# 10. CONSTRUCTION PROCESS CONTROLS

How work is carried out

#### 10.10 VERVIEW

A construction process plan defines how project work is to be done and approved for the overall project. The construction process plan is communicated to all key personnel, subcontractors and suppliers in a preconstruction meeting. As the project proceeds, task work plans provide additional details of how each individual task is carried out. Task planning meetings are used to communicate expectations of the task plan to key personnel responsible for carrying out the task.

#### 10.2PRECONSTRUCTION MEETING

Prior to the commencement of work, the Project Manager holds a meeting to discuss and coordinate how project work will be performed and controlled. Key personnel from Caldeira Construction, subcontractors, and suppliers meet to review project topics including:

- Key requirements of the project
- The Project Quality Plan
- Project Personnel and Qualifications
- Required inspections and tests
- The project submittal schedule
- Quality policies and heightened awareness of critical quality requirements
- Project organization chart and job responsibilities
- Methods of communication and contact information
- Location of project documents and records

Work steps for maintaining preconstruction meeting records are specified in Standard Operating Procedure 10.2 Preconstruction Meeting.

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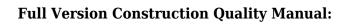
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**R Sandford** 



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