submitting an **Extension of Time** claim*

10. Employer's and Contractor's Key General Duties and Obligations

11. General (Other items for discussion)

7.28 Appendix 28 – MONTHLY SITE PROGRESS MEETING

MONTHLY SITE PROGRESS MEETING

Project Title/Work Title	<input type="text"/>	Meeting no.	<input type="text"/>
Contract no.	<input type="text"/>		
Employer	<input type="text"/>		
Contractor	<input type="text"/>	Meeting Date	<input type="text"/>
Meeting Location	<input type="text"/>	Meeting Time	<input type="text"/>
Minutes of Meeting prepared by	<input type="text"/>	Minutes of Meeting Distribution Date	<input type="text"/>
Attendants – Key Personnel			
UNOPS Key Personnel			
<i>Project Manager/Employer's Representative</i>		<i>Name/Signature</i>	
<i>Deputy Project Manager</i>			
<i>QA Team Leader</i>			
<i>HSSE Consultant/Coordinator</i>			
<i>Contracts Advisor/Manager/Procurement Official</i>			
<i>Project Support Officer</i>			
<i>Partners Representatives</i>			
Partner's Representatives			
<i>Donor's focal person or Technical Advisor</i>			
<i>Client's Counterpart Engineer</i>			
Contractor's Key Personnel			

⁴ Use the Developer tab in MS word to adjust text box fields including locking contents

<i>Contractor's Representative</i>	
<i>Construction Manager</i>	
<i>Office/Planning Engineer</i>	
<i>QA/QC Engineer</i>	
<i>HSSE Expert</i>	

12. Sample Meeting Agenda

- a. *Minutes of Previous Meeting*
 - i. *Issues/problems/ endorsement*
- b. *Key visitors to site*
 - i. *Name, purpose and outcome of the visit including any follow up action required*
Example: the donor's HSSE officer, Mrs..... Visited the site for two days and instructed to avail adequate PPE for the construction workforce before the next HSSE performance monitoring
- c. *Matters arising*
- d. *Progress vs Contract Programme*
 - i. *Mobilization*
 - ii. *Overall Progress and Challenges*
 - iii. *Review on major Bill of Quantities items*
- e. *Quality management*
 - i. *Materials, workmanship, plant and equipment*
 - ii. *Non-conformance*
 - iii. *Inspection test plans*
- f. *Finance*
 - i. *Cash flow*
 - ii. *Interim payment certificate*
- g. *Contractual issues - claims and disputes*
 - i. *Review current status of claims and disputes*

- h. Technical matters*
 - i. Drawings, instructions, etc.*
- i. Possession of site and right of access*
- j. Occupational health and safety*
 - i. Health and safety management performance*
 - ii. Incidents*
- k. Social and environmental matters*
 - i. Social and Environmental management performance*
 - ii. Complaints and grievances*
- l. Any other business*
- m. Date, time and venue of next meeting*

13. Minutes of Meeting

Item No	Agenda discussed	Meeting Minutes	Proposed Action	Action by/Due Date
1	Technical Matters	Delayed drawings for Variation Order no. XXX	Employer Rep to issue Drawings by...	Employer's representative
2	Health and Safety Matters	Noise pollution	Limit night work	Contractor

7.29 Appendix 29 – MONTHLY SITE PROGRESS REPORT

Sub-project	:	
Contractor	:	
Report month	:	Report prepared by: _____ Report date: _____
Date of award of contract:		Date of expiry of contract _____
Approved work completion date (as submitted by contractor): _____		

1. Monthly overview

(state major progress including achievement/issues)

2. Number of personnel mobilized

No	Description	Male (Noa)	Female
1	Managerial staff		
2	Supervision staff		
3	Skilled labour		
4	Semi-skilled labour		
5	Unskilled labour		

Note: Details of casual labour to be submitted in the additional sheets provided.

3. List of equipment mobilized at site

No	Detail	Capacity	No	Condition
1				
2				
3				
4				
5				
6				

4. Quality Control activities

(state activities carried in regard to quality control)

No	Description	Specific details (chainage, locations, Nos, etc)
1		
2		
3		
4		
5		

5. Monitoring and Evaluation

(State specific activities of monitoring activities carried out by UNOPS, Ministry or any other external source)

No	Monitoring agency	Subject (progress, health, environment, workers welfare, economic activity, etc)	Specific Dates
1			
2			
3			

6. Environmental Mitigation Activities (including borrow pit management)

(State measures taken to mitigate environmental degradation)

No	Description	Status (complied/non complied, improvements in process, etc)
1	Contractors camp	
2	Borrow pits	
3	Road side	
4	Rivers & streams	

7. Trainings received

No	Training description	Attended by	Dates
1			
2			
3			

8. Work Progress

No	Work activity	Progress this moth		% age completion this month	% age completion last month	Cumulative %age completion	Remarks
		from km ...	to km ...				
1	Mobilization – staff & equipment						
2	Survey						
3	Site clearance						
4	Road bed formation						
5	Embankment fill						
6	Gravel Wearing Course						
7	Side drains & mitre drains						
8	Structures						
9	Miscellaneous						

Note: Work progress needs to be supplemented with the progress achieved over the month on the plan spreadsheet submitted in the previous month.

Kilometers of roads constructed ready for handover: from km _____ to km _____ total: _____ km

9. Cause of failure/delays in fulfilling previous months planned scheduled activities (if any)

1. _____
2. _____
3. _____
4. _____
5. _____

10. Dates of heavy rains: _____ Total No of days: _____

11. Planned activities for the following month

No	Work activity	Progress this moth		Remarks
		from km ...	to km ...	
1	Mobilization – staff & equipment			
2	Survey			
3	Site clearance			
4	Road bed formation			
5	Embankment fill			
6	Gravel Wearing Course			
7	Side drains & mitre drains			
8	Structures			
9	Miscellaneous			
10				

Note: Planned schedule of works to be submitted separately (a bar chart in excel or ms project format)

12. Key issues and risks

1. _____
2. _____
3. _____
4. _____
5. _____

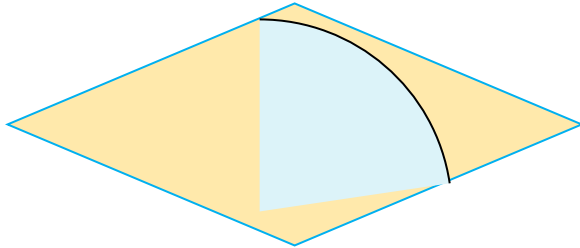
13. Additional Information

7.30 Appendix 30 – CONFIRMATION OF VERBAL INSTRUCTION

CONFIRMATION OF VERBAL INSTRUCTION (CVI)⁵

Project Title/Work Title	<input type="text"/>		
Contract no.	<input type="text"/>		
Employer	<input type="text"/>		
Contractor	<input type="text"/>		
Date Confirmation Issued	<input type="text"/>	CVI no.	<input type="text"/>
Subject	<input type="text"/>		
Reference Contract Clause/Section/Drawing no./	<input type="text"/>		
Location/Work Item	<input type="text"/>		

In accordance with sub-clause (*INSERT SUB-CLAUSE*) the Employer's Representative hereby confirms the verbal instruction given to the Contractor on (*DATE*) with respect to the particulars described below.

Description of the verbal instruction:
<i>In view of the site conditions change the invert level of the drainage pipe to XXX and accordingly submit a</i>
Sketch


⁵ Such confirmation should be provided typically within 48 hours of the verbal instruction. If the verbal instruction constitutes a Variation under the Contract, the same has to be followed up and detailed with appropriate Variation Order.

Clarification provided by the Employer’s Representative

Name	<input type="text"/>	Signature	<input type="text"/>	Date
	<input type="text"/>			

Clarification Received by the Contractor’s Representative

Name	<input type="text"/>	Signature	<input type="text"/>	Date
	<input type="text"/>			

7.31 Appendix 31 – VARIATION ORDER

VARIATION ORDER (VO)⁶⁷

Project Title/Work Title	<input type="text"/>		
Contract no	<input type="text"/>		
Employer	<input type="text"/>		
Contractor	<input type="text"/>		
VO Issued on	<input type="text"/>	VO no.	<input type="text"/>

Variation Category/Bill Group	<input type="text" value="Bill Group 7: Landscaping"/>
Reason for Variation	<input type="text" value="Non-performance of the land scaping contractor and subsequent addition of the work to main contract"/>
Reference Contract Clause/Section/Drawings no	<input type="text" value="Clause 13.."/>

Item no.	Variation Work	Description	Unit of Measurement	Omission		Addition	
				Estimated Qty	Estimated Amount	Estimated Qty	Estimated Amount
<i>Bill gr 7</i>	<i>Landscaping</i>	<i>Preparation of the building premises as per the drawings and spec</i>	<i>Square meter</i>				
NET ADDITION/OMISSION							

⁶ VO should be formally issued with a contract notice referring relevant contract clauses for Variation.

⁷ The VO should be supported by detailed breakdown of bill items for the varied works, spec and drawings.

VO issued by Employer’s Representative

Name	<input type="text"/>	Signature	<input type="text"/>	Date
	<input type="text"/>			

VO received by Contractor’s Representative

Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
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7.32 Appendix 32– NON CONFIRMATION REPORT

NON CONFORMANCE REPORT (NCR)⁸

Project Title/Work Title	<input type="text"/>		
Contract no	<input type="text"/>		
Employer	<input type="text"/>		
Contractor	<input type="text"/>		
Date/Time NCR Raised	<input type="text"/>	NCR Raised by <input type="text"/>	NCR No <input type="text"/>
Work Category	<input type="text" value="Concrete"/>		
Reference Docs	<input type="text" value="Spec division XXX"/>		
Location/Work Item	<input type="text" value="first floor slab"/>		
<p>Type of Non Conformance:</p> <p>Material <input type="checkbox"/> Workmanship <input checked="" type="checkbox"/> Plant/Equipment <input type="checkbox"/> Product <input type="checkbox"/> H&Safety <input type="checkbox"/> S&Environment <input type="checkbox"/> others <input type="checkbox"/></p> <p>Category of Non Conformance⁹ <input type="checkbox"/> Minor <input type="checkbox"/> Major</p> <p>Non Conformance Condition/Description/Details:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>(Refere and note specifications, drawings, standards, procedures etc departed from, attach photos and/or drawings if applicable)</p> </div>			

⁸ The NCR should be communicated through formal letter/notices referring relevant contract clauses

⁹ This requires professional judgement depending on the project context; however, as a rule of thumb the following can be used

Major- where the NC issue that resulted or could result health and safety incident or major deviation to the project performance targets;

Minor: NC issue that is not considered as an immediate threat to H&S

Proposed Non-Conformance Actions/Disposition: Conditional Acceptance ¹⁰ <input type="checkbox"/> Rework <input type="checkbox"/> Reject/Scrap <input type="checkbox"/> Feedback and/or Approval by (If required) <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">Design Consultant/Practitioner</div> <div style="width: 65%; border: 1px solid #ccc; padding: 2px;">the structural design will be re-analysed with the in-situ concrete strength achieved</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;">QA Team Leader</div> <div style="width: 65%; border: 1px solid #ccc; height: 20px;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;">HSSE Manager</div> <div style="width: 65%; border: 1px solid #ccc; padding: 2px;">cordon-off the site till the result from the DP confirms it is safe to work on</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;">Others</div> <div style="width: 65%; border: 1px solid #ccc; height: 20px;"></div> </div>	
Root causes of Non-Conformance <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;">Inadequate quality control</div>	Corrective Action to Prevent Recurrence <div style="border: 1px solid #ccc; height: 20px; margin-top: 5px;"></div>
Proposed Disposition/Action Completed Comments <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;">non destructive Schmidt hammer test conducted</div> <div style="margin-top: 20px;"> Signature <div style="border: 1px solid #ccc; width: 150px; height: 20px; display: inline-block; vertical-align: middle;"></div> </div> <div style="margin-top: 5px;">(Contractor's Representative)</div>	Acceptable <input type="checkbox"/> Not – Acceptable <input type="checkbox"/> Comments <div style="border: 1px solid #ccc; width: 150px; height: 20px; display: inline-block; vertical-align: middle; margin-left: 10px;"></div> (Employer's QA Team Lead)
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> NCR Verified and Closed Out Date <div style="border: 1px solid #ccc; width: 100px; height: 20px; display: inline-block; vertical-align: middle;"></div> </div> <div style="width: 45%;"> Employer's Representative <div style="border: 1px solid #ccc; width: 100px; height: 20px; display: inline-block; vertical-align: middle;"></div> </div> </div>	

¹⁰ Describe the conditions of acceptance where the non-conformance can be technically accepted but with conditions - for example with payment reduction or others.

7.33Appendix 33– NON CONFIRMATION REGISTER

NON CONFORMANCE (NC) REGISTER/LOG¹¹

Project Title/Work Title	<input type="text"/>		
Contract no.	<input type="text"/>		
Employer	<input type="text"/>		
Contractor	<input type="text"/>		
NC Register last updated by	<input type="text"/>	NC Register updated as at	<input type="text"/>

¹¹ Before issuing NC report to the Contractor the same has to be logged in the NC register and subsequently the register updated, reviewed and approved whenever there is a change and/or the NC is closed out.

Item no.	NC Number	Work category	NC raised on	NC report raised by	Non Conformance Details	Proposed Corrective Action	Date corrective action completed	Date Corrective action approved and accepted	Date NC closed out	Comment
1	NC17	Civil	15.12.17	QA Team Lead	The reinforcement bar delivered on site - Lot 2- does not satisfy the	Remove from site				
2	NC 18	Electrical								

NCR Reviewed by:

QA Team Lead/DPM

NCR Approved by:

PM



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