

PREPARATORY PHASE CHECKLIST

(CONTINUED ON SECOND PAGE)

		SPEC SECTION	DATE
CONTRACT NO	DEFINABLE FEATURE OF WORK	SCHEDULE ACT NO.	INDEX #

PERSONNEL PRESENT	GOVERNMENT REP NOTIFIED	#HRS HOURS IN ADVANCE:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
	NAME	POSITION	COMPANY/GOVERNMENT		

SUBMITTALS	REVIEW SUBMITTALS AND/OR SUBMITTAL REGISTER. HAVE ALL SUBMITTALS BEEN APPROVED?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	IF NO, WHAT ITEMS HAVE NOT BEEN SUBMITTED?	_____	
	ARE ALL MATERIALS ON HAND?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	IF NO, WHAT ITEMS ARE MISSING?	_____	
	CHECK APPROVED SUBMITTALS AGAINST DELIVERED MATERIAL. (THIS SHOULD BE DONE AS MATERIAL ARRIVES.)		
	COMMENTS: _____		

MATERIAL STORAGE	ARE MATERIALS STORED PROPERLY?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	IF NO, WHAT ACTION IS TAKEN?	_____	

SPECIFICATIONS	REVIEW EACH PARAGRAPH OF SPECIFICATIONS.	_____
	DISCUSS PROCEDURE FOR ACCOMPLISHING THE WORK.	_____
	CLARIFY ANY DIFFERENCES.	_____

PRELIMINARY WORK & PERMITS	ENSURE PRELIMINARY WORK IS CORRECT AND PERMITS ARE ON FILE.
	IF NOT, WHAT ACTION IS TAKEN?

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TESTING	IDENTIFY TEST TO BE PERFORMED, FREQUENCY, AND BY WHOM. _____
	WHEN REQUIRED? _____
	WHERE REQUIRED? _____
	REVIEW TESTING PLAN. _____
HAS TEST FACILITIES BEEN APPROVED? _____	

SAFETY	ACTIVITY HAZARD ANALYSIS APPROVED? YES <input type="checkbox"/> NO <input type="checkbox"/>
	REVIEW APPLICABLE PORTION OF EM 385-1-1. _____

MEETING COMMENTS	NAVY/ROICC COMMENTS DURING MEETING.

OTHER ITEMS OR REMARKS	OTHER ITEMS OR REMARKS:

_____ QC MANAGER	_____ DATE
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