Exhibit A

Buckhorn Lake

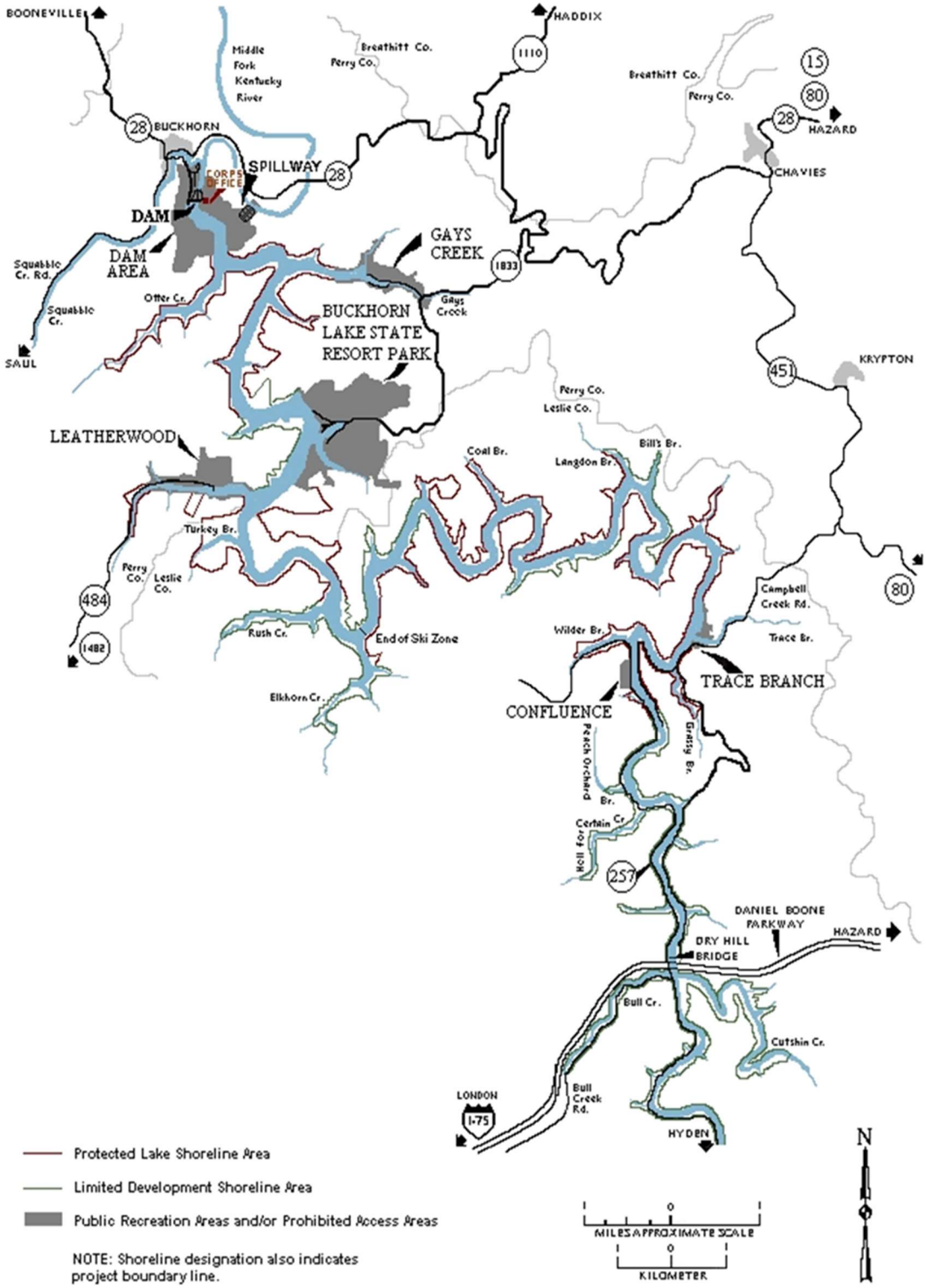

Exhibit B
Sample Forms

CONTRACT DISCREPANCY REPORT For use of this form, see AR 5-20; the proponent agency is OACSIM.	1. CONTRACT NUMBER

2. TO: *(Contractor and Manager Name)*	3. FROM: *(Name of QAE)*

DATES			
PREPARED	ORAL NOTIFICATION	RETURNED BY CONTRACTOR	ACTION COMPLETE

4. DISCREPANCY OR PROBLEM *(Describe in Detail: Include reference in PWS / Directive: Attach continuation sheet if necessary.)*

5. SIGNATURE OF CONTRACTING OFFICER

6. TO: *(Contracting Officer)*	7. FROM: *(Contractor)*

8. CONTRACTOR RESPONSE AS TO CAUSE, CORRECTIVE ACTION AND ACTIONS TO PREVENT RECURRENCE. ATTACH CONTINUATION SHEET IF NECESSARY. *(Cite applicable Q.A. program procedures or new A.W. procedures.)*

9. SIGNATURE OF CONTRACTOR REPRESENTATIVE	10. DATE

11. GOVERNMENT EVALUATION *(Acceptance, partial acceptance, rejection: attach continuation sheet if necessary)*

12. GOVERNMENT ACTIONS *(Payment deduction, cure notice, show cause, other.)*

CLOSE OUT			
	NAME AND TITLE	SIGNATURE	DATE
CONTRACTOR NOTIFIED			
QAE			
CONTRACTING OFFICER			

DA FORM 5479-R, NOV 85 USAPA V1.01

ACTIVITY HAZARDS ANALYSIS

Date Prepared: Job:

Project:

Prepared by:

Reviewed by (USACE):

Overall Risk Assessment Code (RAC)
(Use highest code)

Recommended Protective Clothing & Equipment:

Gloves	05.A.08	Safety Boots	05.E
Hard Hats	05.D.01	Fall Protection	05.H
Safety Glasses	05.B.01	Reflective Vests	05.F

Feature of Work:

E = Extremely High Risk
H = High Risk
M = Moderate Risk
L = Low Risk

Severity	Probability: Frequent	Likely	Occasional	Seldom	Unlikely
Catastrophic	E	E	H	H	M
Critical	E	H	H	M	L
Marginal	H	M	M	L	L
Negligible	M	L	L	L	L

Add Identified Hazards

	JOB STEPS	HAZARDS	ACTIONS TO ELIMINATE OR MINIMIZE HAZARDS	EM 385-1-1 (PARA REF)	RAC
X					
X					
X					
X					
X					

Add Identified Equipment

	EQUIPMENT	TRAINING	INSPECTION
X			
X			
X			

CELRL-Form 1259, November 2013
(Proponent CELRL-CD)

Print Form Reset Form

ACTIVITY HAZARDS ANALYSIS

COMPETENT/QUALIFIED PERSON(S) - SIGNATURE	TITLE	DATE
Add Competent/Qualified Person(s)		

	COMPETENT/QUALIFIED PERSON(S) - SIGNATURE	TITLE	DATE
X			
X			
X			

Add Personnel Involved

	Personnel Involved - SIGNATURE	TITLE	DATE
X			
X			
X			

Print Form Reset Form

Exhibit C

Quality Control Plan Sample

Prior to beginning work, each employee will be trained to perform the task he or she has been hired to perform. This training will consist of a review and thorough explanation of the contract specifications and requirements, followed by 'on-the-job' training to ensure that the contract requirements are understood. All members of a crew will be cross-trained, so that they understand all aspects of a particular type of work. Following training, each employee will be provided with a checklist of work that they are required to perform, which will serve to ensure that all aspects of a particular job are completed on time. The employee will mark each item as it is completed (with completion time), and will sign and date each sheet to ensure accountability for completed work.

Prior to start of the contract, the Contractor will designate a Quality Control Inspector (QCI) in writing. The designated QCI will perform inspections of completed work as soon as possible to ensure that the work meets contract specifications. The inspection schedule will depend on the type of work being completed; items of a routine nature will be inspected based on a random or planned sampling schedule. 100% of unusual items, items which are more important, or highly visible items will be inspected.
Allowable reject levels for all items of work will be zero.

Upon discovery of any deficiency, corrective action will be initiated immediately. The QCI will immediately either correct the deficiency personally, direct another employee to correct the deficiency, or direct the employee who marked the item as 'complete' to correct the deficiency. The QCI will meet with the employee who was responsible for initial completion of the work and review contract specifications for the work which was inadequately performed. The QCI will determine what actions caused the inadequate work and take immediate steps to ensure that the work is correctly performed the next time it is scheduled.

A Quality Control Inspection Report will be completed by the QCI for each day's work. This report will document what work was completed, what facilities were inspected, the time the inspections were performed, and the results of these inspections. This report will also document any deficiencies noted during inspections and corrective actions taken on deficiencies. This report will be provided to the Corps of Engineers the same day the work is scheduled, or the next morning prior to 10:00 a.m. by e-mail, fax, or in person.

If a Contract Discrepancy Report (CDR) is issued by the government, the Contractor will review the CDR with the QCI within one day of receipt of the CDR, and will meet with the Corps of Engineers representative as soon as possible. Prior to meeting with the Corps representative, the Contractor will meet with the QCI and the individual/crew responsible for completing the work to determine the cause of the contract discrepancy and what actions will be required to prevent any reoccurrence. The Contractor will document these actions on the CDR for submittal to the government.

The contractor will modify these procedures as required to ensure that contract specifications are met.

Exhibit D