



STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York

Department of Design and Construction  
Division of Infrastructure Bureau of Construction

SCOP..... : 01 -004G

CATEGORY...: ADMINISTRATIVE  
Subcategory : QA NOTIFICATION

SUBJECT: QA ADVANCE DAILY PROJECT INFORMATION NOTIFICATION

Keywords ..... : QA

APPROVED:

*John Pusz*  
Assistant Commissioner - John Pusz, P.E.

Supersedes... : 98 - 011 G

Supplements..... : N/A

Sheet..... : 1 of 1

Issue Date..... : March 14, 2001

All Engineers-In-Charge (EIC's) are responsible for notifying QA daily of testable activities (i.e., backfilling, concrete and asphalt work) on each of their assigned projects, as well as any work near schools.

This notice to QA will be in the form of telephone calls, made one (1) day prior to the testable activities, between the hours of 8AM to 4PM, detailing the time and location of the testable activities, and/or work near schools, on the Projects. These calls should be made to the QA central dispatcher at the telephone number 718-848-1515. The following rules will apply, depending on the status of the projects:

**Active Projects:** (Inactivity period on all assigned projects less than one (1) week): EIC must provide complete information on testable activities and work near schools on all applicable projects. Also, advise QA about new project assignments and substantial completions. Document all QA call-ins by recording the applicable call reference number provided by the QA dispatcher.

**Inactive Projects:** ( Inactivity period on all assigned projects greater than one week): EIC must e-mail the QA dispatcher and QA Director and QA Deputy Director with copies to Construction Support and their Borough Supervisors, about the nature and duration of the inactivity on all their projects. This written notification must be updated weekly for inactivity period of less than one month, and monthly for longer periods (i.e., winter shutdown, etc.). Weekly notice must be made on Friday or Monday prior to the period of in activity. Monthly notice must be made just prior to the month of inactivity period.

NOTE: If an EIC is scheduled to be absent on any given day they must assign someone to call QA in their absence.