

<b>FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE</b>		
<b>Subject:</b>  <b>DAILY PROGRESS REPORT OF SUBCONTRACTOR OPERATIONS</b>	FMEP-P-0750	Rev. No. 2
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1.0 PURPOSE

To provide the details of collecting and verifying subcontractor work on a daily basis.

2.0 GENERAL

It is essential, for good subcontractor job control, to maintain current and cumulative records of the daily activities, and that all related information, as listed herein, is to be placed into the Daily Progress Report (Exhibit A). In addition, these Daily Progress Reports will be reviewed for accuracy by the assigned SAIC Representative who will document independent observations into the Daily COTR Log (Exhibit B).

3.0 PROCEDURE

3.1 Responsibilities

The responsibilities of the various parties are identified below.

3.1.1 Science Applications International Corporation (SAIC)/Contracting Officers Technical Representative (COTR)

- (a) The assigned SAIC Representative shall ensure that the subcontractor prepares, and submits for review by the assigned SAIC Representative, the Daily Progress Report by noon of the next working day.
- (b) The assigned SAIC Representative shall verify the accuracy and completeness of the Subcontractor's Daily Progress Report and acknowledge same on their Daily COTR Log. The Daily Progress Report shall not be marked by the SAIC Representative.
- (c) The assigned SAIC Representative shall prepare a Daily COTR Log that will address disagreements with the subcontractor prepared Daily Progress Report and include a summary of observations and instructions not included in the Daily Progress Report.

3.1.2 Subcontractor

The subcontractor shall submit the original of the Daily Progress Report to the SAIC Representative for logging and filing into the project files, and forward a copy of the Daily Progress Report to the contract specialist.

3.2 Requirements

3.2.1. The requirements associated with the Daily Progress Report are identified below.

- (a) The Daily Progress Report is a SAIC document and is included as Exhibit A.
- (b) The Daily Progress Report is an important historical document that records the subcontractor's day-to-day operations, and can be used, as a basic reference, to determine the exact progress of the work at any given time. In

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the event of a claim or dispute, the details of events in the Daily Progress Report may become of paramount importance.

(c) The Daily Progress Report should be generated electronically or may be completed manually using Exhibit A. If the reports are manually prepared, they shall be prepared and signed with permanent ink and shall contain no erasures or alterations with correction fluid. If changes are necessary, strike through the part to be removed so that it is readable. Initial and date any changes.

(d) The Daily Progress Report shall be concise and factual since they are considered as “records kept during the regular course of business”. These reports are admissible, normally, as evidence to prove the truth of such statements contained therein, without the original author appearing and testifying in person.

(e) Opinions shall not be expressed in the Daily Progress Report.

(f) The amount of detail in the Daily Progress Report will vary with the amount of activity and complexity of the work.

(g) Other activity reports should be referenced in the Daily Progress Report. These may include (but not be limited to) such reports as:

- Welding Reports
- Force Reports
- Quantity Reports and Surveillance Inspections Reports
- Safety Reports
- Field Inspection Reports
- Hot Work Permits

(h) Each day, from mobilization to demobilization, shall be covered by a Daily Progress Report. If no work is performed on the weekend, a separate Daily Progress Report is not required for each day of the weekend, providing that the Daily Progress Report for the next regular work day contains a statement such as: “No work was performed on (day) and (day) and includes the actual dates.

(i) If work is not performed for a number of days, one Daily Progress Report may be prepared stating the dates covered by the report.

### 3.3 3.2.1.1 Daily Progress Report Details

The details associated with the Daily Progress Report are identified below.

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### 3.3.1 3.2.1.1.1 Work Shift

The shift and the starting and ending times shall be indicated.

### 3.3.2 3.2.1.1.2 Forces and Equipment

Records shall be kept of the number of workers by craft and the major equipment on site. Equipment moved on or off site since the last report shall be indicated. Any down equipment and the downtime, if it can be established, shall be indicated.

### 3.3.3 3.2.1.1.3 Description of Work Performed Today - Progress

(a) A brief description of the work being performed shall be entered, indicating the area, location, etc.

(b) The progress made relative to the subcontractor's plan shall be indicated, noting the initiation and completion for any major item of work.

(c) Major items of material received on and/or removed from the site shall be recorded.

(d) When the subcontractor ceases work for a period of time, or returns to work after a period of time away from the job, this shall be so noted with appropriately detailed comments.

### 3.3.4 3.2.1.1.4 Special Comments

(a) Work stoppage, interruptions, delays, or potential delays.

(b) All alleged delays shall be accurately described, including actions taken to rectify the situation with the responsible parties identified and any action dates needed.

(c) In recording information on such delays, stoppages, and interruptions, the following listed items should be considered:

- Was it unavoidable?
- Was it actual or potential?
- What was the cause?
- What was the productivity result?
- How much time was lost – craft and work hours?
- What equipment was affected or idled?

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### 3.3.5 3.2.1.1.5 Weather

Any unusual weather conditions shall be described, indicating if weather affected the subcontractor's operation.

### 3.3.6 3.2.1.1.6 Surveillance

A record shall be kept of such items as:

- (a) Unusual field conditions.
- (b) Unsatisfactory work.
- (c) Tests and inspections performed and results (satisfactory or unsatisfactory). If unsatisfactory, identify the actions that were taken to remedy the situation.

### 3.3.7 3.2.1.1.7 Accidents

Any accidents, injuries, or safety violations shall be recorded.

### 3.3.8 3.2.1.1.8 Instructions

Instructions given to the subcontractor shall be recorded, listing the name of the person and the time given. Any action taken shall also be indicated.

### 3.3.9 3.2.1.1.9 Conflicts

When conflicts occur, the following shall be recorded:

- The problem.
- Who discovered and reported it?
- Who was informed?
- What steps were taken to resolve the conflict, i.e., was RFI issued?
- What was the resolution?

### 3.3.10 3.2.1.1.10 Meetings Held

Make note of any meetings held on site.

3.2.2 Requirements associated with the Daily COTR Log are identified below.

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- (a) Daily COTR Logs will be prepared for each visit day of construction. If for some reason the COTR did not visit the site on a particular day of construction, the reason for non-visit and pertinent observations as to events occurring during period of absence will be included in the Daily COTR Log for the next subsequent visit day.
- (b) The Daily COTR Log should be generated electronically or may be completed manually using Exhibit B.
- (c) Daily COTR Logs should be prepared on the day that the site was visited and shall be sequentially numbered.
- (d) Daily COTR Logs will be identified by a project name, work order number, Subcontractor name and contract number.
- (e) All changes to Daily COTR Log entries made after the initial entry is made will be made by striking through the original entry in a manner which does not obliterate the original entry, and providing the initials of the person making the change and date the change was made.
- (f) Dates will be recorded in the month/day/year format. Time will be recorded in the 24-hour (military) clock format (e.g. 1500 hours rather than 3:00 p.m.).
- (g) The PM will periodically review Daily COTR Logs to insure their completeness, accuracy, legibility, consistency, and clarity. The schedule for these periodic reviews shall be left to the PM to establish but shall not be less frequent than monthly.

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FMEP-P-0750 Exhibits

Exhibit A-Daily Progress Report (2 pages)

Exhibit B-COTR DAILY LOG (1page)