

SUBPART D – QUALITY ASSURANCE ACTIVITIES

TN512.32(d)(2)(iii)

TN512.30 General

(c)(2) The Area Conservationist (AC) shall ensure that the area and field office personnel are aware of vegetative resource considerations incorporated in each construction project and notify the State Resource Conservationist (SRC) when significant changes or potential problems or opportunities for improvements develop.

TN512.32 Quality assurance procedures.

(d) It is the policy of NRCS in Tennessee, regardless of program, to provide the degree of quality assurance required to ensure acceptable results in each element of construction work by providing continuous or periodic construction inspection as outlined in this part.

(1) Non-Contract Work. The person responsible for the design of the job will be responsible for determining the degree of inspection and the elements to be inspected within their engineering job approval authority. The Area Engineer (AE) in consultation with the AC will determine the degree of inspection required for all engineering job classes above the approval authority of the field office employee. The SCE will review and approve the quality assurance plan for all engineering job classes above the engineering job approval authority of the AE and for all engineering job classes V-VIII.

(2) Formal Contracts.

(i) The designer will identify in the project design report those job elements and employee qualifications necessary for proper inspection of job elements. Inspector assignments will be based on the qualifications identified in the design report for the job. Normally, one inspector will be assigned to a construction contract. Other inspectors may be detailed to assist as needed on a temporary basis.

(ii) It is important that inspectors be on the job only during the time when actually needed, and overtime should be held to a minimum commensurate with job inspection requirements. Overtime must be approved by the State Conservationist prior to use. It will be the responsibility of the Contracting Officer's Technical Representative to keep in close touch with daily construction operations on each contract and provide guidance to the inspector or inspectors assigned to the job. If an emergency arises during the day which changes the situation, it will be the responsibility of the inspector to determine if continuous or periodic inspection is required and act accordingly. The rationale for making the change should be recorded in the inspector's daily report.

(iii) A quality assurance plan (QAP) is required for all formal contracts. Elements to be included in the QAP are listed in NEM 512.31(c). QAP's will be included in the design report and/or design folder for each formal contract. The designer of the project is responsible for preparing the QAP and shall ensure concurrence from the State Conservation Engineer (SCE). A copy of the QAP will be forwarded to the AC and the Contracting Officer.

TN512-22(1)

PART 512 - CONSTRUCTION

TN512.32(a)(3)

(3) The following pre-final and final inspection procedures will apply for all construction performed by formal contract:

(i) A pre-final inspection will be held when the contractor has substantially completed the work under the terms of the contract. The purpose of the pre-final inspection is to determine if the technical provisions of the contract are in compliance and identify any items of work remaining to be completed. NRCS personnel involved in a pre-final inspection would normally include the contracting officer's technical representative (COTR), construction inspector (CI), and District Conservationist (DC). The COTR will notify the contracting officer (CO) and all other personnel involved, in as many days in advance as possible, prior to the date desired to hold a pre-final inspection. After consulting with those to be involved, the COTR will establish the final date and time of the pre-final inspection and make appropriate notifications. The COTR will document the results of the pre-final inspection on Form SCS-AS-805 "Checklist Prior to Final Inspection." Copies will be furnished to the CO and SCE. The COTR will inform the contractor and the CO on the results of the inspection.

(ii) A final inspection will be held when the contractor has completed the work under the terms of the contract. The final inspection is for the purpose of determining if the contractor has fulfilled his/her contractual obligation and can be relieved of the project. Personnel involved in a final inspection normally include the CO, COTR, SCE, CI, DC, AC, and the sponsors. The COTR will notify the CO, COTR, SCE, CI, DC, AC, and the sponsors, in as many days in advance as possible, of the desired date to hold the final inspection. In some instances, it may be determined before or at the pre-final inspection. Results of the final inspection shall be recorded by the COTR on Form SCS-AS-45. If the SCE is not available for the final inspection, the COTR shall sign the final inspection form as acting SCE. Copies of the final inspection shall be furnished to the CO, SCE, and State Administrative Officer (SAO). At an appropriate time during the final inspection, the DC shall review the operation and maintenance plan with the sponsors.

(iii) All construction documentation including job diaries, engineering field books, quantity computations, photographs, and as-built drawings shall be forwarded to the State Conservation Engineer within 60 days of completion of the job.

TN512-22(2)