QC Daily Report Development

MODULE 1: UNDERSTANDING THE DAILY REPORT REQUIREMENTS

Welcome to Titan University's QC Daily Report Development course. This course focuses specifically on the most important areas in RMS, Quality Control.

Construction Quality Management is the performance of tasks, which ensure that construction is performed according to plans and specifications, on time, within a defined budget, and in a safe work environment.

Quality in construction is the responsibility of the Quality Control Manager, the Prime Contractor, and the USACE Quality Assurance staff.

Quality Control Benefits to the contractor can be: increased profit and production, better communication, planning, improved organizational skills and outstanding performance evaluations to obtain future contracts.

There are quite a few Quality Control benefits to the Government, such as Work is performed according to

QC Daily Report Development

plans and specifications, the project is on time, within a defined budget, easily maintained, and a safe work environment. The Government considers this as "Getting our money's worth." And isn't this what all customers desire?

Construction projects are sometimes difficult to manage because they are unique by nature which make standardization difficult. Construction operations involve many skills that are non-repetitive skills and do no lend themselves to an assembly line approach.

Environmental Conditions play a large role in Government Construction projects and, unfortunately these conditions are beyond the contractor's control. Many environmental conditions subject to regulations from numerous Government agencies.

The contractor's Quality Control specification will require a Contractor Quality Control Plan to be written specifically for the contract. This plan will describe how the government wants quality control to be implemented and how the contractor agrees the project will be carried out. Not from an RMS standpoint, but quality control for the project as a whole.

The QC module in RMS provides a vehicle to document quality control activities for your contract and tp maintain the data in this module. In a nutshell, the QC Module helps ensure your project complies with the Quality Control specification of your contract. Let's summarize what we can access from the QC Tile, and then we'll dig into the Quality Control Report.

The QC Summary tile, when clicked, takes us to the QC Summary screen which is a graphical status representation of various QC elements. We'll take a look at the QC Summary screen in a moment, and then in the next module we'll go a little deeper in understanding all the tiles associated with the QC Module.

The QC Daily Reports tile leads us to the QC Daily Reports screen which will be used to help you complete your daily reports. This is where you will document the events and activities for every day of the contract.

Features of Work is a listing of all features of work that will be needed to complete the project.

Three Phase Inspections is used to develop a list of common deficiencies to watch for with each feature of work.

The Hazard Analysis tile is used to log and track the Activity Hazard Analyses, also called an AHA. for each feature of work.

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QC Daily Report Development

QC Requirements is for logging and tracking contract requirements for QC tests, user schools, installed property and transfer property.

Equipment checks is used to log and track inspection dates and usage of on-site equipment.

Dredging Equipment is where dredging equipment will be logged and tracked. We're not going to go into dredging equipment in this course. Because dredging projects are very involved, we've developed a Quality Control for Dredging contracts course. Finally,

The Exposure Hours tile is where we'd go to record and submit monthly exposure hours.

Since this course focuses on the Quality Control Daily Report, let's just go ahead and see what's inside the "QC Daily Reports" tab.

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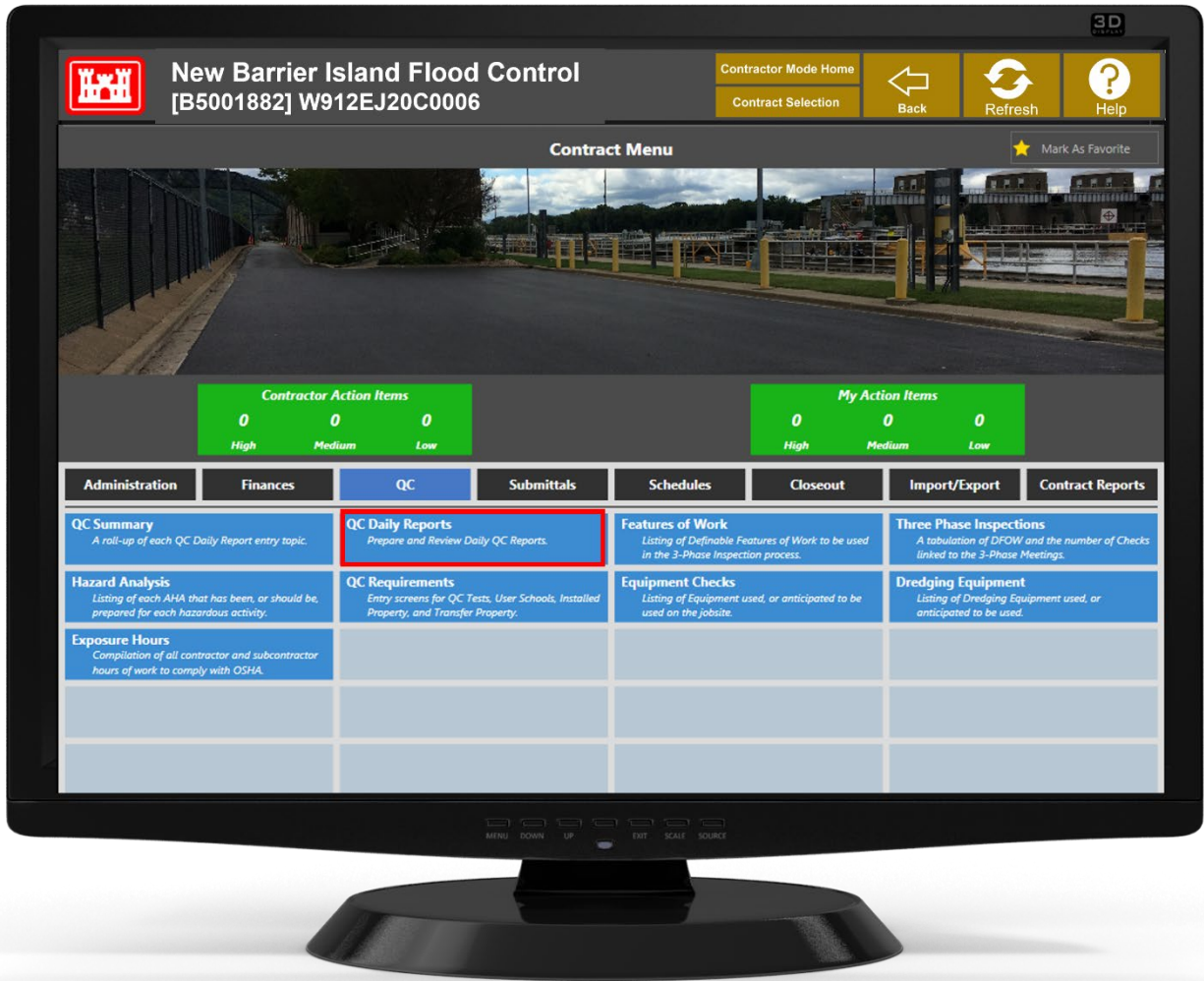
A Daily Report is required for every day of the contract starting from the date determined by the district, the Notice to Proceed, or when Construction on Site begins. These daily reports continue until the Contract Completion Date or Substantial Completion Date, whichever occurs later.

This includes weekends, holidays and non-workdays that fall within the contract period. If onsite work continues after the Contract Completion or Substantial completion dates, you'll continue to prepare a daily report for every day that work onsite occurs. If you click the QC Daily Reports button, you'll open up the Daily Reports Summary Screen. The blue tabs on the top give us information about the Daily Reports.

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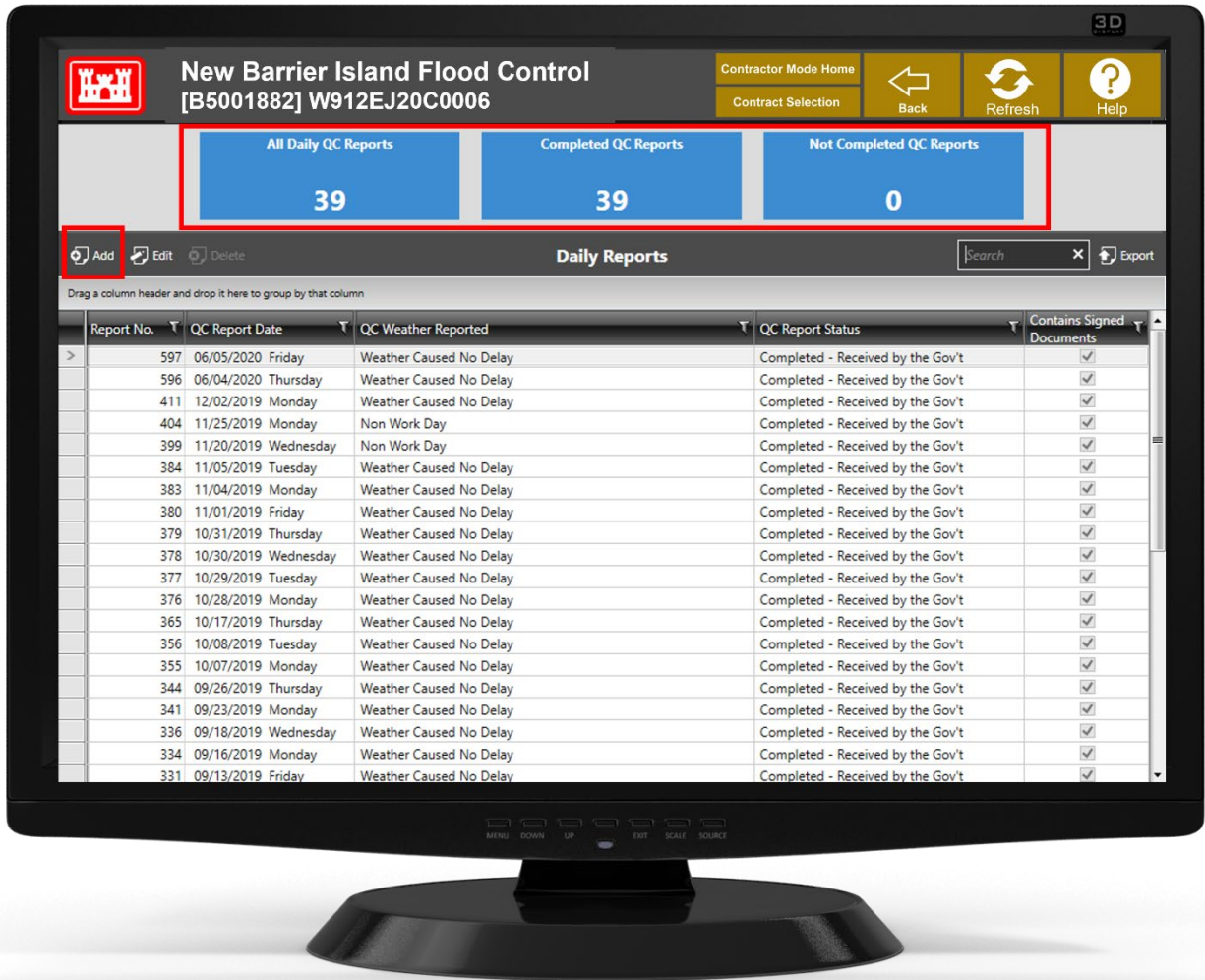
All Daily QC Reports: gives us a comprehensive list of all QC reports for the project.

Completed QC Reports: are the Daily Reports that have been completed by the contractor and sent to the Government for review

Not Completed QC Reports: are Reports still being worked on, not yet sent to the Government

Click the corresponding blue tile for a filtered list of the category selected.

QC Daily Report Development

MODULE 2: CREATING A DAILY REPORT

From the Daily Reports Summary Screen, click "Add" towards the top/left of your screen to create a new QC Daily Report. A window will pop up telling you to select a date. Here, you'll select the date the QC Daily Report is being submitted for. This date will default to the current date, however you can select whatever date your Daily Report is being developed for.
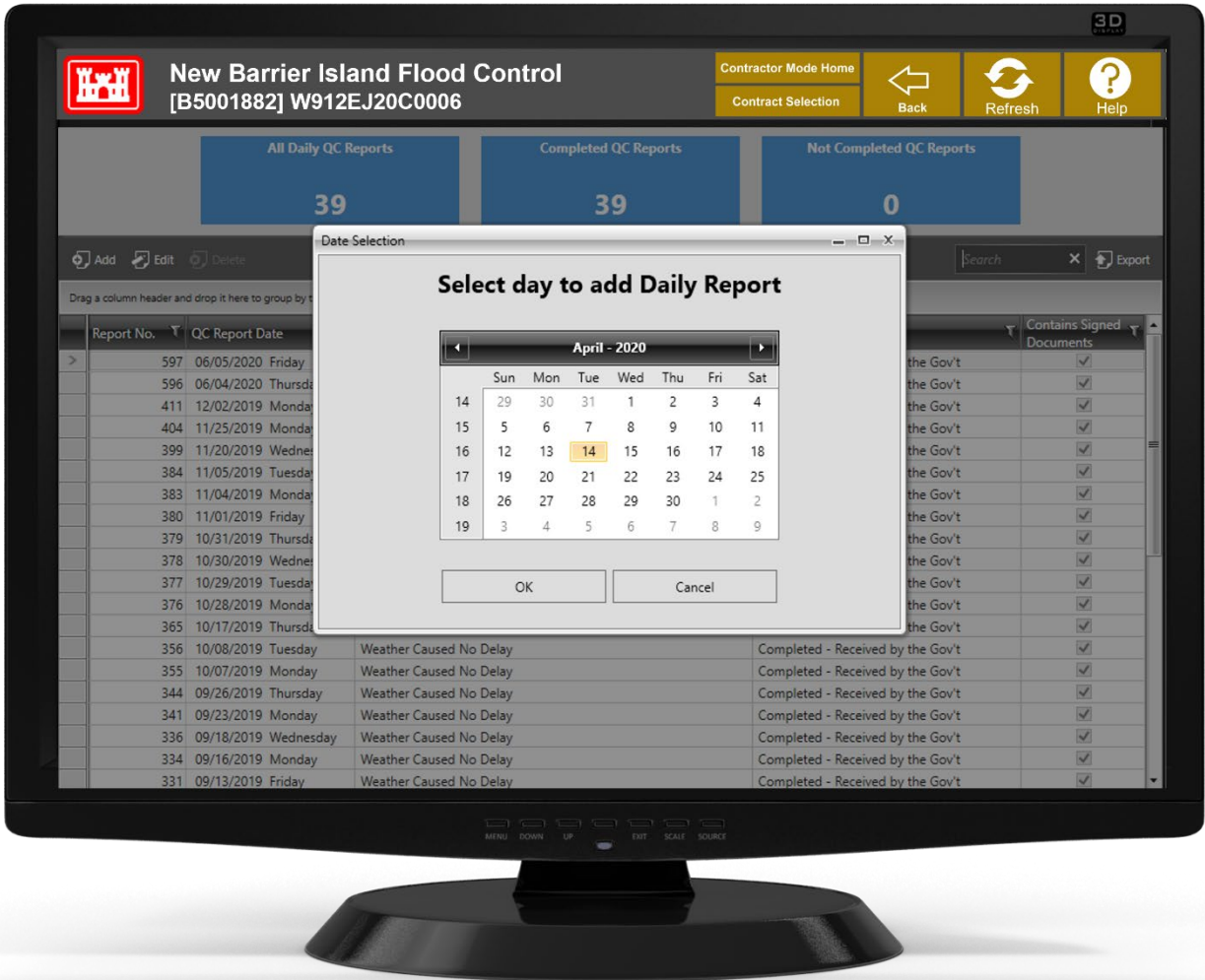
The Daily Report consists of 9 sections documenting all the day's onsite activity. A complete and detailed report is strongly suggested as the information you provide, supports pay requests, performance evaluations, disputes or claims that may come up during the contract. We can't stress enough the

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QC Daily Report Development

importance of properly and thoroughly documenting the information on the Daily Report. The Daily Report is easy, but it does take some time. Click on each blue tile on the left of the screen and enter the required data. In a nutshell, this is how you create your QC Daily Report. As information is entered, a visual of the report will build in the grey section of the screen. You can view the version that will print at any time by selecting the QC Daily Report widget.
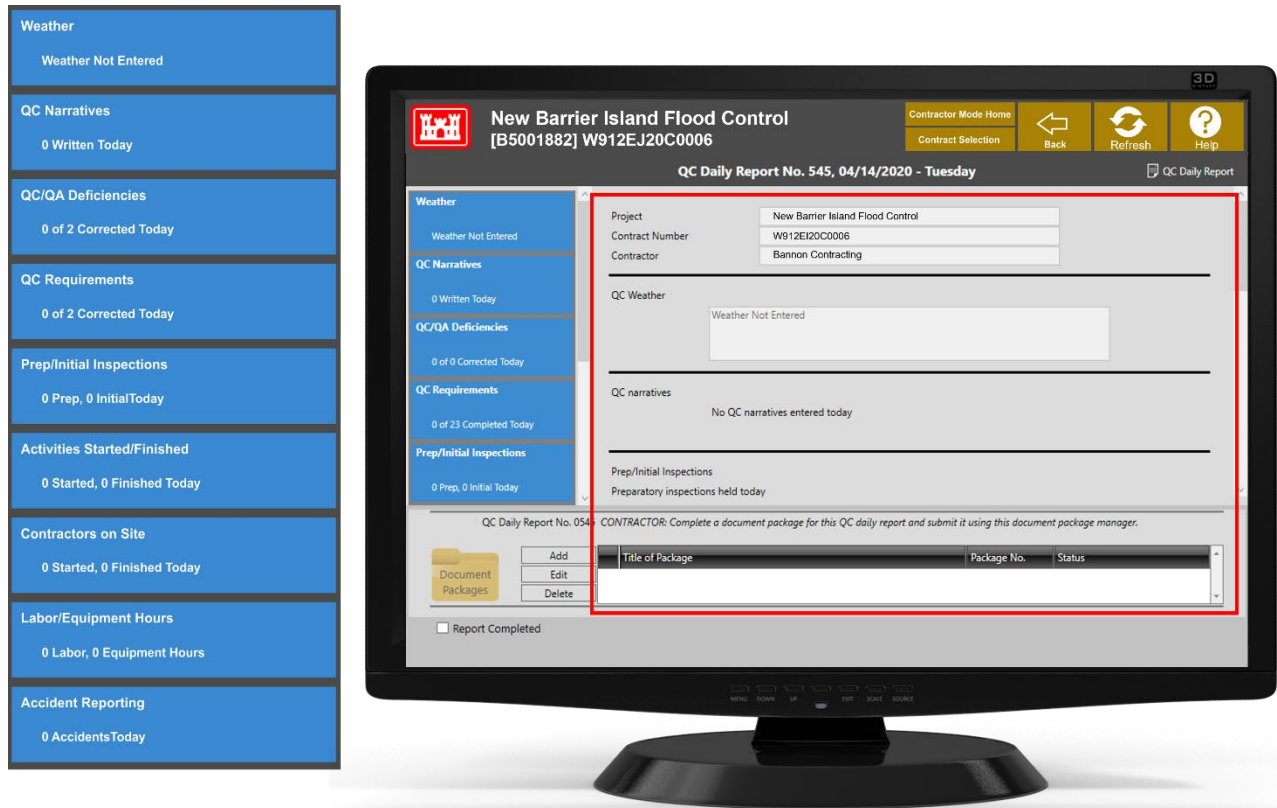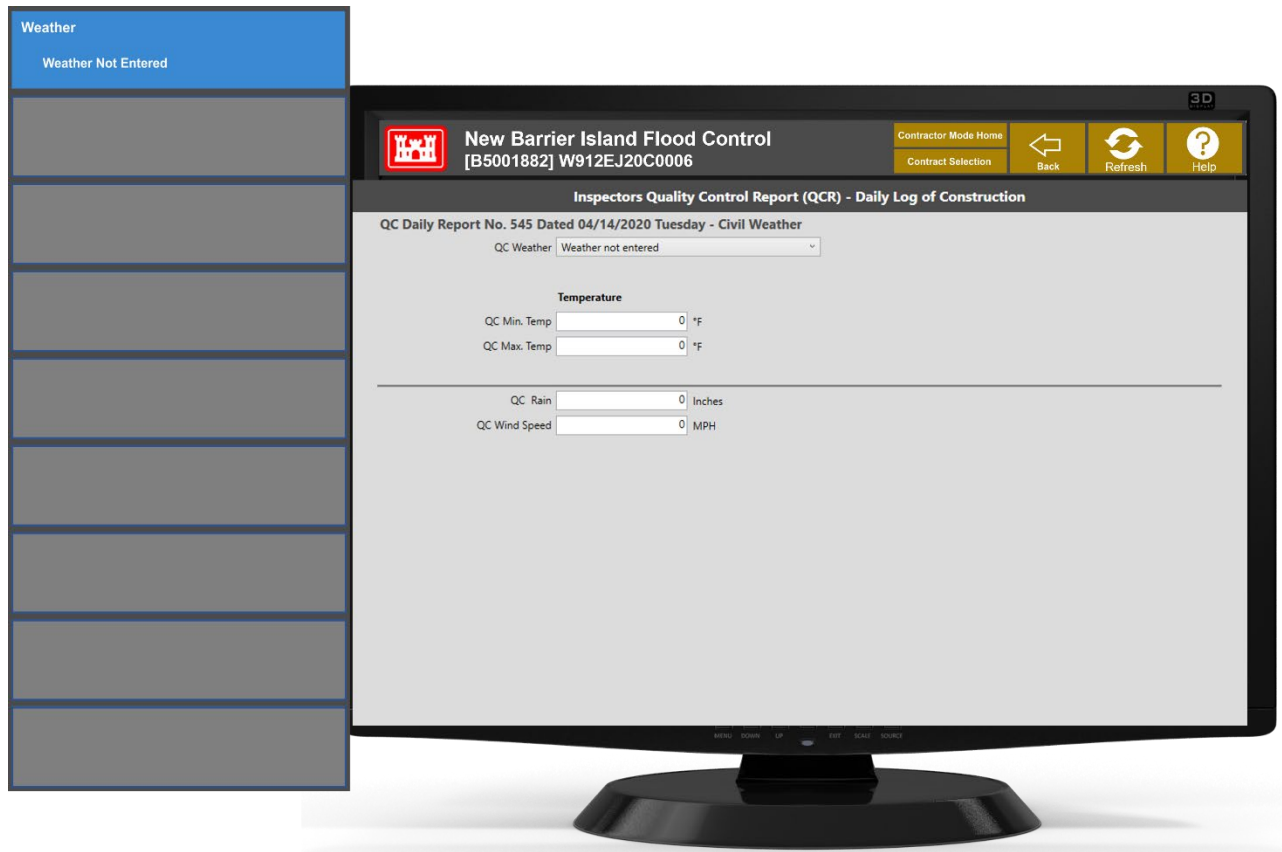

Weather

Weather is a required entry. You will not be able to complete the report without selecting from the dropdown list. This data is important in documenting weather conditions that affect your ability to work and whether you may be due a time extension due to unusually severe weather.

The Government will also enter their weather assessment for the day on the QA Report. The reported weather in both reports must be the same. In case of disagreement, the Government will make the final determination. Be sure to document conditions well. Complete the temperature, rain, and wind fields with the weather conditions of the day.

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In the Daily QC report, the term Rain includes all types of precipitation, including snow.

Weather

Weather Not Entered

New Barrier Island Flood Control
[B5001882] W912EJ20C0006

Contractor Mode Home

Contract Selection

Back

Refresh

Help

3D

Inspectors Quality Control Report (QCR) - Daily Log of Construction

QC Daily Report No. 545 Dated 04/14/2020 Tuesday - Civil Weather

QC Weather | Weather not entered

Temperature

QC Min. Temp   0 °F
QC Max. Temp   0 °F

QC Rain   0 Inches
QC Wind Speed   0 MPH

MENU   DOWN   UP   EXIT   SCALE   SOURCE

QC Narratives

QC Narratives are the most important input area of the daily report. This is where you describe what happened at the work site. Remember, it's your responsibility to tell the story. Do not rely on the government to record the day's events. What you write here will go a long way in supporting your position in case of disputes with the Government.

Select Add to either Manually Add QC Narrative or Copy Narratives from Previous Report

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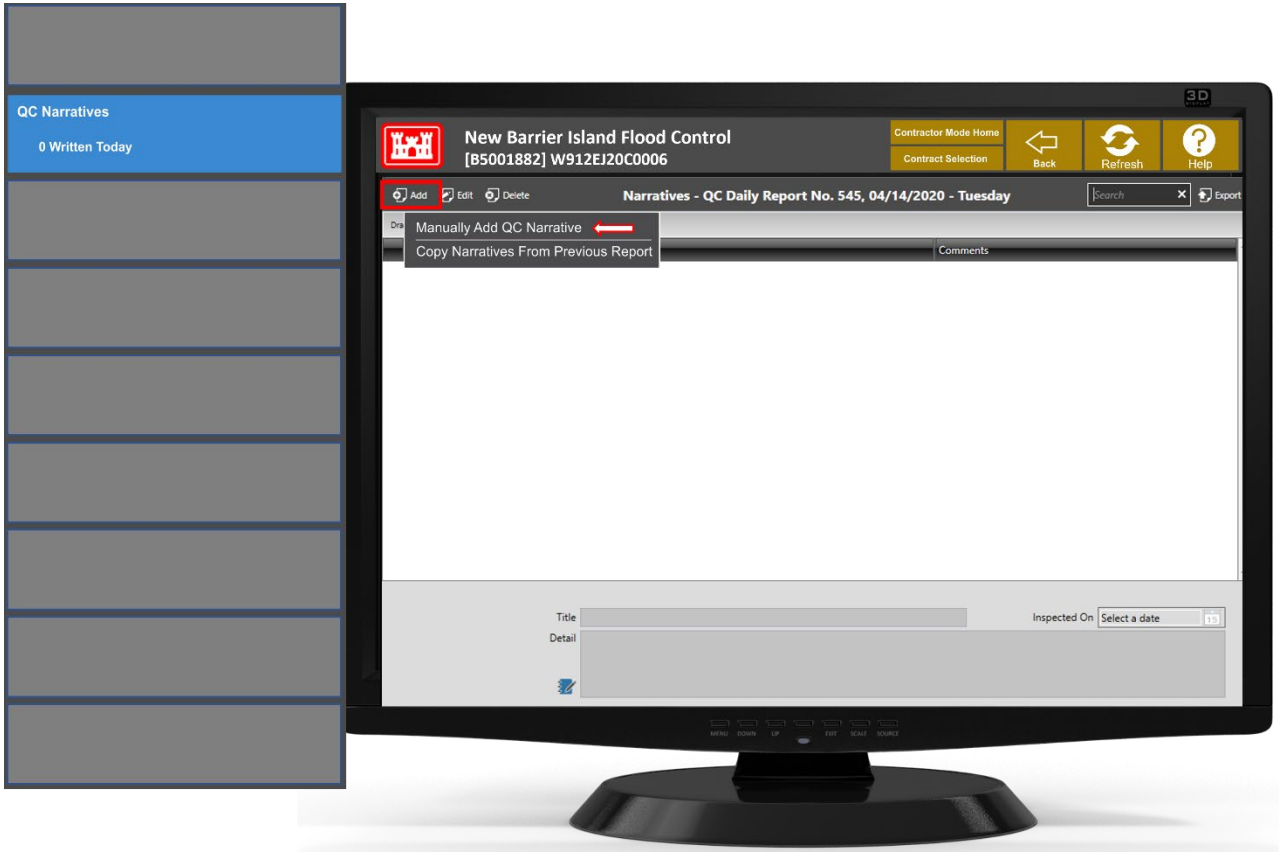
For this example, we will manually add a QC Narrative.

The list of Narrative Types is customized by each USACE district and may vary between military, civil and dredging projects. The report type and the narrative types will be determined by the Government.

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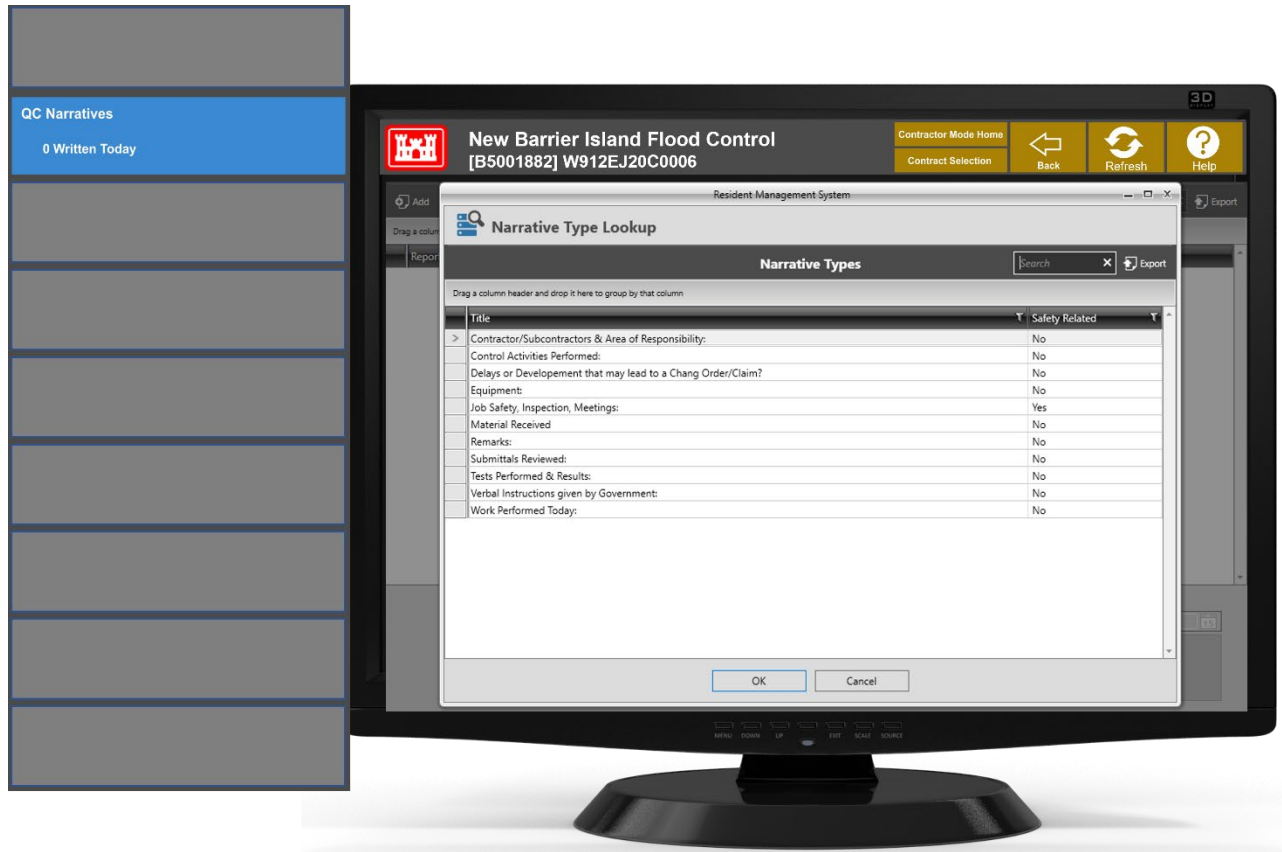
Select a title from the Narrative Type Lookup list to provide a detailed account, then select OK.

Be sure to include every narrative from the list in the QC Daily report, even if the content of the narrative is "NONE" or "N/A". This will let the Government know that consideration was given to every topic when the report was written.

Looking at the fields needed to build the QC Narratives, we see:

Inspected On: This will be the date for which the report is being created. It will automatically populate. However, an alternate date can be selected by clicking the calendar widget. This will move the narrative to the alternate selected date.

RMS will allow selection of an alternate date in the past. However, if the report for that date has already been sent to the Government, the Government will not see these changes. If you need to make changes to

QC Daily Report Development

an earlier report, request your USACE Representative return the report for corrections. Make the changes, then resubmit.
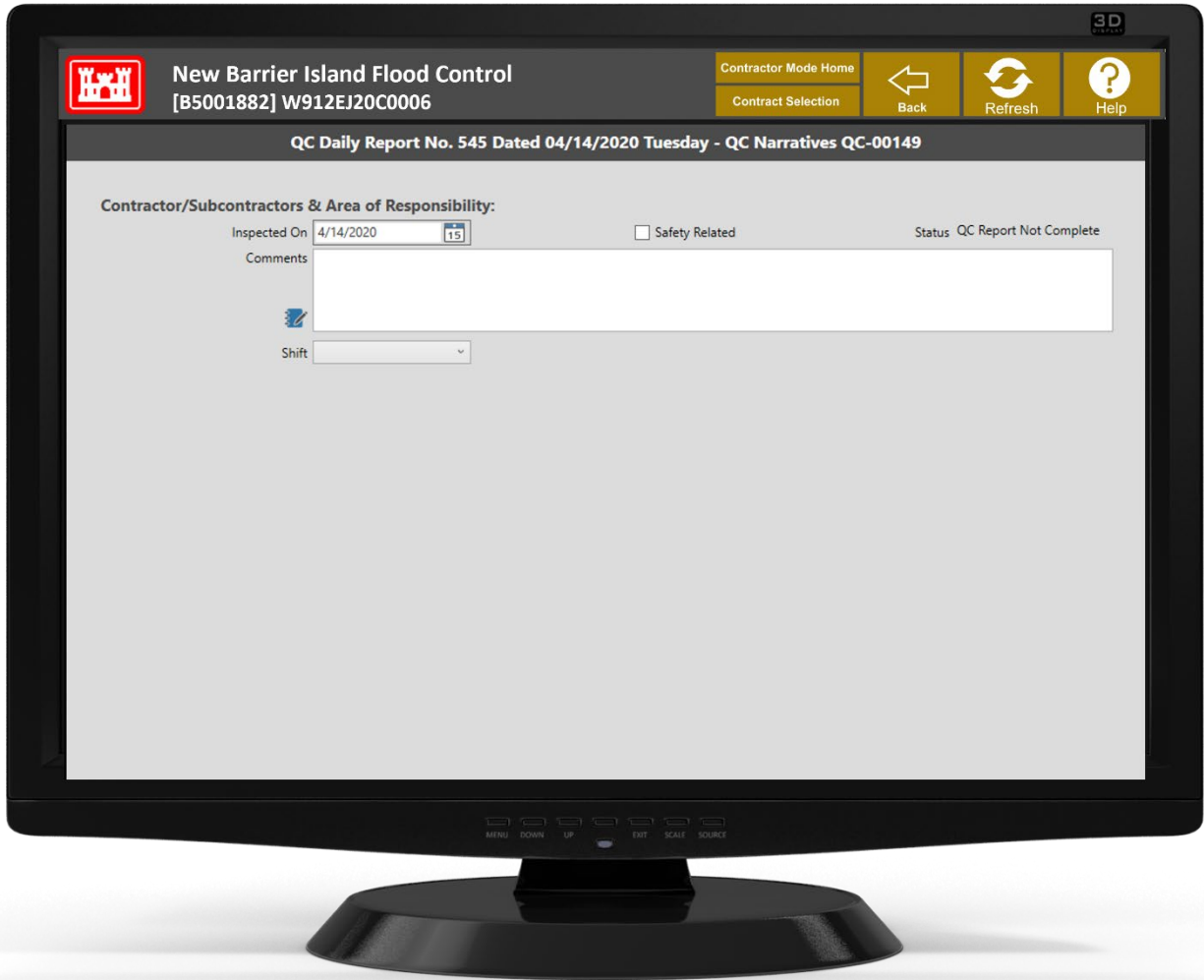
The Safety Related field is READ ONLY and is set by the Government. If the box is checked, always include observations related to safety in the Comments.

The Comments field is where you'll describe in as much detail as possible, information related to the narrative title.

Select the applicable shift from the dropdown list on the shift field.

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And now Select the BACK button to exit and save. You'll repeat these steps for all narratives to be included in the report.

QC/QA Deficiencies

The QC/QA Deficiencies section is used to track deficiencies identified by you and the Government. A deficiency may be any item that has not been performed or completed in accordance with the contract and requires further action in order for it to be considered acceptable.

Deficiencies that are discovered by you are added as QC Deficiencies and will be numbered automatically. For QC deficiencies the number will start with QC. Government-identified deficiencies will start with QA. Previously identified deficiencies, both QC and QA, will also be shown in the table according to the filter selected.

All Deficiencies displays a comprehensive list for all deficiencies

QC Daily Report Development

The list of QC/QA Deficiencies corresponding to any of the categories can be seen by simply clicking anywhere in the corresponding blue tile. A filtered list of the category selected will then be seen.

Issued —Not Corrected shows Deficiencies that have been identified and not yet corrected.

Corrected—Not Verified displays deficiencies that you have reported corrected, and the Government has not yet confirmed the correction is complete and satisfactory.
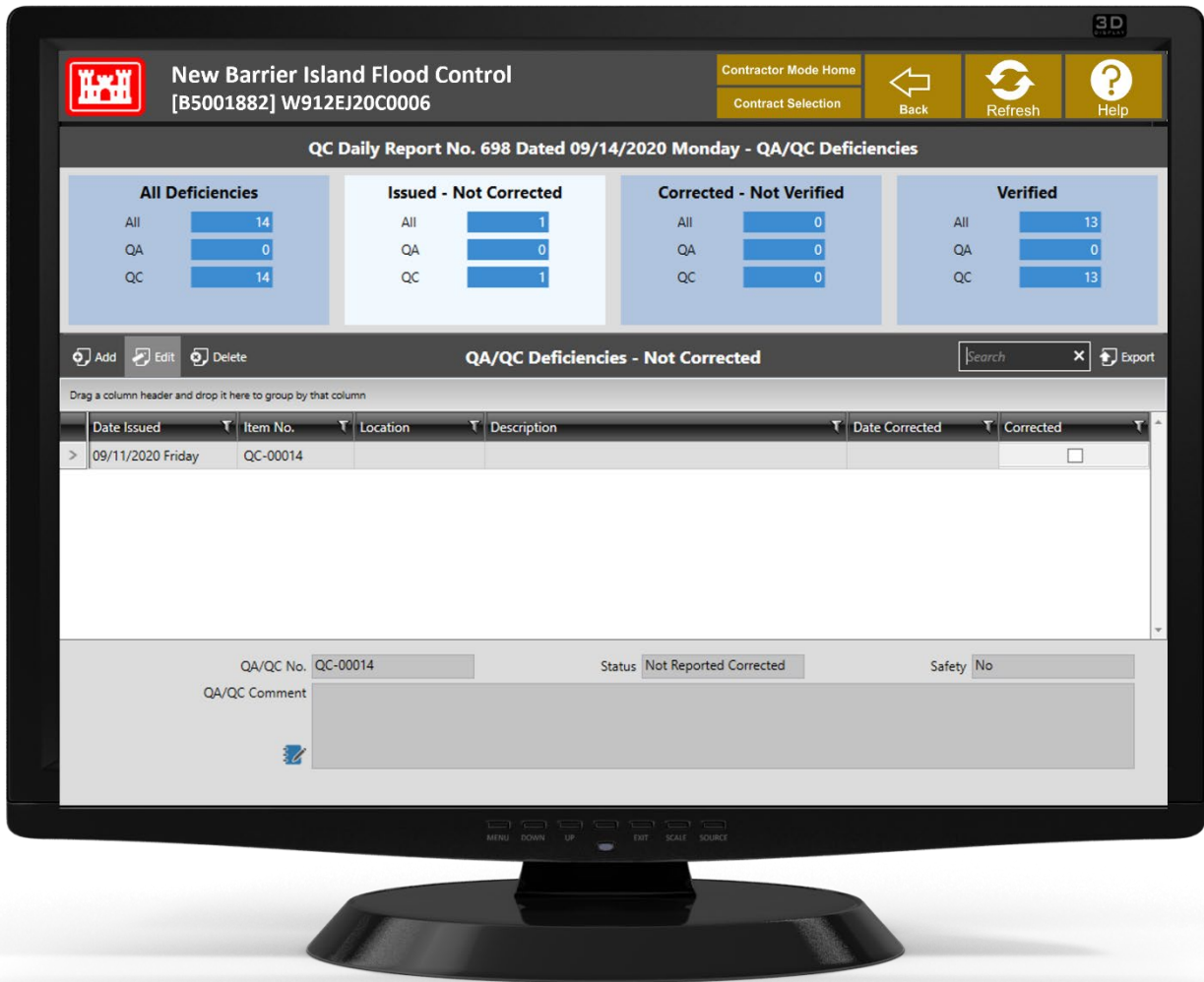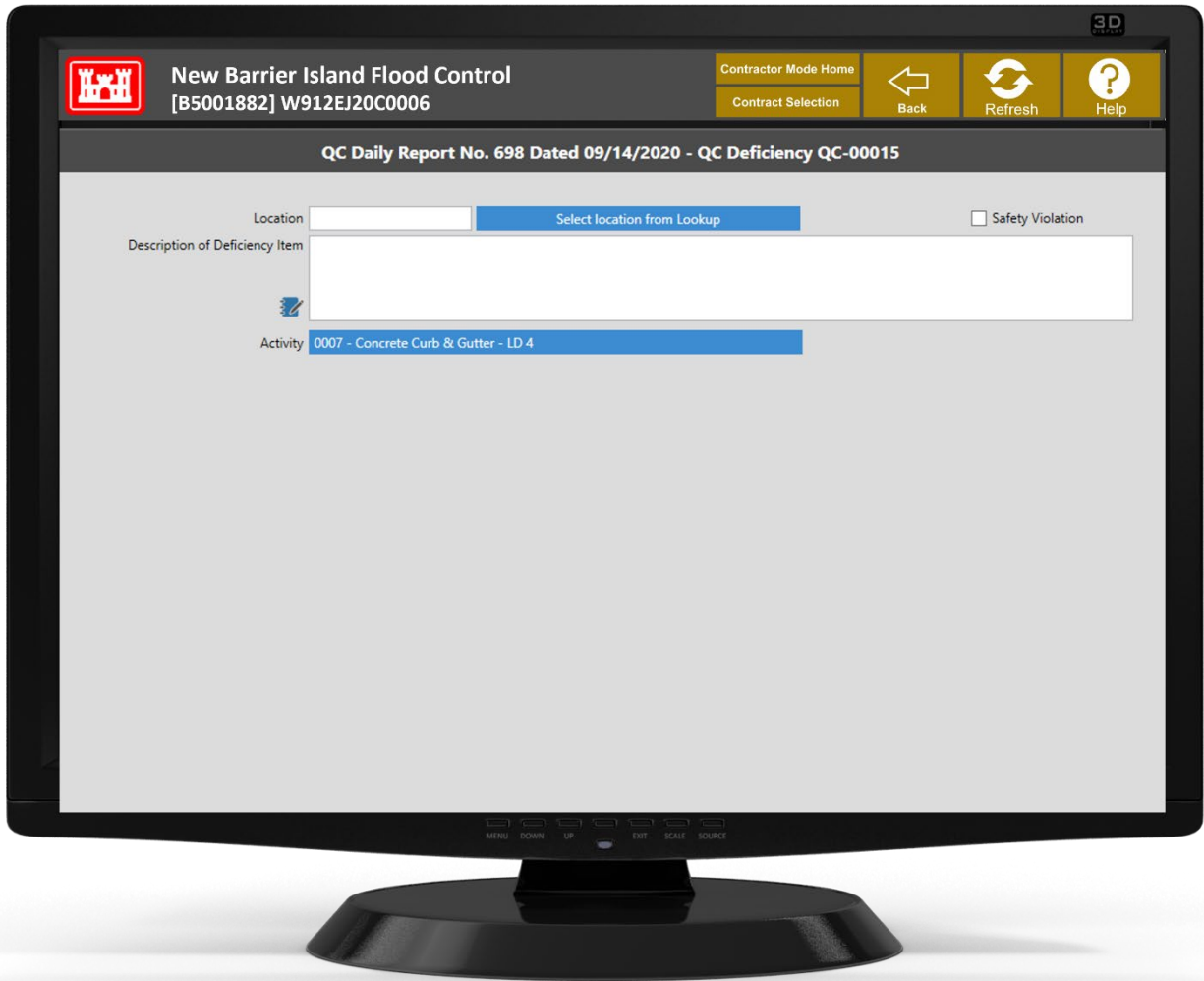

Finally, the verified tile shows Deficiencies that you have corrected, and corrections the Government has determined acceptable.

QC Daily Report Development

Check the boxes to the right to report deficiencies that have been corrected. And now we'll look at adding a new Deficiency.

Add button now to create a new deficiency item.

The Location field is where you'll identify where the deficiency occurred. You can manually enter a location or click on Select location from Lookup to choose from a list of locations that have been associated with this project elsewhere in RMS. This field is limited to 12 characters. Please work with the QA Representative and field staff to decide upon an acceptable format for locations entered manually; avoid different variations for the same location. For instance, be consistent when using abbreviations.

QC Daily Report Development

If the deficiency involves a safety issue, check the Safety Violation box.

The Description of Deficiency Item field will need to be written as a narrative. Describe in as much detail as possible information describing the deficiency.

Click on the blue lookup "Activity" box to display a list of all the pay activities in the Activity Schedule. Then, select the activity that is the most closely affected by the deficiency.
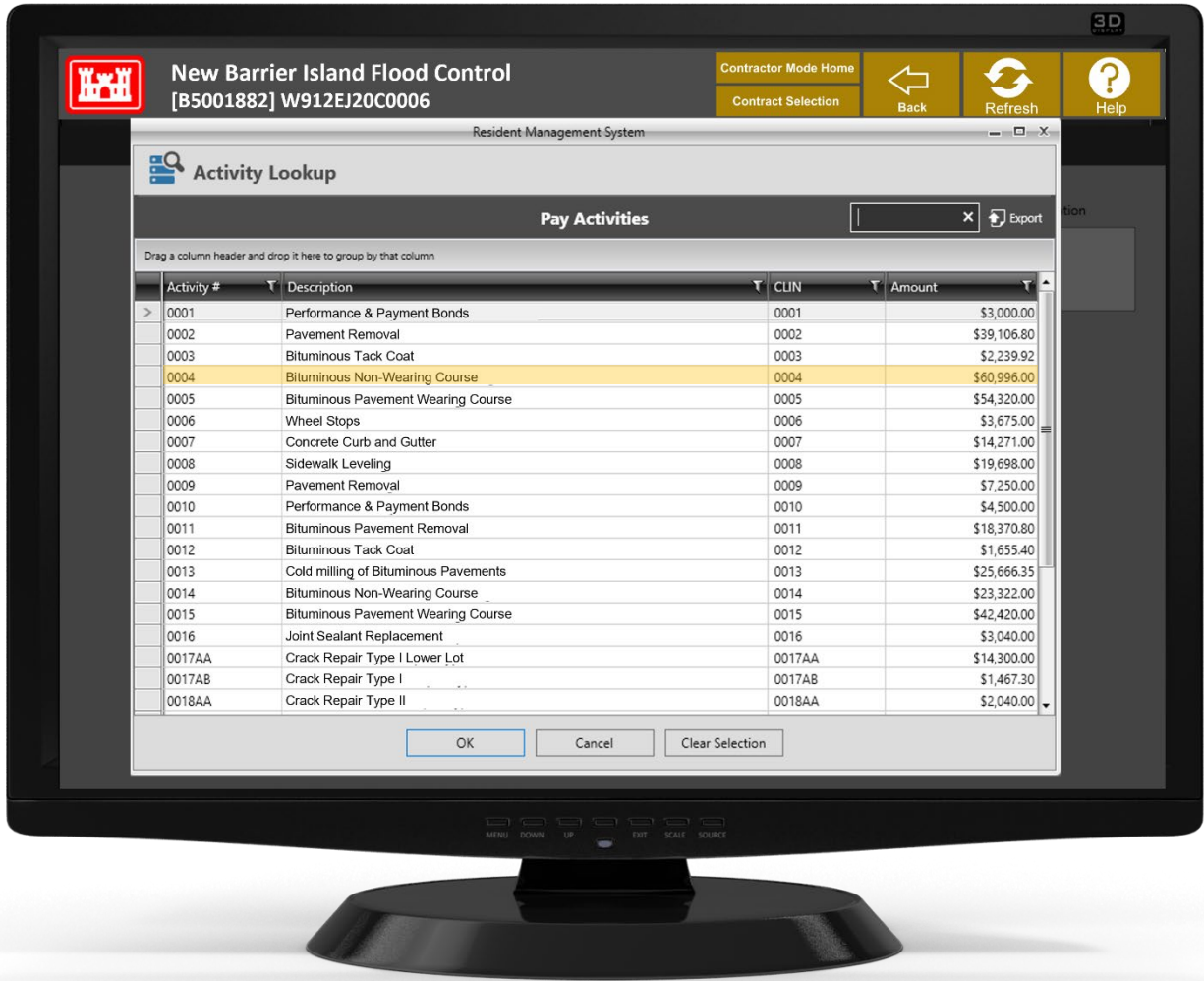
Wherever you have an opportunity to associate an activity with an item, you should always enter this information. Associating items with an activity enables RMS to assist you in supporting payment requests

QC Daily Report Development

by documenting the status of actions that affect activity completion. A complete accounting of your quality control efforts is essential to ensuring you are paid what you are due, when it is due. Once you've made your selection, click OK.

Select the BACK button to exit and save. Repeat for all deficiencies to be included in the report.

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QC Requirements

QC Requirements is the collective term given to contract requirements for QC Tests, User Schools, Installed Property and Transfer Property. You are responsible for developing complete lists of all these requirements and inputting these into RMS.

The requirements are usually found in the specifications and will require a careful reading of the specifications to identify the complete list of QC Requirements.

As a QC Requirement is completed, report the completion in the QC daily report on the date of completion.

Requirements not previously added in the QC Requirements section can also be added in the QC Daily Report. Completion of a QC Requirement is subject to verification/concurrence by the Government. A requirement that is reported completed but does not meet contract requirements will be returned/reissued and must be corrected to the Government's satisfaction.

The list of QC Requirements corresponding to any of the categories can be seen by clicking anywhere in the corresponding blue tile at the top of the screen. A filtered list of the category selected will then be displayed.
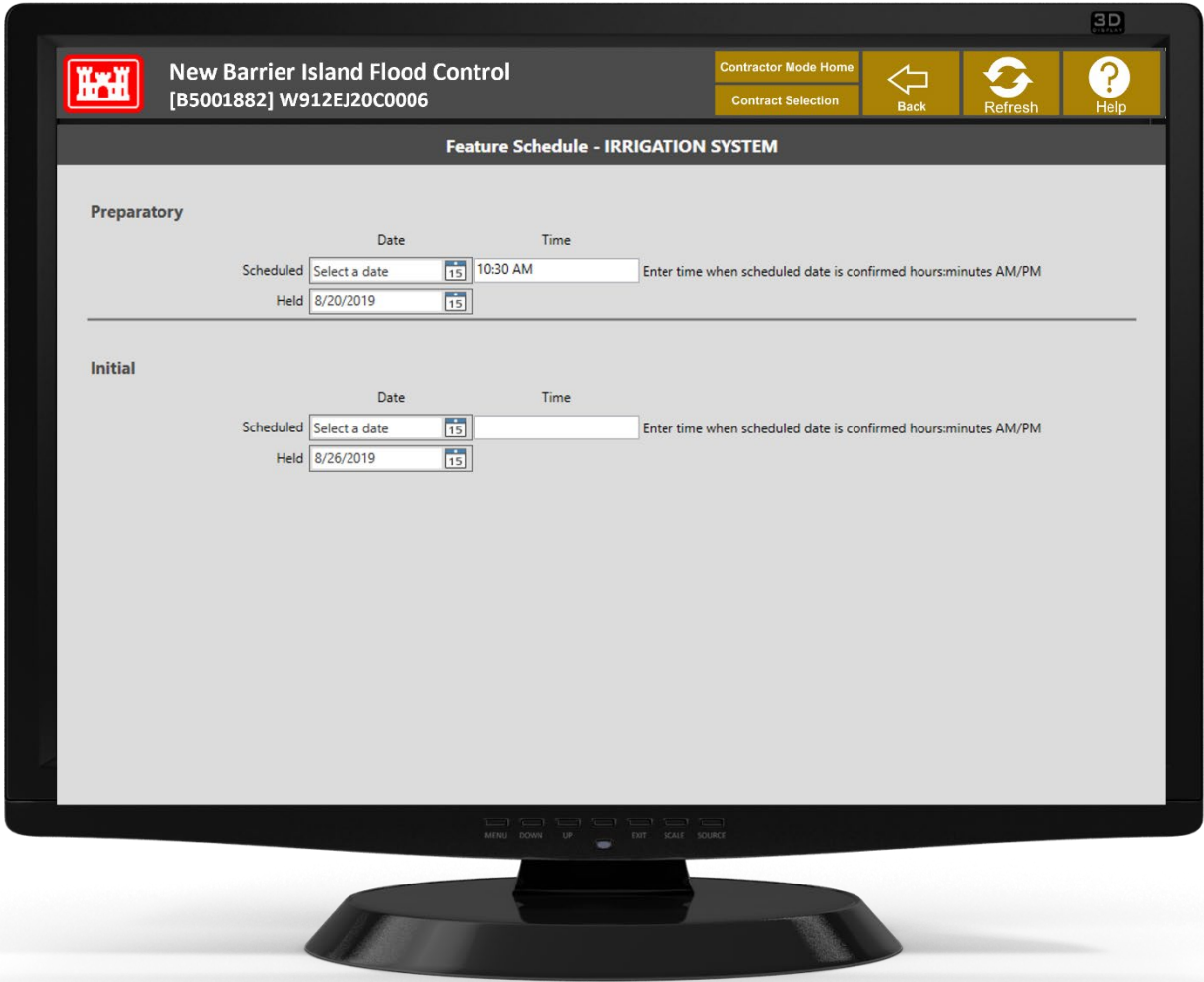
QC Daily Report Development
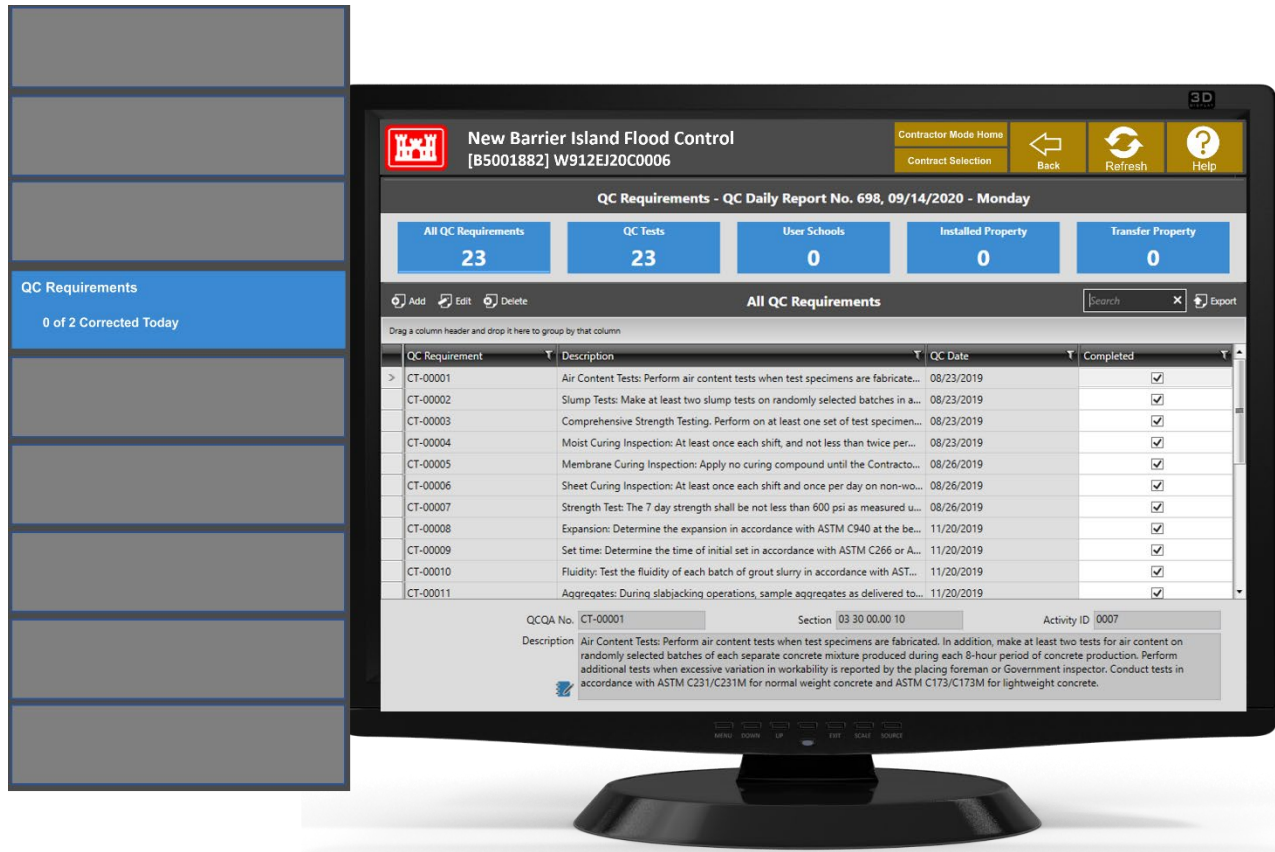
Place a checkmark in the "Completed" column of all requirements that have been completed on the report date. When reporting that a QC Test has been completed, also select the applicable Status note from the dropdown list. Update the status as needed until results are received and the test has passed. Enter test results and any applicable notes or observations in the Description field. Remember that the Government will review your reported status and if in disagreement, will return it for correction.

Let's try adding a QC Requirement now.

Click on Add to create a new QC Requirement. Then select "Add QC Test"

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Complete all the fields in the screen where you'll enter your new QC (Test) Requirement.

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Prep/Initial Inspections

The Prep/Initial Inspections selection is used to report when one of these inspections is conducted. The list found in Features of Work corresponding to any of the categories can be seen by simply clicking anywhere in the corresponding blue tile.

Select the Feature of Work for which the Preparatory or Initial Inspection was held by double-clicking on the Feature or selecting Edit.

QC Daily Report Development

Now, Select the report date and enter it into the section named Held . RMS will not prevent you from selecting a date other than the date for which the daily report is being prepared. However, the information will only appear on the daily report matching the date chosen. Click the Back button when complete.
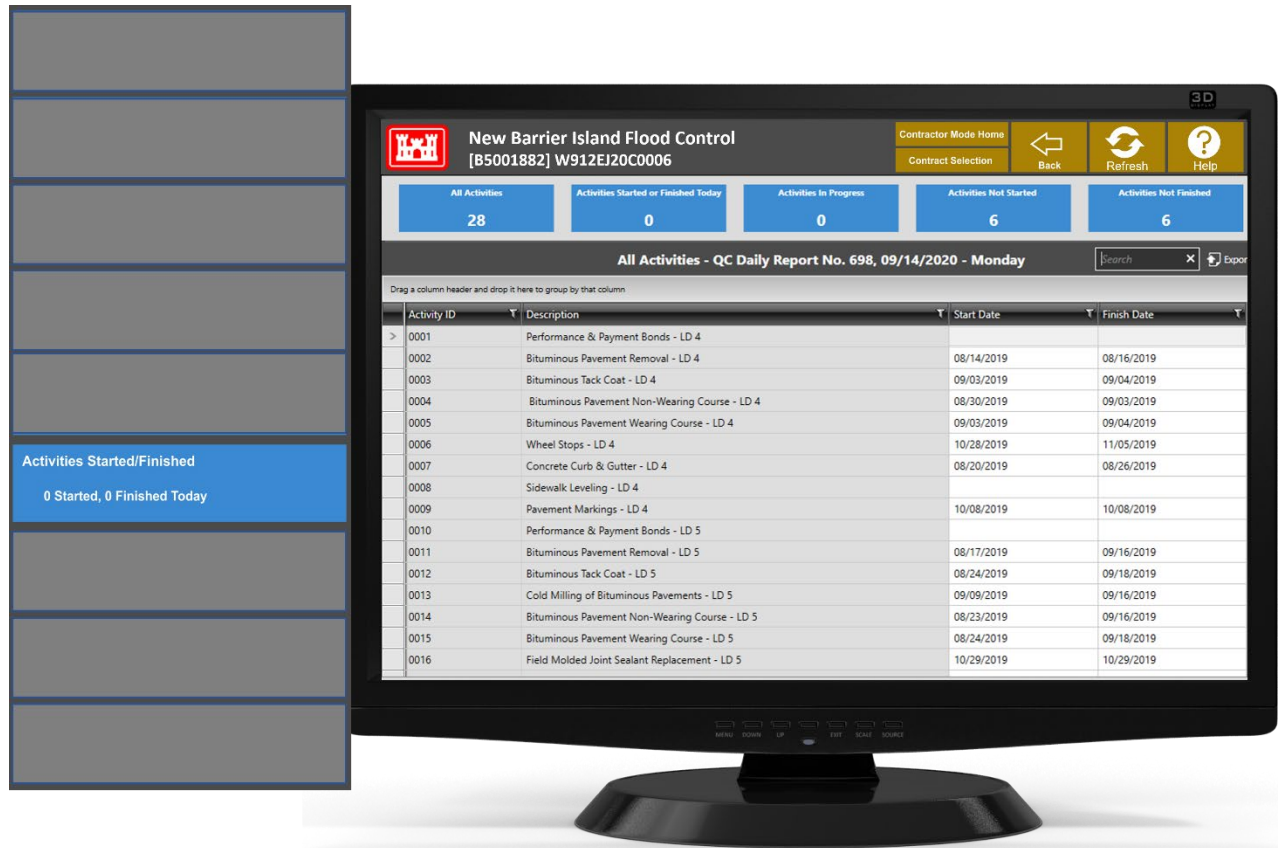
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MODULE 3 FINISHING UP THE QC DAILY REPORT

Activities Started/Finished

The Activities Started/Finished selection must be used to report actual start and finish dates of activities. These dates are not imported using the SDEF file.

The activities are grouped into several categories as you can see from the blue tiles at the top of the screen.

The tile named Activities Started or Finished Today is for activities that have an actual start and/or actual finish date that is the same as the daily report date

Activities in Progress is for activities that have an actual start date, but no actual finish date

Activities Not Started is for activities that do not have an actual start date

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**Activities Not Finished** is for activities that do not have both actual start and actual finish dates

The list of activities corresponding to any of the categories can be seen by simply clicking anywhere in the corresponding blue tile. A filtered list of the category selected will be displayed in the table below.
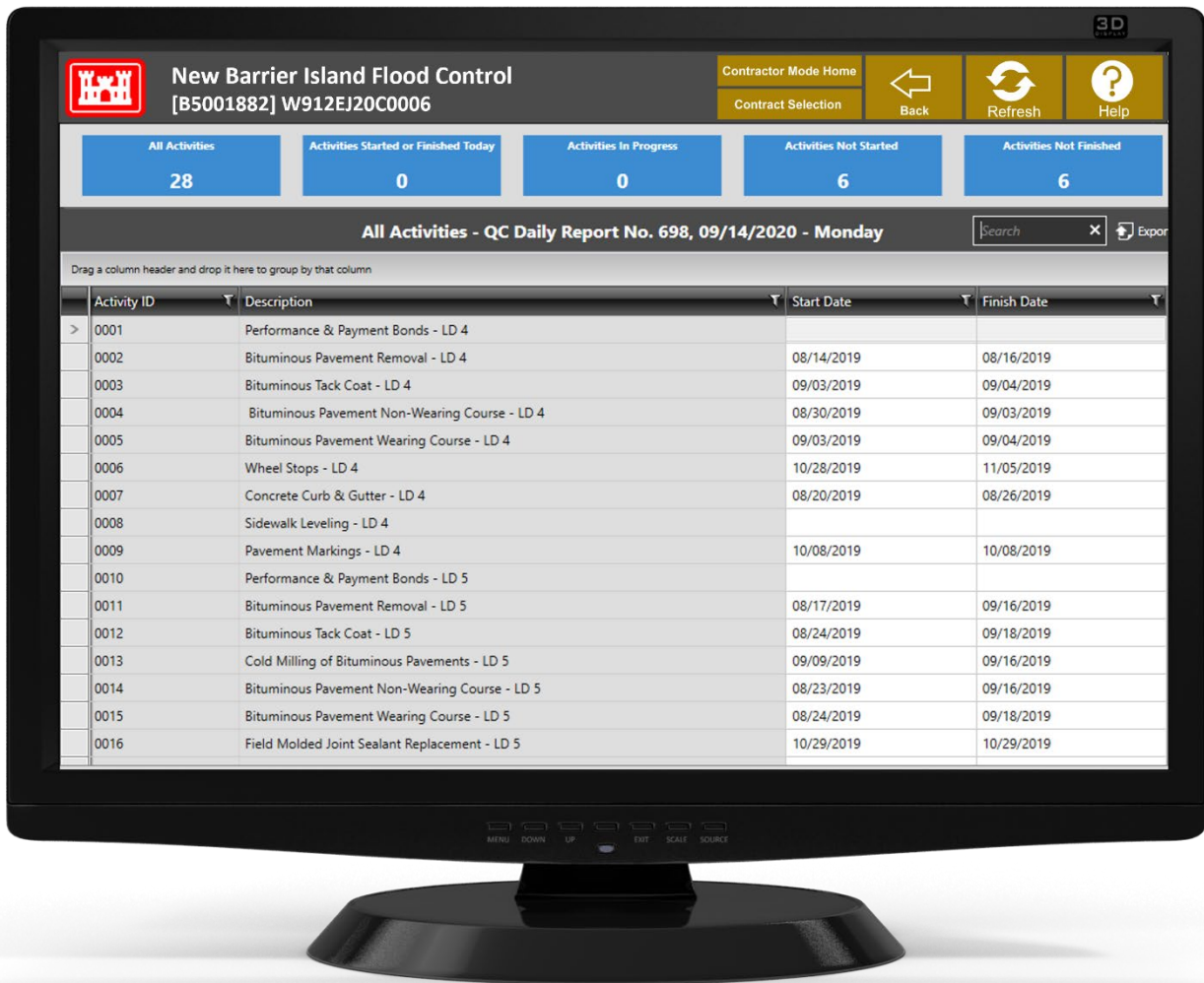
Note: Assumption is that the QC Rep on Site knows better than the scheduler the date which activities actually start and finish.

Select the activity and enter the date on the calendar popup. You can manually type in a date or click on the button on the right side of the field to open a calendar from which you can select the applicable date.

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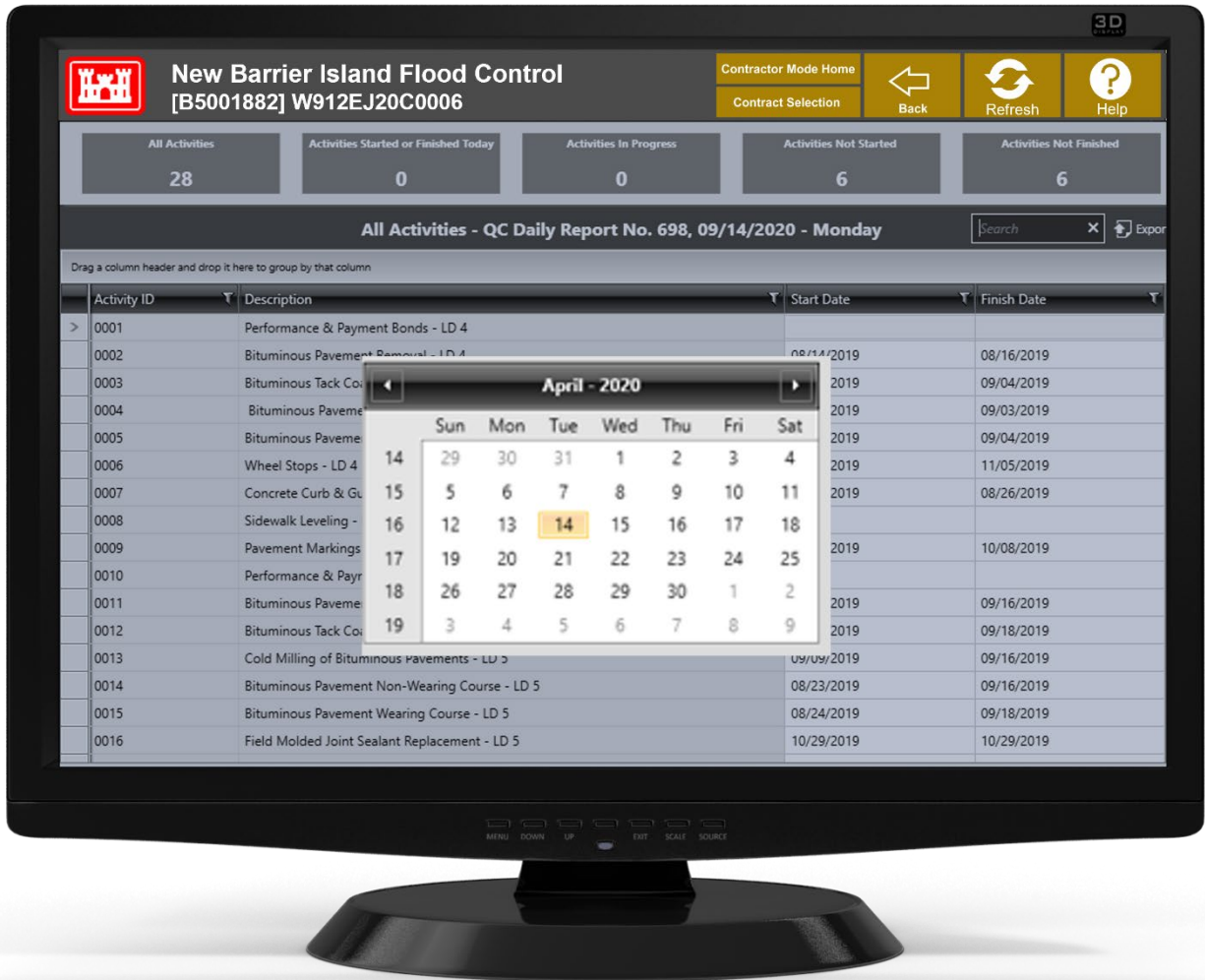
If you select a date other than the date of the report you are preparing, the activity will be reported on the corresponding daily report date.

If that daily report has already been completed and submitted, the report that the government has will not reflect this information. To update the report, ask your USACE Representative to return it to you for corrections. Make the correction, sign, and resend.

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Contractors Onsite

Use the Contractors on Site selection to document the first and last days on which subcontractors are working at the jobsite. These are the dates that are used to track insurance and payroll requirements.

If a subcontractor is onsite intermittently, its last day is the day on which it has completed all its work and will no longer be coming to the jobsite.

The list of subcontractors corresponding to any of the categories can be seen by simply clicking anywhere in the corresponding blue tile. A filtered list of the category selected will be displayed in the table.

QC Daily Report Development

Select the subcontractor and double-click in the date field you wish to enter. You can manually type in a date or click on the button on the right side of the field to open a calendar from which you can select the applicable date. If you select a date other than the date of the report you are preparing, the subcontractor's presence will be reported on the corresponding daily report date. If that daily report has already been completed and submitted, the report that the government has will not reflect this information.

To update the report, ask your USACE Representative to return it to you for corrections. Make the correction, sign, and resend.

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Labor and Equipment Hours

Use this selection to report actual Labor and Equipment Hours expended on the jobsite. A monthly tally of the labor hours reported here is used to generate the required monthly exposure hour reporting.

Using the reported equipment hours, a running total of the equipment hours are maintained in the Equipment Check module to ensure timely equipment inspections are conducted for continued safe usage of equipment.
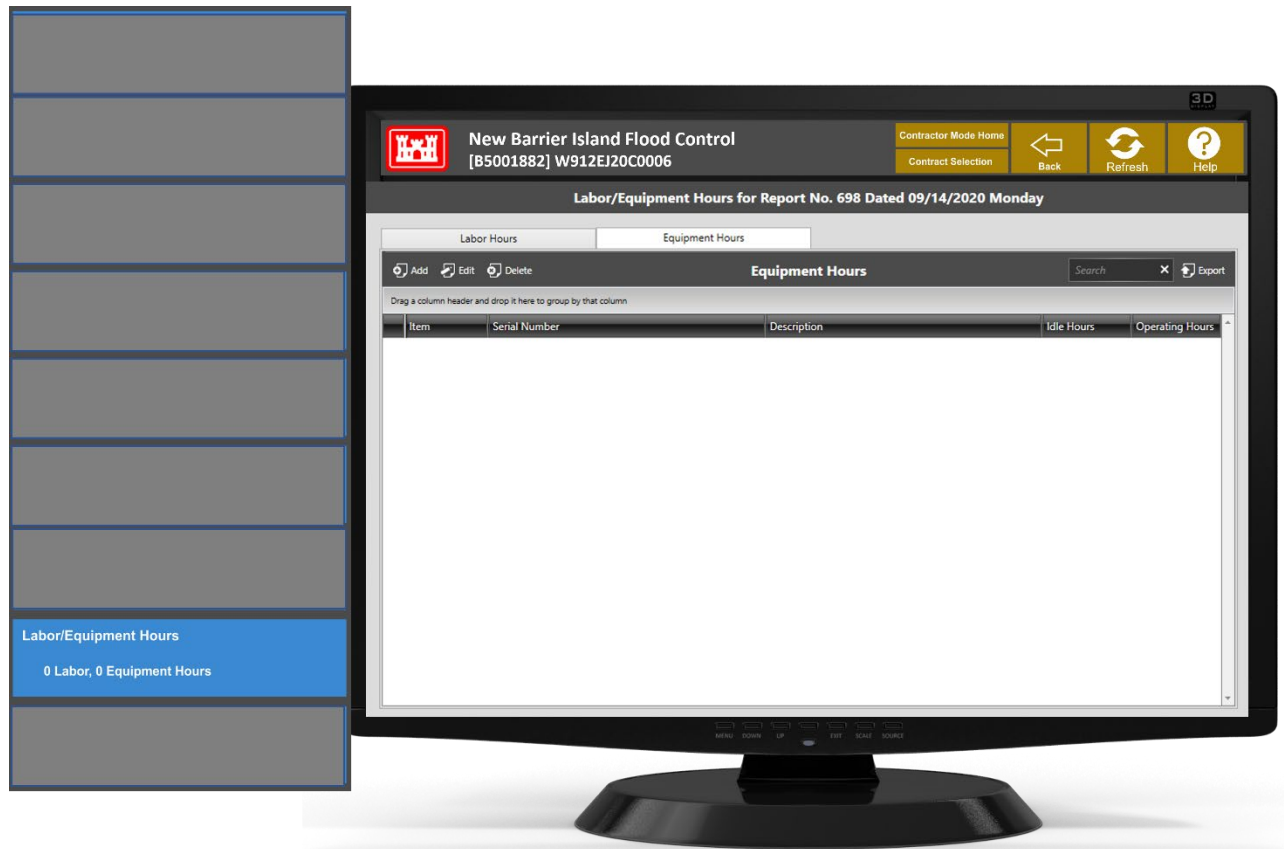
QC Daily Report Development

Select the Labor Hours which will open the data screen for logging Labor Hours.
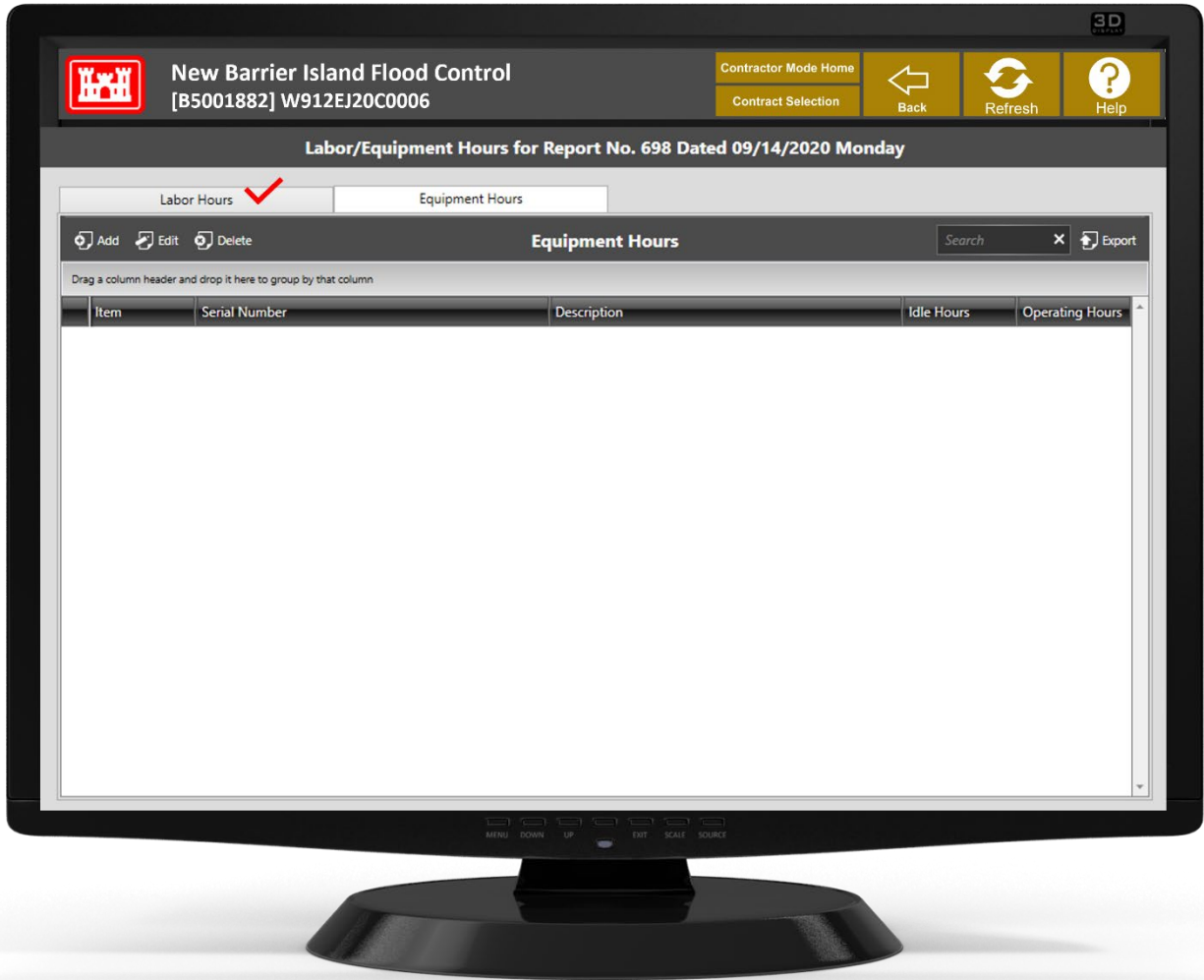
Click on Add to identify the subcontractors and the types of workers on the jobsite. Select either Manually Add or Copy from Previous Day. We'll select Manually Add.

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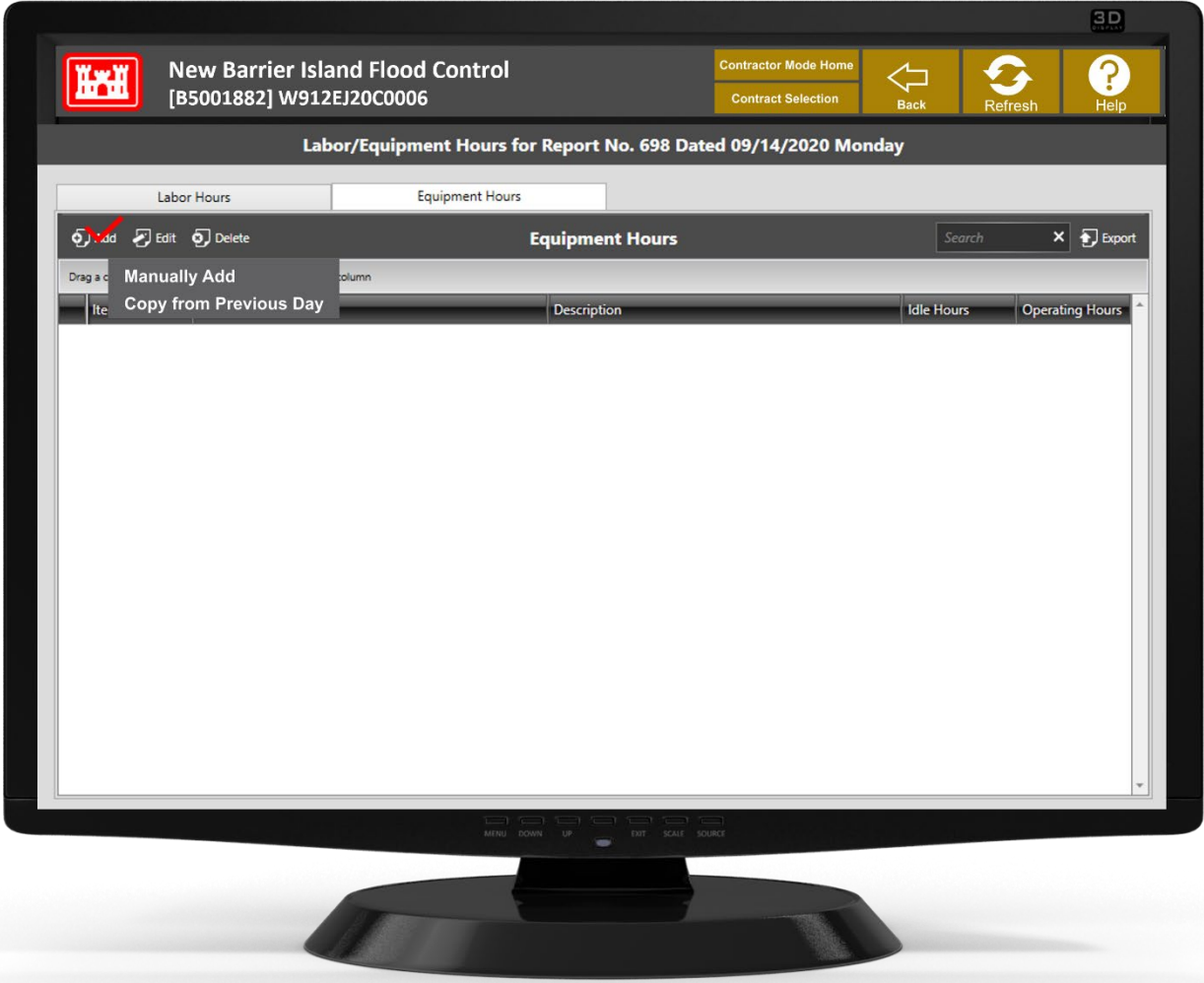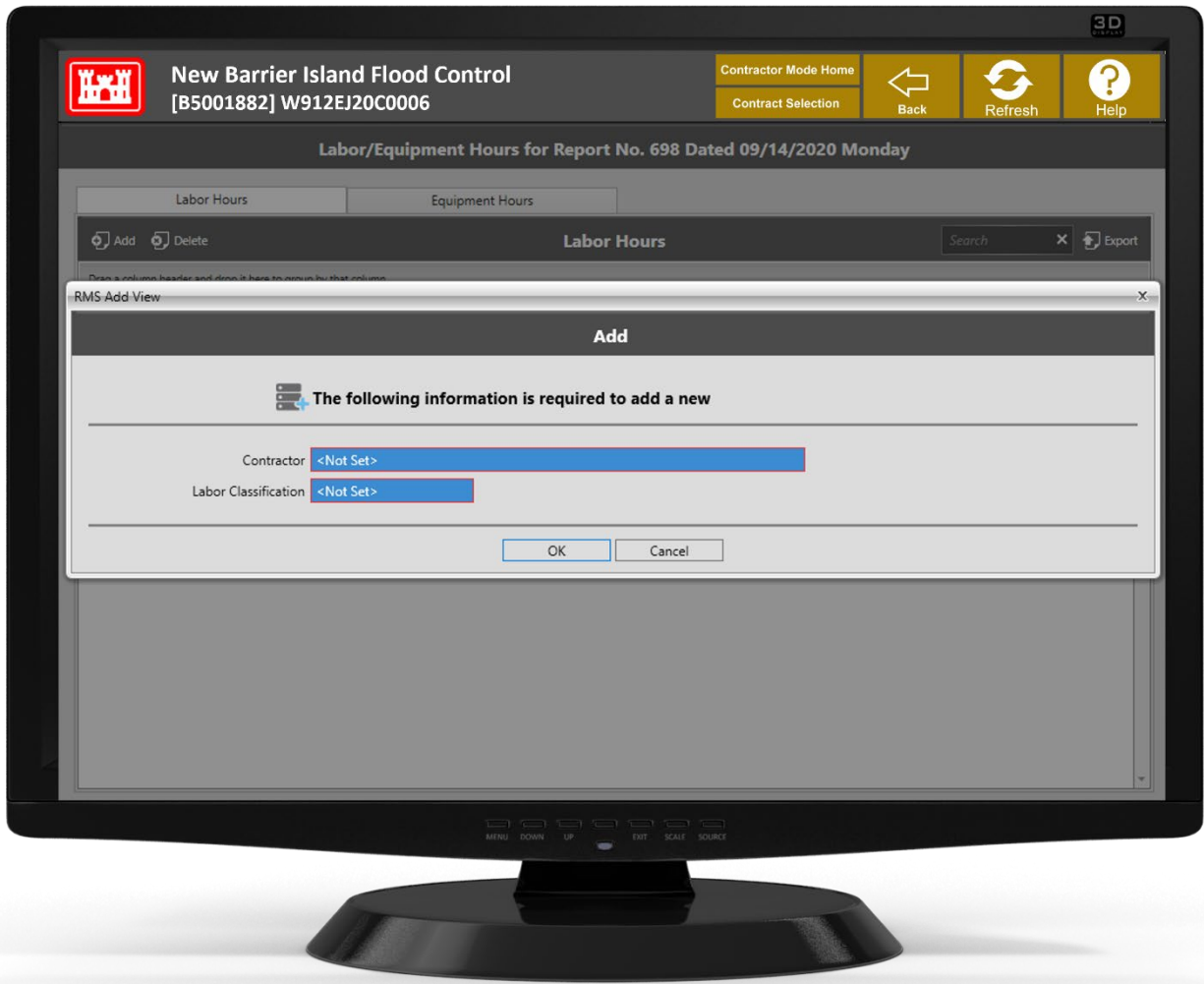Click on the blue bar in the Contractor field to select a subcontractor from the Subcontractor Lookup list. And do the same with the Labor Classification Field to select the type of worker from the Labor Classification Lookup list.

Both entries must be selected from the applicable list. If the subcontractor is not on the Subcontractor list, go to the Administration Tab and Enter the Subcontractor in the Subcontractor section. If the appropriate labor classification is not on the Labor Classification list, notify your USACE Representative and provide the information to add to the Labor Classification library. Click OK

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Continue to Add subcontractors until all onsite labor have been identified. It is very important that all onsite labor is accurately logged. This data can be copied directly into the monthly Department of Labor Exposure Report.

Let's now move on to the Equipment Hours Tab at the top. Click on Add to identify the equipment and its hours of operation.

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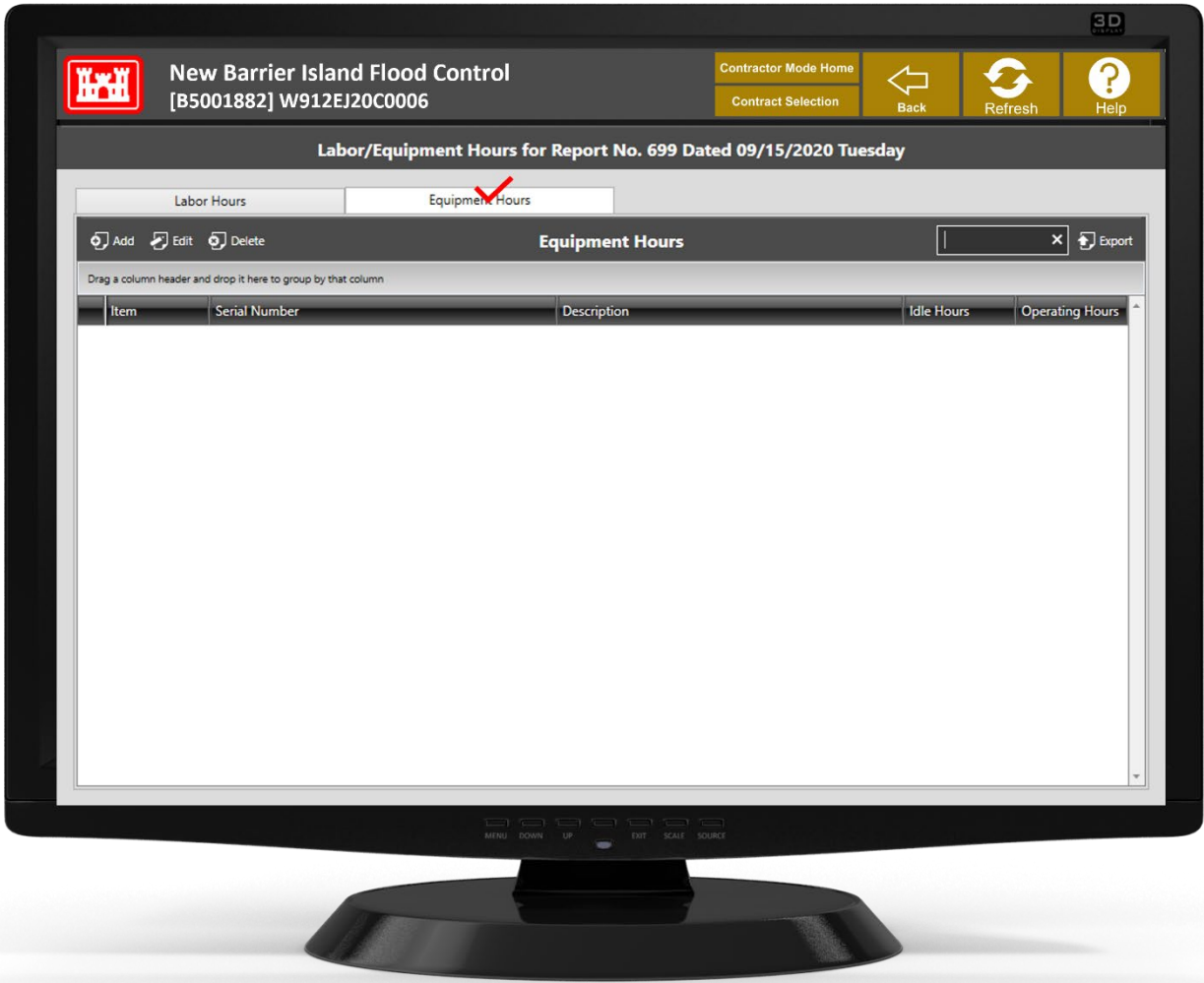
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Select either Manually Add or Copy from Previous Day. Make this selection to record the equipment used onsite. We'll select Manually Add.
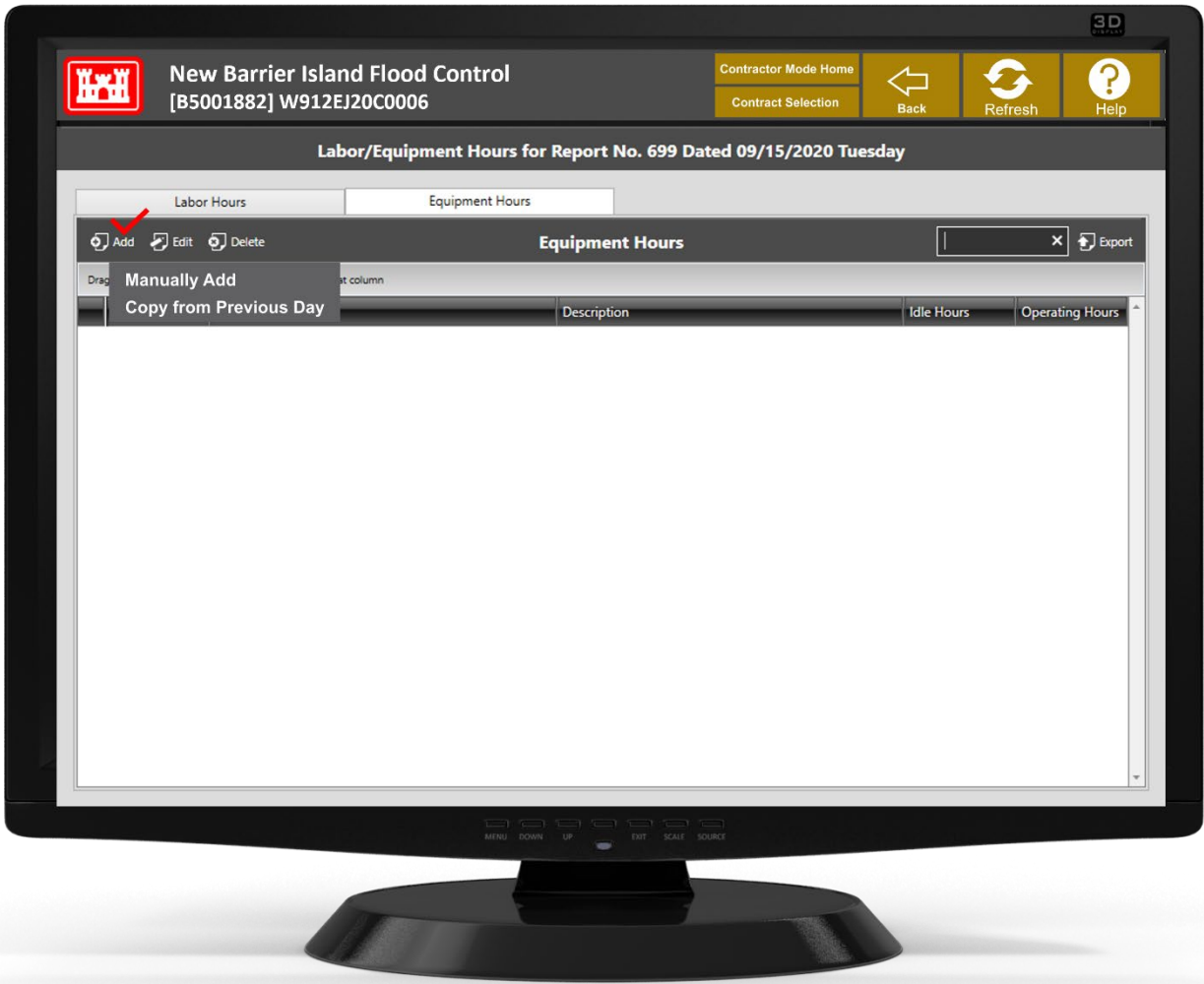
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The list of Equipment entered the QC Tab when you first set up equipment in RMS will display in a lookup table when you select the blue Equipment field. Select the equipment used, then click on OK. Acknowledge this selection by clicking Ok again once prompted to do so.

The equipment will still be included in the Equipment Hours table for the daily report you are preparing. You can then double-click on the equipment to update this date; either remove it or enter a new Last Day on Site date. Continue to Add until all equipment on the jobsite for the day have been identified. Single click on the data field to enter both Idle Hours and Operating Hours for all equipment on the list.

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Accident Reporting

Moving along to the Accident Reporting tile, it's important to note that all mishaps are reportable, whether they occur on or off the jobsite,

As long as there was injury or damage to someone or something during performance of work related to the contract, it must be reported on the QC daily report. The district in which you are working may also have additional reporting requirements.

Be sure to discuss this with your USACE Representative during the Safety Coordination meeting and include the requirements in your Mishap Prevention Plan. Additional reporting requirements can be found in the EM 385-1-1, Safety and Health Requirements Manual.

Reportable Mishaps: While all mishaps are reportable, not all mishaps are recordable. All mishaps meeting any one of the following criteria must also be reported on ENG Form 3394, which may be obtained from your USACE Representative. When a recordable mishap occurs, you should notify your USACE Representative immediately! Do not wait to complete and submit any forms.
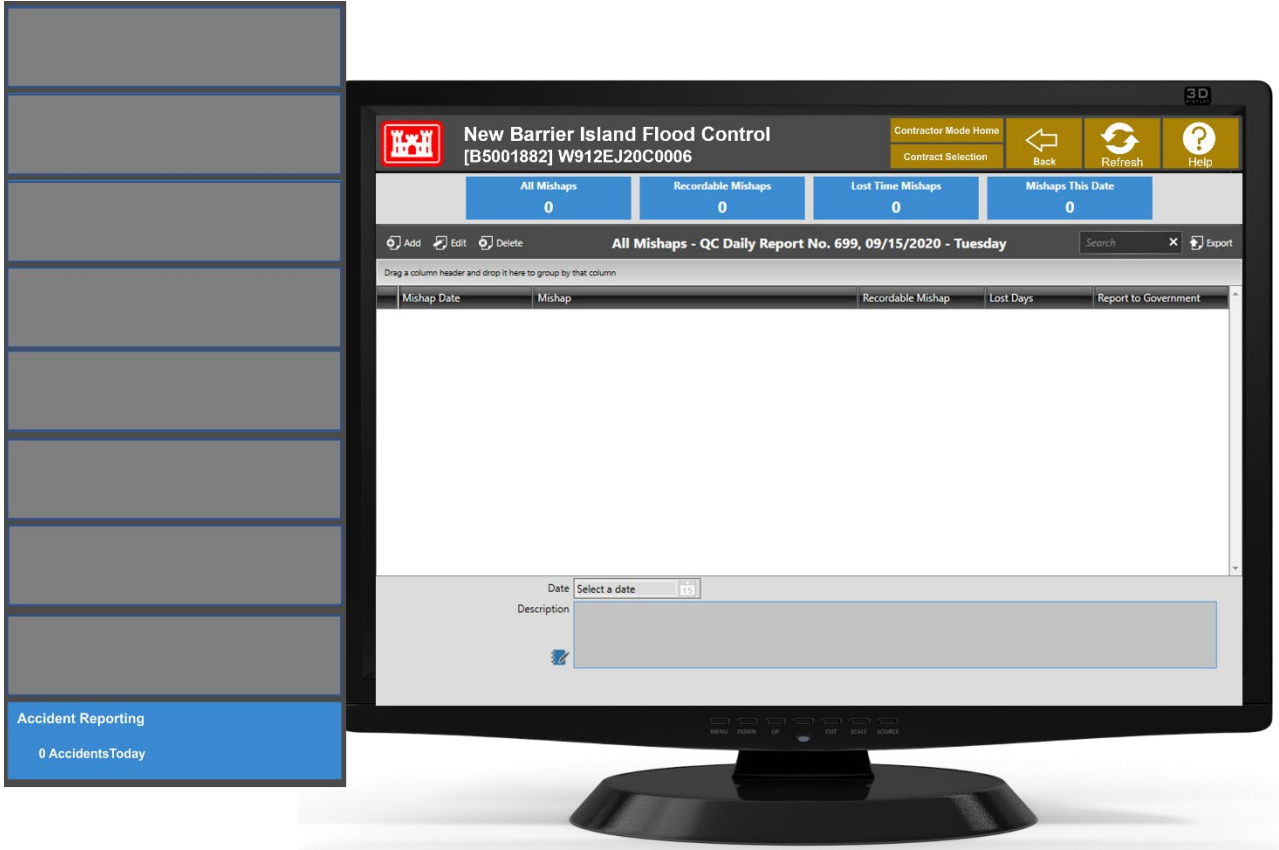
A recordable mishap would be any mishap that:

- Resulted in any government employee or contractor lost-time injury, illness, or fatality.

- Caused damage in excess of $1,000 to contractor property, including motor vehicles.

- Involved a motor vehicle, regardless of whether injury, illness or fatality occurred.

- Involved a contractor diving activity.

Lost Time Mishaps are accidents in which the injury sustained by the employee resulted in a loss of productive work time.

Any mishap is categorized as lost time only when the injured worker is unable to perform regular job duties, takes time off for recovery, or is assigned modified work duties while recovering. Lost time injuries encompass both temporary injuries that keep the employee away from work for a day, to permanent disabilities and conditions that prevent him or her from ever returning to the job or performing the same work tasks.

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The list of mishaps corresponding to any of the categories can be seen by simply clicking anywhere in the corresponding blue tile. A filtered list of the category selected will be displayed in the table below it. Click Add to input a new mishap.

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QC Daily Report Development

Select Personal Injury if a person was injured. Select Non-Personal Injury if there was property damage only and no person was injured.

The date for which the report is being created will automatically populate and cannot be changed.

In the Description field, describe the mishap in as much detail as possible. Include contractor involved, location, time of the mishap, activity in progress, actions taken, any environmental factors.

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Click the blue lookup table next to Contractor/Subcontractor to identify the contractor for which the injured employee works.

Input the age of the injured employee in the Age field and the date he or she started work on the contract in the Date Started work field. This will bring up a calendar.

Select the injured employee's gender in the gender field.

Click the blue lookup table next to Labor Classification to identify the appropriate occupation of the injured employee.

In the Location field, you'll identify where the mishap took place. This field is limited to 50 characters.

Next, identify the status of the injured employee as a result of the mishap. Select from one of the options in the Injury Result section.

What type of injury was it? Identify the type of injury sustained by the injured employee. Select from one of the options in the Injury Type section.

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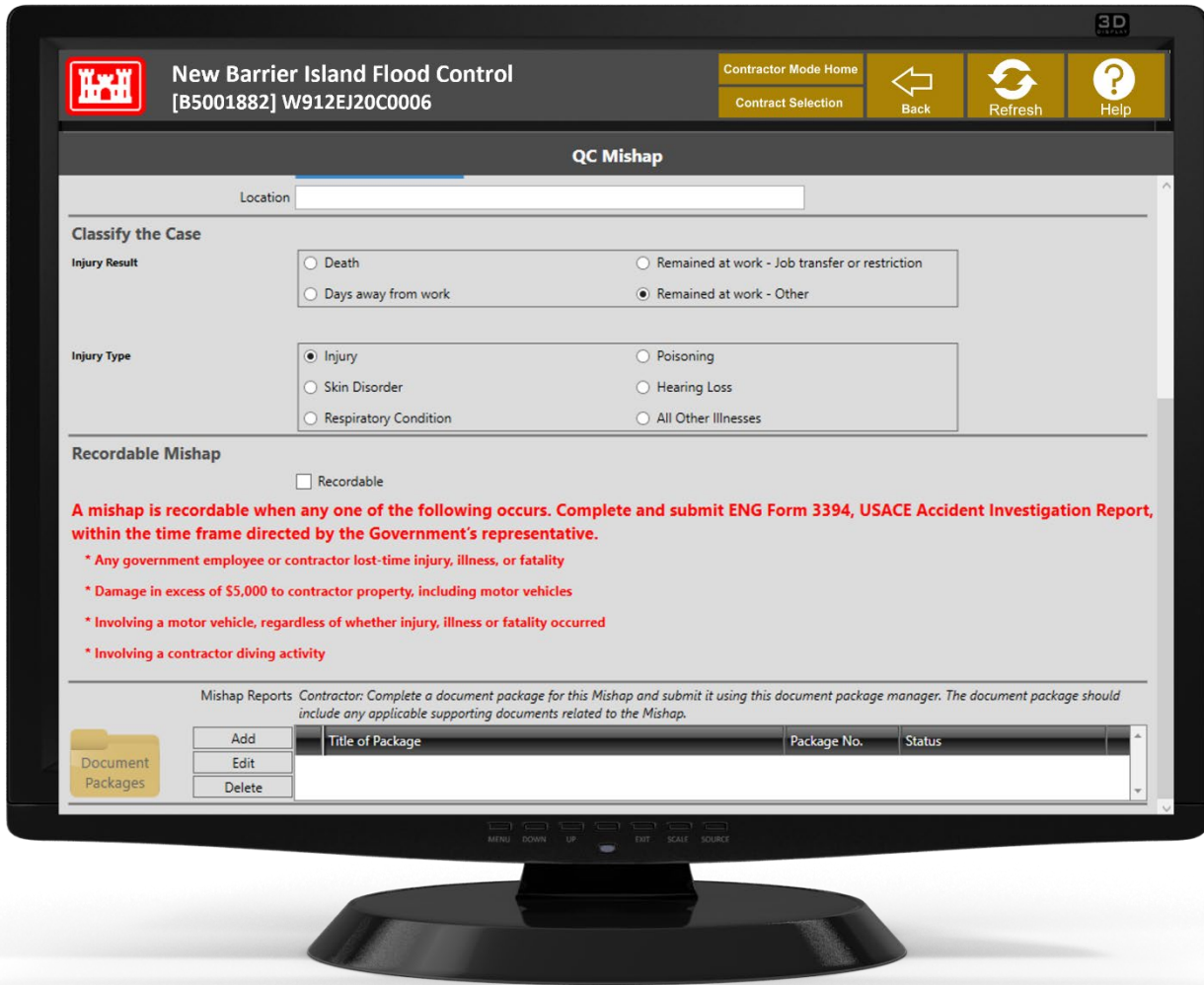
Is the accident recordable? Check this box if the mishap meets any one of 4 criteria listed on the screen in the red font.

Use the Document Packages feature to attach photos of the mishap site, copies of the completed mishap report forms and any other supporting documents.

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Congratulations, your QC Daily Report is complete. We understand there are many steps in the Daily Report, once you start getting the swing of the depth of this report, you will get faster and faster.

As with all of our courses, any member who has taken a course and is having problems or questions when they are onsite can reach out to us in the Titan University forum for help.

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