

**SAFETY**

**NAVFAC MO-326.2  
CHAPTER 10**

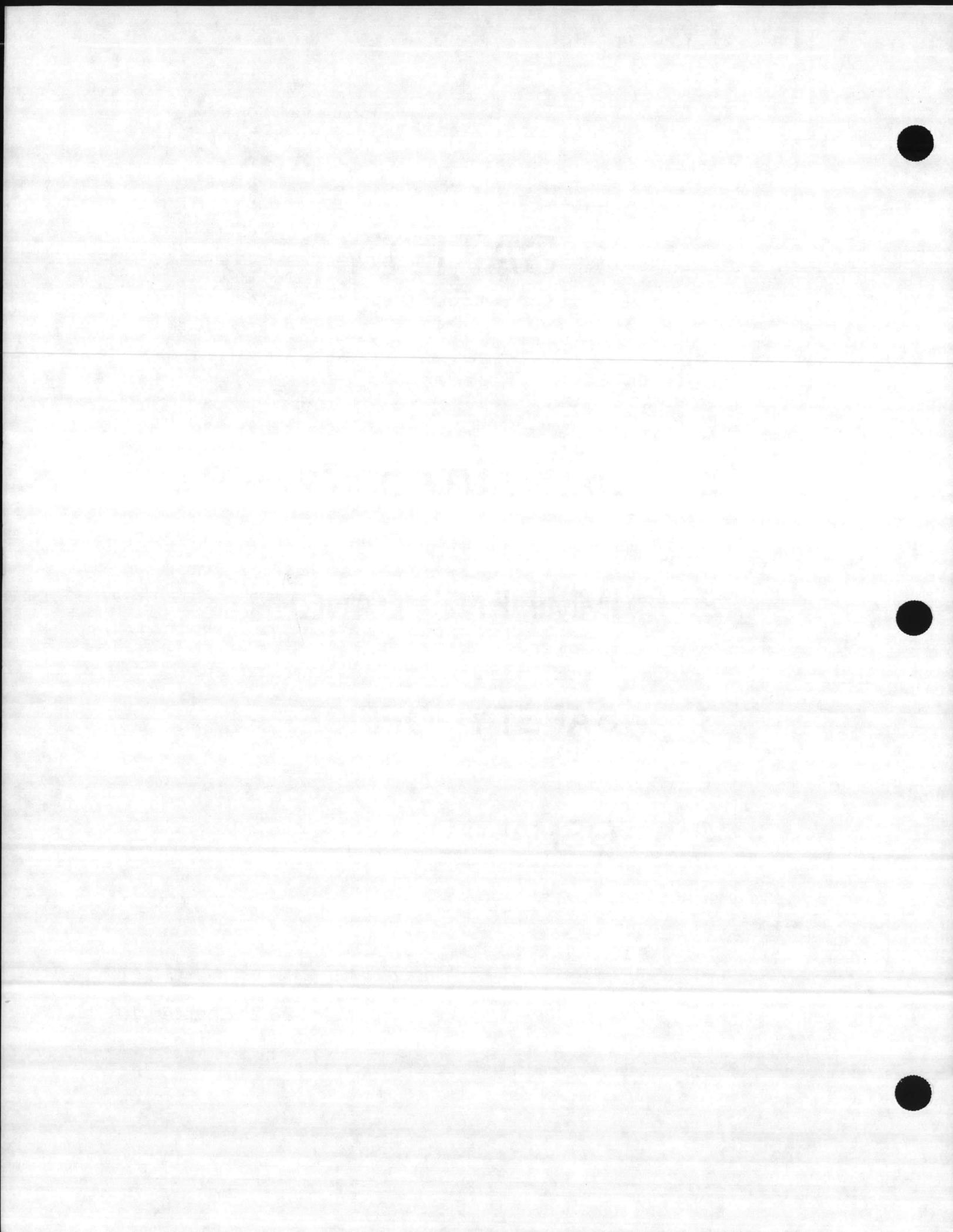
**LANTNAVFACENGCOMINST 5100.10A  
19 JULY 1983**



# SAFETY

1. QAE AUTHORITY
2. IMMINENT DANGER
3. SAFETY OFFICE
4. OSHA

MO-826.2, Chapter 10

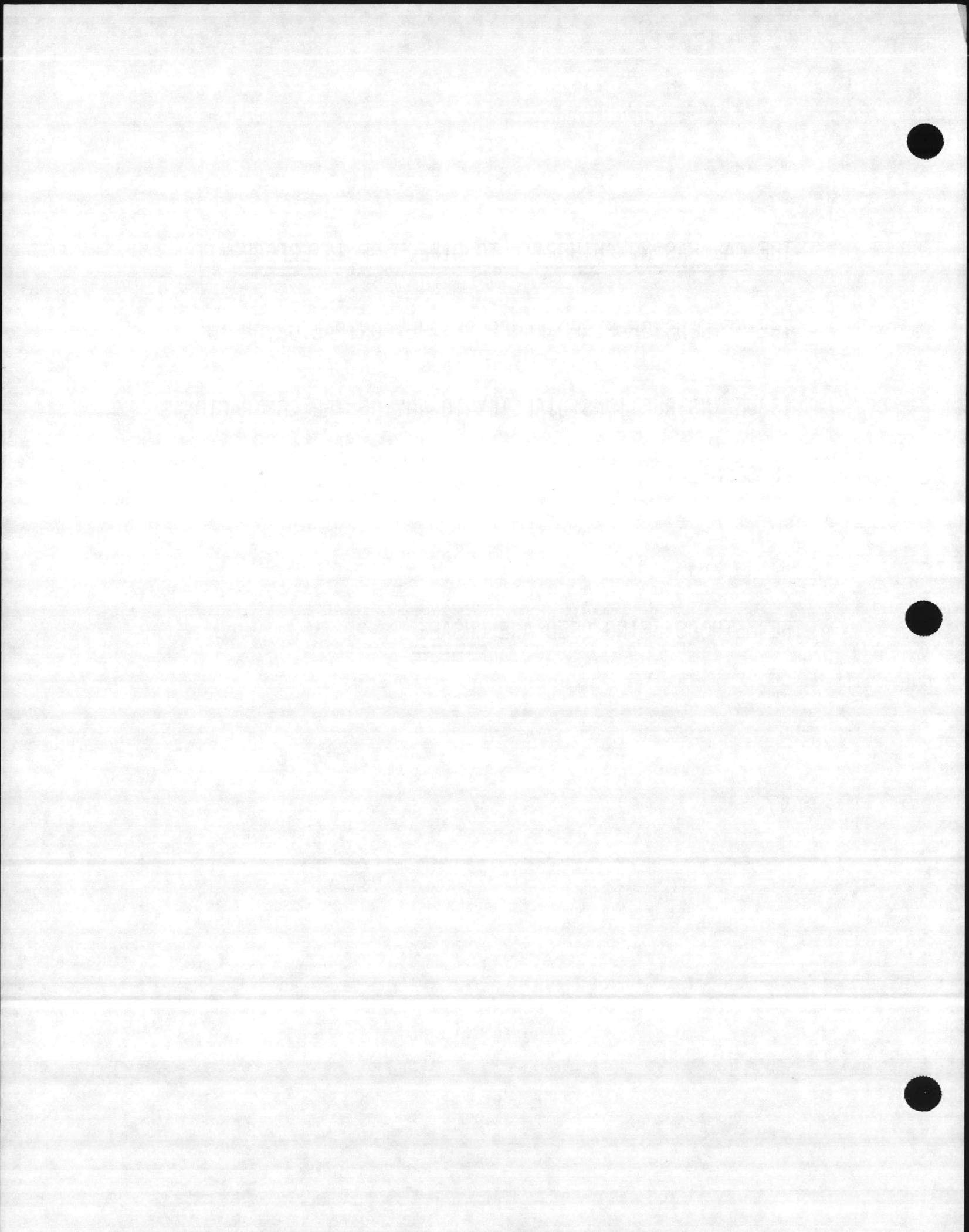


THE QAE HAS NO AUTHORITY TO DIRECT OR INTERFERE WITH  
THE METHODS OF PERFORMANCE BY THE CONTRACTOR OR TO  
ISSUE INSTRUCTIONS DIRECTLY TO ANY OF THE CONTRACTOR'S  
PERSONNEL

UNLESS

THE METHODS BEING USED ARE UNSAFE

MO - 327, PAGE 6-3, 6.2.1



## **IF IMMINENT DANGER EXISTS**

- 1. INFORM CONTRACTOR**
- 2. REQUEST IMMEDIATE ACTION**
- 3. INFORM OIC**
- 4. DOCUMENT**

MO-326.2, Page 10-1



# ACCIDENT/DAMAGE REPORTS

1 Working contract file

1 Official contract file

may be at LANTDIV

1 LANTNAVFACENCOM

Code 09K, Safety Officer

Robert Williams, "Bob"

A 564-9873

C 804-444-9873



WORKSHEET NO. 1

QA vs QC

INSTRUCTIONS: Each situation below describes an action taken by a Government QAE. Read the situations carefully. Decide if the situation describes QA or QC. Mark the appropriate box.

CONTRACT	SITUATION	QA	QC
1. Janitorial	QAE finds contractor employees goofing off and tells them to get to work.		
2. Refuse	QAE tells contractor that during Tuesday pickups, garbage was spilled on the street and not removed.		
3. Janitorial	QAE tells contractor that waste paper cans were not emptied.		
4. Utility	QAE tells contractor that batter board must be used when repairing water lines.		
5. Janitorial	QAE tells contractor that employees are not mopping floors properly.		
6. Painting	QAE tells contractor employee to use long nap roller when painting plaster walls.	x	
7. HVAC	QAE tells contractor not to use bulk air filters (type that can be cut to size).	✓	✓
8. Guard	QAE tell contractor that guard was not fit to be on duty because he was drunk.		✓
9. Transportation	QAE tells contractor that engine overhauls could be done faster if he put two mechanics on the job instead of one.		
10. HVAC	QAE tells contractor that PM inspections were not done as scheduled.		
11. Housing	QAE tells contractor that repairs made to a refrigerator are not satisfactory.		
12. Housing	QAE reports to contractor superintendent that contractor employees are sleeping in vacant quarters.		
13. Refueling	QAE finds contractor employees smoking during refueling operations and tells them to put out cigarettes.		
14. Electrical	QAE reports to contractor that his employees are not using properly grounded equipment.		✓
15. Painting	QAE stops work because a contractor employee painting a water tower is not wearing a safety belt.		x

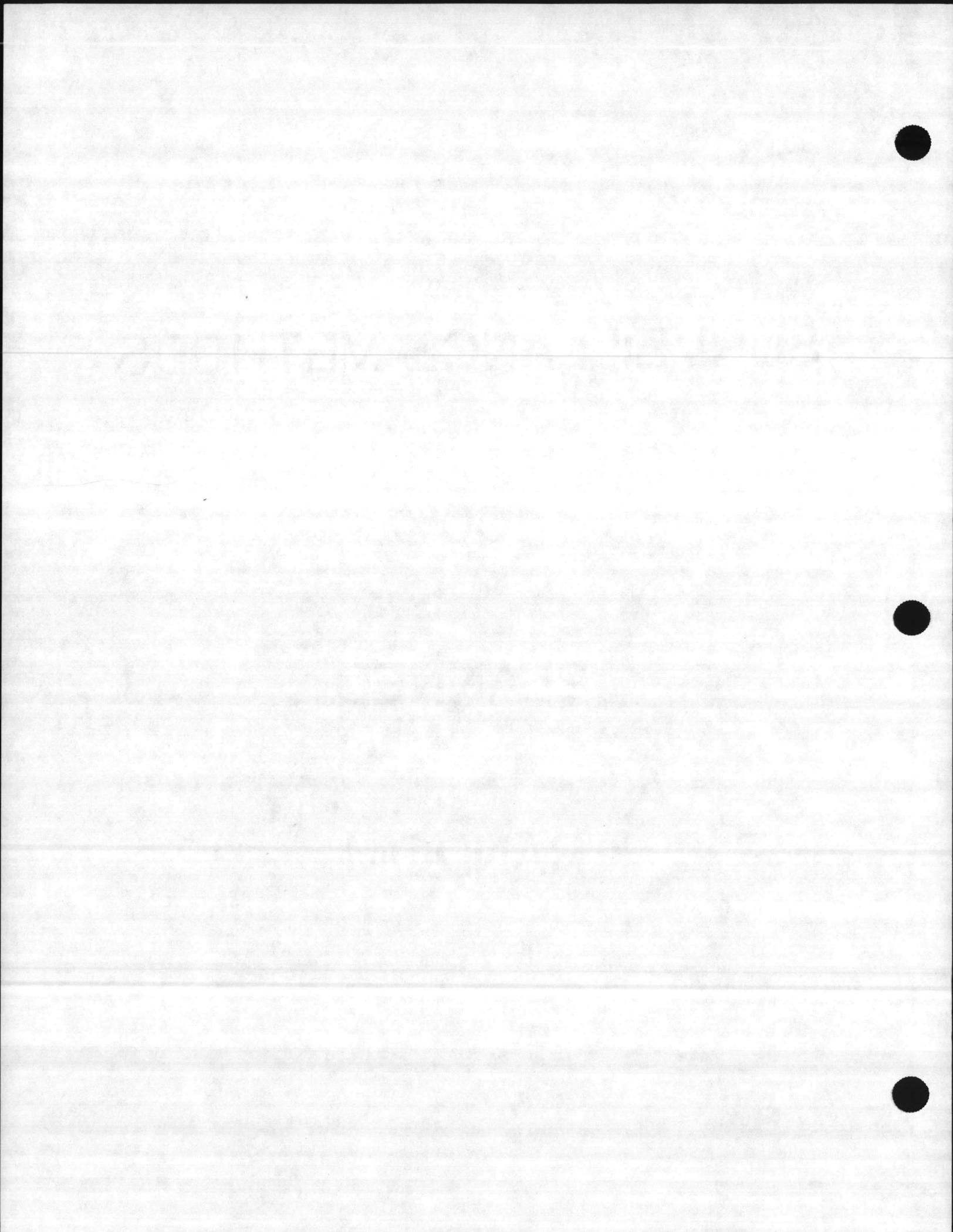


# SURVEILLANCE METHODS

100%

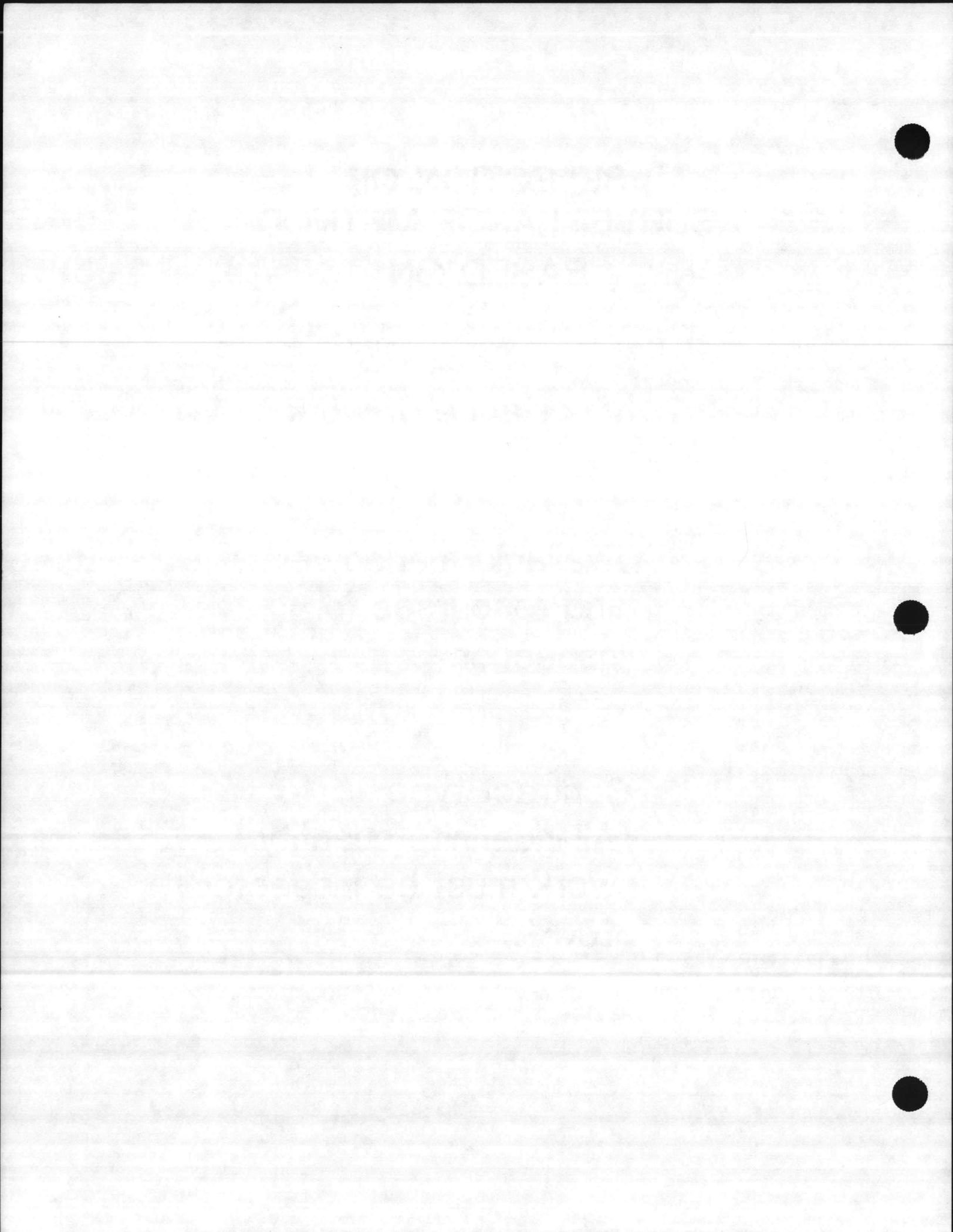
PLANNED

RANDOM



# SELECTION OF SURVEILLANCE METHOD BASED ON

1. Importance of work
2. Available manpower  
and resources for  
inspection
3. Contract type  
(All indefinite quantity  
work must be inspected  
100%.)



# 100%

**Every item of work is inspected**

**Requires:**

**-high manpower**

**-high resources**

**Can be used for any contract type**

**Must be used for indefinite  
quantity items**

Nov 84 FSC/CA bulletin

MO-326.2 page 8-16

MO-326.2 : 9.E.1

MO-327 : 5.2.1



#### QA FOR INDEFINITE QUANTITY WORK.

NAVFACENGCOM has issued guidance on quality assurance plans for indefinite quantity work. The following is quoted from NAVFACENGCOM ltr 1001A/CM of 26 July 1984 distributed to the engineering field divisions and the PWC's.

"2. While it is true that in most instances 100% inspection will probably be used as the quality assurance technique applied to the indefinite quantity portion of a service contract, there is no requirement to limit the surveillance technique to this one method. NAVFAC MO-327 lists four acceptable methods of surveillance: 100% inspection, planned sampling, random sampling, and validated customer complaints. Any of these methods may be used provided they meet the criteria established in MO-327 for the selection of the proper quality assurance method. Our (NAVFAC's) objective is to verify delivery of acceptable work at a reasonable cost. In the unusual case where service calls are part of the indefinite quantity portion of the contract and the number of calls expected is sufficiently large, the service may be ordered on a monthly basis and surveillance may be performed by using the random sampling technique. On the other hand, the level of effort (LOE) portion of the contract, which is non-repetitive work, by definition will be ordered on an individual basis and surveillance will be performed by using the 100% inspection technique.

"3. Normally the DD Form 1155 will be used to order work which had been specified in the indefinite quantity portion of a service contract. Box #26 of the form calls for the signature of the authorized government representative. Within that box, there is a provision for indicating that the work has been inspected. The "inspected" box may properly be checked provided that the quality assurance plan for this portion of the contract has been adhered to.

"4. This letter has been coordinated with Codes 021 and 09C."

LANTNAVFACENGCOM's approach to quality assurance for indefinite quantity work may be summarized as follows:

1. Indefinite quantity contracts will not be routinely considered for work such as service calls which can be accurately described with historical data. Indefinite quantity contracts are "the exception not the rule" for maintenance service contracts. Reorganization of a PWS may be required to reduce the amount of indefinite quantity work.
2. 100% inspection is the surveillance method of choice for indefinite quantity contracts. However, recognizing the impact of ceiling point restraints on contract administration, LANTNAVFACENGCOM will consider other surveillance methods on a case by case basis. Justification for use of surveillance methods other than 100% inspection for indefinite quantity work must be provided with the QA plan and QAE staffing calculations.



# PLANNED SAMPLING

Only selected work is inspected

Any method is used to  
select work for inspection

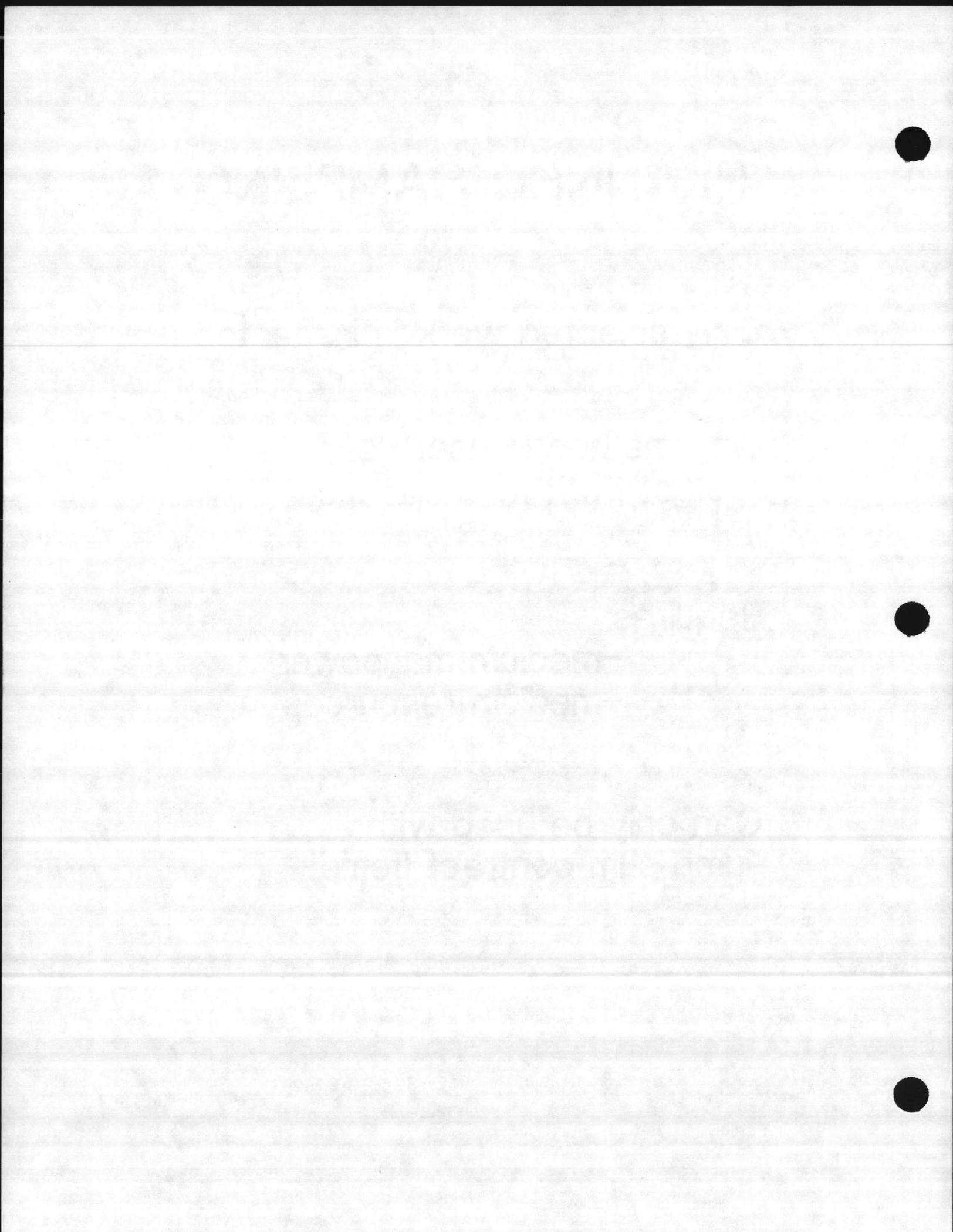
Requires:

- medium manpower
- medium resources

Can only be used with  
lump sum contract items

MO-326.2 : 9.E.2

MO-327 : 5.2.2



# RANDOM SAMPLING

Only selected work is inspected

A random method is used to select work for inspection

Requires:

- medium to low manpower
- medium to low resources

Can only be used with lump sum contract items

MO-326.2 : 9.E.4

MO-327 : 5.2.3



## WORKSHEET NO. 2

## INSPECTION TYPES

INSTRUCTIONS: Read the descriptions of services provided by contract, contract type, and quantity of work. Select the inspection method that is most appropriate.

CONTRACT	SERVICE	CONTRACT TYPE	QUANTITY OF WORK (per month)	INSPECTION TYPE		
				100%	PLANNED	RANDOM
1. Housing	Change of Occupancy	Any	6			
2. Any	Contractor Monthly Workload Plan	Lump Sum	1			
3. Facility Maint.	Service Calls	Lump Sum	400			
4. Housing	Service Calls	Indefinite Quantity	2000			
5. Janitorial	Clean Floors	Lump Sum	4000 rms			
6. Refuse	Empty Dumpsters	Lump Sum	3 dumpsters			
7. Pest Control	Spray Operator Certification	Any	1			
8. Water Plant	PM of Chemical Feed Pumps	Lump Sum	10			
9. Boiler	Monthly Report	Lump Sum	1			
10. Grounds	Maintain grass 1.5 to 2.5 in.	Lump Sum	150 Acres			
11. Any	Schedule Deductions		1 per Contract			
12. Vehicle Maint.	Safety Inspections	Lump Sum	300 Vehicles			

