PREPARATORY PHASE CHECKLIST FORM

Contract No.: _________________ Date: ___________

Definable Feature: _________________ Spec Section: ___________

Government Rep Notified _____ Hours in Advance Yes ____ No ____

I. Personnel Present:

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>COMPANY/GOVERNMENT</th>
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(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