1.0 Policy
The Water System Improvement Program (WSIP) shall use the services of an independent third party to observe and confirm the quality assurance of Contract supplied materials and equipment at the Vendor’s fabrication facility.

This CM Procedure applies to all personnel working on the Water System Improvement Program (WSIP) to the extent that their work is affected by these WSIP Construction Management (CM) Procedures and does not conflict with specific San Francisco Public Utilities Commission (SFPUC) policies or the Contract under which the Work is executed.

2.0 Description
This procedure defines the requirements, roles and responsibilities for the Supplier Quality Surveillance (SQS) and the surveillance process implementation, refer to Attachments 026-1A (Overview) and 026-1B (Detail).

2.1 SQS Overview
SQS is a component of Quality Management which is performed at the supplier manufacture or fabrication facility. Quality Assurance (QA) and Quality Control (QC) are elements of Quality Management methodology used to verify Contractor compliance with quality requirements of the Contract Documents.

2.1.1 SQS activities are performed for both the (a) City furnished materials and equipment, and (b) Contractor provided materials and equipment, refer to Attachments 026-1A and 026-1B.

2.2 Quality Control Activities
The SQS Plan activities are NOT a substitute for Quality Control Plan activities performed by SFPUC Suppliers or Contractors at the Vendor’s fabrication facility, and no liability is incurred for SQS activities.
3.0 Definitions

3.1 Equipment List

The Equipment List is a table of major mechanical and electrical equipment required by a Construction Contract and City furnished equipment. An Equipment List is prepared with the draft SQS Plan for review and approval. Typical information can include the following:

- Equipment Identification with Tag Number if available;
- Item Description;
- Reference Drawing;
- Specification Reference;
- Provider (Contractor or City);
- Comments (including additional item description information);
- Recommendation for SQS Plan (indicates if part of SQS).

Refer to Attachment 026-2 for draft Equipment List sample.

3.2 Factory Acceptance Tests

Factory Acceptance Tests are verifications that specific equipment and their components conform to the performance criteria specified in the Contract Documents.

3.2.1 Factory Acceptance Tests occur before the materials or equipment are delivered to the construction site.

3.2.2 SFPUC personnel have the primary responsibility to witness and document the Factory Acceptance Tests.

3.2.3 The Deputy Director of Construction can authorize Independent Third Party Participation /Witness of Factory Acceptance Tests.

3.3 Quality Assurance (QA)

Quality Assurance is the element of Quality Management that requires development and implementation of a system of processes and procedures that will enable the SFPUC WSIP Team to provide confidence that the products and work meet the quality requirements of the Contract Documents. Quality Assurance surveillance is conducted to verify conformance to specific contract or procedural requirements.

3.4 Quality Control (QC)

Quality Control is the element of Quality Management that requires development and implementation of a system of processes and procedures that will enable the Contractor (or Vendor) to verify that the work as constructed complies with the requirements of the Contract Documents.
3.4.1 Quality Control emphasizes testing as one of the available tools to uncover defects or non-compliance of products to specifications which are made part of the Contract or Purchase Order.

3.4.2 Prior to equipment fabrication, the Contractor or City PO Vendor (Supplier) submits a Quality Control Plan that describes the system for controlling the quality of the parts and materials for SFPUC approval.

3.5 **Supplier Quality**

Supplier Quality is the element of Quality Management that requires development and implementation of a system of processes and procedures that will enable the Supplier to provide confidence that the products and work meet the quality requirements of the Contract Documents.

3.6 **SQS Reports**

SQS Reports are prepared by the SQS Surveillance personnel based on their surveillance of equipment fabrication and/or assembly at the Vendor’s fabrication facility and then sent to the SQS Coordinator for review and distribution, refer to Attachment 026-6.

3.7 **Supplier Quality Surveillance (SQS)**

SQS is the Progressive Quality system observation at Sources of Manufacture for materials and equipment, specific to the users applied standards, specifications and good “Quality Practice” prior to Vendor shipment, site arrival, user inspection and purchaser Final Acceptance.

3.8 **SQS Non-Compliance Report**

An SQS Non-Compliance Report is prepared by the SQS Surveillance personnel for observed quality deficiencies or non-conformance to specification requirements, refer to Attachment 026-7.

3.8.1 After notification and review of SQS Non-Compliance, the Project CM prepares and issues a SFPUC Non-Compliance Report to the Contractor in compliance with the Contract Documents.

3.8.2 The Project Engineer is responsible to issue SFPUC Non-Compliance Reports for City Furnished Materials and Equipment to the Vendor in compliance with the Contract Documents.

3.9 **Supplier Quality Surveillance (SQS) Plan**

The SQS Plan is a description of specification requirements that will be surveilled, and Vendor documentation that will be reviewed, at the Supplier/Vendor or Sub-Vendor fabrication facility. A sample SQS Plan is provided on Attachment 026–3.
4.0 Responsibilities

4.1 Contractor
The Construction Contractor is responsible for executing the Work to meet all of the requirements of the Contract. The Construction Contractor is responsible for Quality Control and Material Testing (as required by the Contract), and for providing verification that the products and services meet these requirements.

4.2 Deputy Director of Construction (DDC)
The Deputy Director of Construction manages the Construction and Closeout Phases of all WSIP Projects. The DDC can authorize an independent third party surveillance of Contractor provided materials and equipment.

4.3 Deputy Director of Pre-Construction (DDPC)
The Deputy Director of Pre-Construction is responsible for approving the SQS Plan for City furnished and Contractor provided items prepared by the SQS Manager.

4.4 Project Construction Manager (Project CM)
The Project CM manages the Construction Contract; develops and administers the Project CM QA Plan to verify that the construction work is completed in conformance to the Contract Documents; and determines when contractual action is necessary against a Contractor. The Project CM is responsible for providing Vendor information necessary to plan and execute SQS activities and for following up with the Contractor to address any reported quality non-conformances or deficiencies resulting from SQS activities.

4.4.1 The Project CM coordinates directly with the SQS Manager and/or SQS Surveillance personnel for Contractor furnished quality or production schedule issues at the Vendor’s fabrication facility.

4.5 Project Engineer (PE)
The Project Engineer oversees the development of the technical specifications and the quality requirements specified therein. The PE is also responsible for defining the quality requirements for vendors providing City furnished materials and equipment, the storage requirements, and the requirements for acceptance and verification by the Contractor.

4.5.1 The PE serves as the primary point of contact with the Engineer(s) of Record for the project for all Vendor quality issues.

4.5.2 The PE is responsible for conducting and/or arranging for Factory Acceptance Test(s) witness and documentation performed by the SFPUC Project Team.
4.6 **Project Manager (PM)**

The PM works with the PE to review and provide input to the draft Equipment List and draft SQS Plan. The PM is also responsible for providing all Vendor information, from the PE, to the SQS Coordinator for City furnished materials and equipment upon award of a Purchase Order.

4.7 **Program Quality Assurance Manager (PQAM)**

The Program Quality Assurance Manager develops the requirements, business processes, procedures and training for quality assurance applications during construction.

4.7.1 The PQAM monitors and audits compliance by the Project CM Teams with quality assurance procedures and requirements and consistent enforcement of the Contract terms related to quality.

4.7.2 The PQAM assists the SQS Coordinator with monitoring the construction contract Notice to Proceed dates and obtaining from the Project CM Vendor information for SQS items.

4.7.3 The PQAM assist with follow-up and resolution of SQS Non-Conformances and deficiencies reported by SQS Surveillance personnel.

4.8 **Regional Construction Manager (RCM)**

The RCM directs the construction management organization for a region, including managing the Project CM’s and regional implementation resources.

4.9 **Regional Project Engineer (RPE)**

The RPE manages the Project Engineers assigned for each WSIP Region.

4.10 **Regional Project Manager (RPM)**

The RPM manages a group of WSIP Projects through the PM’s and is the point of contact and coordination as designated by the WSIP DDPC for all City furnished materials and equipment Contractual issues. The PE is responsible for all technical and schedule delivery issues for City furnished items.

4.11 **Supplier Quality Surveillance (SQS) Coordinator**

The SQS Coordinator is responsible for the SQS coordination efforts which include:

- Interfaces with PM and PE for SQS Plan comments and notifies SQS Manager of any issues needed for resolution;
- Coordinates and manages any Sub-Consultant firms providing direct SQS support services;
• Notifies designated SFPUC and Project CM of SQS Pre-Surveillance Meeting;
• Assigns SQS Surveillance personnel for all initial, interim and final surveillance;
• Distributes SQS Reports and Non-Compliance to SFPUC Project Engineer, Regional Project Manager, Project CM and PQAM.

Maintains the SQS files for their assigned project purchase orders until completion of the assignment for turnover to the SFPUC RCM.

4.12 Supplier Quality Surveillance (SQS) Manager
The SQS Manager is responsible for preparing the draft Equipment List and SQS Plan. The SQS Manager provides technical support concerning any quality issues reported by SQS Surveillance personnel, when requested.

4.13 SQS Surveillance Personnel
SQS Surveillance personnel conduct periodic observation and inspection of the designated City furnished and Contractor furnished equipment and material at the source of fabrication and assembly other than the construction site.

4.13.1 SQS Surveillance personnel shall:

• Review SFPUC approved Project SQS Plan and develop surveillance plans for each item and Vendor.
• Arrange for the Pre-Surveillance Meeting with Vendor and notify the SQS Coordinator.
• Conduct Pre-Surveillance Meeting with each Vendor and/or Contractor to review quality requirements and Vendor QC plans, and fabrication schedules.
• Conduct an independent third party quality surveillance and fabrication progress status for each item pursuant to the SQS Plan approved by the SFPUC.
• Witness equipment performance Factory Acceptance Tests, if requested.
• Prepare and submit SQS Surveillance Reports including SQS Non-Compliance Reports to WSIP SQS Coordinator.
• Notify SQS Coordinator of critical issues or additional follow-up QA activities required.
4.14 **Vendor**

The Vendor (aka: Supplier) provides the contract materials and equipment to the Contractor to complete the Work.

4.14.1 The Vendor and Sub-Vendor (if needed) provide the following materials and equipment information through the Project CM (for Contractor furnished) or PE (for CITY furnished) to the SQS Coordinator for each SQS item:

- Factory Name, Location, Contact Representative Name and Telephone Number;
- Purchase Order (without contract price), specifications and Quality Control requirements;
- Scope of Supply;
- Material or Equipment Data Sheets (for each item identified by Tag Number);
- Inspection and Test Plans;
- Factory Acceptance Test Procedure;
- Vendor Fabrication Schedules;
- Same information as above required for Sub-Vendors of major components.

4.14.2 The Project Engineer is the Vendor contact for City Furnished Materials and Equipment until acceptance by the Project CM at the Construction site, refer to CM Procedure No. 017.

5.0 **Implementation**

*Refer to Attachments 026 – 1A and 026 - 1B.*

5.1 **SQS Plan Development and Approval**

5.1.1 Project Manager provides 95% Construction drawings and specifications, and final drawings and specifications for City furnished equipment to SQS Coordinator. (Project Manager is also responsible for providing any bid addenda to the SQS Coordinator that changes drawings or specifications.)

5.1.2 SQS Manager submits Draft Equipment List to PM and PE for review.

5.1.3 PM and PE review draft Equipment List and PM forwards comments to SQS Coordinator.

5.1.4 SQS Manager discusses any differences with Regional PM for decision. Regional PM provides decision to the SQS Manager.
5.1.5 SQS Manager updates Draft Equipment List and drafts SQS Plan.

5.1.6 SQS Coordinator submits documents to Deputy Director of Pre-Construction for approval.

5.1.7 DDPC obtains input from PM and PE, approves SQS Plan and returns to the SQS Coordinator.

5.1.8 SQS Manager updates SQS Plan as needed and SQS Coordinator sends final version to the DDPC.

5.2 Pre-SQS Plan Implementation

5.2.1 SFPUC issues Purchase Order /Construction Contract NTP.

5.2.2 Project CM provides the Vendor Information to the SQS Coordinator from the Contractor, refer to Attachment 026-5.

5.2.3 Project Manager provides the City awarded Purchase Order and Vendor information for City furnished equipment to the SQS Coordinator.

5.2.4 SQS Coordinator develops Task Assignments for surveillance activities and assigns the SQS Surveillance personnel for all initial, interim and final surveillance activities.

5.3 SQS Plan Implementation

5.3.1 The designated SQS Surveillance personnel arranges for the Pre-Surveillance Meeting with each Vendor and/or Contractor, notifies the SQS Coordinator. The SQS Coordinator notifies the designated Project CM, RPE and PE for their optional attendance.

5.3.2 The SQS Surveillance personnel conduct the Pre-Surveillance Meeting to review quality requirements and Vendor QC Plans, and fabrication schedules.

5.3.3 SQS Surveillance personnel perform surveillance activities at Vendor’s fabrication facility.

5.4 SQS Reporting

5.4.1 The SQS Surveillance personnel submit SQS Reports to the SQS Coordinator; refer to Attachment 026-6.

5.4.2 The SQS Reports include discussion of activities observed, fabrication progress, deficiencies observed and any Non-Compliance Reports deemed necessary by the SQS Surveillance personnel.

5.5 Factory Acceptance Tests

Factory Acceptance Tests are in-factory testing that verify specific equipment components conformance to the required performance specified by the Contract Documents before the equipment is delivered to the construction site.
5.5.1 Factory Acceptance Tests are witnessed and documented by an SQS Surveillance Report by the Project Engineer or designee.

5.5.2 The WSIP Deputy Director of Construction can authorize the SQS Surveillance personnel to participate in Factory Acceptance Tests.

5.6 **SQS Plan Close-out**

The SQS Coordinator transmits the SQS files to the SFPUC RCM at the completion of the project assignment.

6.0 **Other Procedural Requirements**

6.1 **SQS Plan**

Develop Supplier Quality Surveillance (SQS) Plan (for each project) in accordance with WSIP CM Procedure No. 026.

6.2 **SQS Vendor Shop Schedule**

Incorporate SQS Vendor Shop Schedule into CM Schedule.

6.3 **Transfer of Responsibility**

Transfer City Furnished Materials and Equipment responsibilities from Project Engineer to Project CM at Work Site WSIP in accordance with CM Procedure No. 017.

6.4 **SQS Exceptions**

PE shall notify and provide documentation to Project CM any SQS item exception allowed at the Vendor Shop which was deferred to the Field.

7.0 **References**

WSIP Construction Management Plan

7.1 **TechnicalSpecifications**

No. 01400 Quality Control
No. 01600 Materials and Equipment
No. 01610 City Furnished Materials and Equipment

7.2 **CM Procedures**

No. 011 Construction Quality Management
No. 017 City Furnished Materials and Equipment
8.0 **Attachments**

026-1A  SQS Plan/Implementation Work Flow - Overview
026-1B  SQS Plan and Surveillance Work Flow Chart – Detail
026-2   Draft Equipment List – Sample
026-3   Supplier Quality Surveillance (SQS) Plan – Sample
026-4   Pre-Surveillance Meeting Report – Sample Form
026-5   Contractor Provided Vendor Information- AWWA C504 Butterfly Valves
026-6   SQS Report – Sample Format
026-7   SQS Non-Conformance Report
SQS Plan / Implementation Work Flow - Overview

**Draft Equipment List Submitted to PE and PM for Review**

PM coordinates with PE and provides input to SQS Coordinator (PM provides all input)

SQS Manager discusses any differences with RPM for decision

RPM provides decision to SQS Manager

SQS Manager updates Equipment List and drafts SQS Plan. SQS Coordinator submits to DDPC

DDPC obtains input from PM and PE and Approves SQS Plan and Returns to SQS Coordinator. SQS Plan is updated as needed.

**VENDOR INFORMATION REQUIRED**

- Factory Location and Contact
- Unpriced Purchase Order (PO) with Spec & QC requirements
- Scope of Supply
- Equipment Data Sheet
- Inspection and Test Plans
- Factory Acceptance Test Procedures
- Vendor Fabrication Schedules

**NOTE:** Above information also required for Sub-vendors of major components.

**PM and PE INPUT / REVIEW**

Equipment List reviewed for which items should have SQS

SQS Plan reviewed to confirm that the SQS activities listed for each item include all SQS specification requirements

**LEGAL**

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<td>Supplies Contract materials and/or equipment</td>
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SFPUC issues PO/Construction Contract NTP

Project CM provides Vendor information (see note) to SQS Coordinator from Contractor (PM provides Vendor information for City PO) (Repeat step as needed)

SQS Coordinator assigns SQS Surveillance Personnel for all initial, interim and final surveillance. (Repeat as needed for each item)

SQS Surveillance Personnel arranges Pre-Inspection Meeting. SQS Coordinator informs Project CM, RPE, PE, Contractor, Vendor, SQS Surveillance personnel

SQS Surveillance Personnel submits Surveillance Reports to SQS Coordinator

SQS Coordinator files copy and Forwards to Project CM, RPE, PE and PQAM

SQS Manager updates Equipment List and drafts SQS Plan. SQS Coordinator submits to DDPC

SQS Surveillance Personnel arranges Pre-Inspection Meeting. SQS Coordinator informs Project CM, RPE, PE, Contractor, Vendor, SQS Surveillance personnel

SQS Surveillance Personnel submits Surveillance Reports to SQS Coordinator

SQS Coordinator files copy and Forwards to Project CM, RPE, PE and PQAM

Project CM coordinates follow-up Action as required with Contractor

Factory Acceptance Tests attended and reported to Project CM by SFPUC staff.

DDC determines if Factory Acceptance Test Inspections should be attended by SQS Surveillance Personnel and advises SQS Coordinator

SQS Manager transmits SQS file to SFPUC RCM at completion of the project.
**Date:** 4/10/2009 @ 3:00 pm  
**Project:** Baden, San Pedro, Pulgas Valve Lots Improvements  
**Project Number:** CUNV3910  
**Contract No.:** WD-2556  
**Subject:** POTENTIAL QA SERVICES ITEMS - BADEN, SAN PEDRO AND PULGAS VALVE LOTS  
CITY FURNISHED AND CONTRACTOR PROVIDED MAJOR ITEMS

---

**VALVE VAULT EXHAUST FANS**  
**EF-1 Inline**  
Exhaust Fan in Valve Vault P57R/P59R  
E2.3, M6  
Spec 15600  
Provider: Contractor

**TANK**  
**PT-1**  
Baden Propane Tank  
MO2, M2-14, M2-11  
Spec 13300  
Provider: Contractor  
Comments: 500 gallons  
Recommend: Yes

**TANK HEATER**  
**PT-1**  
Propane Tank Heater  
MO2, M2-14, M2-11  
Spec 16622  
Provider: Contractor  
Comments: 80 kW Heater  
Recommend: Yes

**PUMPS**  
**No. 1**  
Baden Pump  
MO2, I1-2A  
Spec 11010  
Provider: SF City  
Comments: 11,500 gpm & 255 HD  
Recommend: Yes

**No. 2**  
Baden Pump  
MO2, I1-2A  
Spec 11010  
Provider: SF City  
Comments: 11,500 gpm & 255 HD  
Recommend: Yes

**No. 3**  
Baden Pump  
MO2, I1-2B  
Spec 11010  
Provider: SF City  
Comments: 11,500 gpm & 255 HD  
Recommend: Yes

**SUMP PUMP**  
**SP-1**  
Baden Sump Pump, P57R/P59R Vault  
MO2  
Spec 15453  
Provider: Contractor  
Comments: 48 gpm & 20 HD  
Recommend: No

**LARGE DIAMETER VALVES WITH & W/O MOTOR ACTUATORS**  
**R50P**  
42" BFV with motor actuator  
MO2, M2-4, M2-3.1  
Spec 11300  
Provider: Contractor  
Comments: Yes

**T57P**  
42" BFV with motor actuator  
MO2, M2-6  
Spec 11300  
Provider: Contractor  
Comments: Yes

**P59R**  
42" PRV with motor actuator  
MO2, M2-4, M2-3.1  
Spec 11100  
Provider: Contractor  
Comments: Yes

**M55P**  
42" BFV with motor actuator  
MO2, M2-7, M2-3.1  
Spec 11300  
Provider: Contractor  
Comments: Yes

**M54P**  
42" BFV with motor actuator  
MO2, M2-10, M2-3.1  
Spec 11300  
Provider: Contractor  
Comments: Yes

**T54M**  
42" BFV with motor actuator  
MO2, M2-8  
Spec 11300  
Provider: Contractor  
Comments: Yes

**K54P**  
42" BFV with motor actuator  
MO2, M2-9, M2-10, M2-3.1  
Spec 11300  
Provider: Contractor  
Comments: Yes

**BADDV-01**  
42" GV-manual  
MO2, M2-13  
Spec 11200  
Provider: Contractor  
Comments: Buried GV next to Surge Tk  
Recommend: Yes

**BADDV-02**  
42" GV-manual  
MO2, M2-13  
Spec 11200  
Provider: Contractor  
Comments: Buried GV next to Surge Tk  
Recommend: Yes

**G14**  
42" BFV with motor actuator, Pulgas  
MO2, M3-0  
Spec 11020  
Provider: SF City  
Comments: RFQ Prepared  
Recommend: Yes

**Large Diameter Pipe (12" and over)**  
**Baden VL 12" Pipe**  
12"  
M2-3  
Spec's 15200, 15201, 15202  
Provider: Contractor  
Comments: Appro. 250 LF  
Recommend: No

**Baden VL 42" Pipe**  
42"  
M2-2, M2-3.1  
Spec's 15200, 15201, 15202  
Provider: Contractor  
Comments: Approx. 350 LF  
Recommend: Yes
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<td>Weather proof motor cover</td>
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<td>Certified vibration report</td>
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<td>C</td>
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<td>22</td>
<td>New York Blower, Series AF-Forty, Model 445, SWSI, 100% width, direct drive arrangement 8</td>
<td>2.01A</td>
<td>data sheet</td>
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<td>23</td>
<td>250 HP, 1800 rpm</td>
<td>2.02</td>
<td>data sheet</td>
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<td>Explosion proof motors</td>
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<td>25</td>
<td>460V, 3-phase, 60 Hz</td>
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<td>26</td>
<td>Dual space heaters, 120V single phase</td>
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<td>data sheet</td>
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<td>27</td>
<td>seismic design</td>
<td>2.03</td>
<td>report</td>
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<td>28</td>
<td>Factory Testing</td>
<td>3.02</td>
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City Representative shall witness test:

<table>
<thead>
<tr>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>motor mounted on fan base in installation position</td>
<td>3.02 A.2</td>
<td>test procedure*</td>
<td></td>
<td></td>
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<tr>
<td>30</td>
<td>40,000 cfm and 25 inches w.c. static pressure; stable in range 10% higher</td>
<td>3.02 C</td>
<td>test procedure*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>31</td>
<td>at 24 inches w.c.; stable in range 10% lower</td>
<td>3.02 C</td>
<td>test procedure*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>32</td>
<td></td>
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</tbody>
</table>

* submitted document
A Pre-Surveillance <Meeting> <Teleconference> was held on __________. The meeting location was __________, and was conducted to review and establish the surveillance requirements for this order.

Those attending the <meeting> <teleconference> were:

The vendor was advised that surveillance efforts on the behalf of _______ would be the responsibility of HTS. The vendor was further advised to notify HTS five (5) days prior to the start of work to be monitored.

All items requiring action as a result of this meeting are marked with a double asterisk (**) and are summarized at the end of this report.

The following is a summary of the meeting, which highlights specific subjects and activities.

I. STATUS OF ORDER
   A. Weld or Other Procedures:

   B. Other Vendor Data Required:
Pre-Surveillance Meeting Report
Vendor:
Report No.
Page No.

C. Fabrication/SHIPMENT SCHEDULE:

Fabrication is scheduled to begin ________________, and shipment is scheduled for ________________.

Based on schedule, SQS Surveillance personnel are planned for:

II. PURCHASE ORDER AND SPECIFICATION REQUIREMENTS

A. This equipment is to be fabricated, tested, and observed in strict accordance with the following:

III. VENDOR’S EXCEPTIONS

IV. MONITORING ACTIVITIES

Surveillance activities will consist of , but not necessarily be limited to the following:

V. ACTION: As a result of the meeting, the following Action Items are required:

Vendor’s Action:
Item #

SFPUC/CM Action:
Item #

SQS Surveillance Personnel Action:
Item #

VI. REMARKS: (Shop tour, observation of vendor capabilities, any additional information that will complement the meeting proceedings.)

VII. CLOSING STATEMENT: (SQS Surveillance Personnel’s next intended visit/actions)

Surveillance Personnel’s Name

Attachments: SQS Checklist YES _________ NO ____________
Product: AWWA C504 Butterfly Valves

Size: 42"


Type: Contractor-Furnished

R58P, M54P, M55P, T57P, K54P:
Steel Body HP250/125# Drill Butterfly Valve with Auma EMO Open/Close SA10.1-26B/GS315/GZ30-32 Floor Stand

T54M:
Steel Body HP250/125# Drill Butterfly Valve with Auma EMO Open/Close SA10.1-26B/GS315/GZ30-32

P59R:
Steel Body HP250/125# Drill Butterfly Valve with Auma EMO Open/Close SA10.1-26B/GS315/GZ30-32 Valve Control Panel

PO Info: See Attached

Manufacturer: Henry Pratt Company
Southwest Valve & Equipment, LLC
401 Highland Avenue
Aurora, IL  60506

Vendor: Groeniger & Company
27750 Industrial Blvd.
Hayward, CA 94544

Contact: Brent Fosdick
Groeniger & Company
(510) 786-3333

Schedule: Released for Fabrication
Complete Delivery 07-15-10
### SURVEILLANCE REPORT

**REPORT DISTRIBUTION**

<table>
<thead>
<tr>
<th>WSIP SQS Coordinator</th>
<th>Report #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>WSIP POAM</td>
<td></td>
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<tr>
<td>SFPUC RPE</td>
<td></td>
</tr>
<tr>
<td>SFPUC PE</td>
<td></td>
</tr>
<tr>
<td>WSIP Project CM</td>
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</tbody>
</table>

**VENDOR:** LOCATION:

**CONTACT:** PH#

**REPORT**

<table>
<thead>
<tr>
<th>Initial</th>
<th>Interim</th>
<th>Final</th>
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</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**INSPECTION SUMMARY:**

**ISSUES:**

**FABRICATION PROGRESS STATUS:**

Next Scheduled Surveillance:

**ATTACHMENTS**

- **SQS CHECKLIST**
  
  YES ______  NO ______

- **NONCONFORMANCE NOTICES**
  
  YES ______  NO ______

**OTHER (List)**
### WSIP SUPPLIER QUALITY SURVEILLANCE

#### SQS NONCONFORMANCE REPORT

<table>
<thead>
<tr>
<th>Project Name and No.:</th>
<th>NCR No.: SQS -</th>
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#### Supplier Quality Information

<table>
<thead>
<tr>
<th>Task Assignment No.</th>
<th>PO control No.:</th>
<th>Type:</th>
<th>Prime supplier</th>
<th>Sub-Tier Supplier</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>PO item No(s):</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Supplier:**

**Supplier location (city/state):**

**Equipment/material description:**

**Shop order No.:**

**Quantity:**

**Tag No.:**

**Description of nonconformance:**

**NCR issued by:**

**Date of issue:**

#### Category

**Category of NCR (check one only):**

- [ ] (A) Procedural
- [ ] (B) Quantity
- [ ] (C) NDE
- [ ] (D) Testing
- [ ] (E) Welding
- [ ] (F) Workmanship
- [ ] (G) Notification
- [ ] (H) Documentation
- [ ] (I) Material
- [ ] (J) Dimensional
- [ ] (K) Packaging (including marking/tagging)
- [ ] (L) Specification/data sheet
- [ ] (M) Design
- [ ] (N) Other: __________

#### Root Cause

**Root cause (check as applicable):**

- [ ] (A) Supplier system failure
- [ ] (B) Supplier QC failure
- [ ] (C) Requirement definition
- [ ] (D) Ambiguous requirement
- [ ] (E) Project
- [ ] (F) Other: __________

**Recommended Disposition:**

**Authorized Disposition:**

**Disposition Authorized by:**

**SQS Surveiller:**______

**Date:**_________

**Project CM:**______

**Date:**_________

**Project Engineer:**______

**Date:**_________

**PQAM:**______

**Date:**_________

**Other:**______

**Date:**_________

**Description of corrective action taken:**

**Description of corrective action taken to prevent recurrence:**

**Verified by:**______

**Date Verified:**_________

**Remarks:**

#### Supplier Quality Report Information

- [ ] Copy Issued to Supplier

**Date:**

**Referenced Inspection report No.:**

**Status:**

- [ ] Open
- [ ] Closed

**Form:** PWI SQ Rev. 0 March 2006 (Filename )