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 US Army Engineer District- JACKSONVILLE           CESAJ-01312J (Jan 2004)  
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 Preparing Activity: CESAJ-CO-CQ   Superseding  
                                                           UFGS-01312A (May 2003)

JACKSONVILLE DISTRICT LOCAL MASTER SPECIFICATIONS

Latest change indicated by CHG tags

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SECTION 01312

QUALITY CONTROL SYSTEM (QCS)  
04/04

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NOTE: Local master covers use of Quality Control System (QCS) for District construction contract administration.

Jacksonville District CO-C Standard Operating Procedure requires QCS, to be used for all construction contracts. All exceptions require justification in Project Management Plan, and must be approved by DP Project Manager and Chief, CO-C.

Resident Management System contract "Set-up" allows Government to track Insurance, Payrolls and Labor Interviews in RMS. CO-C District Standard Operating Procedure will be for all contracts to have Contractor use QCS to track these items. Exceptions for an 8a or small Contractors must be approved by DP Project Manager, SADB, and Office of Counsel

Comments and suggestions on this guide specification are welcome and should be directed to Mr. Pastorini, 904-232-1699 District technical proponent of the specification. E-mail is encouraged  
bruce.b.pastorini@saj02.usace.army.mil.

Recommended changes to a CESAJ should be submitted to Kevin Winn at 904-232-2079 or  
kevin.h.winn@saj02.usace.army.mil.

Related clauses and sections are listed below and must be coordinated with this section. The Contract clauses and both UFGS and CESAJ local masters sections should reference Section 01312 QUALITY CONTROL SYSTEM (QCS) whenever appropriate and necessary to require use of QCS by the Contractor.

Related Contract Documents:  
CESAJ Section 01270 MEASUREMENT and PAYMENT  
CESAJ Section 01320 PROJECT SCHEDULE

CESAJ Section 01321 CONSTRUCTION PROGRESS DOCUMENTATION  
CESAJ Section 01330 SUBMITTAL PROCEDURES  
CESAJ Section 01451 CONTRACTOR QUALITY CONTROL  
CESAJ Section 01452 DREDGING/BEACH FILL PLACEMENT - CONTRACTOR QUALITY CONTROL

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PART 1 GENERAL

1.1 SUMMARY

Contractor shall use Quality Control System (QCS) for contract administration and quality control. Provide sufficient resources to maintain QCS database, and provide Government regular database updates. QCS is a Windows-based construction information management (CIM) software that can be run on a single stand-alone personal computer, a field office local area network or company-wide Internet network. QCS will not work in two stand-alone machines (i.e.. Home Office and Field Office) since data input from two machines cannot be merged. QCS imports and exports construction information data with Government's network based Resident Management System. QCS data entry is described briefly herein. For in-depth step-by-step instructions, refer to the QCS Users Manual.

1.1.1 Related Sections

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**NOTE: Select the appropriate sections. If payment for the entire contract is based on one lump sum bid, Section 01270 MEASUREMENT AND PAYMENT may be deleted.**

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- Section 01270 MEASUREMENT AND PAYMENT
- [Section 01320 PROJECT SCHEDULE]
- [Section 01321 CONSTRUCTION PROGRESS DOCUMENTATION]
- Section 01330 SUBMITTAL PROCEDURES
- [Section 01451 CONTRACTOR QUALITY CONTROL]
- [Section 01452 DREDGE/BEACH FILL PLACEMENT - CONTRACTOR QUALITY CONTROL]

1.2 SUBMITTALS

Government approval is required for submittals with "G" designation; submittals not having "G" designation are for information only "FIO". When used, a two or three letter designation following "G" designation identifies office reviewing submittal item for Government. Submit following in accordance with Section 01330 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

First QCS Export; G|COR

Within 14 calendar days after receiving initial Government RMS import file, enter QCS Administrative and Quality Control data and provide QCS export to Government.

SD-07 Certificates

Monthly QCS export files with copies of signed and certified payment requests.

### 1.3 QCS/RMS Application

Contractor shall use QCS for contract administration, quality control, import and export. Government uses Resident Management System (RMS) database to monitor and administer contract. After Notice of Award Government will provide Contractor a user name and password to access <http://216.86.193.60/qcs/> to download QCS Software, QCS user manual and Standard Data Exchange Format (SDEF) checker. The SDEF is used to import commercial project management/schedule software files.

QCS has following Administration functions:

- Contract Description
- Action Items
- Prime Contractor Information
- Subcontractor Information
- Contractor Insurance
- Contractor Payrolls
- Pay Activities
- Progress Payments
- List of Specification Sections
- Submittal Register
- Transmittal Log

QCS has following Quality Control functions:

- QC Daily Reports
- QC Summary
- Features of Work
- 3-Phase Checks
- QC Requirements (CQC Tests, User schools, Property Transfers)
- Equipment Checks
- Activities Schedule (Payment Activities)
- Feature Schedule ("Definable Feature of Work 3-phase schedule)
- Safety Manual - not functioning, to access EM 385-1-1 go to <http://www.usace.army.mil/inet/usace-docs/eng-manuals/em385-1-1/toc.htm>

QCS has following Import/Export Functions

- RMS - import and export data to government
- Excel Template - import submittal data from excel template. Excel template version is not used in Jacksonville District contracts. The submittal register is generated in RMS.
- NAS(SDEF) - import construction schedule activities from private sector software using the Standard Data Exchange Format.

Contractor QCS data exported to Resident Management System immediately updates Government network based Construction information and allows District project team members to track or take required contract actions on Government-wide computer network. QCS data exchanges with following RMS areas:

- Administration
- Finances
- Quality Control
- Submittal Monitoring

Scheduling  
 Import/Export of Data

### 1.3.1 QCS Reports

QCS includes a number of reports for Contractor management to use to track contract status. Usefulness of QCS reports depends on quality of data and how current database is maintained. Once QCS data is entered double clicking on "Reports" Icon in upper right will generate a "Reports" selection page. QCS Reports include:

#### Administration

- List of Contractors
- Report of Action Items

#### Finances

- Activity Summary
- Contract Line Items
- Contractor Pay Request Work Sheet
- Progress Payment History
- Activity Total Earnings
- Activity Accruals on Completed Payments
- Requested Accrual on Pending Payment

#### Quality Control

- QC Daily Report
- 3-Phase Schedule
- 3-Phase Control Checklists
- Punch List Report
- QC Requirement List

#### Submittals

- Submittal Register (ENG 4288)
- Transmittal Form (ENG 4025)

#### Schedules

- Current Activity Schedule

### 1.3.2 Correspondence

Correspondence is logged electronically in RMS. Use following codes for Contractor serial letter correspondence to Government:

- Contractor's site office - "S"
- Contractor's home office - "H"
- Request for Information - "RFI"

Number start at 0001, (e.g., H-0001 or S-0001). Government's letters to Contractor will be prefixed with "C". Both Contractor and Government will use "RFI" as a code to identify and track requests for information (RFI).

### 1.3.3 Official Records/Electronic Communications

RMS and QCS will generate electronic submittal register, transmittal forms, Quality Control Daily Reports, changes, payment and modification forms. When signed documents are required for official contract files, the system will provide signed and dated paper copies. Signed paper documents shall govern, in event of discrepancy with electronic version. RMS generates identifying numbers to track correspondence, change requests, progress

payments. Contractor and Government will use these numbers for serial letter identification. There is currently no two way correspondence, nor request for information (RFI) portion of QCS. Provide letters, RFIs as MS Word or .PDF files via e-mail as attached files or on floppy disk.

#### 1.4 PAYMENT

There is no separate payment for establishing and maintaining QCS database; distribute QCS costs in Contract Line Items Numbers (CLINS) amounts in Section 00010A LINE ITEMS AND PRICING SCHEDULE.

### PART 2 PRODUCTS

#### 2.1 HARDWARE SYSTEM REQUIREMENTS

Provide listed hardware as a minimum system configuration to run QCS:

- IBM-compatible PC with 500 MHz Pentium or higher processor
- 128+ MB RAM for workstation / 256+ MB RAM for server
- 1 GB hard drive disk space for sole use by the QCS system
- 3 1/2 inch high-density floppy drive
- Compact disk (CD) Reader, 8x speed or higher
- SVGA or higher resolution monitor (1024 x 768, 256 colors)
- Mouse or other pointing device
- Windows compatible printer (Laser printer must have 4+ MB of RAM)
- Connection to the Internet, minimum 56,000 BPS

#### 2.2 SOFTWARE REQUIREMENTS

- MS Windows ME, NT, or 2000
- Word Processing software compatible with MS Word 97 or newer
- Latest version of: Netscape Navigator, Microsoft Internet Explorer, or other browser that supports HTML 4.0 or higher
- Electronic mail (E-mail), MAPI compatible
- Virus protection software that is regularly upgraded with all issued manufacturer's updates

### PART 3 EXECUTION

#### 3.1 FIELD QUALITY CONTROL

Establish QCS database at site office or company-wide network including the site office. Maintain QCS data current for duration of contract. Assign a person overall responsible for QCS data base and contract file and who will control "Contractor Library" user access and passwords. When QCS is being run in stand-alone mode, make backup export file CDs every couple of days

in case hard drive crashes. Prior to exports to Government quality control, check to ensure "Administration" data is current, and "Quality Control", "Activity Schedule" and "Feature Schedules" are complete and up-to-date.

### 3.2 PREPARATION

#### 3.2.1 Notice of Award Until Preconstruction Conference

Prior to Pre-Construction Conference, go to <http://216.86.193.60/qcs/> download and install latest version of QCS software and Standard Data Exchange Format checker. Go to <http://216.86.193.60/qcs/guides.html> and download user guide. QCS guide is in color and it is best to plot on a color printer. For download assistance contact persons listed in subpart "QCS Assistance."

#### 3.2.2 QCS Training

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**NOTE: Select the appropriate section:**  
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QCS is discussed briefly with Contractor's QC System Manager during "Construction Quality Management for Contractors" training class, see Section [01451 CONTRACTOR QUALITY CONTROL][01452 DREDGING/BEACH FILL PLACEMENT - CONTRACTOR QUALITY CONTROL]. A 6-hour training class for Quality Control System will be provided by Jacksonville District at no cost. QCS training classes are given in Room 536 at Jacksonville District Headquarters, Prudential Building, 701 San Marco Blvd, Jacksonville, FL. Contractors meet in the 2nd floor lobby security desk of the Prudential building at 08:30 am to be signed in through security. For QCS registration and hotel information call instructor Mr. Pastorini at 904-232-1699. A map, information sheet, and class dates are provided at the web site "<http://www.saj.usace.army.mil/conops/construction>". Class size is limited to 11 students, priority for training slots will go to Contractors having newly awarded contracts with Jacksonville District.

#### 3.2.3 QCS Assistance

The first person that should be called for QCS assistance is the RMS Office Administrator at contract Area Office. Based on where your contract is, call the following:

North Florida Area Office, Jacksonville, FL - Mike Lyons 904-232-3818  
 South Florida Area Office, West Palm Beach, FL - Al Tibbs 561-472-3510  
 Gulf Coast Area Office, Tampa, FL - Phyllis Lindsay 813-840-0824  
 Antilles Construction Office, San Juan, PR - Janice Rivera 787-729-6880

If the Office RMS Administrator is not available call:

District RMS POC Bruce Pastorini 904-232-1699  
 District RMS Help Desk Luis Mendoza 904-232-3455

If District POCs can't help call RMS Support Line: (760) 247-0217.

### 3.3 IMPORTING RMS DATA

At pre-construction conference, Government will provide Contractor two RMS export files with an ".rxf" extension. These files may be provided by CD,

3.5 floppy disk or as attached files to e-mail. Initial RMS import file will establish drop down data "Government Libraries" as follows:

- Work Categories
- Specifications Sections
- Submittal Types
- CSI (Construction Specifications Institute) Index Numbers
- Feature Types (under construction)
- Contractor Trades
- Labor Classifications

The initial .RXF file will also establish a QCS contract file and populate Contract Line Item Numbers (CLINS), and "Administration" data fields in:

- Contract Description
- Action Items
- Prime Contractor Information
- Pay Activities
- List of Specification Sections
- Submittal Register

Once contract is established Contractor shall compare database data to written contract (EBS), and perform quality checks:

- Edit, revise and add Prime Contractor Information,
- Review/revise specification section list,
- Add submittal items not shown in submittal register.
- Create a proposed "schedule of values" of pay activities attached to CLINs.

3.3.1 QCS Export/RMS Imports

Once initial QCS file is reviewed and edited, submit the Contractor data input export file to Government within 14 calendar days in accordance with subpart Submittals (above). Contractor and Government will discuss QCS/RMS data and imports and exports at Coordination Meeting (AKA-Mutual Understanding Meeting). Government will provide data export updates to Contractor as needed. Since database grows very quickly, data exchange updates with .rxif files attached to E-mail soon exceed government e-mail size limitation. After a short period, updates from Government will generally be done with CD or with e-mail attached, and consist of submittal reviews, correspondence status, QA comments, and other administrative and Quality Assurance data.

3.3.2 Software/QCS User Guide Updates

During contract period Contractor will be notified to download QCS program updates from the web site as they become available.

3.4 ADMINISTRATION

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**NOTE:Subpart ADMINISTRATION is based on order of QCS functions as they appear on screens. Don't cut and paste to new locations.**  
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Maintain current data on following Administration items:

### 3.4.1 Contract Description

Contract Description and General Information are populated by Government RMS import.

### 3.4.2 Action Items

This is an interactive set of tasks generated by each RMS import that performs QCS data quality control checks and generates Action Items that must be corrected for the next QCS export. Correct action items promptly.

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**NOTE: RMS has dip switches in "Set-up" that allow government to track bonds, labor interviews and payrolls. If an exception was made to have government track bonds delete "Bond ... SBA items."**  
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### 3.4.3 Prime Contractor

Provide and update Contractor Information, Management/Workdays and tracking Bonds in QCS, addresses, telephone numbers, management staff, and Bond Co/SBA items.

### 3.4.4 Subcontractors

Enter subcontractor name, trade, phone number. Assign a unique Responsibility Code to each subcontractor/trade.

### 3.4.5 Contractor Insurance

Enter expiration dates for General Insurance, Auto Insurance, Workman's Comp for both Prime and Subcontractors. Enter date Subcontractor signed SF 1413 "Statement and Acknowledgement" of listed Contract Clauses between Government and Contractor are included in subcontract.

### 3.4.6 Contractor Payrolls

Track submission of certified payrolls to government for both Contractor and Subcontractors. Update payrolls weekly.

### 3.4.7 Pay Activities

Develop a list of pay activities (schedule of values) in conjunction with Quality Control -> "Activity Schedule" and construction schedule. Refer to Section 01270 MEASUREMENT AND PAYMENT. Sum of all pay activities shall equal total contract amount. Group pay activities by Contract Line Item Number (CLIN) so total sum of pay activities equals CLIN amount. Total of all CLINs must equal Contract Amount. As modifications change contract price, ensure pay activities modified by contract reflect changes and all pay activities total new contract price.

### 3.4.8 Progress Payments

Prepare progress payment requests using QCS. Discuss proposed progress payment with Government QA Representative. From Administration -> Progress Payments -> "Requested Activity Earnings", enter invoiced amounts and dates into data entry pages "Activity Earnings" and "Additional Earnings". Once that is complete, go to "Reports" -> Finances -> Contractor's Pay Request

Worksheet". Preview pay request and check for correctness and completed action items. If worksheet is correct go to "Export" icon and save file as .pdf or MSword file. Attach .pdf or MSword file to e-mail and send electronic copy to Government Quality Assurance Representative for review. Print hard copy of "Pay Request Worksheet", certify for accuracy and sign it. Attach it to payment documentation being provided to Government. Once pay request and hardcopy documentation is ready, send an .RXF export to Government. Government may change requested payment amounts in accordance with Contract Clauses. Once Government imports QCS file, reviews pay request and approves dollar amounts, RMS will generate an ENG Form 93 for payment. A copy of this ENG Form 93 file will be e-mailed or provided in hard copy to Contractor for signature. Once ENG Form 93 is signed, dated and returned by Contractor, Payment will be processed. Signed ENG Form 93 faxed or scanned file attached to e-mail will be sufficient to process payment. Contractor shall provide original signed copy for contract files.

#### 3.4.9 Specification Sections

A project manual "Table of Contents" is populated by the RMS Import. This list of Specification Section Numbers and titles is used as a drop down in Transmittal Log, and control submittal item data. If a specification Section is added or deleted by modifications table shall be updated.

#### 3.4.10 Submittal Register

Initial RMS import will populate QCS submittal register columns "Section", "Item No.", "Description", "SD" number, similar to SUBMITTAL REGISTER in Section 01330. Review contract project manual and contract drawings for additional submittals and compare them to submittal register. Correct errors and add submittals and enter data to make the submittal register complete as required. Maintain a complete up-to-date submittal register. Complete data columns as a submittal item is reviewed by QC staff member assigned to a transmittal, reviewed by Government and if required, re-submitted. Dates submittals are received and returned by Government are in RMS export file to Contractor.

ENG Form 4025, submittal transmittal form, and the submittal register update, ENG Form 4288, shall be produced using QCS. RMS will be used to update, store and exchange submittal registers and transmittals, but will not be used for storage of actual submittals. Reviewer comments will be entered in RMS and data will update next RMS import.

#### 3.4.11 Transmittal Log

See the user manual for in-depth instructions. Transmittal Log has four data entry/tracking pages:

- Prepare Transmittals
- Sent To Government
- Returned Form Government
- Completed Transmittals

To create a new Transmittal:

- Click "add" icon
- Select "Section" from drop-down, click "Next"
- Select "Add" Submittal Item -> fill out pop-up data page -> "Close"
- Fill-in "Transmittal Control" number in "New Transmittal" pop-up data page.

Only submittal items from one section can be transmitted under one transmittal number. QCS transmittal control numbers are similar to (01310-XXXX). When using a computer software scheduler, use procurement work activity to assign as part of transmittal control number. This links transmittal action and schedule. Once a transmittal data of one or more submittal items is entered, to create a QCS generated copy of ENG Form 4025-R Transmittal of Shop Drawings click on "Reports" -> "Submittals" -> "Transmittal Sheet (ENG Form 4025-R). A transmittal can only be exported after "Completed - Ready to Send to Government" has been checked. Attach hard copy to each set of submittal items being transmitted. Reviewer codes and comments will be entered into RMS and update data next RMS import.

### 3.5 QUALITY CONTROL

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**NOTE:Subpart Quality Control is based on order of  
 QCS functions as written in UFGS 01312A.**  
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Use QCS to implement 3-phase QC control system. QCS will assist Contractor to create records for:

QC Daily Reports (Data entry for):

- Weather
- QC Narratives
- Punch List Items
- QC Requirements (QC Tests, User Schools, Property Records)
- Preparatory and Initial Inspections
- Activities Started/Finished
- Contractors On-site
- Labor/Equipment Hours
- Accident Reporting

QC Summary (Summary data reports for:

- Weather
- QC Narratives
- Punch List Items
- QC Requirements (QC Tests, User Schools, Property Records)
- Preparatory and Initial Inspections
- Activities Started/Finished
- Contractors On-site
- Labor/Equipment Hours
- Accident Reporting

3-Phase Checks

QC Requirements

- QC Tests
- User schools
- Property Installed
- Property Transferred

Equipment Checks

Activity Schedule

Feature Schedule

Maintain Quality Control current and update daily. Data entered in QCS automatically generates construction management reports. Provide Contractor

Quality Control (CQC) Plan in accordance with Section [01451 CONTRACTOR QUALITY CONTROL][01452 DREDGING/BEACH FILL PLACEMENT - CONTRACTOR QUALITY CONTROL]. Upon Government acceptance, submit a QCS data export file reflecting information contained in accepted CQC Plan: schedule, pay activities, features of work, submittal register, QC requirements, and equipment list..

### 3.5.1 QC Daily Reports

Contractor may use other formats (company production forms) to record basic QC data however, QC Daily report generated by QCS is contract official report. Summarize and consolidate data from supplemental reports or forms into QCS-generated QC Daily report. QCS generates a report numbers for each calendar day after Notice to Proceed was acknowledged. If no QC report was written for non-work days, report numbers will have a gap. Provide QC Reports to Government using E-mail or diskette within 24 hours. Provide a follow-on signed, printed copy of each QC Daily report. Enter data into QC Daily Reports for "SUMMARY" items:

- Weather
- QC Narratives
- Punch List Items
- QC Requirements (QC Tests, User Schools, Property Records)
- Preparatory and Initial Inspections
- Activities Started/Finished
- Contractors On-site
- Labor/Equipment Hours
- Accident Reporting

### 3.5.2 QC Summary

QC Summary extracts data from QC Daily Reports and links to generate overall contact summary access to view data for:

- Weather
- QC Narratives
- Punch List Items
- QC Requirements (QC Tests, User Schools, Property Records)
- Preparatory and Initial Inspections
- Activities Started/Finished
- Contractors On-site
- Labor/Equipment Hours
- Accident Reporting

#### 3.5.2.1 Weather

Weather is entered by a table and can be copied from previous day.

#### 3.5.2.2 QC Narratives

QC Narratives are QC Daily Report form headings generated from RMS drop-downs.

#### 3.5.2.3 Punch List Items

QCS generates an on-going punch list to track construction deficiencies (Punch List Items). Punch list items identified by Contractor will be numerically tracked using a code "QC" (i.e.QC-001). Punch list item generated by Government will be "QA".

#### 3.5.2.4 QC Requirements (QC-Report)

Enter current data for QC tests, User Schools, Installed Property, Transferred property.

#### 3.5.2.5 Prep/Initial Inspections

Use this data page to enter/track "Feature of Work", and dates for Preparatory meetings and Initial Phase meetings and inspections.

#### 3.5.2.6 Activities Started/Finished

Enter Activity ID, Description, actual Start and Actual Finish for pay activities.

#### 3.5.2.7 Contractors On-site

Enter Contractor, Trade and first and last dates on-site.

#### 3.5.2.8 Labor/Equipment Hours

Enter data on two data entry pages:

##### Labor Hours

- Date
- Contractor
- Labor Classification
- Number of Employees
- Hours Worked

##### Equipment Hours

- Date
- Serial Number
- Description
- Stand-By Hours
- Operating Hours

#### 3.5.2.9 Accident Reporting

When an accident occurs, complete accident reports, ENG Form 3394 or OSHA Form 300 and complete QCS "Accident Reporting" . QCS entry does not substitute for submitting accident report forms. QCS is used to track accidents and safety deficiencies in contract data-base. Enter QCS, go to QC Report and add following data:

Accident Date  
 QC Description of Accident  
 Accident (Identification Title)

If accident results in lost time for person or equipment, "check" - "Reportable Accident" and fill out "pop-ups:"

Lost Days  
 Date Reported to Government

In addition to accident reporting, Government will make QA safety comments, or add safety related punch list items when safety deficiencies are observed. These safety comments are included in RMS export file to the

Contractor. Update and correct status of safety comments. In addition, the Contractor shall utilize QCS to advise the Government of any accidents occurring on the jobsite.

### 3.5.3 Features of Work

RMS export file from Government, creates a drop down list of "Definable Features of Work" to develop a consensus QC/QA work breakdown structure to implement Preparatory, Initial and Follow-up 3-phase quality control system. Enter "Feature of Work" ->"Add/Edit" -> Data entry pages for "Feature of Work" (drop-down) and "Number of days after Preparatory, Initial should be schedule" will pop-up. Entering this data will help QC Staff plan and track Preparatory and Initial Phase meetings. For planning, a "Feature of Work" may be associated with multiple pay activities, however, each pay activity shall only be linked to a single "Feature of Work" (see subparagraph "Pay Activity Data" of paragraph "Finances"). "Features of Work" also is source data for QCS Reports -> Quality Control -> "Feature Schedule" and "3-Phase Control Checklist."

### 3.5.4 3-Phase Checks

RMS has a set of QC checks linked to each "Feature of Work". QCS also allows Contractor to create his own QC Checks for contract work. Entering data for QC checks for "Features of Work" and linked to the RMS data base checks from past jobs helps QC Staff control preparatory and initial phases by going to "Reports".

### 3.5.5 QC Requirements

QC Requirements is source data for QC Reports and Summary of same title. It links specified QC Tests, User Schools, Property Installation and Property Transfer to pop-up data sheets, pay activities, and contractor schedule. "QC Requirements" data populates "Quality Control" report "QC Requirements List" to help track QC testing, user schools and property. Enter source data in "pop-up" data entry pages as follow:

#### QC Tests

- Section (5-digit section number)
- QC Test number ("CT" number, QCS generated)
- Location
- Description

#### User Schools

- Section (5-digit section number)
- User School ("US" number, QCS generated)
- Location
- Description

#### Installed Property

- Section
- Installed Property number ("IP" Number, QCS generated)
- Location
- Description
- Unit Price

#### Transferred Property

- Section
- Install Property ("TP" Number, QCS generated)
- Location

- Description
- Total Units
- Units Transferred
- Remaining Units
- Unit Price

### 3.5.6 Equipment Checks

Create a list of equipment to be brought on site and maintain it current. From "Quality Control" -> "Equipment Checks" -> Add/Edit; enter most recent data for: Equipment ID, Make/Model, Serial No., Description, Safety Status and Inspection dates.

### 3.5.7 Activity Schedule

Contractor develop a construction schedule consisting of work activities, in accordance with Contract Clause "Schedules for Construction Contracts." All work activities that link to a pay activity must be scheduled in QCS "Activity Schedule." Each pay activity must link to a Contract Line Item Number as shown in "Administration" -> "Pay Activities." Contractor may enter data manually into QCS when a Network Analysis (CPM) is not specified. When NAS is specified, use a commercial scheduling software and Standard Data Exchange Format to import complete construction schedule. Activity schedule shall be input and maintained in QCS database either manually or by using Standard Data Exchange Format (SDEF). Activity Schedule data entry page consists of:

- Activity Number
- Activity Description
- Early Start
- Early Finish
- Late Start
- Late Finish
- Total Float

QCS will generate an "Activity Schedule" report. From "Reports" -> "Schedule" -> "Current Activity Schedule" for a complete list of planned and actual activities.

### 3.5.8 Feature Schedule

Feature Schedule tracks dates when Preparatory and Initial phase meetings are scheduled and actually held. Data is entered by "edit" and drop down data entry page.

## 3.6 IMPORT/EXPORT

### 3.6.1 Imports

There are three QCS file import functions:

- RMS
- Excel Template
- NAS (SDEF)

each one has a specific function. RMS is to import a Government RMS file or to export a QCS file to Government. "Excel Template" allows QCS to import a submittal register from a standard excel template. "Excel Template" function is not used in Jacksonville District as submittal register is

loaded into RMS file and exported to QCS. NAS (SDEF) is for Contractor to import a commercial scheduling software file. Currently only Primavera P3 will export a schedule file that can be directly imported to QCS. Other software like Surtrack, MS Project, Open plan and others require an ASCII text file to be modified using the Standard Data Exchange Format checker down loaded from RMS Internet home-page.

### 3.6.2 Export

Only "RMS" has an export function. When "Export to Government" is clicked a pop-up selection will indicate download or e-mail choices, password protection. Preferred method for Contractor's submission of updates, payment requests, correspondence and other data is by E-mail with file attachments. To do this, save ".rxfl" to a hard drive or network folder, get out of QCS and attach the file to e-mail. When e-mail is not feasible, Contracting Officer may permit use of 3.5" diskettes or Compact Disk for data transfer. Exporting QCS to a floppy disk or a CD requires a clean disk with no bytes used nor hidden files.

### 3.6.3 File Names

QCS and RMS generate file names, use those names.

### 3.6.4 Disk or CD-ROM Labels

Put an exterior label on each diskette and mark with indelible marker in each CD submitted. Put QCS file name, full contract number, contract name, project location, data date, name and telephone number of person responsible for preparing export.

## 3.7 QCS UPDATES

Update QCS database each workday, export QC reports as agreed to by Contracting Office. When QCS is being rerun as "stand alone", create an export file as a QCS data base back-up every two work days. On monthly basis, with progress payment request, update feature and activity schedules and QC check submittal register for completeness. Meet with Government representative to review planned progress payment data submission for errors and omissions. Make required corrections prior to acceptance of export file and progress payment request. Payment requests accompanied by incomplete or incorrect data submittals will be returned. Government will not process progress payments until an acceptable QCS export file is received.

-- End of Section --