

PREPARATORY PHASE CHECKLIST FORM

Contract No.: _____ Date: _____

Definable Feature: _____ Spec Section: _____

Government Rep Notified _____ Hours in Advance Yes _____ No _____

I. Personnel Present:

	NAME	POSITION	COMPANY/GOVERNMENT
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

(List additional personnel on reverse side)

II. Submittals

1. Review submittals and submittal log 4288. Have all submittals been approved? Yes _____ No _____

If No, what items have not been submitted?

- a. _____
- b. _____
- c. _____

2. Are all materials on hand? Yes _____ No _____

If No, what items are missing?

- a. _____
- b. _____
- c. _____

3. Check approved submittals against delivered material. (This should be done as material arrives.)

Comments _____

III. Material storage

Are materials stored properly? Yes _____ No _____

If No, what action is taken? _____

PREPARATORY PHASE CHECKLIST FORM (Cont'd)

IV. Specifications

1. Review each paragraph of specifications.

2. Discuss procedure for accomplishing the work.

3. Clarify any differences.

V. Preliminary Work

Ensure preliminary work is correct.

If not, what action is taken? _____

VI. Testing

1. Identify test to be performed, frequency, and by whom. _____

2. When required? _____

3. Where required? _____

4. Review Testing Plan. _____

5. Has test facilities been approved? _____

VII. Safety

1. Review applicable portion of EM 385-1-1. _____

2. Activity Hazard Analysis approved? Yes _____ No _____

VIII. Corps of Engineers comments during meeting.

CQC Representative