

Introduction to the Three Phases of Control.

The Three-Phase Control System requires the contractor to plan and schedule the work. This helps ensure the contractor is prepared to begin each new Definable Feature of Work (DFOW).

The three phases of control are the core of the Construction Quality Management System and are included in your project's Quality Control Plan. When the actions are performed as outlined, success in completing the work to comply with the requirements of the contract is enhanced.

It's important that the QC Staff not get into the habit of only working to detect deficiencies when in fact their role is to prevent deficiencies. This can be achieved by taking care of deficiencies and documentation as soon as they are discovered.

The Three Phases of Control are the:

- Preparatory Phase
- The Initial Phase
- The Follow-Up Phase

The Contractor develops, schedules, and implements procedures for tracking control phase meetings for the Definable Features of Work.

For instance, the QC Manager or QC Staff will:

1. Notify appropriate personnel of the time, date, and agenda for control phase meetings.
2. Conduct Meetings for the Preparatory Phase and Initial Phases.

Safety considerations and Activity Hazard Analyses will be discussed.

- Discussions will be documented and provided to attendees after the meetings
- Monitor work in place throughout the follow-up phase.
- Conduct additional control phase meetings, as needed.

PREPARATORY PHASE

The Preparatory Phase is performed before work begins for each definable feature of work. With this phase, the QC Manager is responsible for the following Preparatory Phase Actions:

1. Reviewing each paragraph of applicable specifications and references
2. Reviewing the contract plans
3. Ensuring all materials and equipment have been tested, submitted, and approved
4. Ensuring provisions have been made to provide required control inspection and testing, and
5. Examining the work area to ensure all required preliminary work has been completed

The QC Manager also has responsibilities to:

- Physically examine required materials, equipment, and sample work to assure that they are on hand and that they conform to approved shop drawings or submitted data.
- Review the appropriate activity hazard analysis
- Discuss procedures for constructing the work including the review of repetitive deficiencies.
- Check safety to include compliance with the safety plan and activity hazard analysis.

INITIAL PHASE

The Initial phase must be accomplished at the beginning of a definable feature of work. The Initial Phase verifies control for the work that was developed during the Preparatory Meeting has been implemented and the work is performed to the level of workmanship mutually agreed upon at that meeting.

The Initial Phase Meeting Will Include:

- Reviewing the minutes of the Preparatory Meeting
- Checking Preliminary Work
- Verifying adequacy of controls to ensure full contract compliance
- Establishing the level of workmanship
- Resolving all differences
- Check safety to include compliance with the safety plan and activity hazard analysis, and
- A review of the activity hazard analysis with workers

It's also important to repeat the initial phase for each new crew working onsite, or any time established level of workmanship is not being met.

FOLLOW UP PHASE

During the follow-up Phase, the QC Manager must perform daily checks to assure continuing compliance with contract requirements, including safety and control testing, until completion of the feature of work. Document the checks as a matter of record in the CQC documentation.

Then, the QC Manager will document the checks as a matter of record in the CQC documentation. Conduct final follow-up checks and all deficiencies corrected prior to the start of additional features of work. QC personnel should continually refer to the standards set in the "Preparatory and Initial Phases."

Once you've finished adding the appropriate items to the QA-QC Tab, submit the form.