

Quality Assurance Policy for Subcontractors

For East & Westbrook Construction Company, Inc. to sustain its goal of a top quality construction firm it needs the cooperation of all Subcontractors to perform the following:

- All sub-contractors must be screened and selected as “Qualified” on a per-project basis to work for East & Westbrook and our customers. The pre-qualification requirements include, but are not limited to:
 - Review of Sub-contractors’ Safety Program
 - Review of Sub-contractors’ Substance Abuse Program
 - EMR of less than 1.0
 - TRIR and other safety metrics to be reviewed as needed
 - Acceptance of Sub-contractors’ completed W-9 form
 - Submittal of required Certificate of Insurance listing East & Westbrook as “additional insured”
 - Execution of a Subcontract Agreement

- Subcontractors must complete all required safety training, orientations, and site specific safety requirements prior to commencing work.

- All work must be per plans and specifications. In the event a subcontractor has a question about the contract documents, they should initiate a Request for Information (RFI) to East & Westbrook for clarification. If needed, East & Westbrook will seek further clarification from the Project Engineer and/or Owner.

- Subcontractor is responsible for quality control and quality assurance of their material suppliers and sub-tier contractors who will be held to the same standards as East & Westbrook Subcontractors and Suppliers.

- Subcontractors will participate in safety meetings, toolbox talks and daily Safety Task Assessments.

- No changes should be made in work performed in the field unless East & Westbrook has issued a signed change order or signed extra work order by a duly authorized company representative.

- Attend the pre-construction conference and any scheduled progress meetings.

- Strictly adhere to the schedule.

- Communicate any occurrence that would impact the schedule in a timely manner.

- Have a clear understanding of our chain of command and provide a list of responsible parties within their firm capable of making decisions.
- Timely processing of documents including submittals.
- Adhere to all safety policies and wear and use the required safety equipment at all times.
- Provide competent workers in sufficient numbers to complete the work as scheduled.
- Provide competent supervision for all phases of their work.
- Perform work only that has been given written approval.
- Notify East & Westbrook prior to any tests being performed on site or prior to any work subject to tests being performed so that East & Westbrook can at their discretion have a representative present.
- Log all quality assurance and quality control inspections and tests that pertain to their work. Tests and inspections should include the date, project information, location, who test was conducted by and signature.
- All work to be reviewed by East & Westbrook Project Superintendents and managers. Any work found that does not conform to the plans, specifications or quality assurance program can be rejected. East & Westbrook has the right to stop work, request corrective action and refuse materials and workmanship that do not meet the project quality standards.
- East & Westbrook will conduct post-job safety and quality performance reviews on all Sub-contractors to assess their fit for future projects.