

U.S. ARMY CORPS OF ENGINEERS, CHICAGO DISTRICT
QC CHECKLIST FOR AS-AWARDED CERTIFIED FINAL SPECIFICATIONS

For use of this form, see ER 1110-2-1150; the proponent agency is CELRC-TS-DC.

DESIGN WITH VISION	DELIVER EXCELLENCE	PROVIDE RESPONSIVE SERVICE
1. PROJECT NAME	2. LEAD CIVIL ENGINEER NAME (<i>Last, First MI</i>)	
3. ENGINEERING TECHNICIAN NAME (<i>Last, First MI</i>)	4. CONTRACT AWARD DATE (YYYYMMDD)	
5. CONTRACT NUMBER	6. CONTRACTOR	
7. NUMBER OF AMENDMENTS	8. DATE (YYYYMMDD) OF WAGE RATES	

SPECIAL INSTRUCTIONS: QUALITY CONTROL CHECKLIST SHOULD BE SIGNED AND PROVIDED TO CELRC-TS-DC CHIEF PRIOR TO RELEASING THE AS-AWARDED CERTIFIED FINAL SPECIFICATIONS.

SECTION I - GENERAL

ACTIONS	YES	NO	N/A
1. IN ADOBE PROFESSIONAL BOOKMARK FRONT ENDS AND ALL ATTACHMENTS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. *IN SPECSINTACT EXPLORER THE CONTRACT NUMBER HAS BEEN ADDED IN THE CONTRACT NUMBER FIELD, IN THE JOB PROPERTIES.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. *IN SPECSINTACT EXPLORER THE CONTRACT NUMBER HAS BEEN PLACED IN THE HEADER, UPPER RIGHT HAND CORNER.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. *ALL REVISIONS HAVE BEEN EXECUTED IN SPECSINTACT EXPLORER.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. *ALL AMENDMENTS HAVE BEEN INCORPORATED.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. SUBMITTAL REGISTER (<i>4288.txt</i>) HAS BEEN PLACED IN PROJECTWISE AND THE CELRC CONSTRUCTION DEPARTMENT HAS BEEN NOTIFIED.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION II - COVER SHEET AND TABLE OF CONTENTS

1. *MS WORD COVER SHEET IS LABELED IN THE BOTTOM LEFT HAND CORNER WITH: CERTIFIED FINAL SPECIFICATIONS: W912P6-XX-C-XXX AND DATE THE PROJECT WAS AWARDED.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. *MS WORD TABLE OF CONTENTS IS UPDATED WITH SECTIONS AND ATTACHMENTS AND ACCURATELY REFLECTS THE CONTENTS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION III - CONFORMED CONTRACT DOCUMENTS (*Front Ends*)

1. CONTRACTING SPECIALIST PROVIDED SIGNED CONTRACT SF 1442 AND COMPLETED BID SCHEDULE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. CONTRACTING SPECIALIST PROVIDED THE WAGE RATES.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION IV - FILE MANAGEMENT FOR PROJECT FOLDER IN PROJECTWISE

1. *PLACE A PDF OF THE SPECIFICATIONS AND QC CHECKLIST IN THE CORRECT WORKSTATE FOLDER FOLLOWING THE NAMING CONVENTION: "W912P6-XX-C-XXXX-P2 NUMBER - PROJECT NAME - DOCUMENT TYPE.PDF" WHERE DOCUMENT TYPE IS SPECS OR QC SPECS CHECKLIST. POPULATE THE DOCUMENT TYPE: SPECIFICATION AND QC CHECKLIST.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. E-MAIL LEAD ENGINEER AND CELRC-TS-DC CHIEF THAT THE SPECIFICATIONS ARE READY FOR REVIEW AND APPROVAL.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. SHARE ANY OPPORTUNITIES FOR IMPROVEMENT ON EXISTING CELRC PROCESSES / FORMS TO THE CELRC-TS-DC CHIEF.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. SHARE ANY LOCAL CHICAGO MASTERS THAT WERE UPDATED BASED ON THIS PROJECT. ANY UPDATES TO THE CHICAGO LOCAL MASTERS SHALL ALSO BE UPDATED ON THE CHICAGO DISTRICT INTERNET SITE - DOING BUISNESS WITH US. DESCRIBE IN SECTION V - #2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION V - SIGNATURE CERTIFICATIONS

PREPARED BY:

1a. ENGINEERING TECHNICIAN (<i>Last, First MI</i>)	b. DATE (YYYYMMDD)	c. SIGNATURE OF ENGINEERING TECHNICIAN
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2. ADDITIONAL COMMENTS OR REMARKS

APPROVED BY:

3a. CIVIL DESIGN, SPECIFICATIONS, AND COST
ENGINEERING CHIEF (*Last, First MI*)

b. DATE (YYYYMMDD)

c. CIVIL DESIGN, SPECIFICATIONS, AND COST ENGINEERING CHIEF'S
SIGNATURE